



# Resolution 25 - 6.1

## NOTICE OF PUBLIC HEARING

JUNE 10, 2025, 6PM, WASHINGTON TOWN HALL, 204 N MAIN

**A JOINT RESOLUTION BY THE TOWN OF WASHINGTON BOARD OF TRUSTEES AND THE WASHINGTON PUBLIC WORKS AUTHORITY BOARD OF TRUSTEES WASHINGTON, OKLAHOMA, APPROVING THE BUDGET FOR FISCAL YEAR 2025-2026 BEGINNING JULY 1, 2025 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.**

**Whereas,** The Town of Washington has adopted the provisions of the Municipal Budget Act (Sections 17-201 through 17-218 of Title 11 of the Oklahoma Statutes), and the Chief Executive Officer/Town Administrator has prepared a budget for the fiscal year ending June 30, 2026 (FY 25-26) consistent with the Act; and,

**Whereas,** This Act in section 17-215 provides for the chief executive officers of the Town, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one object category to another within the same department of a fund; and,

**Whereas,** The budget has been presented to the Town of Washington Board of Trustees at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and,

**Whereas,** The Board of Trustees has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON AND THE BOARD OF TRUSTEES OF THE WASHINGTON PUBLIC WORKS AUTHORITY, STATE OF OKLAHOMA that:**

**Section 1. Adoption.** The Town of Washington does hereby adopt the FY 2025-2026 Budget on the 10<sup>th</sup> day of June 2025 with total resources available in the amount of \$1,167,454.00 for the Town of Washington and \$597,446.72 for the Washington Public Works Authority (\$3,497,446.72 if the Water Tower Loan is approved) and total appropriations in the amount of \$1,031,511.44 for the Town of Washington \$409,006.72 for the Washington Public Works Authority (\$3,497,446.72 if the Water Tower Loan is approved) for all budgeted funds. Legal appropriations (spending/encumbering limits) are hereby established as follows:

### BUDGET MESSAGE

Dear Members of the Board of Trustees & Citizens of Washington:

The upcoming Fiscal Year 2025-2026 annual budget of the Town of Washington includes some significant components that reflect the Town's efforts to strive for excellence in public service delivery.

The budget presented herein contains the following highlights:

- The budget has been prepared by department for the first time in the Town's history. For budgetary purposes, we have created an Administration Department with the two employees (Town Administrator and Town Clerk), a Police Department with two employees (two police officers), and a budget for the Washington Public Works Authority with two employees (Public Works Director and Maintenance).
- Market adjustments for the compensation of the Town Clerk and Public Works Director position along with merit and cost of living raises to most remaining staff.
- Capital Outlay budgeted as follows:
  - General Fund: TAP Grant Match for sidewalks (\$65,000.00)
  - General Fund: Replace one police vehicle (\$30,000.00)
  - Washington Public Works Authority: New Water Tower (\$2.9M)

The proposed budget presented to you is prepared in accordance with the Oklahoma Municipal Budget Act in Title 11 of the Oklahoma Statutes.

Respectfully submitted,

Mica A. Lunt, Town Administrator



# Annual Budget

## Town of Washington General Fund

	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed
<b>Estimated Revenues</b>				
Ambulance Service	\$ 39,216.93	\$ 35,672.00	\$ 49,861.39	\$ 48,000.00
Citations	Not recorded	\$ -	\$ 3,353.71	\$ 3,000.00
County Clerk	\$ 5,005.13	\$ 5,000.00	\$ 5,379.00	\$ 5,000.00
Fire Department County Tax	Not recorded	Not recorded	Not recorded	\$ 103,290.00
Fire Department USFS Revenue/Grants	Not recorded	Not recorded	Not recorded	\$ 40,000.00
Grants	\$ 57,626.04	\$ 780,000.00	\$ 780,000.00	\$ 300,000.00
Grave Operations	\$ 14,309.08	\$ 50,000.00	\$ 41,773.59	\$ 40,000.00
Interest	\$ 2.83	\$ 60.00	\$ 96.91	\$ 90.00
Miscellaneous	\$ 41,414.46	\$ 12,000.00	\$ 12,704.12	\$ 12,000.00
Permits	\$ 42,339.77	\$ 40,000.00	\$ 46,297.89	\$ 40,000.00
Taxes	\$ 4,420.00	\$ -	\$ -	\$ -
Cigar Tax	\$ 2,367.02	\$ 2,000.00	\$ 1,876.41	\$ 1,750.00
City Use Tax	\$ 171,314.67	\$ 165,000.00	\$ 176,424.56	\$ 201,124.00
Franchise Tax	\$ 24,927.45	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
Gas Tax	Not recorded	\$ 1,200.00	\$ -	\$ 1,200.00
Sales Tax	\$ 376,796.99	\$ 360,000.00	\$ 300,000.00	\$ 342,000.00
WASA Utility Reimbursement	\$ 12,561.59	\$ 6,000.00	\$ 5,448.65	\$ 6,000.00
<b>Total Town of Washington Revenues</b>	<b>\$ 792,301.96</b>	<b>\$ 1,480,932.00</b>	<b>\$ 1,447,216.23</b>	<b>\$ 1,167,454.00</b>
<b>Proposed Expenses</b>				
Administration Department	\$ 526,909.28	\$ 1,043,309.00	\$ 987,841.16	\$ 657,508.72
Fire Department	\$ -	\$ -	\$ -	\$ 90,726.00
Police Department	\$ 93,073.63	\$ 105,500.00	\$ 104,907.14	\$ 146,330.00
Transfer to PWA Fund				\$ 136,946.72
<b>Total Town of Washington Expenses</b>	<b>\$ 619,982.91</b>	<b>\$ 1,148,809.00</b>	<b>\$ 1,092,748.30</b>	<b>\$ 1,031,511.44</b>
<b>TOTAL</b>	<b>\$ 172,319.06</b>	<b>\$ 332,123.00</b>	<b>\$ 354,467.93</b>	<b>\$ 135,942.56</b>

Administration Department					
Proposed Expenses	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed	
<b>Personnel Services</b>					
Payroll & Benefits					
Health Benefits	Not recorded	\$ 22,000.00	\$ 24,597.46	\$ 18,546.72	
Salaries & Wages	\$ 119,791.75	\$ 162,500.00	\$ 162,500.00	\$ 180,000.00	
Overtime	\$ -	\$ -	\$ -	\$ -	
Retirement	\$ -	\$ -	\$ -	\$ 10,512.00	
<b>Total Personnel Services</b>	<b>\$ 119,791.75</b>	<b>\$ 184,500.00</b>	<b>\$ 187,097.46</b>	<b>\$ 209,058.72</b>	
<b>Materials &amp; Supplies</b>					
Office Supplies	\$ 27,187.86	\$ 37,964.00	\$ 25,498.67	\$ 27,500.00	
Repairs & Maintenance Supplies	\$ 27,717.03	\$ 85,000.00	\$ 85,000.00	\$ 70,000.00	
Senior Citizens Center	\$ 3,350.26	\$ 4,000.00	\$ 4,000.00		
Cemetery Expenses	Not recorded	\$ 5,000.00	\$ 4,322.71	\$ 5,000.00	
Street Repairs	\$ 1,354.36	\$ 7,000.00	\$ 4,396.53	\$ 7,000.00	
<b>Total Materials &amp; Supplies</b>	<b>\$ 59,609.51</b>	<b>\$ 138,964.00</b>	<b>\$ 123,217.90</b>	<b>\$ 109,500.00</b>	
<b>Other Services &amp; Charges</b>					
Ambulance Service (Emergency Services)	\$ 33,104.34	\$ 40,000.00	\$ 48,691.15	\$ 48,000.00	
Bank Charges	\$ 271.97	\$ 600.00	\$ 526.90	\$ 600.00	
Delta Community Action Fees	\$ 3,350.26	\$ 4,000.00	\$ 4,500.00	\$ 5,000.00	
Dues & Fees	\$ 10,361.23	\$ 13,500.00	\$ 10,689.29	\$ 12,000.00	
Insurance	\$ 118,879.08				
Auto/Liability	Not recorded	\$ 10,000.00	\$ 7,721.14	\$ 13,000.00	
Property (Included Health)	Not recorded	\$ 66,000.00	\$ 73,792.22	\$ 10,000.00	
Workers Compensation	\$ 9,601.60	\$ 12,000.00	\$ 57.00	\$ 12,000.00	
Internet	\$ 1,261.26	\$ 1,500.00	\$ 53.88	\$ 1,500.00	
IRS Penalties (Taxes)	Not recorded	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	
Mileage	\$ 7.50	\$ 1,000.00	\$ -	\$ -	
Miscellaneous	\$ 42,606.83	\$ 60,000.00	\$ 39,101.52	\$ 20,000.00	
Payment Processing Fees	\$ 1,401.90	\$ 2,500.00	\$ 2,084.97	\$ 2,500.00	
Professional Fees	\$ 75,551.83	\$ 201,975.00	\$ 201,975.00	\$ 75,500.00	
Returned Checks	\$ 73.00	\$ 4,750.00	\$ 3,022.71	\$ 4,750.00	
Software	\$ 3,711.38	\$ 235,420.00	\$ 235,420.00	\$ 10,500.00	
Telephone	Not recorded	\$ 4,600.00	\$ 3,545.78	\$ 4,600.00	
Training	\$ 737.94	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Utilities	\$ 46,587.90	\$ 50,000.00	\$ 34,344.24	\$ 40,000.00	
<b>Total Other Services &amp; Charges</b>	<b>\$ 347,508.02</b>	<b>\$ 719,845.00</b>	<b>\$ 677,525.80</b>	<b>\$ 273,950.00</b>	
<b>Capital Outlay</b>					
TAP Grant Match	\$ -	\$ -	\$ -	\$ 65,000.00	
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,000.00</b>	
<b>TOTAL</b>	<b>\$ 526,909.28</b>	<b>\$ 1,043,309.00</b>	<b>\$ 987,841.16</b>	<b>\$ 657,508.72</b>	

Police Department					
Proposed Expenses	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed	
<b>Personnel Services</b>					
Payroll & Benefits					
Health Benefits	Not recorded	\$ 22,000.00	\$ 24,597.46	\$ 18,546.72	
Salaries & Wages	\$ 57,854.25	\$ 65,000.00	\$ 65,000.00	\$ 66,750.00	
Overtime	\$ -	\$ -	\$ -	\$ 2,575.00	
Retirement	\$ -	\$ -	\$ -	\$ 4,005.00	
<b>Total Personnel Services</b>	<b>\$ 57,854.25</b>	<b>\$ 65,000.00</b>	<b>\$ 65,000.00</b>	<b>\$ 73,330.00</b>	
<b>Materials &amp; Supplies</b>					
Gasoline	\$ 7,031.22	\$ 10,500.00	\$ 9,907.14	\$ 10,000.00	
Operating Supplies	\$ 14,094.08	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
Tools & Equipment	\$ 14,094.08	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
<b>Total Materials &amp; Supplies</b>	<b>\$ 35,219.38</b>	<b>\$ 40,500.00</b>	<b>\$ 39,907.14</b>	<b>\$ 40,000.00</b>	
<b>Other Services &amp; Charges</b>					
Training	Not recorded	\$ -	\$ -	\$ 3,000.00	
<b>Total Other Services &amp; Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>	
<b>Capital Outlay</b>					
Replace Charger	Not recorded	\$ -	\$ -	\$ 30,000.00	
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>	
<b>TOTAL</b>	<b>\$ 93,073.63</b>	<b>\$ 105,500.00</b>	<b>\$ 104,907.14</b>	<b>\$ 146,330.00</b>	

Fire Department					
Proposed Expenses	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed	
<b>Personnel Services</b>					
Clothing Allowance/Run Checks	Not recorded	Not recorded	Not recorded	\$ 7,087.50	
OFSA Pension/Retirement	Not recorded	Not recorded	Not recorded	\$ 3,192.00	
<b>Total Personnel Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,192.00</b>	
<b>Materials &amp; Supplies</b>					
Fuel	Not recorded	Not recorded	Not recorded	\$ 7,140.00	
Operating Supplies	Not recorded	Not recorded	Not recorded	\$ 13,620.00	
Tools & Equipment	Not recorded	Not recorded	Not recorded	\$ 63,774.00	
<b>Total Materials &amp; Supplies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,534.00</b>	
<b>Other Services &amp; Charges</b>					
Training	Not recorded	Not recorded	Not recorded	\$ 3,000.00	
<b>Total Other Services &amp; Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>	
<b>Capital Outlay</b>	Not recorded	Not recorded	Not recorded	\$ -	
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,726.00</b>	



# Annual Budget

## Town of Washington Public Works Authority

Estimated Revenues	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed
Late Fees	\$ 3,023.51	\$ 2,800.00	\$ 4,749.04	\$ 4,500.00
Reconnection Fees	\$ 650.00	\$ 1,000.00	\$ 1,227.77	\$ 1,000.00
Sanitation	\$ 93,615.36	\$ 82,000.00	\$ 102,175.03	\$ 125,000.00
Sewer	\$ 52,629.87	\$ 50,000.00	\$ 65,976.68	\$ 70,000.00
Utility Refunds	Not recorded	\$ 250.00	\$ (475.20)	\$ -
Water	\$ 167,671.65	\$ 240,000.00	\$ 293,688.63	\$ 260,000.00
Transfer from TOW General Fund				\$ 136,946.72
Water Tower Loan				\$ 2,900,000.00
<b>Total Public Works Authority Revenues</b>	<b>\$ 317,590.39</b>	<b>\$ 376,050.00</b>	<b>\$ 467,341.95</b>	<b>\$ 3,497,446.72</b>
<b>Proposed Expenses</b>				
<b>Personnel Services</b>				
Payroll & Benefits				
Health Benefits	Not recorded	\$ 22,000.00	\$ 24,597.46	\$ 18,546.72
Salaries & Wages	\$ 35,580.00	\$ 85,000.00	\$ 85,000.00	\$ 91,000.00
Overtime	\$ -	\$ -	\$ 1,000.00	\$ 4,000.00
Retirement	\$ -	\$ -	\$ -	\$ 5,460.00
<b>Total Personnel Services</b>	<b>\$ 35,580.00</b>	<b>\$ 107,000.00</b>	<b>\$ 110,597.46</b>	<b>\$ 119,006.72</b>
<b>Materials &amp; Supplies</b>				
Gasoline	\$ 7,031.22	\$ 10,500.00	\$ 9,907.14	\$ 10,000.00
Sanitation Fees	\$ 61,407.51	\$ 65,000.00	\$ 95,083.13	\$ 100,000.00
Repairs & Maintenance	\$ 107,114.91	\$ 280,000.00	\$ 330,000.00	\$ 107,000.00
Sewer Pumping	\$ 10,833.05	\$ 18,000.00	\$ 12,864.00	\$ 18,000.00
Water Purchase	\$ -	\$ 17,000.00	\$ -	\$ 15,000.00
Water Testing	\$ 18,925.94	\$ 20,000.00	\$ 7,945.10	\$ 10,000.00
Well Repair	\$ 21,783.91	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
<b>Total Materials &amp; Supplies</b>	<b>\$ 227,096.54</b>	<b>\$ 435,500.00</b>	<b>\$ 480,799.37</b>	<b>\$ 285,000.00</b>
<b>Other Services &amp; Charges</b>				
Dues & Fees	\$ -	\$ -	\$ -	\$ 2,000.00
Training	\$ -	\$ -	\$ -	\$ 3,000.00
<b>Total Other Services &amp; Charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>
<b>Capital Outlay</b>				
Water Tower	\$ -	\$ -	\$ -	\$ 2,900,000.00
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,900,000.00</b>
Water Tower Debt Service	\$ -	\$ -	\$ -	\$ 193,440.00
<b>TOTAL</b>	<b>\$ 54,913.86</b>	<b>\$ (166,450.00)</b>	<b>\$ (124,054.89)</b>	<b>\$ (0.00)</b>

**Section 2. Required Content.** The accompanying budget document complies with the requirements of the Act by including:

- The budget message.
- The budget summary.

- c. The fund budget summaries.
- d. The departmental appropriations.

**Section 3. Legal Level of Control.** In accordance with Section 17-215B, the Board of Trustees has determined that expenditures and encumbrances may not be authorized that exceed the legal level of control by account category (as defined in Section 17-213) of any department of any fund.


**Section 4. Authorization of Town Administrator.** The Board of Trustees does hereby authorize the Town Administrator to transfer any unexpended and unencumbered appropriations at any time throughout FY 25-26 from one object category to another within the same department of a fund without further approval by the Town Board. All other budget amendments must be approved by the Town Board.

**Section 5. Supplemental & Decreases of Appropriations.** All supplemental appropriations or decrease in the total appropriations of a fund shall be adopted at a meeting of the Town Board and filed with the State Auditor and Inspector.

**Section 6. Severability.** If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid, unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Resolution, except, that the effective date provision shall not be severable from the operative provisions of this Resolution.

PASSED, APPROVED AND ADOPTED this 10 day of June, 2025.

TOWN OF WASHINGTON

  
Joel Siria, Mayor

ATTEST:

  
Kasey Leshner, Town Clerk

