



## The Town of Washington

204 North Main Street, PO Box 127  
Washington, Oklahoma 73093

[www.washingtontownhall.com](http://www.washingtontownhall.com)

405-288-2578

# Leadership Team Monthly Report

June 2025

## Table of Contents

<i>Letter from the Town Administrator .....</i>	<i>1</i>
<i>Town Clerk .....</i>	<i>2</i>
<i>Financials &amp; Grants.....</i>	<i>2</i>
<i>Public Works, Cemetery &amp; Parks.....</i>	<i>5</i>
<i>Washington Volunteer Fire Department.....</i>	<i>6</i>
<i>Wadley's EMS Service .....</i>	<i>7</i>
<i>Washington Police Department.....</i>	<i>7</i>

## Letter from the Town Administrator

Honorable Mayor Siria, Town Council, and Citizens of Washington,

I am excited to provide you with the July 2025 Leadership Team Monthly Report, which covers activity data, key developments, initiatives, and plans on an ongoing basis.

In the month of June, we continued to make considerable progress! Memorial Park's basketball court is complete and striped, and the transfer of sod from WPS was successful. We also finished out the fiscal year with our projected revenues at or slightly above target and our expenses well below expected values, which demonstrates sound fiscal management, including contributions to our reserves.

We continue to work closely with our engineers to drill a new well and to plan for the installation of a 300,000-gallon additional water tank while we continue exploring



## The Town of Washington

204 North Main Street, PO Box 127  
Washington, Oklahoma 73093

[www.washingtontownhall.com](http://www.washingtontownhall.com)

405-288-2578

multiple funding options for these projects. To receive loan funding, we will be working on getting an audit of our FY 24-25 financials completed as quickly as possible.

Thank you for your citizenship, trust, and commitment to the Town of Washington! Please let me know if you have any questions or would like any further information.

Sincerely,

Mica A. Lunt, Town Administrator

## Town Clerk

Our Town Clerk has been working on several projects, which include the conversation of our utility billing software to a new program. We are pleased to report that this project has finished, and new billing was utilized for the June round of utility bills. The new portal provides easier use for our customers and more transparency into their utility billing.

### Key Metrics from June 2025:

- 106 Late Accounts assessed a Late Penalty of \$1,170.56
- 9 Customers sent to collections Totaling \$2,165.25; 0 customers removed from collections
- 7 New Customers (existing builds)
- Permits Issued: 1 building, 1 HVAC permit, 1 Storm Shelter, 1 Vendor
- 0 cemetery lots sold

## Financials & Grants

The Town of Washington is doing well financially, overall, and we finished the FY 24-25 period very strong. We are experiencing a downturn in sales tax revenue caused by a reduction in materials sales for new homes. As the developments in Washington town limits fill, the degree to which materials and supplies are being purchased for those developments is slowing down compared to recent past years. In June 2025, we applied



## The Town of Washington

204 North Main Street, PO Box 127  
Washington, Oklahoma 73093

[www.washingtontownhall.com](http://www.washingtontownhall.com)

405-288-2578

for and received a grant for \$5000 (our second such grant to receive) to clean out and treat sewer lines, which will result in about 40% of our sewer lines being able to be treated.

In May 2024, the Town's Balance Sheet recorded total assets of \$296,676.08; whereas, in May 2025, our current Balance Sheet shows assets of \$637,124.99.

A copy of our current budget is included to the right and below. In general, revenues for the year were very close to being on-target or slightly higher as a whole. The most notable exceptions to revenue categories that are not performing as expected are: 1) Grant Revenue due to being awarded a large grant yet the money being federally frozen, 2) Grave Operations Revenue simply due to fewer opening and closings than anticipated, and 3) Permits due to dwindling construction market.

	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
<b>Income</b>				
Ambulance Service Revenue	42,777.03	42,236.00	541.03	101.28 %
Cemetery Capital Improvement Fund	5,076.91	0.00	5,076.91	
Citations	2,740.28	0.00	2,740.28	
County/ARPA Funding	10,394.43	0.00	10,394.43	
County Clerk Revenue	5,483.67	5,000.00	483.67	109.67 %
Grant Revenue	619,039.15	780,000.00	-160,960.85	79.36 %
Grave Operations Revenue	39,271.48	50,000.00	-10,728.52	78.54 %
Interest Revenue	165.57	133.33	32.24	124.18 %
Miscellaneous Revenue	12,704.12	13,000.00	-295.88	97.72 %
Permits	34,723.42	40,000.00	-5,276.58	86.81 %
PWA Revenue	\$0.00	\$0.00	\$0.00	
Late Fee Revenue	6,720.28	4,500.00	2,220.28	149.34 %
Parts and Installation Revenue	400.00	0.00	400.00	
Reconnection Fee Revenue	920.83	1,150.00	-229.17	80.07 %
Returned Check Item	-397.29	0.00	-397.29	
Sewer Revenue	81,106.82	77,000.00	4,106.82	105.33 %
Utility Refunds	-364.48	-400.00	35.52	91.12 %
Waste Revenue	114,442.93	112,632.00	1,810.93	101.61 %
Water Revenue	299,586.09	286,267.00	13,319.09	104.65 %
<b>Total for PWA Revenue</b>	<b>\$502,415.18</b>	<b>\$481,149.00</b>	<b>\$21,266.18</b>	<b>104.42 %</b>
Revenue	\$0.00	\$0.00	\$0.00	
Overpayment Revenue	258.37	0.00	258.37	
<b>Total for Revenue</b>	<b>\$258.37</b>	<b>\$0.00</b>	<b>\$258.37</b>	
Tax Revenue	\$0.00	\$0.00	\$0.00	
Cigar Tax Revenue	1,407.31	1,800.00	-392.69	78.18 %
City Use Tax Revenue	175,618.49	172,824.00	2,794.49	101.62 %
Franchise Tax Revenue	21,579.01	24,000.00	-2,420.99	89.91 %
Gas Tax Revenue	1,255.88	1,260.00	-4.12	99.67 %
Sales Tax Revenue	308,641.03	290,250.00	18,391.03	106.34 %
<b>Total for Tax Revenue</b>	<b>\$508,501.72</b>	<b>\$490,134.00</b>	<b>\$18,367.72</b>	<b>103.75 %</b>
Washington Fire Reimbursement Revenue	57,342.32	0.00	57,342.32	
Washington Sports Electric Reim	2,852.90	6,000.00	-3,147.10	47.55 %
<b>Total for Income</b>	<b>\$1,843,746.55</b>	<b>\$1,907,652.33</b>	<b>-\$63,905.78</b>	<b>96.65 %</b>
Cost of Goods Sold	0.00	0.00	0.00	
<b>Gross Profit</b>	<b>\$1,843,746.55</b>	<b>\$1,907,652.33</b>	<b>-\$63,905.78</b>	<b>96.65 %</b>
<b>Expenses</b>				
Bank Charges	307.36	410.00	-102.64	74.97 %
Cemetery Expenses	60.99	0.00	60.99	



## The Town of Washington

204 North Main Street, PO Box 127  
Washington, Oklahoma 73093

[www.washingtontownhall.com](http://www.washingtontownhall.com)

405-288-2578

Under expenses, you may notice a tremendous amount of red, which represents expenses under budget. This is a great achievement for Washington and represents staff's efforts in striving for excellence in public service while doing so as leanly as possible. Our Health Insurance premiums are slightly over budget due to changing providers mid-year (which actually lowered costs from a large increase from our former provider).

	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
Emergency Services	47,448.83	51,000.00	-3,551.17	93.04 %
Fire Dept Expense	\$68,275.15	\$0.00	\$68,275.15	
Auto Repairs and Maintenance	52.49	0.00	52.49	
Clothing Allowance	2,580.00	0.00	2,580.00	
Meals	186.84	0.00	186.84	
Permits	126.00	0.00	126.00	
Repairs & Maintenance	362.43	0.00	362.43	
Storage Rental	246.50	0.00	246.50	
<b>Total for Fire Dept Expense</b>	<b>\$71,829.41</b>	<b>\$0.00</b>	<b>\$71,829.41</b>	
General Fund Expenses	\$0.00	\$0.00	\$0.00	
Dues & Fees	8,666.69	13,500.00	-4,833.31	64.2 %
Fuel	14,778.81	21,000.00	-6,221.19	70.38 %
Insurance	\$0.00	\$0.00	\$0.00	
Auto	7,171.04	10,000.00	-2,828.96	71.71 %
Health	77,092.98	66,000.00	11,092.98	116.81 %
Property	6,328.25	8,000.00	-1,671.75	79.1 %
Worker Comp Insurance	57.00	12,000.00	-11,943.00	0.47 %
<b>Total for Insurance</b>	<b>\$90,649.27</b>	<b>\$96,000.00</b>	<b>-\$5,350.73</b>	<b>94.43 %</b>
IRS Penalties	6,000.00	6,000.00	0.00	100.0 %
Office Supplies	\$25,951.92	\$37,964.00	-\$12,012.08	68.36 %
Postage	1,520.67	0.00	1,520.67	
<b>Total for Office Supplies</b>	<b>\$27,472.59</b>	<b>\$37,964.00</b>	<b>-\$10,491.41</b>	<b>72.36 %</b>
Payment Processing Fees	1,216.23	1,216.23	0.00	100.0 %
Professional Fees	\$160,180.58	\$201,975.00	-\$41,794.42	79.31 %
Inspection Fees	100.00	0.00	100.00	
Janitorial Fees	4,535.00	0.00	4,535.00	
<b>Total for Professional Fees</b>	<b>\$164,815.58</b>	<b>\$201,975.00</b>	<b>-\$37,159.42</b>	<b>81.6 %</b>
Repairs & Maintenance	1,378.43	0.00	1,378.43	
Senior Citizens Bus/Delta	4,539.54	4,539.54	0.00	100.0 %
Software Expense	93,823.92	235,420.00	-141,596.08	39.85 %
Street Repairs	7,000.00	7,000.00	0.00	100.0 %
Training (General)	2,446.61	8,000.00	-5,553.39	30.58 %
<b>Total for General Fund Expenses</b>	<b>\$422,787.67</b>	<b>\$632,614.77</b>	<b>-\$209,827.10</b>	<b>66.83 %</b>
Miscellaneous Expense	28,496.67	40,000.00	-11,503.33	71.24 %
Payroll Expenses	\$172,316.38	\$285,500.00	-\$113,183.62	60.36 %
Payroll Taxes	30,880.48	0.00	30,880.48	
Payroll Wages	77,701.27	0.00	77,701.27	
Wage Garnishment	3,341.29	0.00	3,341.29	
<b>Total for Payroll Expenses</b>	<b>\$284,239.42</b>	<b>\$285,500.00</b>	<b>-\$1,260.58</b>	<b>99.56 %</b>



## The Town of Washington

204 North Main Street, PO Box 127  
Washington, Oklahoma 73093

[www.washingtontownhall.com](http://www.washingtontownhall.com)

405-288-2578

	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
Police Dept Expense	\$11,957.66	\$53,000.00	-\$41,042.34	22.56 %
Dues & Subscriptions	237.92	0.00	237.92	
Firearms/Taser Expense	5,420.92	0.00	5,420.92	
Training	2,134.32	3,000.00	-865.68	71.14 %
Vehicle Lettering	970.00	0.00	970.00	
<b>Total for Police Dept Expense</b>	<b>\$20,720.82</b>	<b>\$56,000.00</b>	<b>-\$35,279.18</b>	<b>37.0 %</b>
PWA Utility Expenses	\$0.00	\$0.00	\$0.00	
Garbage Expense	84,926.63	87,000.00	-2,073.37	97.62 %
Repairs & Maintenance-	326,105.68	330,000.00	-3,894.32	98.82 %
Returned Checks-	2,910.20	4,750.00	-1,839.80	61.27 %
Sewer Pumping	16,322.41	18,000.00	-1,677.59	90.68 %
Water Testing	6,258.64	20,000.00	-13,741.36	31.29 %
Well Repair	8,847.23	25,000.00	-16,152.77	35.39 %
Water Purchase	0.00	17,000.00	-17,000.00	0.0 %
<b>Total for PWA Utility Expenses</b>	<b>\$445,370.79</b>	<b>\$501,750.00</b>	<b>-\$56,379.21</b>	<b>88.76 %</b>
Repairs & Maintenance Supplies	\$57,126.94	\$85,000.00	-\$27,873.06	67.21 %
Cemetery Expenses	3,139.41	5,000.00	-1,860.59	62.79 %
<b>Total for Repairs &amp; Maintenance Supplies</b>	<b>\$60,266.35</b>	<b>\$90,000.00</b>	<b>-\$29,733.65</b>	<b>66.96 %</b>
Senior Center Expenses	\$0.00	\$0.00	\$0.00	
Utilities	\$0.00	\$0.00	\$0.00	
Electricity	376.93	0.00	376.93	
<b>Total for Utilities</b>	<b>\$376.93</b>	<b>\$0.00</b>	<b>\$376.93</b>	
<b>Total for Senior Center Expenses</b>	<b>\$376.93</b>	<b>\$0.00</b>	<b>\$376.93</b>	
Utility Expense	\$20,698.50	\$50,000.00	-\$29,301.50	41.4 %
Electricity	7,052.62	0.00	7,052.62	
Heating	559.27	0.00	559.27	
Internet	53.88	1,500.00	-1,446.12	3.59 %
Security	144.99	0.00	144.99	
Telephone	3,499.98	4,600.00	-1,100.02	76.09 %
<b>Total for Utility Expense</b>	<b>\$32,009.24</b>	<b>\$56,100.00</b>	<b>-\$24,090.76</b>	<b>57.06 %</b>
<b>Total for Expenses</b>	<b>\$1,413,914.48</b>	<b>\$1,713,374.77</b>	<b>-\$299,460.29</b>	<b>82.52 %</b>
<b>Net Operating Income</b>	<b>\$429,832.07</b>	<b>\$194,277.56</b>	<b>\$235,554.51</b>	<b>221.25 %</b>
Other Income	0.00	0.00	0.00	
Other Expenses				
Renovation	115,998.25	0.00	115,998.25	
<b>Total for Other Expenses</b>	<b>\$115,998.25</b>	<b>\$0.00</b>	<b>\$115,998.25</b>	
<b>Net Other Income</b>	<b>-\$115,998.25</b>	<b>\$0.00</b>	<b>-\$115,998.25</b>	
<b>Net Income</b>	<b>\$313,833.82</b>	<b>\$194,277.56</b>	<b>\$119,556.26</b>	<b>161.54 %</b>

## Public Works, Cemetery & Parks

With Spring upon us, the Public Works Department has been especially busy with mowing while maintaining our daily water and wastewater operations as well as fixing



## The Town of Washington

204 North Main Street, PO Box 127  
Washington, Oklahoma 73093

[www.washingtontownhall.com](http://www.washingtontownhall.com)

405-288-2578

leaks. June was a very productive month with key infrastructure repairs, regular monitoring, and maintenance tasks successfully completed. Continued diligence in inspections, certifications, and community services supports the Town's Public Works efforts.

### Key Metrics:

- Completed 6 inspections
- Completed 28 Okie811 locates
- Completed 2 water leak repairs and replaced both of our chlorine pumps
- Supervised the production and distribution of approximately 2.2M gallons of water
- Complete mows of the cemetery twice
- Senior Citizens Center mowed five times

## Washington Volunteer Fire Department

WVFD experienced a relatively busy month in June with a total of 18 calls for service. WVFD reminds residents to remain hydrated in the hot weather and to keep any vegetation around fire hydrants trimmed.

### Key Metrics:

- 16 Calls for Service (seven within the Town Limits)
- 8 Medical Calls
- 3 Motor vehicle crashes
- 1 Oil field fire
- 2 Power line fires
- 1 Grass fire
- 1 Illegal burn



## The Town of Washington

204 North Main Street, PO Box 127  
Washington, Oklahoma 73093

[www.washingtontownhall.com](http://www.washingtontownhall.com)

405-288-2578

### Wadley's EMS Service

During the First Quarter of 2025, Wadley's responded to a total of 11 calls for service, which resulted in seven transports. In June, Wadley's responded to four calls for service with two patients being transported.

### Washington Police Department

During the month of June 2025, WPD experienced a total of 231 patrol activities and calls for service. Staff vacations and injuries account for the lower self-initiated activity during this month, with vacation hours being required to be used or lost.

#### Key Metrics:

- Traffic Stops: 36
- Citations/Warnings: 4/32
- Crashes: 2
- Disturbances & Domestic: 0
- Code Enforcement/CE Follow-ups: 10/3