



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

## Memorandum

To: Honorable Mayor and Town Council  
From: Roberto Gonzalez, Town Treasurer  
Date: January 05, 2026  
Re: Request to rebalance & amend the Adopted FY2026 Budget

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Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment that exceeds one percent of the total expenditure shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since the requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at the January 05, 2026 Council meeting.

### REQUESTED BUDGET AMENDMENT

1. After review and discussion with the Finance Liaisons, we identified the need to rebalance the adopted FY2026 budget in the Rental Revenue section to reflect three new tenant leases. However, due to the Town Charter not explicitly granting administrative authority to the Treasurer or Town Manager making such adjustments, this reallocation requires formal approval by Council through a resolution.

The proposed adjustment involves reallocating \$25,804 originally budgeted for Washington Street Realty, which no longer holds a lease with the Town as of September 4, 2025. These funds will be redistributed as follows:

• <b>Yew Tree Wellness LLC</b>	\$13,156
• <b>WSR Solutions LLC</b>	\$ 6,222
• <b>Red Rock Title &amp; Settlements LLC</b>	\$ 6,426

This action does not change the overall adopted budget total but ensures accuracy in projected rental revenues.

<u>Line Item</u>	<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
Washington Street Realty	\$ 60,098	\$ 34,294	(\$ 25,804)
Yew Tree Wellness LLC	\$ 0	\$ 13,156	\$ 13,156
WSR Solutions LLC	\$ 0	\$ 6,222	\$ 6,222
Red Rock Title & Settlement LLC	\$ 0	\$ 6,426	\$ 6,426

2. The Haymarket Police Department received a HEAT Grant for \$10,000 after the FY2026 budget was adopted. This grant will offset some of the cost of equipment for the program.

To keep our budget accurate, we need to add both the grant revenue and the equipment expense to the FY2026 budget. This will make sure everything is recorded correctly and balanced.

<u>Line Item</u>	<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
HEAT Grant	\$ 0	\$ 10,000	\$ 10,000
<u>EXPENDITURE:</u>			
Uniforms & Police Supplies	\$ 45,901	\$ 55,901	\$ 10,000

3. The Haymarket Police Department will be purchasing new dash cameras for patrol vehicles and body cameras for each officer, as planned and approved in the FY2026 budget. While preparing for this purchase, the Chief negotiated a better deal with Motorola that provides improved options for the department.

The new equipment will cost more than what was originally allocated in the FY2026 Capital Improvement Plan (CIP) budget. To cover the difference, we propose using the surplus funds from the recent sale of Police SUVs. Any leftover funds after the purchase will be returned to the CIP account at the end of the FY2026 fiscal year.

<u>Line Item</u>	<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
Sale of Salvage & Surplus	\$ 0	\$ 16,900	\$ <b>16,900</b>
<u>EXPENDITURE:</u>			
Capital Outlay- Equipment	\$ 143,000	\$ 159,900	\$ <b>16,900</b>

*Sample Motion*

*I move the Haymarket Town Council to approve an amendment to the Fiscal Year 2025 - 2026 budget as designated by Resolution #2026-001.*

*Or*

*Alternative Motion*



RESOLUTION 2026-001

FISCAL YEAR 2025-2026 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2026 Budget on June 02, 2025, and

WHEREAS, The proposed budget amendment will decrease Washington Street Realty revenue line-item by \$25,804; and

WHEREAS, The proposed budget amendment will allocate Yew Tree Wellness LLC revenue line-item by \$13,156; and

WHEREAS, The proposed budget amendment will allocate WSR Solutions LLC revenue line-item by \$6,222; and

WHEREAS, The proposed budget amendment will allocate Red Rock Title & Solutions LLC revenue line-item by \$6,426; and

WHEREAS, The proposed budget amendment will allocate HEAT Grant revenue line-item by \$10,000; and

WHEREAS, The proposed budget amendment will increase Uniforms & Police Supplies expenditure line-item by \$10,000; and

WHEREAS, The proposed budget amendment will allocate Sale of Surplus revenue line-item by \$16,900; and

WHEREAS, The proposed budget amendment will increase Capital Outlay – Machinery & Equipment expenditure line-item by \$16,900; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2025-2026 Budget as reflected below:

## Budget Amendment for FY2025-2026 Budget

### Operational Budget

		<u>Adopted 2025-26 Budget</u>		<u>Amended Budget</u>		<u>Change</u>
<b><u>REVENUE:</u></b>						
3151-08						
Washington Street Realty	\$	60,098		\$ 34,294		(\$ 25,804)
Yew Tree Wellness LLC	\$	0		\$ 13,156		\$ 13,156
WSR Solutions LLC	\$	0		\$ 6,222		\$ 6,222
Red Rock Title & Settlement LLC	\$	0		\$ 6,426		\$ 6,426
3190						
Sale of Salvage & Surplus	\$	0		\$ 16,900		\$ 16,900
3200-19						
HEAT Grant	\$	0		\$ 10,000		\$ 10,000
<b><u>EXPENDITURE:</u></b>						
3110045						
Uniforms & Police Supplies	\$	45,901		\$ 55,901		\$ 10,000
3110056						
Capital Outlay- Equipment	\$	143,000		\$ 159,900		\$ 16,900

Done this 05th Day of January 2026

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST: \_\_\_\_\_

Kimberly Henry, Clerk of Council