

Town of Haymarket Town Manager Report and Tracking Log

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Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Working with Julia to gather data on the current efforts. Will continue to gather data through the end of the calendar year and then discuss with Vice Mayor if there are areas of concern that need addressing
GOGov App	Emily and Julia		No issues with the app, running smoothly at this time. Working to continue advertising the Contact Us/Submit a Request feature to the community. The GoGov Request feature has been added to our website. UPDATE: We are actively receiving alerts and messages through the Contact Us feature on the app. We have been able to successfully correspond with residents and share feedback. We will continue to advertise this feature.
County Contact RE: Stormwater Assessment Program	Emily		JMT is on site this week for the stormwater survey work
Comprehensive Zoning Inspection	Emily K		Town Planner has issued a Notice of Violation for a residential property - the original notice has been completed. However, upon the removal of some materials, additional violations were founded. A second NOV has been sent out
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	Next Meeting is May 12th
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		The Town Council has adopted the amended Strategic Plan as of March 2026. The newly adopted document will be uploaded to the website and a unique website page created to track updates, public alerts regarding the plan and house the previous versions of the document
Museum: ArtsVanGo	Emily/ Tracylynn		Arts VanGo is officially opened in the Town Museum! Grand Opening was held on March 14th. We will continue to partner with Dawn for community activities and opportunities.
Town Park/Playground	Emily K.		Shade structure was installed for the season
Meeting with CXO/County Correspondence	Emily K		Attended the CXO meeting on February 10th - the meeting was a brief 15 minute overview of the CXO's proposed budget, mainly focused on the tax rates being proposed. The draft budget was presented to the BoS 2-17 -- Next Meeting is in May
Haymarket Compensation Study	Emily		Evergreen Consultants completed the in person surveys and interviews in early April. We are meeting weekly for updates.
Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Completed website training on February 24th and 26th and learned how to update the new site. I have started to update information on the new site and will continue to do this over the next few weeks. Our new website launch date is March 26th. UPDATE - We are working on finalizing the launch of the website, Julia is coordinating with the website host.
Town Complex Building Maintenance/Repairs	Emily		Maintenance is occurring on an as needed basis for the Town Hall and other tenant structures. To date no major issues have occurred aside from the busted pipe at the Museum. Matt checks each structure several times a week for any damages. Our tenants are also very thorough in their reporting.
Old Post Office Building	Emily		After discussion with a second GC, we have determined an RFP is needed for the construction estimates. An RFP is prepared and will be discussed at the April WS.
Mayor's Message Series	Emily, Julia, Mayor	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table Goal 4.6 Develop a plan to highlight the business community: .. etc.	Currently discussing the continuation of the Mayors Message Series for 2026. Received really positive feedback from business owners and residents/viewers.

Franchise Agreement for Comcast	Emily/Olaun		The Town has received a draft Franchise Agreement from Comcast. I am also reaching out to Verizon regarding a franchise agreement. The citizens have requested the Town explore options for Verizon. Verizon has sent a draft and has scheduled a meeting with the Town Attorney
Town Policy Updates	Emily/Roberto/Chief		Investment Policy, Travel/Training Policy and Procurement Policy -- Policies will be discussed at the April WS
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily/Katie/Lydia	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.6 Fund and Implement the Town Hall site plan	Town Center Site Plan was approved and signed August 10, 2023. Recently, Town Manager Kyriazi discussed the site plan with the Town Council at the May 27th Work Session. A directive was given to hire a consultant to provide updated pricing for the Town Center Site Plan (EXTERIOR SITE WORK ONLY). Received two quotes for the pricing, will schedule for discussion with the finance liaisons on 7-16. A second directive was given to engage with the Architectural Firm that completed the previous Town Hall building plans. The engagement with the architect will determine the next steps, timeline, proposed costs and coordination of the building improvements with the site work. Received the quotes for the building plans as well as the estimated construction costs, will be discussing the plans with the Finance Liaisons October 29th. UPDATE: Town Manager is working on the RFP for Construction of the Town Center Site Plan. Will discuss further at the March WS
Chick Fil A (SUP, Site Plan Review)	Katie/ Lydia		Chick-fil-A is moving forward with construction beginning July 2026, the Town has provided the Grading Permit and a Noise Variance, additionally, the landscape bond has been processed. A pre-construction meeting was held 03/25/26 with a follow-up meeting to be scheduled closer to construction date.
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie/Lydia		Comments for as built were finalized by the Town Engineer in May 2025. Chick Fil A has large quantities of dead plant material that needs to be replaced prior bond release. The Town will address all landscaping requirements following completion of the drive-thru expansion as any new plantings will be disturbed during this construction period.
Robinson's Paradise (As-Built, Bond Release)	Katie/ Lydia		Town awaiting resubmission of as-builts (comments re-sent), additionally the Town is in conversation with DR Horton regarding the SMW agreement for termination paperwork for DEQ. Following a meeting on-site with DR Horton and the Geotechnical Team (04/14/2026), additional grading work will be fixed, the Town will re-inspect following completion of the work.
Van Metre -- Robinson Village (Bond Release)	Katie/ Lydia		Town Staff re-inspected the landscaping on 04/08/2026, the engineer provided a recommendation for approval for bond release. Once the bond is released there will nothing further required by Van Meter until May 2028.
Ramsai Hotel & Retail	Katie/ Lydia		Town Staff received Ramsai Retail preliminary plans 03/18/2026 for comment. Town Staff recommended approval of the plans and is awaiting formal site plan submission. The Ramsai Hotel plans were re-submitted to the Town on 04/08/2026, comments are due back 05/09/2026. Despite the active SUP for 6 stories, the developer has submitted a plan for only 5 stories.
Crossroads Village Center (As-Built, Bond Release)	Emily/Katie/Lydia		Received recorded copy of SWM Maintenance Agreement as well as scanned signed as-built (03/19/2026). Town Planner has provided a lettering stating no further actions necessary till August 2026 when final landscape escrow bond is released. The Town has been informed in a change of property management groups.
Taco Bell (As-Built, Bond Release)	Emily/Katie/Lydia		Landscaping bond was released following inspection and approval by Town Engineer.
Crossroads Village, Kiddie Academy (Construction)	Katie/ Lydia		Kiddie Academy re-submitted as-builts on 04/02/2026. Comments by Town Staff are due back 05/04/2026.
Karter School (Plan Review)	Katie/ Lydia		Plans resubmitted 04/14/2026, resubmission incurred a fee, owner has paid in full. Town Staff will return comment by 05/14/2026.
Self Storage (preliminary plan)	Katie/ Lydia		After a waiting period to confirm payment, Town Staff has moved forward to review plan. Comments are due back May 1st.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Emily/Katie/Lydia		Town Staff received As-Built submission from developer 04/13/2026, comments are due back 05/13/2026
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond	Emily/Katie/Lydia		Demolition Permit Expired, applicant has not reached out to Town Staff regarding renewal.

South Fayette Street - 6792 & 6794 Fayette (Chestnut Tree LLC Lots)	Emily/Katie/Lydia		Town Staff provided comment to developer and engineer (April 9th), staff is awaiting next resubmission.
Jordan Lane	Emily/Katie/Lydia		Town Staff meet with developers on 04/14/2026 to discuss a by-right Jordan Lane subdivision development (8 single family homes averaging 1 acre lots). The development is happening in coordination with a potential townhomes development on the PWC line on Old Carolina Road.
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie/Lydia		Developer has followed-up that they intend to have landscaping amendments finalized in near future. Town Planner provided additional concerns regarding E&S inspection findings (sump pump discharge and re-seeding) as well as touch-up/replacement of concrete apron.
B&M Steel	Katie/Lydia		Town Staff meet on-site (04/02/2026) and followed-up on 04/08/2026 to discuss on-going flooding issues on site. Staff determined B&M Steel required a site plan for all site improvements.
QBE/Schoolhouse Rezoning	Emily/Katie/Lydia		Planning Commission made a resolution to recommend approval to the Town Council on the April 14th meeting. Graystone Developer is setting a meeting with Town Staff the week of April 27th to discuss waiver submission to the ARB.
Violation Notices	Lydia		Town Planner rode with Haymarket Officer/Maintenance to check-up/identify zoning violations in town (04/20/2026).
Comprehensive Plan	Emily/ Lydia	Goal 2: Promote Fiscal Responsibility and Organizational Excellence (Action 2.3)	Town Planner to begin preparing for Comprehensive Plan, taking steps to review surrounding localities, and consider newly adopted strategic plan for inclusion in Comp Plan. Progress meeting set with Emily for April 24th & 27th.
Zoning Ordinance Review	Emily/ Lydia		Town Planner will begin work reviewing Ordinance Use Chart, Definitions, and Signage. Changes to be tracked in separate document, will review progress with Emily April 24th & 27th

Town Clerk

Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission met on April 14th. They considered the rezoning application for 14600 Washington Street and made a recommendation of approval to the Town Council. Council will now need to set a public hearing date on the matter. We still have an ARB vacancy. This seat has been open since September and needs to be appointed. I started handing out candidacy papers for Town Council. These must be submitted by June 16th to the Board of Elections in Manassas.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	At the VMCA conference, I met with CivicPlus who is the host for our Agendas and Minutes software. They will be migrating to a new system. Deadline is June 30, 2027. I have set up a webinar to gather more information. I need to have minutes signed before I can post on the website. I have put the Code of Ethics back on the agenda as it will relate to the Council Training and Travel policy.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Supervisor George Stewart will be attending the April 27th Work Session to give the quarterly County updates. I have tentatively scheduled a business for the Business Spotlight at the May regular meeting. I am waiting on a confirmation
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	This is a busy time for all localities as most are in the middle of their FY27 budget work sessions. With that, TANV is taking a short break and will start their meetings back up on June 3 with Haymarket hosting.

Maintenance

Town Park/Playground	Trees on west side of park are dropping more dead branches. So far none by the playground. Small tree down and debris on back left corner of park need to be cleared (back corner of Baptist Church fence).		
Town Hall	Outdoor unit compressor for town hall will be replaced in the next week. Identical unit above second floor conference room failed, waiting on estimate for that unit.		
Copper Cricket	Changed air filters, nothing else to report at this time.		
Cupcake Heaven	Cellar flooded, found sump pump intake clogged with ceiling insulation. Cleared pump and working normally. Recommend replacing insulation.		
Old Post Office Building	A/C turned on. No other issues at this time.		

Museum	No issues at this time. Currently Planning summer deck cleaning and flowers.		
Events	Farmers market completed. Summer pergola design in progress.		
Streetscape	Two broken bulbs on Washington street , hotel lights, and globes at villages of Haymarket to be completed this week (waiting on light bulb shipment)		
Event/Business Marketing			
Farmers Market	Julia		Applications for the 2026 season opened on February and we have received over 100 applications. Reviewed all applications and notified vendors of their acceptance status. I am working through the map of the market and will have that finalized within the week. I am continuing to reach out to musicians. I have also started to brainstorm ideas for special market days. The farmers market orientation was held on April 2nd. Working with Skipper Films to create a video highlighting some of the farmers at our market. Opening weekend of the farmers market was a great success with a large crowd. I received positive feedback from all who attended. Our mother's day market will take place on May 10.
Summer Concert 8/15	Julia		Starting to discuss potential themes and decoration ideas for the 2026 concert. I have begun reaching out to potential bands for this event. Potters potties, picnic tables, and the stage have been ordered and confirmed for the concert.
Haymarket Day	Julia		I have started discussing the layout for Haymarket Day this year based on feedback from last years event. All rentals have been booked and confirmed. I reached out to PWCS transportation department to discuss shuttle bus options for the event. I have started to discuss potential themes for this years parade. I have also started to reach out to potential bands to perform. Applications have been updated and will be available on June 1st. Potters potties, picnic tables, and the stage have been ordered and confirmed for the concert. Continuing to respond to inquires regarding participation in Haymarket Day.
Holiday Event 12/12	Julia		Holiday Bazaar application has been updated. All rentals have been confirmed for this event.
Event Misc.:	Julia	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table Develop a plan to highlight the business community Goal 5.2. Develop a plan of recognition of historical of historical sites through a walking program ad signage program.	Coordinating film days with Skipper Films for the business roundtable winners. (Goal 4.4). To date, we have secured \$29,000 in sponsorships. I have started to reach out to potential sponsors for the upcoming fiscal year and already have a confirmed sponsor. Continuing to have meetings regarding the Senior Resource Summit which will take place on April 23rd. Working on logistics for the Bob Weir Day which will take place on April 27th. Starting to discuss plans for the Government Open House as well. I am started to discuss this years walking tour with PWC Office of Historic Preservation and request their help on an oral history option for the walking tour. Reaching out to PWC Economic Development to present at our May Business Roundtable.
Social Media/Website/GOGov	Emily/Alexandra/Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses Goal 2.4 Create and distribute a Town Services "one-pager"	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GOGov for events, meetings, and public notices. GOGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. The request feature on the My Haymarket app is available and I have continued to advertise that. As of March 9th, we have a total of 792 app downloads. Updated the Community Connection one pager to include all forms of communications and the services provided in the Town. The new website is coming along and will launch on March 26th.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	2nd Quarter newsletter is out and posted in town display boards; also delivering copies to businesses with their business license
Real Estate Tax	Alexandra		continue to respond to tax inquiries; record payments and maintain up-to-date accounts; update and apply finance fees
Administrative	Alexandra		manage daily mail and respond to resident and business inquiries; process purchase orders and enter monthly invoices into QuickBooks; prepare invoices and payments for finance meetings; maintain filing system; manage and record meals tax, tenant payments and engineering fees; follow up on outstanding invoices; manage late 2025 BPOL filings; process incoming BPOL applications and begin delivering to businesses; process farmers market applications and event invoicing;
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	The April ARB meeting is scheduled for April 22, with one sign application on the agenda.

Office Misc.:	Alexandra		Attended the VMCA Clerk conference April 15-17; learned Code of VA sections clerks should be familiar with; received some good refreshers on FOIA, time management, and, as always, clerk connections; assisted with PC Meeting and farmers market; provided support to other departments/staff as needed. Starting to advertise for open spots for the Military Banners which will be hung in May.
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New/Old Business Updates

New Businesses	
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