

Town of Haymarket Town Manager Report and Tracking Log			
Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
RFP for Sidewalk	Emily K/Thomas B	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Scheduling Punchlist Walkthrough with the Civil Engineering Team, to be held week of April 7th
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Council provided feedback at the March 31st work session on the Communications Plan. Edits will be made by Vice Mayor Gallagher. Planning to schedule plan for adoption at the May 5th meeting
GOGov App	Emily and Julia		"Start a Request" feature is live on the GoGov app. Staff will complete the marketing training week of April 7th and fully launch the feature. Submitting requests through the app gives users another platform to contact us and submit requests, issues seen around Town or other concerns.
County Contact RE: Stormwater Assessment Program			UPDATE 12/30/2024-2/25/2025 Town Planner, Acting Town Manager, and Town Engineer met with PWC Officials and JMT (third party surveyor) on December 13, 2024 to discuss project goals and timelines. Goals for this project were narrowed down to focus surveying cost on three problem areas: 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. A channel behind Haymarket Baptist Church that leads to I-66. The Town also requested JMT to provide a projected cost estimate of the magnitude of other stormwater issues in the Town that would require future funding to survey. All other locations in Town not considered for surveying will be covered by As-Built information from projects, which the Town Planner will provide to JMT. The deadline for final deliverables is December 2025; follow up will be as needed, with PWC reporting status every 3 months OR until assessment report is complete. Awaiting updates from County team to kick off the work.
Comprehensive Zoning Inspection	Emily K/Thomas B		Zoning Administrator will work on zoning inspections of the West end of Town starting in March and April.
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 Business Roundtable is scheduled for May 20th. The Town will be encouraging businesses to attend in order to win a promotional video. The promotional video will be filmed by a contracted company, Skipper Films
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park	All work for the demolition to be completed by April 9th.
Staff Meetings	Staff		Staff Meetings held weekly on Tuesday
Strategic Plan Implementation	Emily		Strategic Plan was adopted at the December 2024 Council Meeting. Staff is working on the implementation of the strategic initiatives and documentation to show the ongoing work on the strategies. Administrative Report has been modified to show the linkages of work items to the strategic plan.
Museum: Crossroads Arts Alliance	Emily/Tracylynn		Crossroads Arts Alliance has the DRAFT agreement for review. Awaiting their feedback and any comments. Met with Kerry Molina, week of March 31st to discuss the ARTSFest that CAA is hosting on June 28th. Will bring more details to the Town Council as we draw closer to the date.
Community Outreach : Youth in Government	Emily/Mary		Met with Councilmember Ramirez and Kurt Pauly (Government Teacher) on March 28th to discuss the Youth in Government program for this coming fall. It was discussed that the program will be focused on high school seniors and the topic will cover local and regional government relationships, town growth and the impacts. Students will participate in a debate style forum for their activity.
Town Park/Playground	Emily K.		Will schedule the installation of the playground canopy for early April
Meeting with CXO	Emily K		Completed the Quarterly meeting with the CXO on February 10th - CXO Shorter gave updates on the upcoming budget process for Prince William County, key dates for presentations and discussions, expected changes and proposed tax rate amounts. We all discussed questions and ideas for the next meeting - specifically requested learning more about grant opportunities with the County, and other cross jurisdictional assistance programs
Haymarket Compensation Study	Emily		Completed the FY2025 Haymarket Compensation Study. The study will be presented to the Town Council on April 7th for discussion.
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan	Emily K and Katie		Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/2024--4/2/2025 Town Staff and Town Council discussing prioritization of and financing of project.

Highpointe at Haymarket	Emily K, Katie, Thomas	<p>7/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acres of which fall within the Town of Haymarket. The project consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission as of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment response for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 9/28, no update from the applicant. 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the applicant 12/22/2023 Town Staff waiting on follow up from applicant. 2/1/2024--3/26/2024 Town Staff continue to wait on response from applicant. Prince William County had issued the second round of comments for their section of the project for the applicant's response. Town Staff have reached out to the developer to check the status of the Haymarket section of the project. The county application has been put on hold, Town Staff following up with applicant to ensure the proper notice is given that the application is on hold. 6/26/2024 Town Staff coordinating with applicant to ensure proper hold are placed on the application. UPDATE 7/30/2024-12/30/2024 Applicant has stated since April 8 2024 that the Haymarket portion of the application is on hold 2/25/2025--4/2/2025 Almost one year has passed since application was put on hold, will provide updates when notified of any changes in status.</p>
Robinson's Paradise	Thomas, Katie	<p>11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in November for zoning release for occupancy. 11/27: Lots 2, 3, and 5 have been given zoning release for occupancy, lot 20 to be given zoning release for occupancy soon. 12/22/2023--2/1/2024 Lots 4 and 20 given zoning release for occupancy. 2/28/2024 Lots 7, 13, and 19 given zoning release for occupancy 3/26/2024 Lots 10 and 14 given zoning release for occupancy. 4/30/2024 No other homes have received zoning release for occupancy, construction continues 6/26-10/1 Lots 1, 8, 9, 11, 12, 15, 16, 17, and 18 given zoning release for occupancy, construction of remaining lots continues. 10/31/2024-12/30/2024 All lots have received Zoning Release for Occupancy, As-built 1st submission currently under review 1/29/2025-2/25/2025 Comments given on 1st submission, Town Staff waiting for second submission. Walter Robinson lane to be made public road and part of VDOT's system. UPDATE 4/2/2025 Draft Resolution to admit Walter Robinson Lane into VDOT's system to be voted on by TC in April 7 meeting, As Built Review and Landscaping Bond release inspections continue with Town Staff</p>
Van Metre -- Robinson Village	Emily K, Thomas, Katie	<p>7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as built for the development 9/26 Town Planner and Town Engineer are in talks with The Engineering Groupe on as built submission. 10/16 as built submission received and under review by Town Staff 11/27 Town Staff preparing first round of comments on As-Built 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built design soon. 2/1/2024--2/28/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff. 3/26/2024 Town Staff finalizing approval of the As Built submission for Robinson Village. 4/30/2024 Van Metre to resolve a stormwater pooling issue at the right turn lane into the development, then as-built approval will be granted 6/26-8/27 Town Staff and Van Metre coordinating with VDOT to ensure ponding issue will be properly mitigated. Town Waiting for VDOT to provide written confirmation that the maintenance of the ponding will be handled by VDOT. Van Metre to reinforce erosion control measures prior to E/S bond release. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024-4/2/2025 E/S Bond Release Approved on December 13th 2024</p>
Crossroads Village Center	Emily, Thomas, Katie	<p>Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Built for property. 9/26 As built and landscaping bond review continue. 10/30/2023: The landscaping bond will be given 30% release. 11/27 30% release given for the landscaping bond. 12/22/2023--4/30/2024 none 6/26-7/30 Town Engineer performed landscaping inspection, Town Staff are coordinating 90% release of landscaping bond when requirements are successfully met by Meladon. As-builts currently under review. 8/27/2024-12/30/2024 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions 1/29/2025-4/2/2025--Town and Owner coordinating inspections for site improvements and E/S bond release, will take place when weather permits.</p>
Taco Bell	Thomas	<p>7/27/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. 8/15/2023 Grading process has started 9/26 Taco Bell has received all architectural and site plan permits, construction continues. 10/30/2023-3/26/2024 construction continues. 4/20/2024 Taco Bell has installed a sidewalk connecting to the existing Washington Street sidewalk and to the rest of Crossroads Village Center. Opening date still pending while outstanding permits are processed by the PWC Building Department 6/26/2024 Town Staff Coordinating with Taco Bell on final architectural items, will follow up soon on opening date for the franchise. 7/30-10/1 Taco Bell given temporary zoning release for occupancy, the franchise has now opened, but the drive through is not operational yet. Full zoning release for occupancy will be issued when drive through features are installed. 10/31/2024--11/26/2024 Drive through features are being installed, will give full zoning release when installed. 12/30/2024--4/2/2025 Drive through approval finalized by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site.</p>

Crossroads Village, Kiddie Academy	Thomas, Emily, Katie	4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting. 7/27/2023: Planning Commission wishes for applicant to consider reduction of parking spaces on site, and additional drop off point. Requests will be addressed at August 14th PC meeting. 9/26 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--4/30/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. Applicant discussed submitting application for signage in the near future 6/26/2024 Town Engineer and Town Planner to meet with new site superintendent Thursday the 27th of June to prepare for groundbreaking, signage application still pending. 7/30-10/1 Ground has been broken, site work continues, estimated completion date for site work is January 2025 10/31/2024--12/30/2024 applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/2025--4/2/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town.
Karter School	Thomas, Emily, Katie	Karter School initially was part of the larger Robinson Village Rezoning/SUP which included a child education center on the pad site next to Washington Street. A site plan was submitted to the Town, but the owner wished to add retail to the pad site. The final site plan has been resubmitted with general retail included. Town staff have provided comments on the first submission of the site plan as of 3/31/2025
Haymarket Lifetime Smiles	Thomas	6/1/2023: Preliminary Site Plan for dentist office submitted to Town. Second preliminary submission currently under review by Town Planner and Town Engineer. Location of the Lifetime Smiles dentist office is behind Chick Fil A and The Fauquier Bank by the Quarles Property. 9/26 Preliminary Plan to be signed soon once the conditions in the Town Engineer's approval letter are met. 10/16 Preliminary Site Plan approved, Final Site Plan received first submission comments from Town Staff. 10/30: The Town Planner and Engineer have met with J2 Engineers to review the second submission of the final site plan. Town Staff to place the final site plan on the November PC Agenda. 11/27 Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/2023--4/30/2024 Construction Release given, all bonds collected by the Town, Construction team to start work in early March 3/26/2024 Grading on site has begun. Routine E/S inspections are performed by our third party inspector 6/26/2024 Construction of shell near completion, E/S inspections continue 7/30-8/27 site work continues, estimated completion for site work is September 2024, with opening of facilities in November 2024. Town Planner to inspect site for zoning release for occupancy on 8/28. 10/1/2024 Town Planner has inspected lot, zoning release will not be given until interior buildout completed. 10/31/2024 Owner has applied for signage installation and ARB approved application on October 16th. UPDATE 11/26/2024 Town Planner has given zoning release for occupancy for Lifetime Smiles 2/25/2025--4/2/2025 No recent updates, will coordinate with owner when bond release requested
Bleight Drive Townhomes (Magnolia Crossing)	Thomas	4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer. 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. 9/26-11/3 Applicant to submit site plan with updated sidewalk and other improvements to Town Staff before bringing plan to PC 11/27 Applicant has requested a waiver for the sidewalk installation, Town Staff will respond soon. 12/22/2023 Town Staff have denied waiver for excluding sidewalk from site plan 2/1/2024 Town Staff waiting on follow up from developer 3/26/2024 Town Staff discussed next steps with developer to ensure the sidewalk is included in the plan and the proper easement agreements are established to facilitate installation. 4/30/2024 Villages of Haymarket HOA and Developer in discussion to create easement agreement 6/26/2024-8/27/2024 Easement agreement has not been reached between HOA and Applicant, applicant will still build sidewalk up to the property line of development. Site plan approved by planning commission in June 17th PC meeting, Town Staff will continue to review the final submission before signing the site plan. 10/1/2024 Applicant to submit architectural and demolition COA application in October ARB meeting 10/31/2024 ARB still working with applicant on both COA applications 11/26/2024 COA for demolition of single family structures issued by Town Planner. 12/30/2024 Architectural submission brought to ARB in December and approved with conditions, Town Planner working with applicant to ensure conditions are met prior to issuing zoning approval. 1/29/2025--Conditional Approval issued to builder by Town Planner, deed/plat and site plan approval pending. 2/25/2025--site plan approved, schedule for demolition of structures on site and construction schedule will be determined with applicant. UPDATE 4/2/2025 Building Plans still pending approval by Prince William County, deed and plat acceptance and bond submissions to be coordinated with applicant prior to grading and construction
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas	4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE 9/26/2023--4/2/2025 Town Staff working with applicant on landscaping bond agreement.

Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas, Katie, Emily		4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirt field and silt fences installed to prevent E/S issues in the interim. 11/27-12/22 Town Staff still waiting for decision by applicant on potential revision. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024 Engineer Approval has been given for minor footprint revision, Town Planner to coordinate approval and signing of revision. 3/26/2024 Site Plan Revision to be signed in the next week 4/30/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024 Town Staff met with site superintendent at pre-construction meeting, groundbreaking to begin in the next month. 7/30-12/30 Site work continues, estimated completion date tbd 1/29/2025 Site Superintendent, Town Staff, and VDOT discussing change in ditch design for SWM on site, VDOT currently reviewing design, no submission yet to Town. 2/25/2025 Previous discussions with site superintendent, VDOT, and Town yielded consensus for construction to follow site plan as approved. Any other alterations to plan will be announced if applied for. UPDATE 4/2/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. VDOT is asking the Town to
Town Clerk			
Board/Committee Updates	Kim		The month of April will have back to back meetings. Starting with the Town Council Public Hearing/Regular Monthly Meeting on April 7, Planning Commission meeting will be on April 8 and ARB meeting will be on April 9. ARB moved their meeting up one week because of PWC School Spring Break. I will be working with Planning Commission and ARB to review and update their bylaws. Compliant to Strategic Plan 2.3 Research rules of engagement, roles and responsibilities of liaisons and council members
Agendas/Minutes	Kim		All approved minutes are current on the website. I have scheduled clergy for invocations for the next 3 months. State Senator Roem and Delegate Thomas will be at the May 5th meeting to give information on what came out of the most recent legislative session. Compliant to strategic plan 2.4. Investigate opportunities to network with other small-town jurisdictions and VML to report to council on state legislation and local zoning regulations
Directives	Kim		Julia and I will be scheduling a meeting with CivicPlus to for a tutorial in upgrading our website. We hope to have concrete information for the May meeting.
Re- Launching of TANV Meetings	Kim	Goal 2: Promote Fiscal Responsibility and Organizational Excellence Strategy 2.4 Investigate opportunities to network with other small-town jurisdictions and VML to report to Council on state legislation and local zoning regulations	The Town of Vienna beat us to the punch on the TANV meetings. They are going to be the organizers. The first meeting is on May 9th in Vienna. I will be in touch with the Clerks there to set up a date where we will be the host.
Maintenance			
Tenant Buildings	No current issues to report. Will be working on estimates for deck replacement for Copper Cricket in the next few weeks.		
Museum	No current issues to report.		
Park House	Gone. Will be relocating a few plants from the front this month.		
Events: Haymarket Day/Holiday event	Installed a temporary pergola and base for the live music at the Farmers Market. Repurposed the dirt removed to cover the area between the monument sign and Jefferson Street, seed and straw have been laid, will continue to water.		
Streetscape	Street light poles are up at park, I have the remaining surplus (arms, bolts, etc.) I will be labeling and entering those parts in inventory. Retro fitted the three lights in front of Thrive Spa and did not fix the issue. There may be an issue underground.		
Event/Business Marketing			
Farmers Market	Julia		We received over 80 applications which resulted in adding spaces to the market. We have a total of 54 weekly spots. Vendor orientation will take place on April 3rd. I am working on creating the orientation presentation. Over 32 vendors are returning from last season and we are adding 17 new vendors. We also have a variety of drop-in vendors. I am working on advertising all of our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. The special markets that we have currently planned are Mother's Day, Father's Day, Dog, and Halloween. I will continue to brainstorm more themed days for the market. Musicians have been booked for all weekends of the market. ArtsVanGo will be providing free kids crafts for 3 of our market dates. I am continuing to look into activities to incorporate at the special holiday markets. The farmers market schedule will be advertised on our social media pages and the GoGov app at the beginning of March. We will be providing free tote bags to the first 100 visitors that stop by the town hall booth and show the My Haymarket App. I have contacted Thrive Med Spa and Haymarket Dental Complete Care regarding the usage of their parking lots during the market and I will advertise those spots to the public. Parking will also be available at the museum.

Summer Concert 8/16	Julia		The application has been updated for the 2025 Summer Concert and information has been updated on the website. The theme for the concert will be 80's. Bands have been booked for the concert. Working with sponsors to find creative crafts to include at the concert. I am continuing to research ideas and decorations to implement at the concert this year. I have created a Summer Concert flyer to be posted on the community boards outside of town hall, at the park, and the museum.
Holiday Event 12/13	Julia		The Holiday & Christmas Bazaar was a success. We received positive feedback from vendors, residents, and performers. Vendors liked the added lights in the tents and the larger signage on their tents. We continued to promote the GOGov app at the Town Hall tent during the event. Santa's mailbox was taken down after the event and we sent a total of 130 letters back to kids. The 2025 Holiday Bazaar application has been updated and added to the website calendar.
Haymarket Day 10/18	Julia		The Haymarket Day application and website has been updated for 2025. I have started reaching out and booking bands. I have started to reach out to possible event sponsors. Sponsorships will all be starting on July 1. Working to finalize vendor fees for 2025. Currently waiting on the contracts for picnic tables, stages, and potters potties. Sound engineer has been confirmed for all town events.
Event Misc.:	Julia		PWC Historic Preservation will be having a Thoroughfare pop-up exhibit in the Museum starting at the beginning of May. This will be open to the public during the farmers market. It will be advertised on our social media as well. Continuing to assist with the Senior Summit happening on April 24th. Completed necessary appendices for the Communication Plan (Goal 6.1 Complete and implement the communications plan for the Town). Working on strategic plan goal 4.5 by creating town business folders to pass out to all in-town businesses and new businesses. I am also creating folders for new town residents These folders will be hand delivered to businesses.(Goal 4.5 Investigate ways to engage face to face with existing businesses). We are also working with Skipper Films to offer a giveaway at each business roundtable for the businesses that attend to win a promotional video of their business. (Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table). Created the Q2 newsletter that will be mailed on April 4th.
Social Media/Website/GoGov	Emily/Alexandra /Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	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, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. Working on implementing the request feature on the My Haymarket app. We have a total of 474 app downloads. All event information and dates have been updated on the website for the 2025 season. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. . Began advertising the farmers market vendors on social media.
Deputy Clerk/Administration			
Newsletter	Alexandra		Q2 Newsletter drafted and set to be mailed April 4. Working with a professional printer to print this quarters newsletter. Will evaluate the product, ease of printing and mailing and financial costs with the Town Manager for future issues.
Real Estate Tax	Roberto/Alex		Update finance charges on outstanding RE invoices; Process incoming payments; Respond to inquiries from residents and financial institutions.
Administrative	Alexandra		Daily Mail Check; process purchase orders; enter all invoices into QuickBooks; process and prepare payments for finance meetings; monitor late invoices/fees and payment processing (events, engineering fees, zoning etc.); record Square transactions; process and track tenant and meals tax payments. Communicate questions & concerns from residents and businesses; file room organization; file & track usps lost mail claim; assist with audit backup; process BPOL applications, and hand-deliver to local businesses;
ARB	Alexandra		ARB Meeting March 19; draft minutes; create ARB Information binder for board members;
Office Misc.:	Alexandra		Notify Military Banner participants of last hanging for memorial day, email updates to inquiring participants, Review/edit launch page information; Attend wed. evening virtual parliamentary procedures class; Working on strategic plan goal 4.5 Investigate ways to engage face-to-face with existing businesses -some ideas include personally handing out business licenses, organizing business walks where town staff and council walk through local businesses to meet owners and have conversations to learn about services offered or if they have concerns they want to voice; another idea perhaps holding a Town Hall Meeting dedicated to business owners to ask questions or discuss any issues affecting them such as zoning;
New/Old Business Updates			
New Businesses			