

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			
RFP for Sidewalk	Emily K	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Completed another walkthrough of the site to discuss the chips in the sidewalk and the singular crack near the driveway entry. Contractor repaired the chips and cracks in the sidewalk - the outlets at the top of the streetlights are not functioning. We are awaiting the contractor's notification that the lights are fully functioning prior to setting a final walkthrough of the site.
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		UPDATE: Uploading site plan files into the Dropbox for the consultant, determining which hard files are missing to coordinate a handoff meeting. Held the kick off meeting for the Stormwater Analysis project with PWC and JMT on July 2nd. the main focus areas are 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. I will connect with the Town Engineer to determine if this focus area is still an ongoing issue, the last report we had on the issue was in 2019. If this area is not a top priority I will work with JMT to allocate the funding to a widespread analysis of the stormwater systems. JMT is preparing a new timeline for the project with an end date in Spring/Summer 2026. I will share the updated timeline when I receive it. PWC, JMT and the Town will meet on a monthly basis for the project. UPDATE: The survey team will be on site in March to complete the necessary surveying through Town for the Stormwater project
Comprehensive Zoning Inspection	Emily K		Town Planner has issued a Notice of Violation for a residential property. Town Planner held a meeting with the property owners and discussed the violation and next steps. A 2 week extension was granted for the property due to the snow and ice halting the ability to continue work on site. One week remains on the extension. A follow-up will be given to Council at the end of the period
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	Held our first business roundtable meeting of 2026, attendance was down a little bit at this meeting. We have had several businesses leave the Town during the holiday season and relocate. We did however, have a few new members join us who are new businesses or businesses that have not been able to attend previously
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		Council held the Strategic Plan work session retreat on November 1st. UPDATE: Updated the priorities document to add two footnotes and a note regarding the point system. The Strategic Plan Draft and Priority document were presented in the Town Council Updates at both the Planning Commission and the Architectural Review Board. I will notify Council of any feedback from the Commission and Board. UPDATE: The final Strategic Plan draft is in the agenda for the upcoming February 23 work session. We will be discussing any final input received from the Community, comments from the Planning Commission and a suggested edit by Staff
Museum: ArtsVanGo	Emily/ Tracylynn		Museum Lease will be signed and fully executed February 19th -- the plumbing issue has been addressed and we are working on the appropriate floor repairs.
Town Park/Playground	Emily K.		Shade structure was removed 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
Haymarket Compensation Study	Emily		Held the kick-off meeting with the consultant. I am currently working through the data entry process of the study. We will have weekly check-ins to remain on schedule for the study

Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Our project manager has reached out with first steps for the redesign and will reach out again in 4-6 weeks with a more detailed timeline along with a rough draft of the new site. Website training is scheduled for February 24th and 26th to learn how to update the new site.
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		Finalized the scoping of work with Matt Burrows, Matt is obtaining quotes on the HVAC work. Following the receipt of 3-4 quotes we will discuss the work with the finance liaisons and Town Council for final approval as needed.
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.
Robinson's Paradise - Stormwater Concerns, Flooding			Requested a meeting with DR Horton to discuss the issues on site, recommended repairs. DR Horton has not responded with a meeting date or point of contact. The developers of the Heathcote Commons development have requested contact information for the homeowners experiencing the flooding issues. I have done an introductory email between the developer and the homeowners.
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. Awaiting the draft from Verizon. No update at this time from Verizon
Town Policy Updates	Emily/Roberto/Chief		Investment Policy, Travel/Training Policy and Procurement Policy -- Policies are currently being reviewed by the Finance Liaisons
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
Haymarket Iceplex (Buildout)	Emily/Katie Lydia		The Haymarket Iceplex -- old site plan and now in building department with permitting and construction; No Update 02/2026
Chick Fil A (SUP, Site Plan Review)	Emily/Katie/Lydia		Chick-fil-A submitted final site plan for the drive thru expansion for signature, the Town is currently waiting until notice is received from PWC and PWW the HH Agreement is completed and PWW approves.
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)	Emily/Katie		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.
Van Metre -- Robinson Village (Bond Release)	Emily/Katie		Van Meter provided noticed of landscape corrections (01/08/2026), meeting and inspection to be scheduled with Town Engineer.

Crossroads Village Center (As-Built, Bond Release)	Emily/Katie		01/22/2026 - Received recorded copy of SWM Maintenance Agreement as well as as-built, Town Engineer has issued a as-bult approval letter, awaiting hardcopies for signature approval. Requested meeting regarding hotel & retail, awaiting response.
Taco Bell (As-Built, Bond Release)	Emily/Katie		Landscaping bond was released following inspection and approval by Town Engineer.
Crossroads Village, Kiddie Academy (Construction)	Emily/Katie		Developer submitted as-builts following walkthrough early January, comments due on February 20th. The Certificate of Appropriateness was provided to the developer for presentation to PWC and the Town processed and provided the necessary business license.
Karter School (Plan Review)	Emily/Katie		Still awaiting resubmission by applicant following 2nd submission Town Engineer comments submitted 10/23/2025
Self Storage (preliminary plan)	Emily/Katie		Applicant provided 3rd submission for review 02/13/2026.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Emily/Katie		8/18/2025--Town Planner has notified the Owner of the as-built submission requirements.
Bleight Drive Townhomes [Magnolia Crossing] (Plan	Emily/Katie		Demolition Permit Expired, applicant has not reached out to Town Staff regarding renewal.
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan (Bond Submission)	Emily/Katie		UPDATE: 09-2025 Town Manager to reach out to the Masonic Lodge to determine the Lodge's intent to proceed forward
South Fayette Street - 6792 & 6794 Fayette			Town received first submission of the site plan for 6792 & 6794 Fayette Street. Town Engineer has provided comments and the Town is awaiting resubmission.
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie		1/20/2026 Town Manager & Town Planner meet with developer regarding landscaping & lighting next steps, awaiting amendments to plan for approval.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission meeting for February was cancelled. Applicant for rezoning at 14600 Washington Street was not ready to come back with alterations. They are on the agenda for March meeting. I may have an interest for the BZA vacancy. More info to come there. Emily and I have a teams meeting with a company that will help us get all Council and Boards trained in Roberts Rule. I am looking at holding another FOIA training class for those who need to get their certification and recertification.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	All approved minutes are current on the website. I have started time stamping the meetings.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Julia has drafted the communication information one pager for Council review
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	The Town of Dumfries will be hosting the next TANV meeting on Thursday, February 26th. I will be registering for the VMCA Annual Conference in Blacksburg.
Maintenance			
Town Park/Playground			No issues at this time. Pressure washing and grounds cleaning scheduled for late spring.
Town Hall			Ceiling light covers for Rm#200 and bathrooms ordered. HVAC filters changed. Will need to order battery operated smoke detectors for offices on second floor. There are only two detectors total for the entire building. Exit signs and emergency lighting working properly.
Copper Cricket			HVAC filters and smoke detector batteries changed. No issues with any flooding or heating issues from last snow storm/cold snap.
Cupcake Heaven			Sump pump working, cellar floor is practically dry. Closed off parking spots on north side of building during cold snap to prevent ice from falling on vehicles/customers. Wood on gutter fascia rotting out, will be getting repair estimates soon.

Old Post Office Building	HVAC estimates to start next week. Building has been cleaned with exception of a few holiday items that need to be removed.		
Museum	Sprinkler waterline disconnected at the rear shutoff valve causing large water leak to partially flood bathroom but mainly directed through front siding. Found that the pipe failed where it was crimped at the valve. The first ball valve was replaced this time last year when water seepage was found. Only real damage was to half of bathroom flooring and wet insulation underneath. Removed all wet insulation and bathroom flooring. Lambert Plumbing will be out this week to cap off the sprinkler system and new flooring to be installed. Full report to be uploaded to server once all work is completed.		
Events	Holiday/Events organization still in progress.		
Streetscape	Light bulb retrofit start TBA after Museum and post office issues are done. Spreadsheet with updated outage and repair items needed located in maintenance folder in company server.		

Event/Business Marketing

Farmers Market	Julia		Received positive feedback on the survey from 2025 vendors. I have created the schedule for the 2026 season. Working through ideas on the layout and fee structure for this year. Applications are now open for the 2026 season and we have received over 60 applications already. I have started to book musicians and will continue to reach out to potential bands. I have also started to brainstorm ideas for special market days.
Summer Concert 8/16	Julia		Starting to discuss potential themes and decoration ideas for the 2026 concert. I have begun reaching out to potential bands for this event. Also starting to book rentals.
Haymarket Day	Julia		I have started discussing the layout for Haymarket Day this year based on feedback from last years event. Once the layout is finalized I will reach out and book rentals for this event. I have started to discuss potential themes for this years parade. I have also started to reach out to potential bands to perform.
Holiday Event 12/13	Julia		Our Holiday Bazaar took place on December 13th and was well attended. Our merchandise sold well at this event and our reorder on campfire mugs have arrived.
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	Coordinating film days with Skipper Films for the business roundtable winners. (Goal 4.4). To date, we have secured \$29,000 in sponsorships and I have started to make a list of potential sponsors for next year. I have started to reach out to potential sponsors for the upcoming fiscal year and already have a confirmed sponsor. We have received positive feedback from both viewers and business owners. The reorder of campfire mugs has arrived and I will be promoting them on our social media. Continuing to have meetings regarding the Senior Resource Summit which will take place on April 23rd.
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, 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 now available and I have begun advertising that. As of January 16th, we have a total of 771 app downloads. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Working on a Community Connection one pager to include all forms of communications and the services provided in the Town. The new website is coming along and I will have two trainings this month to learn how to use and edit the new site.

Deputy Clerk/Administration

Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	2nd Quarter Newsletter in draft preparations
Real Estate Tax	Alexandra		Responded to tax inquiries; recorded payments; added past due & finance fees;
Administrative	Alexandra		Processed daily mail; assisted inquiries from residents and businesses. Processed purchase orders, entered monthly invoices into QuickBooks; prepared invoices and payments for finance meetings and filed backup documentation. Followed up on outstanding invoices and managed late 2025 BPOL filings; BPOL renewal letters were mailed and incoming applications have started being processed; Business Roundtable assistance

ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	The February ARB meeting was canceled due to no agenda items.
Office Misc.:	Alexandra		All 2026 forms have been updated and are posted on the website.
New/Old Business Updates			
New Businesses	Rituality Wellness, PLLC-15100 Washington St, Ste 103		