

Town of Haymarket Town Manager Report and Tracking Log

| Task | Assigned to | Strategic Plan Goals and Strategies | Comments: |
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| 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 | The Engineering Groupe has been contacted regarding the delay in submitting a punch list to the Town. Awaiting response from Engineering Groupe, will follow up 7-7 if no response prior. VDOT reviewing the plat and deed for final comment prior to recordation at the County |
| Communications Plan | EK, Tracylynn, Matt Gallagher | Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town | Communications Plan adopted in April 2025 - Would like to request a meeting with Mayor and Vice Mayor, and Julia to review current communication efforts and request feedback on where to expand services/improve output |
| GOGov App | Emily and Julia | | "Start a Request" feature is live on the GoGov app. There was a delay in promoting the feature. I have spoken with Julia to prioritize the advertising of the future starting week of July 7th. |
| County Contact RE: Stormwater Assessment Program | Emily | | 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 166. 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. |
| Comprehensive Zoning Inspection | Emily K/Thomas B | | 14801 Washington St owner has removed the debris on the property. Town Planner will be completing the first quarter inspection week of July 7th - specifically addressing temporary signs this quarter |
| 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 | The next business roundtable meeting will be August 26th at the Hilton. Additionally, I am coordinating with our Chief of Police to host a forum with our Business Owners to discuss public safety in the Community, safety precautions for opening/closing businesses daily and other safety tips. The forum will be held in late July at Town Hall. |
| Park Building | Emily | Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park | All demolition work is completed. Awaiting final E&S measures to take hold, i.e.. grass growth |
| Staff Meetings | Staff | | Staff Meetings held weekly on Wednesdays |
| Strategic Plan Implementation | Emily | | Following discussion at the Town Council work session June 30th -- Council will make recommendations for additions to the Strategic Plan, additions will be compiled and discussed/reviewed at the Fall Retreat meeting with consultant and the plan amended as appropriate. I have also suggested at the fall retreat meeting that the Council have a discussion on prioritizing items in the plan for the Staff to work on. Councilmember Pasanello suggested adding the Compensation Study and Analysis to the Strategic Plan under Goal #2. I will track recommended additions in my Strategic Plan working document as discussed by the Town Council. |
| Museum: Crossroads Arts Alliance | Emily/Tracylynn | | Weekend of June 28th the CA held an ArtsFest event at the space, we have received feedback that the event was successful. Also that weekend, the Museum experienced ac issues with a faulty thermostat setting of 50 degrees and a faulty smoke detector. Maintenance has fixed the thermostat issue with a new unit being installed. We are still working to document the happenings at the space as we reach out to discuss the communication with all parties. Awaiting a statement from the HPD Officer who arrived following a phone call from CAA to the non emergency line. Fire department was on scene with no notification to the Town Manager or Mayor by CAA. Will update Council as more information is provided and verified. |
| Community Outreach : Youth in Government | Emily/Mary | | Met with Councilmember Ramirez regarding the fall Youth in Government program. Councilmember Ramirez will be working on the new application for the fall session. The current proposed dates are November 5th, 12th and 19th. Next meeting to discuss YiG with Councilmember Ramirez is scheduled for 7-17 |
| Town Park/Playground | Emily K. | | I have been notified by Nadia that there are possible oak mites in the trees at the Town Park causing issues with parkgoers. I am working with Matt to contact an arborist and pest management to find out if this is in fact occurring and if so, what options do we have for a remedy |
| Meeting with CXO/County Correspondence | Emily K | | Next CXO Meeting is August 29th. Reached out to Monica Gorman with PWC regarding Landfill questions. Reached out to Michelle Attreed regarding tax assessment questions (awaiting response) |
| Landfill Questions from Council | Emily | | Council brought up concerns regarding Town Resident use of the PWC landfill and transfer station at the June 30th meeting. I contacted Monica Gorman with PWC to clarify answers --Residents of the Town are permitted to use the facilities and must show a proof of residency via drivers license or other approved documentation. Fees will be assessed to the residents according to the adopted fee schedule. Town Staff will be creating a website page for the Landfill information and links to the PWC Pages - we will also share the information out via the app and social media links |

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| Real Estate Tax Bill, PWC Fees Assessed, Questions from Council | Emily | | Council brought up questions regarding the fees assessed by PWC on the real estate tax bill. Specifically determining which fees are assessed to residents and what do these fees afford our Town residents. I have reached out to Michelle Attreed at PWC to request information. I am awaiting a response. |
| Haymarket Compensation Study | Emily | | Submitted a draft RFP to the Council on June 30th. Will be following up with Council on the draft RFP July 7th. Need more detailed input from Council to complete the draft document |
| Website Redesign | Emily/Julia | | Working with CivicPlus (current website host) to discuss a redesign of the site. Held two meetings to discuss new features and redesign. Received cost estimate for the work - scheduled the cost estimate discussion for the Finance Meeting on 7-16 |
| Town Complex Building Maintenance/Repairs | Emily | | During the Finance Liaison meeting we discussed several maintenance issues we have had with structures on site to include; ac units failing, cellar flooding at Cupcake Heaven, possible foundation issues, and other maintenance repairs. It was suggested that I reach out to a structural engineer to get quotes on inspecting each structure at the Town Hall Complex and the Town Museum. I will be reaching out to receive pricing and hopefully be able to schedule for further discussion at the Finance Meeting 7-16 |
| 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. | We have officially launched the Mayor's Message Series featuring the Mayor and local businesses, staff members and other elected officials. The series will release one new video each Tuesday. We have set up a tracking log to document the growth in community outreach and other data points. We will report back monthly on the data points. |
| 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 | Emily K and Katie | 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. Met with the Architect on June 11, awaiting a price estimate, have followed up with architect for eta on quote. |
| Robinson's Paradise | Thomas, Katie | | 11/3/2023--12/30/2024: Construction of Lots and Zoning Release for Occupancy completed, and 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. 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 UPDATE 4/30/2025--6/30/2025: Town Council approved resolution to add Walter Robinson Lane to secondary highway system, all forms submitted to VDOT for acceptance. Follow up 90% landscaping bond release inspection completed, comments/recommendation for release to be sent soon. E/S bond release discussed as well. Town expecting resubmission of as-built plans soon. |
| Van Metre -- Robinson Village | Emily K, Thomas, Katie | | 7/6/23--8/27/2024 All homes are granted occupancy and all proffers are collected. As-builts approved after site improvement bond released. VDOT confirmed on site visit that ponding in right turn lane into subdivision will be their responsibility. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024--6/30/2025 E/S Bond Release Approved on December 13th 2024 |
| Crossroads Village Center | Emily, Thomas, Katie | | 2022---12/30/2024: Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. All site work completed for commercial and residential properties. 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--6/30/2025--Town and Owner coordinating inspections for site improvements and E/S bond release, will take place when weather permits. Comments from latest bond release inspection to be prepared and sent to owner later this week. |
| Taco Bell | Thomas | | 7/27/2023--11/26/2024 : All bonds collected, construction completed, Drive through features are being installed, will give full zoning release when installed. 12/30/2024--4/30/2025 Drive through approval finalized by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site. 5/28/2025--6/30/2025 Owner and Town discussing next steps for bond release, Owner has requested 90% of the landscaping bond to be released, inspection of site to be scheduled in the next two weeks. |
| Crossroads Village, Kiddie Academy | Thomas, Emily, Katie | | 4/3/2023--7/27/2023: Final site plan submissions reviewed by Town Staff 9/26/2023: 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 10/30/2024: Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--6/26/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. 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--6/30/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town. |

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| 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. 5/28/2025--6/30/2025 Applicant met with Town Staff to discuss and resolve comments, is currently submitting to outside agencies. Discussion in meeting on pedestrian access points to businesses along Washington Street. PW Water has returned comments to Applicant for them to address. |
| Haymarket Lifetime Smiles | Thomas | | 6/1/2023: preliminary and final site plans reviewed, 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 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 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--6/30/2025 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--6/30/2025 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. 9/26/2023--6/30/2025 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. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024-- 4/20/2024 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 tad 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. 4/2/2025--4/30/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. Revision approved by the Town and VDOT, site work to be completed in the next six weeks. 5/28/2025 Town Planner will perform zoning release inspections once site work is complete. UPDATE 6/30/2025, zoning inspections performed, zoning release for occupancy given to site. |
| Town Clerk | | | |
| Board/Committee Updates | Kim | 2.3 Research rules of engagement, roles and responsibilities of liaisons and council members | Planning Commission had a resignation. I advertised the vacancy on social media platform and the website. I have received 2 applications . Council will also need to re-appoint Jerome Gonzalez to the Planning Commission. Planning Commission reviewing final draft on updated By-laws. |
| 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. Finished cleaning up the website agendas and minutes from migration. Everything is complete from 2011 to current date. We will be testing the new voting platform with Planning Commission and ARB at their June meetings. |
| Directives | Kim | 6.1. Complete and implement the communications plan for the Town | Presented the draft Code of Ethics to Planning Commission and ARB for comment. The liaisons will report their comments. |

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| Outside Meetings/Conferences | Kim | 2.4 Investigate opportunities to network with other small-town jurisdictions | The TANNV meeting has been scheduled for July 16th at the Hilton Garden Inn. We will be serving lunch with a meeting to follow. Sent save the date to the localities with the invitation with more detail will go out next week. VML Annual Conference is October 12-14 in Virginia Beach. I will be placing the reservations and registrations by July 30. |
| Maintenance | | | |
| Copper Cricket | Copper Cricket: Attic squirrel issues have been resolved for now. No other issues to report at this time. | | |
| Town Hall | All handicapped parking space signs have been repainted. Will be installing post signage this month. Replaced broken garbage disposal in conference room. | | |
| Cupcake Heaven | Cupcake Heaven: Tenant complained of poor airflow on second floor kitchen. Will be investigating issue this month. | | |
| Events | Events: Preparation for Government Open House | | |
| Streetscape | Streetscape: Light pole numbering and bulb replacement will start this next month. | | |
| Event/Business Marketing | | | |
| Farmers Market | Julia | | We have continued to receive interest from vendors requesting a spot at the farmers market. I am continuing to advertise 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. We had our Fathers Day market on June 8th, were we raffled off two gift baskets. The special markets that we have planned for the future is a Dog, and Halloween market. I will continue to brainstorm more themed days for the market. Musicians have been booked for all weekends of the market. Parking is available at the museum, Thrive Med Spa, and Haymarket Dental and Complete Care. We have completed 11 Sundays and all days have been very well attended. I have continued to receive positive feedback from both residents and vendors regarding the new market layout and attendance. |
| Open House | Julia | | The event was a great success with a good turnout from the community. Over 150 youth t-shirts were handed out and tie-dyed during the craft activity, and more than 100 town coloring books were distributed. Partner organizations including the library, Parks and Recreation, Leopold's Preserve, Historic Preservation, Fire and Rescue, American Trash Disposal, and the Girl Scouts attended the event and provided engaging hands-on activities and touch-a-truck experiences, which were very well received. Crossroads Arts Alliance also hosted a free children's craft at the museum. The event was advertised through social media, the GoGov app, and print advertisements. Overall, the event received very positive feedback from attendees and was a successful collaboration across departments and community partners. |
| 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. I have also created a Summer Concert event on Facebook. The stage, picnic tables, and potties have been booked for the event. I have started to reach out to potential vendors for the event. Vendors that will be in attendance are Fosters, Flynn's Wood Fired Pizza, Junies, Trouvaille, and Bruster's. |
| Holiday Event 12/13 | Julia | | The 2025 Holiday Bazaar application has been updated and added to the website calendar. The stage, picnic tables, and potties have been order for the 2025 Holiday Bazaar. |
| Haymarket Day 10/18 | Julia | | All bands, picnic tables, stages, and portable restrooms have been booked for Haymarket Day 2025. The sound engineer has also been confirmed. Vendor applications were sent to previous participants on June 3rd and opened to the public on June 11th. As of now, we have already received applications and payments from 140 vendors, and all non-profit vendor spaces have already been filled. I am currently working to update and finalize the Haymarket Day parade application, which will be distributed by the end of the week. This year's parade theme is Haymarket Homecoming, and participants are encouraged to showcase their Haymarket pride. |
| 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 | Continuing work on creating informational folders for both in-town businesses and new residents, which will be hand-delivered as part of our face-to-face engagement efforts (Strategic Plan Goal 4.5). At the most recent Business Roundtable, we raffled off three promotional videos with Skipper Films; filming is scheduled for July 10th and 11th (Goal 4.4). I am continuing to reach out to potential sponsors. Current confirmed sponsors include Wegmans, Golden Rule Builders, Kiddie Academy, Dunegan & Cole, School of Rock, and Huntington Learning Center. We are awaiting payment from three additional sponsors. To date, we have secured \$21,000 in sponsorships. The first Mayor's Message video has been posted on social media, with additional videos scheduled to be shared biweekly. |
| 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. The request feature on the My Haymarket app is now available and I will begin advertising that. As of June 6th, we have a total of 548 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. Continuing to advertise the farmers market vendors weekly on social media. I will also increase advertising for upcoming events including Historic Walking Tour on July 18th, National Night Out, and Summer Concert. |
| Deputy Clerk/Administration | | | |
| Newsletter | Alexandra | 6.1. Complete and implement the communications plan for the Town | Newsletter: Draft and compile articles and images for the newsletter; proofread and finalize all content. The 3rd Quarter edition should be mailed to all residents and in-town businesses during the first week of July. |

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| Real Estate Tax | Alexandra | | Real Estate Taxes: Update finance charges on outstanding real estate tax invoices; process incoming payments; respond to inquiries from residents and financial institutions; Print/mail out all overdue Jaxton Square Invoices |
| Administrative | Alexandra | | check and sort daily mail; process purchase orders; enter monthly invoices into QuickBooks; process and prepare payments for finance meetings; monitor and follow up on late invoices/fees and payment processing (including events, engineering fees, zoning etc.); record Square transactions; process and track tenant and meals tax payments. Communicate with residents and businesses regarding questions and concerns; assist with audit backup documentation; record and process late BPOL applications; Track delinquent BPOL filings and prepare letters to all past due filers; Record all incoming Haymarket Day payments and process new vendors |
| ARB | Alexandra | 2.3 Research rules of engagement, roles and responsibilities of liaisons and council members | Cover PC Meeting 6/10; ARB Meeting June 25; Minutes (through May) are up to date and posted |
| Office Misc.: | Alexandra | | Military Banner Program update: Matt has taken down all Banners, sponsors have been contacted and several have already come to pick them up; Flyers promoting the new program have been posted in Town boards, the website and social media. Program begins July 1 for in-town residents and Aug 1 for 20169 residents. Assist with the Government Open House; |
| New/Old Business Updates | | | |
| New Businesses | The Source Harmonic Egg of NOVA is coming to 4400 Costello Way #301 A-B Mobile Food Establishment: Wooden Shoe Bakery | | |
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