

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--UPDATE 4/30/2025 The walkthrough is completed, Town Staff coordinating with Engineering Groupe on outstanding items
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
GOGov App	Emily and Julia		"Start a Request" feature is live on the GoGov app. Staff completed training on the rewuest features. Request Us feature is now ready for full implementation and advertizing. 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. April 10, 2025 PWC Contact let me know that we are awaiting feedback from the EPA central office regarding the procurement. Will update the Town Council as soon as I hear more.
Comprehensive Zoning Inspection	Emily K/Thomas B		Zoning Inspections have been delayed due to current workload. Zoning Administrator reached out to the owner of 14801 Washington Street to address the storage of household items in the front and side yards. Will follow up again with the owner.
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 demolition work is completed. Awaiting final E&S measures to take hold, ie. grass growth
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. CAA met with Mayor and discussed the agreement, CAA has concerns with the agreements level of detail. CAA has been told to reach out to Town Staff to discuss.
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. Open House Government Day was proposed as a standing Town Event at the 4-28 meeting. Council was accepting of the proposal. Staff will work on details of the event and report it back to Council
Town Park/Playground	Emily K.		Canopy installed
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. Next Meeting May 2025
Haymarket Compensation Study	Emily		Completed the FY2025 Haymarket Compensation Study. The study is under review by the Town Council
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--4/30/2025 Town Staff and Town Council discussing prioritization of and financing of project.
Highpointe at Haymarket	Emily K, Katie, Thomas		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--4/30/2025 Almost one year has passed since application was put on hold, will provide updates when notified of any changes in status.
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: 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/recommendaiton for release to be sent 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 12/27/2024-4/2/2025 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 1/29/2025-4/30/2025--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.
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--4/30/2025 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 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--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--4/30/2025 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 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--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.
Town Clerk			
Board/Committee Updates	Kim	2.5 Procure a consultant to conduct the Update to the Town's Comprehensive Plan	Planning Commission is reviewing their by-laws. They have provided some edits and is on the agenda for the May meeting to consider adoption. They also discussed sourcing to complete Comprehensive Plan
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. Senator Roem, Delegate Thomas and Prince William County Board of Supervisor Weir will be in attendance at the May meeting to give legislative updates. Finishing the final draft of the Policies and Procedures and Code of Ethics for adoption at the May meeting.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Julia, Emily and I had a teams meeting with CivicPlus on the website redesign. We are gathering information so that they can give us a quote.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions and VML to report to Council on state legislation and local zoning regulations	Attended Virginia Association of Government Archives and Records Administrators one day conference at the Library of Virginia in Richmond for Records Day. Morning Sessions were on electronic archiving and afternoon session was touring the facility.
Maintenance			
Copper Cricket	Copper Cricket: Squirrels are back in attic space, work order opened for Environmental Pest Control. Neighbors tree branches keep allowing squirrels to pry open soffits to enter.		
Town Hall	Tenant complained A/C INOP, issue resolved. One of the two oldest outside units freon was low on freon and no power to upstairs thermostat. H&H Mechanical out to fix thermostat wiring and recharge freon in outside unit. NOTE: The two oldest outside units are almost 25 years old and may need to be replaced soon. All the other units are over ten years old. All thermostats upstairs are now set to A/C.		
Museum: Crossroads Arts Alliance	Patio umbrellas are back out. Cleaned leaves and dirt out of electrical shed, door frame is rotting and will need to be replaced this summer. Found and partially treated six fire ant mounds on east side flower bed, no signs of them entering building.		
Events	Nothing to note at this time.		
Streetscape	Currently working on planting flowers in baskets and brick planters this week. Should be able to finish light pole numbering now that we have warmer weather.		
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. 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 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. The special markets that we have currently planned are Mother's Day, Father's Day, Dog, and Halloween. Our mothers day market is scheduled for May 4th and we will be doing a gift basket raffle for moms. 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. We kicked off the season with free tote bags to the first 100 visitors that stopped by the town hall booth and showed they had the My Haymarket App. Parking is available at the museum, Thrive Med Spa, and Haymarket Dental and Complete Care. We have completed 3 Sundays and all days have been well attended. I have received positive feedback from residents and vendors regarding the new market layout.
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. The stage, picnic tables, and potties have been booked for the event.
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. The stage, picnic tables, and potties have been ordered for the 2025 Holiday Bazaar.
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. Contracts have been signed for picnic tables, stages, and potters potties. Sound engineer has been confirmed for all town events. Currently brainstorming themes for the Haymarket Day parade. Applications will open to previous vendors on May 19th and open to the public on June 2nd.
Event Misc.:	Julia		PWC Historic Preservation will be having a Thoroughfare pop-up exhibit in the Museum starting at on May 6th. This will be open to the public during the farmers market. It will be advertised on our social media as well. Assisted with the Senior Summit on April 24th which was well attended and received among the community. Continuing to work 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). Continuing to talk with PWC organizations regarding the Open House. Will begin advertising the event this week, working to create a coloring book, and a design for t-shirts.
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		Mailed to In-Town Residents and Businesses week of April 7. Hand-delivered some extras to local businesses.
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 monthly 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; track USPS lost mail claim & request remaining balance from postage meter; assist with audit backup; record and process BPOL applications, hand-deliver to local businesses;
ARB	Alexandra		ARB Meeting April 9; draft minutes;
Office Misc.:	Alexandra		Review final edits to Military Banner launch page; Attend Wed. evening virtual parliamentary procedures class; Assist with farmers market orientation and opening days; Working on strategic plan goal 4.5 Investigate ways to engage face-to-face with existing businesses - hand delivering business license to those that have regular hours; other ideas include -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		Ribbon Cutting for Himalayan Grill (April 18- was their 100th day of being open)	

