

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 5/29/2025 The walkthrough is completed, Town Staff coordinating with Engineering Groupe and M&F Concrete 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 request features. Request Us feature is now ready for full implementation and advertising. Submitting requests through the app gives users another platform to contact us and submit requests, issues seen around Town or other concerns. Staff will begin advertising the new app feature June 2nd - we will be promoting the app at the Government Open House
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. No further updates have been provided by the County POC
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 - issue of storing household furniture in the side yards has been remedied.
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	May 20th our Business Roundtable met at the Hilton Garden Inn - we had our largest turn out to date, to include several new businesses to the community. At the meeting we had Guest Speaker, Kevin Costello attend from Prince William County Tourism to discuss the Haymarket tourism trends and the upcoming LIV Golf tournament in the Gainesville/Haymarket area. Three promotional videos were given away at the meeting, our winners include, the Hilton, Jim Shadyac (owner of 15125 Washington St - video will be of all businesses in building) Fosters Grille. Town Staff will coordinate the filming date for the businesses and Skipper Films. 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 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 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. Will be discussing the Strategic Plan at the June 30th work session, will cover work to date on the plan, upcoming initiatives and future planning efforts
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. Scheduling meeting with Kerry for Week of June 2nd
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. Staff is finalizing details of the Open House event and preparing for the event day.
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 30, 2025
Haymarket Compensation Study	Emily		Completed the FY2025 Haymarket Compensation Study. Town Council directed Staff to prepare an RFP for a Consultant to Complete a Compensation Study.
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		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). 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.
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--5/28/2025: 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.
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--5/28/2025 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--5/28/2025--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. UPDATE 5/28/2025 Owner and Town discussing next steps for bond release.
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--5/28/2025 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. UPDATE 5/28/2025 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.
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--5/28/2025 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 architecturals 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 4/2/2025-5/28/2025 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. UPDATE 9/26/2023-5/28/2025 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.
Town Clerk			
Board/Committee Updates	Kim	2.5 Procure a consultant to conduct the Update to the Town's Comprehensive Plan	Planning Commission meeting for May was canceled - no agenda items. They will have the By-laws before them at the June Meeting for 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. 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	I will present the draft Code of Ethics/Standards of Conduct to the Planning Commission for review and receive comments to bring back to Council.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	Haymarket will be hosting the TANV meeting in July. Emily and I are starting to plan that event.
Maintenance			
Copper Cricket		Environmental Pest Control repaired soffit and disinfected attic space. Squirrels have now chewed a new hole on opposite side of building where A/C line enters attic. Pest control will be out again on 05/29 to fix that issue as well. Awaiting estimate from Premier Landscaping to remove all tree branches hanging over the property.	
Town Hall		All outside A/C units on all properties have been cleaned and power washed under the units as well. All handicap signage will be repainted in the next two weeks.	
Cupcake Heaven		Washed front porch and all lower exterior siding on building. Noticed that upper level fascia boards are rotting out causing gutters to sag, working on estimate for repair this summer. Installed tenant supplied exterior light scones on back porch.	
Events		No issues regarding farmer's market at this time. Preparing to clean up front of Town Hall for open house on June 13th.	
Streetscape		All planting is completed, just a few minor fixes and back onto watering schedule. All flags and final round of veterans banners are up and will remain up until after open house on 06/13. Buried the exposed fiber optic casing on Washington street sidewalk in front of McDonald's, the casing for the lines presented a large trip hazard on town sidewalk.	
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. The Mothers Day market was well attended and we received around 100 tickets for the raffle. The special markets that we have planned for the future is 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. Parking is available at the museum, Thrive Med Spa, and Haymarket Dental and Complete Care. We have completed 5 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		Finalizing the town coloring book which will be handed out to kids at the event. Created a t-shirt design for the tie dye craft and have placed the order. Continuing to share event logistics with participating organizations including the library, parks and recreation, leopolds preserve, historic preservation, fire and rescue, and economic development and tourism. I have created flyers to advertise on our community boards, social media, and the GoGov app. Crossroads Arts Alliance will be providing a free craft at the museum. Working on ordering necessary supplies for the tie dye craft. Also working on creating a vendor map.
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. I have started to reach out to potential vendors 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 booked 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 are currently being reviewed by the attorney and will be sent to previous vendors as soon as it has been approved. Applications will then open to the public a week after. All bands have been booked.
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	PWC Historic Preservation currently has the Thoroughfare pop-up exhibit in Town Hall. The Thoroughfare exhibit has been advertised on our social media encouraging people to come and view it. Assisted with the Senior Summit on April 24th and had a debrief meeting to discuss future changes for the event. 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 raffled off 2 promotional videos with Skipper Films at the business roundtable. (Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table). Started filming the Mayors Message and will begin sharing those on social media very soon.
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 May 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.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	Working on 3rd Quarter draft
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	4.5. Investigate ways to engage face to face with existing businesses	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; assist with audit backup; record and process BPOL applications, hand-deliver BPOLs to local in-town businesses ; Track late BPOL filings;
ARB	Alexandra		ARB Meeting May 21; Minutes are up to date and posted
Office Misc.:	Alexandra	6.1. Complete and implement the communications plan for the Town 4.5. Investigate ways to engage face to face with existing businesses	Meet with Matt to discuss a plan of return for Military Banners; Assist with the farmers market; Prepare Business Roundtable Agenda- Email Reminders to Businesses and send follow-up after meeting ; Prepare lesson plan & teach local Daisy troop for "Democracy for Daisies" badge; Reach out to new businesses to welcome them, provide town staff contact info, and discuss ribbon cutting opportunity

New/Old Business Updates	
New Businesses	My Haberdasher-coming soon to 2nd floor of Hidden Julles building Italia Performing Arts-opening summer 2025 in QBE Building