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			
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. Working to schedule a meeting with Julia and the VM during month of July to review document and practices
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 and Lydia		JMT survey team shared the CAD file and returned to Town on June 15-17th to finish surveying. The Town is meeting with JMT in July to discuss survey and CCTV scoping as well as. The survey team expand to the eastern side of Jefferson as well as additional spots along Washington St.
Comprehensive Zoning Inspection	Emily K		The NoV for the residential property has been resolved. However, the property has been reported to the PWC Neighborhood Services for Property Maintenance and Building Permit concerns.
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 Town hosted a meeting on May 12th. We had a good showing of businesses with a new businesses joining us. PWC Tourism and Economic Development presented at the Business Roundtable. Next Meeting is August 11, we will cover final preparations of the Fox 5 Zip Trip, Summer Concert, Haymarket Day plans
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		The Town Council has adopted the amended Strategic Plan as of March 2026. The newly adopted document will be uploaded to the website and a unique website page created to track updates, public alerts regarding the plan and house the previous versions of the document
Museum: ArtsVanGo	Emily/ Tracylynn		Arts VanGo is partnered with WholeheartMurals to launch a Little Free Art Library. The launch will took place on May 23rd at the Museum. The library will be positioned at the patio space by the Museum and the Little Free Library. Arts VanGo hosted a special Colors of the Market event at the Farmers Market - it was a great success and a fun experience for our customers to see painting en plein air.
Town Park/Playground	Emily K.		At the June Work Session we will be discussing the final contract and fee proposal with the offeror.
Meeting with CXO/County Correspondence	Emily K		Attended the Quarterly Meeting with the CXO on May 22nd. The meeting was a highlight of the budget and other updates for the upcoming fiscal year
Haymarket Compensation Study	Emily		Evergreen Consultants completed the presentation to the Town Council. The Council will reconvene in July to discuss once the report is finalized.
Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Completed website training on February 24th and 26th and learned how to update the new site. I have started to update information on the new site and will continue to do this over the next few weeks. Our website launched on May 18th. I am currently working on updating information and working through any problems that come up. I will be having a follow up meeting with Emily and Chief to discuss the police departments section of the website.
Town Complex Building Maintenance/Repairs	Emily		Working with Peak Roofing to repair the gutter and fascia on the Town Museum and the Hulfish House (Cupcake Heaven Building). Work will be completed over the next few weeks
Old Post Office Building	Emily		The RFP is closed - Town Council will review and deliberate on June 29th at the Work Session
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.

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. Verizon has sent a draft and has scheduled a meeting with the Town Attorney
Town Policy Updates	Emily/Roberto/ Chief		The Procurement Policy and Elected Official Training and Travel Policy were adopted and will be distributed accordingly.
Personnel Manual Meeting	Emily/Roberto/ Chief		The Town Manager and the Chief of Police will be meeting in early June to discuss the Employee Manual review, the Finance Liaison has requested to have the Employee Manual Draft update discussed at the July 1st meeting
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. UPDATE: Town Manager is working on the RFP for Construction of the Town Center Site Plan. Will discuss further at the March WS
Chick Fil A (SUP, Site Plan Review)	Katie/ Lydia		Chick-fil-A is moving forward with construction beginning July 11th, 2026, the Town has provided the Grading Permit and a Noise Variance, additionally. A pre-construction meeting will be held on-site on 07/08/2026.
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie/ Lydia		Comments for as builts were finalized by the Town Engineer in May 2025, on 06/15/26 the Town Planner approved the SWM Agreement and As-Builts for signature. The Town Engineer has given approval for E&S and Performance Bond to be release following signing and scanning of as-builts. The Landscape bond will be addressed following construction
Robinson's Paradise (As-Built, Bond Release)	Katie/ Lydia		The Town Planner confirmed that DR Horton is crafting legal documents for signature to extend work outside of the right-of-way to proceed with grading work. The geotechnical report and letter summarizing grading issue has been recorded and provided to Town, the Town Engineer is completing a review of the Draft As-Built submission, and the DR Horton team is to provide a recorded copy of the SWM Agreement between the Owner and DEQ (VSMP Authority).
Van Metre -- Robinson Village (Bond Release)	Katie/ Lydia		Nothing further required by Van Meter until May 2028 for final landscaping bond release the Town Planner has provided a letter.
Ramsai Hotel & Retail	Katie/ Lydia		Town Staff received Ramsai Hotel & Retail preliminary plans (04/04/2026 & 03/18/2026) for comment. Town Staff recommended approval of the plans and is awaiting formal site plan submission. The developer has submitted a plan for only 5 stories.
Crossroads Village Center (As-Built, Bond Release)	Emily/Katie/ Lydia		Town Planner has provided a lettering stating no further actions necessary till August 2026 when final landscape escrow bond is released. The Town has been informed in a change of property management groups and is working to secure a valid business license from the new owners.
Taco Bell (As-Built, Bond Release)	Emily/Katie/ Lydia		E&S Bond was approved on 06/22/2026. Nothing Further until reinspection in 2027
Crossroads Village, Kiddie Academy (Construction)	Katie/ Lydia		Kiddie Academy re-submitted as-builts on 04/02/2026 and were approved by the Town Engineer and Planner. The Town has received signed and scanned soft copy.
Karter School (Plan Review)	Katie/ Lydia		Plans resubmitted 06/16/2026 following virtual meeting with IMEG developers on 06/05/2026, Engineer review pending re-submittal fee by owner.
Self Storage (preliminary plan)	Katie/ Lydia		The property has been sold to new owners, Town Staff are in communication with the new owners to work through land use and zoning violation compliance. The new owners have secured a contract with a new engineer to develop the property.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Emily/Katie/ Lydia		Town Staff received As-Built submission from developer 04/13/2026, comments were due back 05/13/2026 and have been forwarded to the engineer to review and resubmit.
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond	Emily/Katie/ Lydia		Demolition Permit Expired, applicant has not reached out to Town Staff regarding renewal.

South Fayette Street - 6792 & 6794 Fayette (Chestnut Tree LLC Lots)	Emily/Katie/ Lydia		Town Staff provided comment to developer and engineer (April 9th), staff is awaiting next resubmission.
Jordan Lane	Emily/Katie/ Lydia		Town Staff meet with developers on 04/14/2026 to discuss a by-right Jordan Lane subdivision development (8 single family homes averaging 1 acre lots). The development is happening in coordination with a potential townhomes development on the PWC line on Old Carolina Road.
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie/ Lydia		Developer has followed-up that they intend to have landscaping amendments finalized in near future. Town Staff meet with the builder/developer and has requested a formal submission of the photometric analysis and landscaping amendments, as well as request concrete inspection be performed. The developer has attended to the sump pump issues, staff will reinspect the property May 27th to confirm.
B&M Steel	Katie/Lydia		Town Staff meet on-site (04/02/2026) and followed-up on 04/08/2026 to discuss on-going flooding issues on site. Staff determined B&M Steel required a site plan for all site improvements.
QBE/Schoolhouse Rezoning	Emily/Katie/ Lydia		Planning Commission made a resolution to recommend approval to the Town Council on the April 14th meeting. Graystone Developer will be moving to present in front of Town Council on June 1st, a public hearing has been advertised for citizen involvement. Additionally, the developer will be presenting the ARB on June 17th regarding the demo permit and parking waiver.
Violation Notices	Lydia		Town Planner rode with Haymarket Officer/Maintenance to check-up/identify zoning violations in town. All previous violations have been closed out. Town Staff is working with the Police department to issue violation for signage violation on weekends.
Comprehensive Plan	Emily/ Lydia	Goal 2: Promote Fiscal Responsibility and Organizational Excellence (Action 2.3)	Town Planner to begin preparing for Comprehensive Plan, taking steps to review surrounding localities, and consider newly adopted strategic plan for inclusion in Comp Plan. A analysis matrix was provided to Town Council and Planning Commission. A presentation was giving on May 12th regarding State Comp Plan requirements and Town timeline and on June 9th regarding Town Historical Data.
Zoning Ordinance Review	Emily/ Lydia		Town Planner will continue reviewing Ordinance Use Chart, Definitions, and Signage. Additionally the Town Engineer is providing guidance regarding site plan and DEQ ordinance requirements.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Candidacy papers are in and accepted by the Board of Elections. We do not have a full ticket. So there will be a write in vote at the elections in November. We still have a vacancy on ARB. This seat has been vacant since September. Also a vacancy on BZA. Walt Young's term expires on June 30 for Planning Commission and Ben Barben's term expires on June 30 for ARB. I will be talking to them on about serving for another term. This will be on the June Work Session. Planning Commission is actively starting on re-writing the Comprehensive Plan. Town Planner Lydia Schauss gave a presentation at the June meeting on census data and how it has affected the Town and its visions for the future.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission minutes are signed and up to date. Town Council minutes will be posted once Mayor signs them. Senator Roem and Delegate Thomas will be at the July 20th regular meeting
Directives	Kim	6.1. Complete and implement the communications plan for the Town	I have a webinar scheduled for the new minutes and agenda platform with CivicPlus on May 21. We will need to switch over by July 2027. I am working with a company to do a Robert's Rule of Order class. I am also planning on having a in person FOIA class. All of this will be after the elections.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	Next TANV meeting will be September 2nd with the Town of Occoquan hosting.
Maintenance			
Town Park/Playground	Continuing to have deadfall branches falling from the storms, collecting and storing them behind garage for now.		
Town Hall	A/C installed and working well. Second floor finish work in progress (trim work, ceiling light, etc).		
Copper Cricket	Small bathroom toilet replacement and sink adjustment in progress.		
Cupcake Heaven	Cellar sump pump working well. North side gutter fascia replacement estimates in progress.		

Old Post Office Building	No issues at this time. Both A/C mini splits working.		
Museum	East side gutter fascia replacement estimates in progress.		
Events	Open house completed. Working on clearing storage areas and planning for summer concert.		
Streetscape	Flower baskets completed. Street lights on Bleight Drive fixed. Summer banners in progress. Will be working on replacing a few broken bricks on sidewalks in a couple of weeks.		
Event/Business Marketing			
Farmers Market	Julia		Applications for the 2026 season opened on February and we have received over 100 applications. The farmers market orientation was held on April 2nd. We held our special Fathers Day market this past Sunday, June 21st. Approximately 70 dads participated in the raffle and the winner was notified. Farmers Market turnout has stayed consistent throughout the season. I have received positive feedback from vendors and residents. We ordered 75 farmers market tote bags and gave them away at the June 7th market. We ran out of tote bags by 10:30. Due to continued interest from residents, an additional order will be placed. Future tote bags will be available for purchase at the Town Hall tent.
Government Open House	Julia		We hosted our Government Open House on June 18th. Over 200 people participated in the tie-dye craft. Organizations that participated included PWC Historic Dept., Girl Scouts, Leopolds Preserve, Police Department, B & M Steel, Nokesville Fire Department, and American Trash Disposal. We worked with Wholeheart Murals and Arts VanGo to have a community mural that will be displayed in Town Hall.
Summer Concert 8/15	Julia		Starting to discuss decoration ideas for the 2026 concert. All three bands have been confirmed for this event. Potters potties, picnic tables, and the stage have been ordered and confirmed for the concert. This years theme will be Haymarket Carnival. I am working with Matt to create some fun photo ops and games. I have reached out to potential food and drink vendors. As of right now, confirmed vendors include Aroma II, Flynn's Wood Fired Pizza, Fosters, and Junies. I will be following up with other vendors this week. Balloon arch has also been confirmed for this event.
Haymarket Day	Julia		I have started discussing the layout for Haymarket Day this year based on feedback from last years event. All rentals have been booked and confirmed. I reached out to PWCS transportation department to discuss shuttle bus options for the event. This years theme will be americana to celebrate the 250th birthday. I have also started to reach out to potential bands to perform. Applications were released on June 1st. Potters potties, picnic tables, and the stage have been ordered and confirmed for the concert. As of June 23rd, we have 206 vendors already signed up and 23 parade participants. Continuing to respond to inquires regarding participation in Haymarket Day. We started holding a event committee meeting and will continue to meet biweekly to discuss all event logistics.
Holiday Event 12/12	Julia		Holiday Bazaar application has been updated. All rentals have been confirmed for this event.
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 Goal 4.6 Develop a plan to highlight the business community Goal 5.2. Develop a plan of recognition of historical of historical sites through a walking program ad signage program.	I have started to reach out to potential sponsors for the upcoming fiscal year. I am continuing to work with FOX5 on the logistics and plan for the zip trip on August 14th. We announced the zip trip at the last business roundtable and have started to advertise on social media. We hosted our first Cone with a Cop event at Swirlies and had approximately 27 people in attendance. We will be working with the Police Department and the other ice-cream shops to schedule dates for July and August. I am working with Skipper Films to schedule the film days for the business roundtable winners.
Social Media/Website/GOGov	Emily/Alexandra/ Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses Goal 2.4 Create and distribute a Town Services "one-pager"	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 available and I have continued to advertise that. We have started to receive a good amount of requests and I am continuing to respond as they come in. Our Community Connection one pager is complete and available at Town Hall. I have been sharing them at the town tent during the farmers market and will continue to advertise it. The new website officially launched as of May 18th. I am continuing to make updates and edit content on the website.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	3rd Quarter Newsletter to be mailed first week of July
Real Estate Tax	Alexandra		continue to respond to tax inquiries; record payments and maintain up-to-date accounts; update and apply finance fees

Administrative	Alexandra		manage daily mail and respond to resident and business inquiries; process purchase orders and enter monthly invoices into QuickBooks; prepare invoices and payments for finance meetings; maintain filing system; manage and record meals tax, tenant payments and engineering fees; follow up on outstanding invoices; manage late 2025 BPOL filings; process/track incoming BPOL applications and begin delivering to businesses; process Haymarket Day applications and event invoicing;
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	ARB met on June 17th. They considered the demolition permit for the back portion of the QBE building at 14600 Washington St. from Graystone Properties. After a site visit to the property, they approved the demo permit unanimously
Office Misc.:	Alexandra		assisted with farmers' market; provided support to other departments/staff as needed.
New/Old Business Updates			
New Businesses			