



Town of Round Hill

Town Council Strategic Action Plan

FY2025 – FY2027



Adopted by the Round Hill Town Council on December 6, 2023

FY2025 – FY2027 Strategic Action Plan

A. PURPOSE

The purpose of this plan is to establish a list of priority projects for the Town Staff to complete starting July 1, 2024. This list will guide the development of the FY2025 Budget and will direct Town Staff on how to prioritize their work plan in FY2025.

The Town Staff should focus on this adopted list of action items above all other planned projects in FY2025. The Town Council will vote again on priorities in the Fall of 2024 in preparation for the FY2026 Budget. It is possible that an unknown or emergency project could arise in the next year, and the Town Council would need to revisit this list before the Fall of 2024.

B. ANNUAL TOWN COUNCIL PRIORITIES SURVEY:

In preparation for the FY2025 Strategic Planning Meeting, the Town Council completed the 2023 Town Council Priorities Survey. This survey was completed online by Town Council Members the week before the meeting. Town Staff did not participate in the survey to ensure the results captured feedback only from the Town Council.

The survey questions were generated from items identified in previous town budgets, the 2017 Comprehensive Plan and the FY2023 Strategic Action Plan (adopted in January 2023)

The 2023 Town Council Priorities Survey focused on 11 possible action items listed under the following subject areas:

- a. Utility Fund Capital Projects
- b. Utility Fund Non-Capital Projects
- c. General Fund Capital Projects
- d. General Fund Non-Capital Projects

The results of the 2023 Town Council Priorities Survey were used to kick off discussions at the FY2025 Strategic Planning Meeting and helped to identify the evolving needs of Round Hill.

C. FY2023 PRIORITIES & PROJECTS TO BE COMPLETED BEFORE JULY 1, 2023

- a. Construction of Well D
- b. Town Office Upgrades & Updates
- c. Modernize Town Code and Move to Online Platform
- d. Improvements to Annual Christmas Tree Lighting Event & Expand to Downtown

D. SCOPE CHANGED FOR FY2023 PROJECTS (REMOVED FROM ACTION LIST)

- a. Preliminary Design & Study of a Second Water Tank in Stoneleigh
- b. Utility Administrative Offices Building

E. ANNUAL STRATEGIC PLANNING MEETING

The FY2025 Strategic Planning Meeting was held on November 15, 2023, at the Round Hill Town Office. At the meeting, the Town Council reviewed the 11 possible action items that were listed in the survey as well as any additional ideas.

The Town Council deleted the following action items from the list of possible action items for FY2023 before the in-person “annual voting exercise” commenced because the members agreed these action items did not require further debate or discussion.

***The following projects were removed from the list for the sticker vote **to remain on the list of committed priority projects in the FY2025 Strategic Action Plan.**

- a. Stoneleigh Sustainability & Reliability Projects
- b. Comprehensive Utility Preventive Maintenance Program
- c. Planning for the Future of the Utility System
- d. Town Expansion (also known as Boundary Line Adjustment)
- e. County Community Center in Round Hill

***The following projects were removed from the list and were **deleted from the next Town Council Priority Survey (2024). These action items will be moved to a question reserve bank and revisited in a few years.**

- a. Economic Development Projects
- b. Façade Improvement Grants

The reprioritization of the list reduced the number of possible action items from 11 to 7 possible action items. These possible action items were then further prioritized during the “annual voting exercise.” Town Council Members voted:

- I strongly feel this action item should be included in the FY2025 Strategic Action Plan
- I strongly feel this action item should not be included in the FY2025 Strategic Action Plan
- I feel “neutral” about this action item being included in the FY2025 Strategic Action Plan

The goal of the voting exercise was to allow Town Council members the chance to:

- Vote for action items that he/she felt passionate about pursuing in the next 2-years.
- Vote for action items that he/she felt strongly should not be in the final plan.

There were 7 action items to choose from – so Town Council Members had to vote carefully. Town Council Members who felt passionate about an idea, had the option to use more than one sticker (for or against). If they did not vote on an action item (no sticker used), it was because they felt neutral on the item (*they did not feel strongly for or strongly against*).

Note that the previous FY2024 Priorities & Projects listed 16 action items. The resulting product of the most recent voting exercise on November 15, 2023 - was the agreement to add three new action items to the Priorities & Projects List, and to remove two action items.

In summary – the FY2025 Priorities & Projects lists 12 action items (see page 6).

F. IMPLEMENTATION OF THE STRATEGIC ACTION PLAN:

The Strategic Action Plan is a short-term plan and does not address all routine work and current responsibilities completed by Town Staff throughout the year.

While the 2017 Comprehensive Plan sets a compelling direction for the Town of Round Hill over the course of 20 years, this Strategic Action Plan provides specific actions to complete in the near term (*near term is defined as 3 years*).

The priorities of Town Council expressed in this Strategic Action Plan will ultimately be accomplished through a multitude of specific actions. Numerous ideas and potential actions were discussed during the FY2025 Strategic Planning Meeting. The intent of this Strategic Action Plan is to narrow the scope and create a more focused "to do" list.

This Strategic Action Plan starts to frame initiatives that Staff may pursue in the near term. However, adoption of the FY2025 Budget provides the actual bridge between the FY2025 Strategic Plan and the FY2025 Staff Work Plan.

Following the adoption of the FY2025 Budget in June 2024, Staff will use the FY2025 Strategic Plan to manage the potential sequence and/or timing of the associated steps to complete the action items starting on July 1, 2024.

FY2025 Priorities & Projects

UTILITY FUND PRIORITIES & PROJECTS

1. Construction of New Evening Star Water Treatment Plant
2. Construction of Southern Water Tank & the Evening Star Tank Interior Painting
3. Implement a Comprehensive Utility Preventive Maintenance Program
4. Study Town Expansion (*also known as Boundary Line Adjustment*)
5. Acquisition of Future Well Sites (*Beyond Well D*)
6. Design Stoneleigh Sustainability & Reliability Capital Projects
7. Implement New Utility Monthly Billing Service for Customers

GENERAL FUND PRIORITIES & PROJECTS

8. Design of Southern Greenway Pedestrian Trail
9. Advocate for a County Community Center in Round Hill
10. Construction of Sleeter Lake Park Improvements
11. Complete a New Stormwater Master Plan
12. Celebrate the 125th Anniversary of Round Hill (February 5, 1900)

FY2024 Priorities & Projects Descriptions

ACTIVE PRIORITIES & PROJECTS		
1	Construction of New Evening Star Water Treatment Plant	Replace the existing water treatment plant to increase capabilities to treat the additional water (specifically the new water from the new Well D)
2	Construction of the Southern Water Tank (followed by Evening Star Tank Painting)	Build a second water storage tank South of Town to provide service reliability and improved fire flow. This will also help the Stoneleigh Neighborhood in the future by reconnecting the neighborhood to this storage tank <i>(after a series of complementary CIP projects to bring Stoneleigh Neighborhood into the Main Zone)</i> .
3	Implement a Comprehensive Utility Preventive Maintenance Program	Invest in key infrastructure improvements and preventative maintenance to strengthen the Round Hill Water & Sewer System. This project includes valve exercising, hydrant exercising, scheduled meter replacement, corrosion control, hydrant painting, leak detection and sewer camera services. Future phases include preventive maintenance on facilities. Data from this program will be incorporated into a mapping/database that will serve as a guide to the system.
4	Town Expansion (also called Boundary Line Adjustment)	Study and execute an expansion of Town boundaries to grow town tax base, provide a new source of volunteers for elected and appointed positions, and bring in key properties to achieve other Town objectives.

5	Acquisition of Future Well Sites (Beyond Well D)	Well D is a replacement well for a well(s) that are no longer in production (or reduced production). The Town needs additional wells to serve as additional replacement wells for other wells that have had a decrease in production or cannot keep up with demand.
6	Stoneleigh Sustainability & Reliability Projects	Projects include connecting to Main Zone, connecting to Airmont Tank, and reducing the high pressures.
7	Monthly Utility Billing	This is a project to move from every other month to monthly utility billing. This will make it easier for residents to plan for (budget for) their bill because it will be on the same rotation as their other bills (cable, electric, etc.) It will also be easier to track usage when it is a monthly bill. This will help customers adjust their usage based on their bill (and perhaps catch any leaks).
8	County Community Center in Round Hill	Work with County to establish Round Hill Center as a full-fledged community center (regional and/or local)
9	Design of Southern Greenway Trail (New Cut/Airmont to Lake Ridge Estates)	Design a sidewalk/trail to connect Downtown Round Hill to southern neighborhoods (Hayman Lane, Lake Ridge Estates, Bluffs & West Lakes). This project will also include a new 12-inch water line along Airmont Road that will be able to handle the customers North of Route 7 using water from the new Southern Water Tank (replacing a 6-inch line buried under Route 7).
10	Construction of Sleeter Lake Park Improvements	Add more amenities including permanent restroom, pavilion, ADA features and additional boat storage. Implement safety measures. Partner with County on master planning & rezoning.

11	Complete a New Stormwater Master Plan	The last Stormwater Master Plan was completed in 2004. This is the planning document that recommended improvements to Loudoun St and Main St to prevent flooding basements and yards. Now that the Loudoun St and Main St project is complete, an engineer can study the outcome of the improvements and recommend the next Phase for the Council to plan for in the future.
12	Celebrate the 125th Anniversary of Round Hill (February 5, 1900)	In honor of the 125 th Anniversary of the Incorporation of Round Hill, the Town will plan several special small projects to recognize the milestone, specifically the history of Round Hill. Highlights will include a commemorative item to sell, a special ceremony and the production of a historic walking tour brochure of downtown.