



ROUND HILL TOWN COUNCIL REGULAR MEETING AGENDA

September 19, 2019

7:30 PM

- I. Call to Order & Pledge of Allegiance**
- II. Roll Call**
- III. Community Policing**
- IV. Public Information Session (Advertised in Loudoun Now)**
 - 1. Presentation on Round Hill Greenway Trail (Phase 3)
 - 2. Comments on Round Hill Greenway Trail (Phase 3)
- V. Public Comment:**

Visitors to the meeting may address the Council at this time. Each speaker is asked to state their name for the record and to please limit their presentation to five minutes.
- VI. Adoption of Regular Meeting Agenda (Amendments & Deletions)**
- VII. Approval of Minutes**
 - 1. No Minutes to Approve (No Meeting in August 2019)
- VIII. Business Items:**
 - 1. FY2020 Strategic Action Plan
- IX. Action Items:**
 - 1. Resolution 2019-12: Resolution for 20% Local Match for VDOT's TAP Grant (Round Hill Greenway Trail Phase 3)
- X. Reports:**
 - 1. Town Administrator Report
 - 2. Mayor's Report
- XI. Council Comments**
- XII. Meeting Adjournment**

Project Description

Install a raised crosswalk approximately 500' south of Loudoun Street. Construct new **five-foot** sidewalk on east side of New Cut Road from the raised crosswalk to Yatton Road/Hayman Lane intersection (approximately 1,000 linear feet). Install crosswalks on the north and west leg of the intersection and construct a new 10' multiuse path to tie in with the existing trail. Streetlight installation will provide for enhanced visibility and safety of pedestrians. Warning signage to alert vehicular traffic to pedestrians in the area.

Cost estimate: \$983,292



Town of Round Hill
Round Hill Greenway Phase 3
June 2019



Town of Round Hill

Town Council

FY2020-2022 Strategic Action Plan

Adopted by the Town Council on December 6, 2018

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FY2020 Strategic Plan Introduction

In October 2018, the Town Council completed the 2018 Town Council Priorities Survey. Results were reviewed at the FY2019 Strategic Planning Meeting held on October 30, 2018 at the Round Hill Town Office. During this meeting, the Mayor, the Town Council, the Town Administrator and the Town Project Manager evaluated existing action items and discussed revisions required to support evolving and emergent Town needs.

The 2018 Town Council Priorities Survey focused on 34 possible action items listed under the following areas:

- a. Utility Fund Capital Projects
- b. Utility Fund Non-Capital Projects
- c. General Fund Capital Projects
- d. General Fund Non-Capital Projects
- e. Improving Government Operations & Revenue Projects

At the FY2020 Strategic Planning Meeting, the Town Council reviewed the 34 possible action items that were listed in the survey. This list was generated from items identified in previously adopted Town Budgets, Town Council discussions and the Comprehensive Plan. Completion of the 2018 Town Council Priorities Survey before the meeting helped the Town Council “jump right in” to a discussion about the action items based on the results of the survey.

During the first part of the Strategic Meeting, the Staff and the Town Council discussed the 34 possible action items individually and how they fell under one of these categories:

- a. Current Projects
- b. Capital Project FY2019-2024
- c. New Policy, Procedure or Personnel
- d. Ongoing Action or Two-Phase Project
- e. Items to Discuss More In-Depth (Hot Topics)
- f. Future Debate or Discussion at a Work Session

The second part of the Strategic Meeting was reserved for an exercise where the Town Council further prioritized the action items into the following choices:

- a. This item should be included in the FY2020 Strategic Plan
- b. This item should be moved to the FY2021 Strategic Planning Meeting
- c. This item requires more information before making a commitment
- d. This item should not be in the FY2020 Strategic Plan

Town Council members were able to group action items into realistic timelines, delete action items or postpone action items for future strategic meetings. The resulting product was a final list of 20 possible action items to be included in the FY2020 Strategic Plan.

Implementation of the FY2019 Strategic Plan:

In contrast to the Comprehensive Plan, the Strategic Plan is a short-term plan that does not address all routine work and current responsibilities completed by Town Staff throughout the year. Instead, the Strategic Plan brings focus to those aspects that need attention, improvement and change. While a Comprehensive Plan sets a compelling direction for the Town over the course of 20 years, this Strategic Plan provides specific actions in the near term (one to three years – FY2020 to FY2022).

The Town Council Priorities expressed in this Strategic Plan will ultimately be attained through a multitude of specific actions. Numerous ideas and potential actions were discussed during 2018 Strategic Planning Meeting. The intent of this Strategic Plan is to narrow the scope and create a more focused “to do” list.

This Strategic Plan starts to frame initiatives that Staff may pursue in the near term. However, adoption of the FY2020 Budget provides the actual bridge between the FY2020 Strategic Plan and the FY2020 Work Plan.

Following the adoption of the FY2020 Budget in June 2018, Staff will use the FY2020 Strategic Plan to develop a FY2020 Staff Work Plan that will indicate the potential sequence and/or timing of associated steps and specify which individual or entities will be responsible for initiating, administering and participating in the implementation process.

FY2020 Priorities & Projects

FY2020 Carryover Projects:

1. Southern Water Tank (Phase 1)
2. Well Site Acquisition (Phase 1)
3. Yatton Loop/Well 12
4. Main Street (Phase 1)
5. Town Expansion (Boundary Line Adjustment)
6. Zoning Ordinance Amendments (Non-Conforming)
7. New Town Website
8. Large Reservoir (Phase 1)
9. FY2019-2020 Water Rate Study
10. Niels Poulsen Park

FY2020 New Projects:

11. Utility Generator Upgrades
12. Streetlights (Phase 1)
13. IT Modernization
14. Parks & Recreation Master Plan
15. Sleeter Lake Park (Phase 2)
16. Main Street Phase 2

Advocate & Support:

17. County Community Center in Round Hill
18. Hometown Festival (Recruit Volunteers)

Preliminary Planning:

19. Town Code
20. Streetlights (Phase 2)

Appendix A

Priority & Project Descriptions

FY2019 Carryover Projects		
1	Southern Water Tank (Phase 1)	Build second water tank to provide service reliability and fire flow. Site acquired. Pre-application phase for county approval. Financing not yet identified.
2	Well Site Acquisition (Phase 1)	Secure additional water sources. Currently at 60% capacity.
3	Yatton Loop/Well 12	Water main along Yatton road to provide service reliability in event of water main break. Raw main along same path to allow Well 12 filtering at Westlake plant. (Construction contract awarded.)
4	Main Street Phase One &	Complete Sidewalk/Stormwater improvements along Main St & Loudoun St (stop at Train Station)
5	Town Expansion	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 (Project suspended during Sleeter Lake Park negotiations.)
6	Non-Conforming	Revise Zoning Ordinance to address Non-conforming Commercial Properties
7	New Town Website	Add more content to web page and make it more useful to residents and elected/appointed officials. Content is still sparse compared to other Towns (budget, audits, minutes, projects, etc.)
8	Large Reservoir (Phase 1)	Study options for Large Reservoir and present to the Town Council. Goal is to sell large reservoir property in order to reduce maintenance costs.
9	FY2019 Water Rate Study	Rates currently planned by 2015 Water Rate Study recommend a 3% annual increase until next rate study (scheduled for 2020 or on a major change in circumstances such as Town Expansion).
10	Niels Poulsen Park	Accept and operate new town park at south end of Brentwood Springs development.

FY2020 New Projects		
11	Generator Upgrades	Upgrade generators at Goose Creek WTP and Stoneleigh. (Design and permitting underway.)
12	Streetlights (Phase 1)	Replace existing Town Streetlights with LEDs
13	IT Modernization	Commission outside technology consultant/auditor to revise Town processes and systems for electronic data storage and access control.
14	Parks & Recreation Master Plan	Town owns parks that have no maintenance plan and are cared for only as-needed. Need a plan to care for & monitor Town parks. Need a long-term plan for operations and maintenance.
15	Sleeter Lake Park (Phase 2)	Add more amenities including permanent restroom, pavilion, ADA features and additional boat storage. (Funding in hand from county.)
16	Main Street (Phase 2) Design & Grants	Build sidewalk and stormwater improvements along Main Street from train station to northern town boundary. Build sidewalk and stormwater improvements along Main Street from Loudoun St. to Yatton Road.
Advocate & Support		
17	Community Center	Work with County to establish Round Hill Center as a full-fledged community center (regional and/or local)
18	Hometown Festival	Study/Develop a long-term plan for Hometown Festival operations (increase volunteers or increase town funding for paid staff)
Preliminary Planning		
19	Modernize Town Code	Preliminary Review on Town Code. The goal of FY2020 is to audit the Town Code and determine a path forward on how & what to edit

Appendix B

FY2018-2019 Completed Projects

1. Repainted Evening Star Tank
2. Updated Water & Sewer Ordinances
3. Installed Town Signage at Utility Properties
4. Completed Main Street Phase One (Final Acquisition, Design and Pre-Construction)
5. Supported Franklin Park Trail Acquisition Support to County
6. Completed 2017 Volunteer Survey, Outreach & Database
7. Completed Sleeter Lake Park Site Plan Approval and Construction of Phase 1
8. Implemented Town Expansion Phase 1 (First Round of Public Outreach)
9. Adopted New Comprehensive Plan
10. Formed Appalachian Trail Community Committee
11. Adopted First Set of Zoning Ordinance Update Amendments (ZOAM-2017-01)
12. Rezoned Yatton Road Lots
13. Implemented Council & PC Training Phase 1
14. Acquired 2 additional acres for Loudoun Street Park
15. Hosted Three Movie Nights at Park
16. Improved Holiday Light Display at Tree Lighting Event
17. Lake Ridge Estates Neighborhood Complete (Including Bond Release)
18. Submitted Southern Water Tank Special Exception Application
19. Earned the Appalachian Trail Community Designation on October 20, 2018
20. Opened Sleeter Lake Park for 3 month “trial season” (reopens March 1, 2019)
21. Drafted Second Set of Zoning Ordinance Update Amendments (ZOAM-2018-02)
22. Painted Evening Star Water Tank

Appendix C

FY2020 Quarterly Reports

Staff will present FY2020 Strategic Plan Quarterly Reports to the Town Council on the following schedule:

- a. September 2019
- b. December 2019
- c. March 2020
- d. June 2020

Appendix D

FY2021 Strategic Planning Meeting

These items received were considered at the FY2019 Strategic Planning Meeting, but were “cut” from the final list and moved to the FY2020 Strategic Planning Meeting for more discussion & debate:

- e. Customer Service Program
- f. Improved Communication with Residents (Social Media)
- g. Economic Development Initiatives
- h. Design Guidelines
- i. Stormwater Management Plan
- j. Streetscape Upgrades
- k. Improved Hometown Festival
- l. Addressing Blight
- m. 2-Acre Civic Lot Plans

FY2020 STRATEGIC PLANNING & BUDGET SCHEDULE

- September 2018 - Town Council completes the 2018 Priorities Survey
- October 2018 - Town Council attends the FY2020 Strategic Planning Meeting
- November 2018 – Town Council reviews Draft FY2020 Strategic Action Plan
- December 2018 – Town Council adopts FY2020 Strategic Action Plan
 - (This is the 1st step in FY2020 Budget)
- February 2019 – The FY2020 Budget is Presented to the Town Council
- April 2019 – FY2020 Budget Public Hearing & Adoption