

Quarterly Report

Department

Town Council Meeting Date: February 11, 2025

Second Quarter: October, November, December



Please accept this as the quarterly report for the Facilities & Fleet Management Division

1) **Department introduction:** The Facilities & Fleet Management Division of the Town of Warrenton is responsible for the maintenance and repair of all town-owned assets, including over 20 properties, 300+ fleet vehicles, and a variety of other equipment, such as parks, traffic safety devices, and traffic signals. The division's staff of five team members is dedicated to providing cost-effective and reliable services to ensure that the town's infrastructure is safe and well-maintained.

2) **Commendable Achievements:**

The FFM team has committed to ensuring that they maintain their training and certifications. As such, the team have all enrolled in both facilities and fleet bio-based certification programs, which are available at no charge to the town via a partnership with the U.S Soybean Board. The team has set a goal to be fully certified by the next reporting cycle.

Staff Training & Certifications: The Facilities & Fleet Management Division is committed to continuous learning and development. The staff actively seeks out training and development opportunities to stay up-to-date on the latest industry best practices and technologies.

Some of the training and development programs that the staff have completed include:

- Biobased certified fleet professional program: This program teaches participants about the benefits of using biobased products in fleet operations. One additional team member has graduated from the program and has become certified.
- One team member achieved the certification of Level 1 Traffic Signal Technician.

The Facilities & Fleet Management Division's commitment to training and development is commendable. The staff's dedication to continuous learning ensures that the town receives the best possible services.

3) Project Progress:

- A. **Traffic Task Force (TTF)** – The traffic task force has taken town traffic issues, challenges, and improvements to the next level. Citizen engagement has become one of the main focus points for the task force. The team has placed monitoring devices, radar boards, and a radar trailer in many areas of the town. The practices have become one of the positive discussion points during the continued town talks events. During this reporting cycle there were over 15 individual engagements with citizens in which there was a positive and/or a desirable outcome for the reported issue.

- B. **Waterloo Street** – The team worked to study the traffic on Lower Waterloo with concerns from residents. This study period is ongoing but has already resulted in many successful changes. We are continuing to monitor this area closely and will adjust our traffic calming measures as conditions warrant and construction phases near completion

- C. **Fleet Asset Replacements** – The replacements from the previous fiscal year are nearing completion and are expected to be on the road by the next report.

- D. **Traffic Light Updates** –The traffic coordination and automatic traffic management system project supplies have been delivered and the vendor is beginning to coordinate installation.

- E. **Sign Replacement** – We continue to replace out-of-compliance signs as indicated in the sign program. This includes radar signs that are failing or identified by a traffic study as a need for new installations. The TTF is utilizing the mobile radar speed trailer with messaging capabilities to be used as part of the ongoing Waterloo & Courthouse Square projects. This unit is traveling throughout the town to study visual warning devices' effects on traffic behavior.

- F. **Speed Hump** – The team determined that the speed hump was causing unintended effects and removed the device. The next phase of this project was indicated by the Public Works team to be roadway striping. This is in planning phases.

- G. **Sign Program** – The team has replaced over 45 out of compliance signs during this reporting cycle.

