

Quarterly Report

Department

Town Council Meeting Date: May 14, 2024

Third Quarter: January, February, March



Please accept this as the quarterly report for the Department of Public Works & Utilities –
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:**

Facilities & Fleet Duo Celebrate Graduation from American Public Works Academy

Congratulations are in order for Johnny Powers and Michael Fisher, Facilities & Fleet department employees, who recently graduated from the prestigious American Public Works Academy! This demanding two-year program equips participants with the knowledge and skills needed to excel in public works leadership roles.

The American Public Works Academy is a rigorous program designed to cultivate well-rounded professionals in the public works sector. Over the past two years, Johnny and Michael have delved into a comprehensive curriculum encompassing:

- **Infrastructure Management:** They've gained a deep understanding of maintaining and enhancing our community's vital infrastructure systems, including roads, bridges, buildings, and utilities.
- **Public Policy & Finance:** The program equips graduates with the ability to navigate public policy and budgetary constraints within the public works domain.
- **Project Management:** Johnny and Michael have honed their project management skills, allowing them to effectively oversee and deliver public works projects on time and within budget.
- **Leadership & Communication:** The Academy fosters strong leadership and communication skills, crucial for collaborating with diverse teams and stakeholders within the community.

Their dedication to continuous learning reflects a commitment to excellence within the Facilities & Fleet department. Their newfound knowledge and expertise will undoubtedly be a valuable asset as they contribute to maintaining and improving our public infrastructure.

Congratulations once again to Johnny Powers and Michael Fisher!

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 team member has graduated from the program and has become certified.

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 30 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.

C. **Fleet Asset Replacements** – The bid for the replacement police vehicle was put out for bid during the reporting cycle. We expect it to close in the next cycle.

D. **HVAC Replacement** – The team installed one four head mini-split system at the Public Works Dept. to replace aging window units.

- E. **Traffic Light Updates** – The Rt. 211/Waterloo Street Traffic Light has been updated to the current Video Traffic Detection and Traffic System Controller standards. The old hardware was out of service for approximately one month and the intersection operated on recall during this period. The team has ordered and will install new equipment at Branch Drive Intersection in the next reporting cycle. The team had a successful meeting with the Fauquier County Schools team regarding the Rt. 211/Waterloo & Van Roijen Intersections and their concerns with signal timing.
- F. **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 has received a mobile radar speed trailer with messaging capabilities to be used as part of the ongoing Waterloo & Courthouse Square projects. This unit has traveled throughout the town to study visual warning devices' effects on traffic behavior.
- G. **Bear Wallow Drive** – The Radar Sign is performing well and has show to be over 50% effective in slowing traffic down on this road. We are continuing to monitor over the reporting cycle.
- H. **Speed Table** – The team is evaluating placement of the speed table and is using study devices to plan its first implementation.
- I. **Town Talks** – The facilities & fleet manager attended one town talk events. Both outreach events were tremendously successful. Many citizens brought forth ideas, concerns, and appreciative comments. The team continues to represent the traffic task force at the events and provide the opportunity for citizen engagement.
- J. **Hazard Surveys** – The hazard survey has been completed and released over the Risk Manager for next steps.
- K. **Standard Operating Procedures** – The team has been working to formulate the existing fleet management SOP guidelines into a common operating handbook for the FFM Division. The APWA accreditation framework has been adopted as the guiding principle in this document.
- L. **Sign Program** – The team has replaced over 60 out of compliance signs during this reporting cycle.

- M. **Entry Level Drivers Training Academy** – The ELDT program graduated all nine students with a Class A CDL.
- N. **Utility Facilities Bamboo Eradication** – The project has been turned over to the PW Lnd Mgmt. team for final completion and project monitoring.
- O. **Town Fuel Pumps** – The town fuel pumps passed their annual compliance testing and are performing well.
- P. **Facility Safety Labeling** – The team received the new safety label printer and are working to replace aging safety decals.

4) Charts and information:

The team will be providing a detailed traffic update chart in the next reporting cycle.

5) Data:

The team will be providing a detailed traffic update chart in the next reporting cycle.