

Quarterly Report

Fleet & Facilities

Management Department



Town Council Meeting Date: August 13, 2024

Fourth Quarter: July, August, September

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:**

The FFM team has committed to maintaining their training and certifications. As such, the team has all enrolled in 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 of being 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:

- National Traffic Incident Management Responder Certification Program
- FEMA Hazmat & Emergency Management
- APWA – Public Fleet Professional Program
- First Aid & CPR Recertification

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 20 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 replacement vehicles were upfitted during this period and are awaiting in-car camera installation.
- D. **Traffic Light Updates** – The Advanced Traffic Management System (ATMS) project was launched during this period. The system components are on order and the initial engineering is underway.
- 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 removed the speed hump after using study devices to monitor its first implementation. The device did not perform as intended and was causing drivers to accelerate after the device to make up lost time.
- G. **Town Talks** – The facilities & fleet manager attended one town talk event. The outreach event was 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.

- H. **Sign Program** – The team has replaced over 15 out-of-compliance signs during this reporting cycle.
- I. **Town Hall Waterproofing / 1st Street** – The First street project launched and is underway. The project revealed that the town hall foundation was in much better shape than expected. The project is shifting to incorporate the First Street plaza concept into the plan.