

Quarterly Report

Department

Town Council Meeting Date: August 13, 2024

Fourth Quarter: April, May, June



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 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.

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.
- C. **Fleet Asset Replacements** – The bid for the replacement police vehicle was completed during the reporting cycle.
- D. **Traffic Light Updates** – The Branch Drive 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 three months and the intersection operated on recall during this period.
- 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. **Bear Wallow Drive** – This project has been closed out during the reporting cycle.
- G. **Speed Hump** – The team placed the speed hump and is using study devices to monitor its first implementation.

- H. **Town Talks** – The facilities & fleet manager attended two 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.
- I. **Hazard Surveys** – The hazard survey has been completed and released over the Risk Manager for next steps.
- J. **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.
- K. **Sign Program** – The team has replaced over 25 out of compliance signs during this reporting cycle.
- L. **Town Fuel Pumps** – The town fuel pumps had the diesel probe repaired due to aged wiring. The system is back online and functional.