

Quarterly Report

Fleet and Facilities

Management Department



Town Council Meeting Date: November 14, 2023

2023: July, August, September

Please accept this as the quarterly report for the Department of Public Works & Utilities –
Facilities & Fleet Management Division

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.

Commendable Achievements: The Town of Warrenton was awarded the Green Fleet Rookie of the Year award by the NAFA Fleet Management Association on August 15, 2023. This award is given to organizations that have demonstrated a commitment to reducing their environmental impact by prioritizing innovative fleet sustainability initiatives. The Town of Warrenton also placed 45th out of 50 fleets in North America for the designation of 2023 Top 50 Green Fleets, which is a significant achievement for a first-time applicant.

The Town of Warrenton has implemented a number of green fleet initiatives, including:

- Converting its police fleet to hybrid vehicles
- Installing free electric vehicle charging stations at town facilities (Parking Lot)
- Implementing a fuel management program to reduce fuel consumption
- Investing in energy-efficient fleet vehicles
- Developing a sustainability plan for its fleet operations

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. Biobased products are made from renewable resources, such as corn, soybeans, and algae. They can help fleets to reduce their environmental impact and save money on fuel costs.

- National traffic incident management: This program teaches participants how to safely and efficiently manage traffic incidents. This is important for fleet personnel, as they may be called upon to respond to traffic incidents in the course of their work.
- Procurement training: This training teaches participants about the procurement process and how to get the best value for the town's money. This is important for fleet & facilities personnel, as they are responsible for purchasing and maintaining the town's vehicles, equipment, and other high-value assets.
- OSHA supervisor training: This training teaches participants about their safety and health responsibilities as supervisors. This is important for all personnel, as they are responsible for the safety of their team members.

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

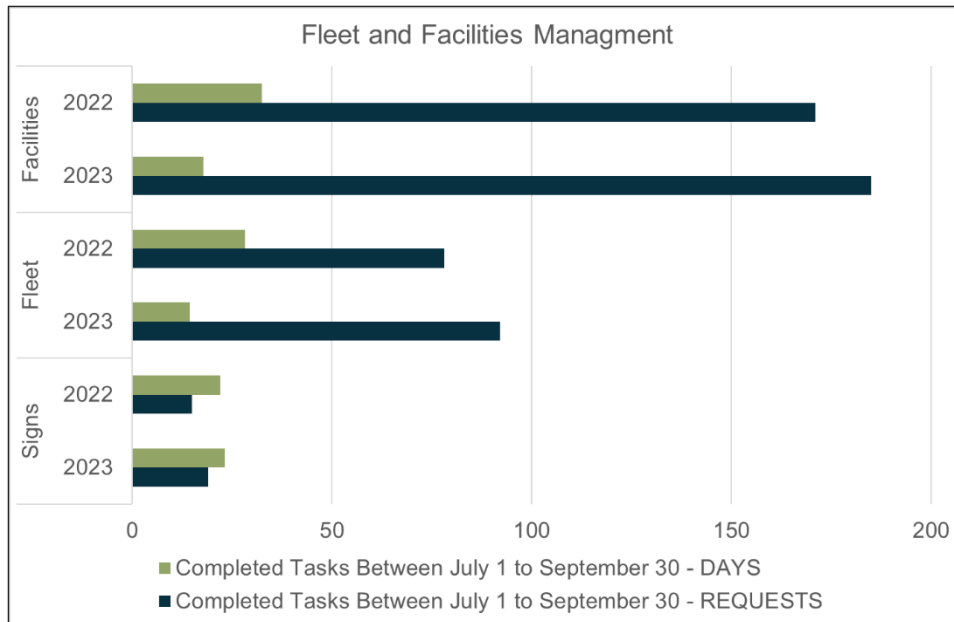
Project Progress:

- A. Traffic Task Force (TTF)** – The Facilities & Fleet Manager has championed a new approach to transportation & traffic issues. The previous traffic coalition was disbanded, and this new team has begun to quickly make effective data-driven changes to the traffic issues around town.
- B. Waterloo Street** – The team worked to study the traffic on lower Waterloo in relation to concerns from residents. This study period is on-going but has already resulted in many successful changes. The traffic task force implemented a test radar trailer which proved to slow traffic down significantly. The team has ordered and installed one of two permanent devices. These new radar signs provide visual warning light when drivers exceed the posted limit and also provide a “Thank You” message when the drivers are at or below the posted speed limit of 25 mph. Data reports from this sign are attached to this report.
- C. Walker Drive** – The team worked to study the traffic issues on Walker Drive at Hidden Creek Lane. The residents were expressing concerns with the speed of traffic in relation to the entranceway of their neighborhood. The TTF studied the area and found that there were visual obstructions from trees and vegetation adjacent to the roadway. This was referred to and completed by the Land Management Team. The next step was to implement a visual display board with a message to motorists “*Slow Down, Speed Racer, This is a Neighborhood, Not a Racetrack*”. The message proved successful, and signs were ordered “Hidden Entrance in Curve”. These signs will be installed when received. The study will continue with traffic speed monitoring devices when available.
- D. Town Hall Elevator** – Staff has identified one potential contractor and has also ended the previous maintenance agreement. The new proposal would include an elevated level of maintenance to assess the true condition of the elevator at town hall. The vendor has proposed solutions to maximize the life expectancy of the current elevator so that a complete and thorough modernization could occur at a later date.
- E. Fleet Asset Replacements** – The CARP projects are well underway, with three of the police vehicles entering the fleet and a majority of the other departmental vehicles being put into active service.

- F. **HVAC Replacement** – One system has been replaced at the police department in a secure server room. This system was outdated and continually needed repairs. The new system is now functioning as designed and staff has had no service calls for the server room. HVAC studies and projects continue at Town Hall, Police Dept, Water Plant, & Public Works.
- G. **Traffic Light Updates** – The Culpeper 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 the Waterloo Intersection and Branch Drive Intersection in the next reporting cycle.
- H. **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 ordered a mobile radar speed trailer with messaging capabilities to be used as part of the ongoing Waterloo & Courthouse Square projects. This unit will then travel throughout the town to study visual warning devices' effects on traffic behavior.
- I. **Leaf Machine** – Our new leaf machine from FY23 was finished in September and was tested on the collection truck. The land management team is excited to have this new piece of equipment to assist them with their leaf collection efforts this season.

Charts and information:

FY23 COMPARISON TO FY24 WORK REQUESTS & CYCLE TIMES



This chart will show that the department continues to receive daily work requests that trend annually in a relative range. The team continues to reduce the amount of days (cycle times) that it takes to address a work request.

Data: See attachments