



Office of the Town Manager

Tommy Cureton

STAFF REPORT

Warrenton Town Council

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Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Council Meeting Date:	April 11, 2023
Agenda Title:	Hunter A. Digges – Designation as the Fire Official, Property Maintenance Official, and Provisional Building Official
Requested Action:	Approve the designation of Hunter A. Digges as the Fire Official, Property Maintenance Official, and Provisional Building Official
Department / Agency Lead:	Community Development
Staff Lead:	Rob Walton

EXECUTIVE SUMMARY

Hunter A. Digges has pursued various certifications since joining the Department of Community Development on February 21, 2022. In just over a year, Mr. Digges has become certified as a property maintenance official, fire official and is currently working towards the certification of becoming a building official. Hunter has shown a desire to protect the citizens, and business owners, of the Town of Warrenton.

Mr. Digges' certifications and trainings are as follows:

- May 13, 2022 – completed property maintenance inspection certification course;
- May 18, 2022 - passed his property maintenance inspection certification test;
- February 9, 2023 – passed the fire inspection certification exam and is recognized by the Commonwealth of Virginia as a Fire Official.

BACKGROUND

Since moving from the Town of Warrenton's Department of Public Works to the Department of Community Development, Mr. Digges has taken courses and passed certification exams for property maintenance and fire officials. He has been with Community Development for just over a year and continues to excel towards becoming certified as a building official. The Town's Building Official role is currently filled by Mr. Frank Cassidy and needs to be filled due to his departure to the Department of Public Works and Public Utilities. Hunter has shown an interest in filling this role and will be taking the necessary exams to complete this certification over the course of the next eighteen (18) months.

STAFF RECOMMENDATION

Staff recommends designating Mr. Hunter A. Digges as the Town's Fire Official, Property Maintenance Official, and Provisional Building Official.

Service Level / Policy Impact

The request will fill important roles within the Department of Community Development.

Fiscal Impact

There is no fiscal impact to the Town of Warrenton at the present time. Once Mr. Digges passes the exams to be recognized as a Building Official, his salary grade will be increased at that time.

Legal Impact

There is no legal impact at this time.

ATTACHMENTS

1. Resolution