



MEMORANDUM

TO: The Honorable Mayor & Town Council
FROM: India Adams-Jacobs, Town Manager/Clerk
COPY: Jeff Gore, Town Attorney
DATE: May 7, 2026

RE: Request for Discussion- Code Enforcement

BACKGROUND

At the Mayor's request, this item is submitted to place code enforcement on a future Town Council agenda for discussion. Local code enforcement programs generally address property maintenance, nuisance conditions, and other municipal code violations through complaint intake, investigation, notice issuance, compliance timelines, and follow-up enforcement actions.

A Council discussion provides an opportunity to review the Town's current code enforcement practices, identify any operational or policy concerns, and determine whether changes to procedures, staffing, communication, or ordinances are warranted. Effective code enforcement programs often emphasize consistent case handling, public education, and clear compliance processes to improve neighborhood conditions and encourage voluntary compliance.

The requested discussion may also help clarify Council's expectations regarding response times, complaint handling, coordination with other departments, and the enforcement tools available under the Town Code and applicable Virginia law.

Over the last two years, the Town has received approximately 7-10 complaints per year. Most of which are for tall grass and through the Spring and Summer months.

ALTERNATIVES

- 1) The Town Council could decide to continue with the status quo of reactive complaint-based code enforcement.
- 2) Town Council could decide on a more proactive approach and define for staff what they would like to require complaints, such as tall grass, etc.
- 3) Town Council could request additional funding for code enforcement support in the upcoming FY27 budget. This could include contracted services, a part-time position, or a full-time position.

FISCAL IMPACTS

The fiscal impacts would vary depending on the Town Council's selected course of action; this would require additional staff time to refine. An anticipated salary range for a full-time Code Enforcement Officer, excluding benefits, is \$43,809- \$69,031, based on current market rates. There would also need to be consideration for an appropriate vehicle and office space if a permanent position were hired.

RECOMMENDATION

This is an informational request for the Town Council discussion. There is no recommendation from the Town Manager at this time.