



**Executive Memo**

**To: Police Department and Development Services Department**  
**CC: City Administrator Ashley Wayman, Administration Department**  
**From: Mayor Gavin Massingill**  
**Date: July 18, 2022**  
**Subject: Code Enforcement Procedures**

---

Dear Rollingwood Police Department and Development Services Department Staff,

The procedure going forward for all code enforcement related complaints, interactions and violations is as follows:

All code enforcement related complaints, interactions and violations are to be submitted through the city's Code Enforcement email address: [codeenforcement@rollingwoodtx.gov](mailto:codeenforcement@rollingwoodtx.gov). Please send an email to the address above including the related address, the incident/complaint, and all known parties.

Urgent or in-process code enforcement complaints should be directed to Development Services Manager Nikki Dykes during regular business hours, and to the police department non-emergency number after hours. Non-urgent code enforcement complaints should be directed to our online code compliance form found here: <https://www.rollingwoodtx.gov/planning-development/webform/code-complaint-form>

Please let all police department and administrative staff know about this procedure so that if they receive a code enforcement related call they are aware of the need to direct the call appropriately, or document the interaction.

If any non-Police Department staff member becomes aware of or suspects a code enforcement violation, please first contact Development Services or the On-Duty Officer.

I understand that this procedure has been in place for the last month, but I wanted to include Nikki Dykes, as code enforcement now lives with her department and the Police Department. Please direct any questions regarding this process to City Administrator Ashley Wayman.

Sincerely,

Mayor Gavin Massingill