



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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MEMORANDUM

**TO: Mayor Foreman, Vice Mayor Toney, Council
Dan Taber, Town Manager**

FROM: Christine R. Sanders, Town Attorney

DATE: August 15, 2012

RE: July 2012 Report

Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

I will be out of the office on Wednesday, August 22, 2012, through the end of the week in order to take my daughter to college.

Below is a list of items that I have been working on since my last report to you for the month of June 2012. It is not exhaustive, but gives you an overview.

- Consulted with Town Manager on matters concerning personnel, land use, planning and development issues, town ordinances, freedom of information act requests, and other matters.
- Criminal and Traffic Prosecutions – Obtained the dockets in Prince William County Court Clerk's offices, researched summons and statutes and met with officers in preparation for Court. Appeared in Prince William County General District Court. The Town did not have a court date for Juvenile and Domestic Relations Court in July. There has been enhanced police enforcement effort leading to enhanced court cases and time involved in prosecution of these.
- Consulted with Police Department for access to records management data base to facilitate responses to discovery requests.
- Consulted with Director of Community Development and Town Planner/Zoning Administrator to discuss pending determinations, violations, occupancy permit updating, public advertisements, proposed zoning text amendments.
- Attended August meeting of the Planning Commission
- Attended Ginn Memorial Park committee meeting to discuss aspects of a fundraising and donation policy

- Collaborated with the Town Zoning Administrator/ Town Planner on zoning ordinance interpretations violations.
- Attended staff meetings to plan Council meetings and follow up issues related to matters that arose during those meetings. Included in this effort is research of Town ordinances and state law, including applicable reported case law.
- Responded to FOIA requests regarding criminal summons issued by Dumfries police.
- Ongoing coordination with DPW consultant RDA on the Tripoli Heights drainage improvement. Reviewed additional BAR's (basic acquisition reports) for property needed for construction of the project.
- Reviewed Comcast Cable Franchise Agreement and met with Comcast representative on new franchise agreement.