



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
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MEMORANDUM

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

FROM: Christine R. Sanders, Town Attorney

DATE: June 11, 2012

RE: May 2012 Report

Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

I will be taking annual vacation with my family the first two weeks of July. I will check email intermittently but will not be back in the office until July 16, 2012. Additionally, during the last week of July and the first week of August, I will be working more remotely from my private offices.

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

- Consulted with Town Manager daily on matters concerning personnel land use, planning and development issues, town ordinances, freedom of information act requests, budget adoption, election issues, invocation policy and other legal matters.
- Consulted with different councilmembers and mayor regarding legal issues as presented.
- 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 twice Prince William County General District Court and once in Juvenile and Domestic Relations Court.
- Met with Director of Community Development and new Town Planner/Zoning Administrator to discuss pending determinations, violations, occupancy permit updating, public advertisements, proposed zoning text amendments.
- Met with Chief of Police, Captain and Town Manager regarding ongoing personnel matters.
- Collaborated with the Town Zoning Administrator/ Town Planner on zoning ordinance interpretations and legal publications, staff reports, and public hearing notices. In particular, consulted about the possible location of a religious school and a cup for a

veterinary hospital. Also met with local food vendors on a proposed temporary use permits.

- Attended several 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. Drafted or revised several resolutions for council meetings.
- Responded to weekly FOIA requests regarding criminal summons issued by Dumfries police.
- Staffed Town Council meetings. Revised, edited and/or drafted resolutions for Town departments' agenda items.
- Ongoing coordination with DPW consultant RDA on the Tripoli Heights drainage improvement. Attended a status meeting to discuss resolution of utility relocation and continued progress towards right of way acquisition.
- Consulted with DPW on hoarding situation and appropriate action to take to resolve the issue safely. Also consulted on notices of violation for blight and nuisance remediation.
- Reviewed and researched law and policy regarding legislative prayer. Advised Council on applicable governing law within the 4th circuit.
- Collaborated closely with the Director of Community Services on initiation of a Town of Dumfries Farmers Market. Reviewed, revised and discussed market rules, application and consulted on the potential hiring of a market manager.
- Attended VML Town meeting with Town Manager