



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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MEMORANDUM

TO: Mayor Foreman, Vice-Mayor Toney & Town Council
FROM: Olaun A. Simmons, Town Attorney
DATE: 12/2/13
RE: Staff Report

To the Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

I have included herein a list of items that I have been working on for the month of November 2013. If you have any questions, please feel free to contact me directly via email at osimmons@dumfriesva.gov or phone 703-221-3400 ext. 140.

- Met with the Assistant Director to Public Works and assisted him with researching issues pertaining to a land disturbance and encroachment issue, and assisted in drafting a detailed letter to the property owner.
- Assisted Town Manager by researching issues pertaining to a conditional use permit pertaining to a local business and drafted a memorandum of law.
- Assisted Town Manger by revising a letter to a property owner regarding tire disposal in which we clearly explained the violations and possible punishments involved.
- Met with Town Manager, Town Staff and developers regarding a proposed right of way project.
- Met with Town Manager and Town Staff regarding the maintenance code, and began researching issues pertaining to the local board of building code appeals.
- Assisted the Chief of Police by revising and making suggestions regarding a conditional employment agreement.
- Began to familiarize myself with the background information on a wide variety of issues that were on-going at the time I was hired.
- Prepared for and presented arguments during the Board of Zoning Appeals hearing that was held on November 20, 2013. I am pleased to advise you that the Town prevailed and the appeal was denied.

- Met with Town Manager, Town Staff and a local developer regarding a proposed construction project.
- Performed criminal prosecutions on November 13, 14, and 21. 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 and Juvenile and Domestic Relations Court representing the Town.
- Reviewing cable franchise agreement.
- Finally, I would like to take this time to thank the Town Manager, the Town Council for giving me the opportunity to serve the Town of Dumfries as the Town Attorney. I am honored to be able to provide counsel to you regarding the issues that arise within the town, and my goal is to help you in any way that I can with regard to the Town's business. My door is always open and my phone and email are always on so feel free to contact me anytime. I also want to take a moment to thank Town Staff who have been very helpful, friendly and welcoming, and I want to say that I feel very fortunate to be able to work with such a great group of people on a daily basis.