



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: July 31, 2013

RE: July 2013 Report

Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

Below is a list of items that I have been working on since my last report to you for the month of July 2013. My last report was just two weeks ago and I was on leave for the beginning of July so this report is not as detailed as others. Please feel free to contact me directly via email at csanders@dumfriesva.gov or phone 703-221-3400 ext. 140 to inquire more particularly on any of the following matters.

- Consulted with Town Manager on various matters concerning town administration including personnel issues, litigation, land use and zoning, and other legal issues as needed.
- 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 and Juvenile.
- Revised the temporary roadside food vendor ordinance after July 9, 2013 Council meeting to address questions and concerns which arose at that meeting.
- Met with members of the Parks and Recreation Advisory Commission and their concert promoter. Received, reviewed and commented on her proposed contract for music. Research and advise compliance with Virginia Public Procurement Act and Town purchasing policy. Met with Town Manager and other staff members to discuss the proposed summer concert series.
- Reviewed and comment on Granicus contract for software services.
- Consulted with Town Planner/Zoning Administrator to discuss pending determinations, and violations, public advertisements, and zoning text amendments.

- Consulted with Planning Commission Member regarding meeting notice requirements.
- Attended staff meetings to plan Council meetings and follow up issues related to matters which arose during those meetings. Included in this effort is research of Town ordinances and state law, including applicable reported case law.
- Attended Council work session and closed session to discuss litigation and personnel issues.
- Ongoing coordination with DPW and consultant RDA on the Tripoli Heights drainage improvement project. Continue to finalize and settle the right of way acquisitions for the project.
- Receive FOIA request directed to Chief of Police and prepared a response
- Follow up with Piccard Homes issues with surety's adjuster and Piccard principles.
- Continue to request follow -up with Comcast representative to finalize franchise renewal and await a reply. Still pending.
- Initiate research and revision of Town Subdivision ordinance – ongoing.
- Initiate proffer schedule research at request of council – ongoing.
- Met with outside council regarding litigation.