



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
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MEMORANDUM

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

FROM: Christine R. Sanders, Town Attorney

DATE: April 10, 2012, 2012

RE: March 2012 Report

Honorable Mayor West, Vice Mayor Toney and Town Council:

Below is a list of items that I have been working on since my last report to you of 11/15/2011. It is not exhaustive, but gives you an overview.

- Consulted with Town Manager daily on matters concerning personnel, business licenses, occupancy permits, land use, planning and development issues, town ordinances, freedom of information act requests and other legal 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 twice Prince William County General District Court and once in Juvenile and Domestic Relations Court.
- Consulted with attorney appointed as *guardian ad litem* for child of assault and battery victim in J & DR court. Consulted with Town Police personnel on same.
- Met with Director of Community Development and Town Planner/Zoning Administrator to discuss pending violations, occupancy permit updating, public advertisements, proposed zoning text amendments, staff reports for pending development applications and other land use matters. Also met with business owners regarding their business uses.
- Met with business owner and attorney regarding the recent zoning text amendments in the B1, B2, and FBO districts.
- Collaborated with the Town Zoning Administrator/ Town Planner on zoning ordinance interpretations and legal publications, staff reports, and public hearing notices. In particular worked together on crafting appropriate rezoning conditions and draft conditions for pending conditional use permit applications.

- Concluded work with local with business owner who is opening up a business by coordinating with Prince William County Health District office as it regulates the massage establishments and walked prospective business owner through the Town's permitting process with respect to massage permits and massage business 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.
- Staffed Town Council meetings. Revised, edited, and/or drafted resolutions for Town departments' agenda items.
- Advised Town Treasurer on pending collection efforts and drafted letters for her signature regarding BPOL applications submitted by local businesses, especially those claiming government contractor status under the code.
- Ongoing coordination with DPW consultant RDA on the Tripoli Heights drainage improvement project and specifically receipt and review of BAR (basic acquisition reports), offer letters and purchase agreements. Working to review title reports and clear title issues.
- Begin draft FOIA Response Policy for adoption by Town. (still ongoing)
- Draft Council memo about rules of procedure, Robert's Rules of Order, and applicable state and local codes governing public meetings.
- Researched and drafted extensive budget memo for Town Manager and Town Clerk.