



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

MEMORANDUM

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

FROM: Christine R. Sanders, Town Attorney

DATE: October 16, 2012

RE: September 2012 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 September 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, 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 and Juvenile and Domestic Relations Court. There has been enhanced police enforcement effort leading to a larger court docket and time involved in prosecution of these.
- Consulted with Town Planner/Zoning Administrator to discuss pending determinations, violations, occupancy permit updating, public advertisements, proposed zoning text amendments and met with property owners and business owners with the Zoning Administrator and Director of Public Works to discuss voluntary compliance with requests to clear violations of Town Code.
- Met with Zoning Administrator/Town Planner and Chair of Planning Commission on mobile food vendor ordinance. Discuss levels of food service as relates health and safety, duration of vending and appropriate locations.
- 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 for council work sessions and meeting minutes.

- Ongoing coordination with DPW consultant RDA on the Tripoli Heights drainage improvement. Met with RDA and Columbia Gas and DPW regarding scheduling of relocation of gas line. Contacted Attorney for property owner in bankruptcy and trustee about relief from stay in order to proceed with property row acquisition.
- Meeting with PLI's owners, employees and counsel regarding the expansion request and process moving forward. Researched and furnished information/answers for questions posed by Council regarding the landfill.
- Prepare extensive position statement in response to EEOC complaint. Discussions with VML claims representative on the matter. Coordinate response with Police Chief, Captain and Town Manager.
- Meeting with Mr. Pete Singh regarding the latest iteration of his project for First Town Center.
- Met with the Mayor and staff as point of contact on behalf of Town Manager during his medical leave.
- Research nuisance ordinance undertaking revisions to the Towns code with goal to bring back to council before the end of the calendar year.
- Met with Director of Community Service regarding updated Community Center usage policy. Ongoing policy discussions with her and Town manager with a goal to bring this to council by the end of the calendar year.
- Attended Local Government Attorney's conference for continuing legal education and relationship building/networking with other local government attorneys.