

EXHIBIT NO. 1

4
9-9-03



City of Alexandria, Virginia
301 King Street, Suite 2300
Alexandria, Virginia 22314



William D. Euille
Mayor

Redella S. Pepper
Vice Mayor

Jackie M. Henderson, CMC
City Clerk and
Clerk of Council
jackie.henderson@ci.alexandria.va.us

Members of Council
Ludwig P. Gaines
Rob Krupicka
Andrew H. Macdonald
Paul C. Smedberg
Joyce Woodson

September 3, 2003

(703) 838-4550
Fax: (703) 838-6433

The Honorable Mayor and
Members of City Council

Dear Honorable Mayor and Members of City Council:

There are no outstanding minutes at this time.

All other duties and responsibilities of this office are being discharged as promptly as possible. Please know that we are ready to assist you in any way possible.

Sincerely,

Jackie M. Henderson, CMC
City Clerk and Clerk of Council