

EXHIBIT NO. 1

4  
9-23-03



*City of Alexandria, Virginia*

*301 King Street, Suite 2300  
Alexandria, Virginia 22314*



William D. Euille  
Mayor

Redella S. Pepper  
Vice Mayor

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

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

September 17, 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

*"Home Town of George Washington and Robert E. Lee"*