

December 21, 2002

Ms. Nancy Buschmann  
Assistant Director  
Financial Services Department  
Deferred Compensation Division  
1500 Marilla Street, Room 4FN  
Dallas, Texas 75201-6390  
USPS Certified Mail 7001 1940 0005 0882 9909

Dear Ms. Buschmann:

**RE: Texas Public Information Act (PIA) Request - City of Dallas 401(k)**

Thank you for the opportunity to meet with you and members of your staff on December 18, 2002, for the purpose of inspecting the City of Dallas 401 (k) Board minutes pursuant to the Texas Public Information Act, and my PIA request of October 27, 2002, copy enclosed.

As a result of the aforementioned inspection, and in accordance with the Texas Public Information Act, I am requesting copies of the following City of Dallas 401 (k) Board of Trustee minutes:

1. Board meeting, July 24, 1998, pages 1, 5, 6
2. Board meeting, March 26, 1999, pages 1, 2, 3, 4
3. Board meeting, September 24, 1999, pages 1, 2, 3
4. Board meeting, April 28, 2000, pages 1, 2, 3
5. Board meeting, May 26, 2000, pages 1, 2
6. Board meeting, July 28, 2000, pages 1, 2, 3
7. Board meeting, December 22, 2000, pages 1, 2
8. Board meeting, February 23, 2001, pages 1, 2
9. Board meeting, March 23, 2001, page 3
10. Board meeting, July 26, 2002, page 1
11. Board meeting, August 16, 2002, pages 1, 2

In addition, pursuant to the Texas Public Information Act, I am requesting the following information regarding the City of Dallas 401 (k) retirement savings plan, its staff, and its Board of Trustees (collectively, "Dallas City 401 (k)"):

- By fiscal period, beginning with fiscal 1996/1997 and continuing through fiscal 2001/2002, please identify by name and address all firms and/or individuals retained by and/or on behalf of the Dallas City 401 (k) as "outside legal counsel."
- By fiscal period, beginning with fiscal 1996/1997 and continuing through fiscal 2001/2002, please provide the dollar amount of billings recorded (both paid and payable) by the Dallas City 401 (k) for each "outside legal counsel" identified above.

Finally, during my inspection of December 18, 2002, I noted that Board Minutes beginning on November 14, 1997, and continuing without exception through August 16, 2002, were not signed by either the Secretary or Chairman of the Board of Trustees to evidence the Board's approval of the minutes as well as the authenticity of the document. In addition, minutes for Board meetings held during December 1997, September 2002, and October 2002, were missing at the time of my inspection.

As such, I am respectfully requesting that your office provide written assurance that the "unsigned Board Minutes" provided for my inspection on December 18, 2002, pursuant to my PIA request of November 2, 2002, are true and correct. In addition, I am requesting that the aforementioned "missing minutes" be made available for my inspection at the earliest possible time.

Please advise should you have questions, comments or require additional information. Thank you.

Sincerely yours,

Columbus A. Alexander, III, CPA  
Certified Fraud Examiner

cc: Teodoro J. Benavides, Dallas City Manager  
Marvia R. Pippin, Office of the City Secretary