

EXHIBIT NO. 1



Kerry J. Donley
Mayor

William C. Cleveland
Vice Mayor

Members of Council
Claire M. Eberwein
William D. Euille
Redella S. Pepper
David G. Speck
Joyce Woodson

City of Alexandria, Virginia

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

January 3, 2002

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1-8-02



Beverly I. Jett, CMC
City Clerk and
Clerk of Council
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The Honorable Mayor and
Members of City Council

Dear Honorable Mayor and Members of City Council:

Happy New Year!

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,

Beverly I. Jett, CMC
City Clerk and Clerk of Council

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