

EXHIBIT NO. 1



*City of Alexandria, Virginia*

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

4  
2-12-02



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

February 4, 2002

Beverly I. Jett, CMC  
City Clerk and  
Clerk of Council  
beverly.jett@ci.alexandria.va.us

(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,

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