

EXHIBIT NO. 1



City of Alexandria, Virginia

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



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

beverly.jett@ci.alexandria.va.us

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

Kerry J. Donley
Mayor

William C. Cleveland
Vice Mayor

September 5, 2001

4
9-15-01

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

The Honorable Mayor and
Members of City Council

Dear Honorable Mayor and Members of City Council:

Welcome Back! There are no outstanding minutes at this.

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