

CW



Christopher O. Ward
Commissioner

Log #

Date

Due Date

TO:

RE:

XC:

A. () Submit Written Comments

B. () Handle-Report
Outcome by Memo

C. () Coordinate-Report
Outcome by Memo

D. () Talk to me About This

E. () Per our Discussion

F. () Take Appropriate Action
(No Need to Report Back)

() Additional Remarks

G. () Represent me

H. () Prepare Reply for
My Sig.

I. () Reply Directly-Copy
for me

J. () Draft for City Hall
as Noted

K. () F.Y.I & File

File Copy

NOTE: Please Note Log# or other referred reference, whenever
submitting Response, Comments, Reports, Copies, etc.

AUG 22 2002 10:58

MAYOR'S PRESS OFFICE

212 788 2975

P.01/02



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

2002-0888

→ Attention:

Krysko (1741)

EDWARD SKYLER
PRESS SECRETARY

To: Commissioners Kelly; Scoppetta; Odermatt; Holden; Ward; Weinshall;
Eggleston; Greenspun; Lancaster; Menchini; Walsh; Perine; Benepe; Burden;
and President Alper.

From: Ed Skyler

Re: Lower Manhattan Briefing

Date: August 22, 2002

In preparation for an upcoming presentation by the Mayor and the Governor on the state of Lower Manhattan since 9/11, we are asking that each agency involved in the recovery and rebuilding efforts submit a memo that highlights its key accomplishments in this area.

The memo should only be one page and limited to key accomplishments. If necessary, you may include statistics and graphs as separate attachments. Please send your memos directly to me via email at eskyler@cityhall.nyc.gov no later than noon on Monday, August 26.

Thank you in advance for your cooperation. If you should have any questions, please do not hesitate to call me at (212) 788-2958.