



**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
OFFICE OF THE GENERAL COUNSEL**

MUNICIPAL BUILDING, 16th Floor - South
NEW YORK, N.Y. 10007
(212) 669-8400

WILLIAM J. DIAMOND
Commissioner

ERNEST F. HART
General Counsel

PHILIP DAMASHEK
Executive Deputy General Counsel

BY HAND

December 30, 1997

MEMORANDUM

TO: Philip Damashek
Executive Deputy General Counsel

FROM: Kenneth A. Rosenberg *(KAR)*
Associate General Counsel
(212) 669-8449

RE: 7 World Trade Center
Block 84, Lot 36
Borough of Manhattan
Mayor's Office of Emergency Management

12/30/97

O. E. Hart
Philip Damashek

Enclosed, for execution, is a cover letter for Commissioner Diamond's signature to be forwarded to Deputy Mayor Randy M. Mastro, requesting final execution of five (5) copies of the License Agreement for the captioned premises. Also enclosed are five (5) copies of the License Agreement to be forwarded to the Deputy Mayor for signature. The cover letter should be signed by Commissioner Diamond where indicated.

Please note that the License Agreement was prepared by Jason Cutler, Assistant Corporation Counsel in the Real Estate and Contracts Division of the Corporation Counsel and Jason has asked us to secure the necessary signoffs for transmittal to the Deputy Mayor.

Please review the correspondence, initial off on this cover memo to indicate your approval of the package, and forward it to Commissioner Diamond at your earliest convenience.

In addition, please have Commissioner Diamond complete the annexed Blue Sheet and contact this office as soon as possible and we will arrange for return of the documents and their distribution. Thank you.

sc
Enclosures

c: Jeff Kondrat, A/C
Scott Bernstein
Lease File
Correspondence File
Central File - # **MOEM-1-84-36-2767**
IPIS No. 2767

h:philvdmco/pg.14