

File

July 2, 1969

MEMORANDUM

To: Sam Williams

From: George J. Berry *GJB*

Subject: Contracts with Educational Advisors

Attached are copies of a letter to Charles Davis, draft of a resolution authorizing the Mayor to execute these agreements, and a draft of the agreement itself.

Please look this agreement over and if you approve, prepare 25 final copies (five each for each contractor) and sign as approved by the Urban Corps Project Director. Then forward to each Advisor for signature. Then forward to me in City Hall for the Attorney's signature and then the Mayor's signature. I will retain the City's copy for the Finance Department and send the other executed copies back to you for distribution.

Because of the time factor, you might want to have someone walk these around to the various Advisors so that there will be no chance of them getting lost on someone's desk.

Very truly yours,

George J. Berry

GJB:p

Enclosure

cc: Mr. Charles L. Davis
Mr. Horace Ward