

March 14, 1968

MEMORANDUM

From: Ivan Allen, Jr.

To: Department/Agency Heads

In order that we might evaluate the City's planning effort for increased summer services, I am asking certain City department heads and agency directors to meet with me next Tuesday, March 19.

The meeting will be held at 2:30 p. m. in Committee Room 2 at City Hall.

Most of you were involved last year in the development and execution of our special programs of city services and youth activities during the summer months. The favorable results of those programs have convinced us that we must extend and expand them this year.

At the Tuesday meeting we will discuss:

1. A proposal for city services coordination this year.
2. The recommendations of the President's Commission on Civil Disorders and what the City should do with them.

I hope you will be with us.

IAJr:fy