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MEMORANDUM

November 13, 1978

To: Louis S. Katz, Director
Office of Defender Services

William B. Kolender, Chairman
School Integration Task Force

From: Albert H. Szal, Executive Officer A.H.S.

Subject: Memorandum of Agreement - Usage of Space Within Mr. Katz' Office

The following is a draft Memorandum of Agreement concerning Mr. Katz' willingness to allow the use of an office within his office by a representative of the School Integration Task Force. Please review it and make any changes, etc., you wish and return to me. I will then prepare a final formal draft for final review.

Mr. Louis Katz has agreed to share a portion of his offices on the fifth floor of the courthouse with a representative from the School Integration Task Force which is chaired by William B. Kolender, Chief of Police for the City of San Diego.

The period of time that Mr. Katz will make the office available is solely dependent on Mr. Katz' need for the office. It is anticipated the office will be available for a period of up to one year.

To clarify the conditions and constraints in the use of the office, the following elements are suggested:

1. The office will not be utilized other than during normal County duty hours by Integration Task Force personnel;

2. Integration Task Force personnel utilizing the office shall not be peace officers;

3. Costs of telephone service or any communication device will be at the expense of the Task Force;

4. The Task Force will utilize its own resources and personnel for secretarial services (i.e., Mr. Katz' secretary will not be expected to provide that type of assistance to the Task Force);

5. Although the time period for the use of the office by the Task Force is not certain, for planning purposes that period of time will be approximately one year from this date;

6. All necessary materials, office supplies, etc., including furnishings will be obtained and/or provided by other than Mr. Katz;

7. The Task Force will be responsible for any minor damage which may occur to the office space assigned to them during the course of their stay;

8. The office space assigned to the Task Force is subject to transfer back to the use of Mr. Katz upon a reasonable notice to the School Integration Task Force.

Louis S. Katz

William B. Kolender