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Memo to Laila Cully

Donald F. Mazziotti

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THE CITY OF
PORTLAND



OREGON

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DECEMBER 19, 1977

MEMORANDUM

TO: LAILA CULLY

FROM: DON MAZZIOTTI *DM*

RE: ITEMS OF INTEREST

1. You are in charge during my vacation; a memo is being circulated among staff providing them with notice. I have asked, in that memo, for each program manager to meet with you for purposes of a status report; in addition, you should plan to meet with C.J. at 1 p.m. on Mondays.

2. Marion's key responsibilities during this time are three: (a) produce a draft discussion paper on policy; (b) produce a report from the energy management task force to City Council; and (c) work on the development of a proposal for public works funding of an energy retrofit project for City buildings.

Also, during this time, Lon Topaz should be hired on staff -- this will require an ordinance which Marion is to put together. He knows the details.

3. The housing work is in hand, but you should make certain Andrea continues to record phone calls on the policy and submits weekly summaries of those calls.

Bruce's main task at this time is to put together a management plan --- note that I have asked him to evaluate a computer package from U of O which we could buy and use as the housing market analysis. If it is worthwhile and we will use it, it should be ordered -- for all four counties.

Pat Bugas continues to have personnel problems with the survey and needs all the help she can get. At a minimum, I would like to see an outline of the final report by the time I get back. Give her whatever help is necessary, including assignment of in-house staff for coding, etc.

4. Provided Council agrees to the management contract, the RFP's should be sent out as soon as that happens. Eric is in charge of this -- he should also get firm responses from selection committee members by January 1.

5. Be certain to check with Doug to make sure he is on schedule, especially with EDA. He's got to begin making preparations for his quarterly and final reports to them.

I don't think there are any other issues except that C.J. will be working with Butler to get a policy section ordinance together. Do not take on any additional work. Do not let Ernie force you into anything. When in doubt, put off until I get back. Good luck.