



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Ted Wheeler, Mayor

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To: Portland Building Bureau Directors

From: Tom Rinehart, Chief Administrative Officer

RE: Portland Building & Space Optimization 2018 Kickoff

Over the last two years, you and your staff have completed a significant amount of work that has allowed us to begin reconstructing the Portland Building. Specifically, moving all employees out of the building was a challenging effort, and we appreciate your support in making this happen. Now that we are all in our temporary locations, we are shifting focus back to making choices about the building for when we move back in 2020.

In 2018, we will finalize the design of the Portland Building's interiors, as well as space planning and furniture purchases through the Space Optimization project. Knowing this is going to take work from everyone, the project team has developed an approach to spread the workload across your bureau and be assigned to those with the best expertise for each decision. Our goal is to keep your bureau engaged throughout the process to ensure the final result will meet both your needs and the needs of the City and community.

We are dissolving the previous Design Committee. In its place, we will have four workgroups. For each workgroup, we need you to delegate one person from your bureau as the primary member. We recommend that the primary member be one of your strategic thinkers, as these individuals will need to be able to represent all related aspects pertaining to work functions, usage and space needs for your bureau and *make decisions* for the bureau in that area. The representatives to these four groups do not have to be the same person.

Four Workgroups:

- 1. Individual Bureau Spaces** – This group will focus on individual bureau assigned areas, such as work and storage spaces. This delegate will have the most influence on the outcome of your future bureau space. and we therefore recommend they be someone you are confident can carry out your vision and be able to communicate that across all levels of your organization.
- 2. Shared Bureau Spaces** – This group will focus on the common areas of the building such as the gathering spaces, third spaces, and bureau support spaces. Please delegate someone who would be able to represent your bureau's interest in these areas.
- 3. Meeting Spaces** – This group will focus on the meeting rooms throughout the building, both bureau specific and common meeting spaces, with a focus on both operational and design aspects. They will address questions such as: What type of flexibility do we need? What type of technology do we hope to employ over the next 10 years? Please delegate a person who has a good understanding of the various types of meetings and gatherings your bureau has and plans to have into the future.

- 4. Public Engagement Spaces** – This group will focus on the public engagement area on the 1st floor, which will provide customer service to the public, information services, reception services, and receiving. We may break this group into two sub-groups – one for those bureaus with significant public customer service needs such as Parks/Rec and Water Bureau, and another for all other needs to serve the public in the Portland Building. This group will work in coordination with the 3-1-1 customer service project as it formulates recommendation for Council. Please delegate someone with a thorough understanding of your bureau’s public engagement and customer service needs and requirements.

We know this is a lot to ask of each of your teams, *particularly during budget season*, but we also know each bureau wants to shape its future workspace on behalf of its employees. At the Director’s meeting on the 29th we will present the timeline and major milestones for the year for each workgroup. Please email Kristin Wells with your delegates for the four workgroups by January 22, 2017.

Next Steps:

- **Kickoff Session:** On January 29th, we will host a kickoff session for Directors. Invitations have been sent out. You are welcome to bring up to two additional people. We will review the shared vision created for the building in 2015, discuss workplace culture and its importance, present the building story for the interiors, and recap the design as we move into the space planning and furniture selections this year. Please make this meeting a priority.
- **Culture Establishment:** Following the kick-off meeting, the project team will hold individual meetings with each bureau director and their delegates. The purpose of these meetings is to understand your vision and goals for your new space.
- **Workgroup engagement:** The update of the bureau programming (primarily employee count projections for 2025) and the finalization of the public engagement spaces will be the first priorities.

The Reconstruction Project is currently on time and on budget due to the collaboration and problem solving of everyone involved. Going forward, I’m asking for your continued support in meeting the project timelines outlined above by encouraging your representatives to participate with the same solution-oriented approach that has marked the previous stages of this important project.

Like all of you, I look forward to seeing the final interior designs and knowing what we can look forward to when we return to the Portland Building.

If you have any questions, please contact Kristin Wells.

Cc: Maurice Henderson
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