



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE
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February 9, 2018

From: Tom Rinehart, Chief Administrative Officer

To: Portland Building Bureau Directors

Re: Portland Building 2018 Kickoff and Next Steps

Thank you for attending the 2018 kickoff for the final decision-making phase of the Portland Building Reconstruction project. The purpose of the meeting was to reconnect after the temporary moves since we are about to start finalizing the interiors package and completing the space planning for the building. The work over the next several months will culminate in a furniture purchase based on the standardized “kit of parts” concept, as previously captured in D3 No. 03 – 2016 Building Square Footage Allocation, D3 No. 05 – 2016 Furniture & Kit-of-Parts, and the subsequent Council Resolution #37274 for Space Optimization.

I want to restate two over-arching goals as our working group designees make recommendations over the next several weeks:

“City of Portland” Approach

The reconstructed Portland Building gives us the opportunity to develop a unified approach for interacting with the public. We agreed at the meeting that anyone seeking services should be able to find staff to talk with or figure out where to go to find whatever they need without having to understand our form of government or how bureaus function. We will prioritize this goal as we finalize designs for the first two floors and discuss the operational changes needed to fulfill this vision.

Work Culture

Prior to the meeting, each bureau director was invited to complete a survey on your current and future work culture. Although it was a small sample size, the results taught us more about our changing workplace and efforts to become an “Employer of Choice.” The highest priority for all respondents was to respond to increased demand for the latest technology.

There has been interest in expanding the survey to more of our workforce. We will send the survey to you and your Individual Bureau Workgroup delegates and you can disseminate the survey to anyone you choose.

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Interior Story:

The group reacted positively to the vision of a single building story through floors 3-14, and the project will be continuing with this concept. By having a consistent theme throughout the building, we will tie the interiors together and facilitate the inevitable changes we (and our successors) will make over the years.

We agree with Directors who said the building's internal design should be award winning and bring interest from afar - just as the exterior has since it opened in 1982. In response to the presentation, we also heard interest in linking the imagery of our natural landscape to the built environment. Finally, we heard recommendations to incorporate the diverse peoples of the region, both historically and current populations. We plan to work both of these important visual representations into the first two floors in coordination with RACC and the artwork. We will make sure both the project team and work groups hear your feedback regarding the interior building so that it informs their efforts.

Design Recap:

The final designs were presented to remind us all of what is to come and to present the modifications that have occurred. Overall the design from last year has stayed intact with majority of changes resulting from technical resolutions.

Space Planning and Furnishings:

As we begin our space planning this year, and have all experienced our different temporary spaces, issues have been raised questioning the potential success of a typical 6x6 workspace. The sample layouts provide a combination of 6x6 and 6x8 spaces, and also open collaboration spaces, offices and huddle rooms, on-floor storage, and layout spaces, as well as the built-in shared conference rooms, phone rooms, and gathering space.

The remainder of this winter and spring, the project team will be getting to know your bureaus better and will be working to ensure that each of your bureaus groups are set up in a way that will enable employees to work successfully both now and in the future. We do believe this can be accomplished through a standardized kit of parts, which we expect to be made up of 2' or 3' modules for individual work spaces as well as collaborative, storage, and other ancillary pieces to support our work. The components of the kit of parts have not yet been selected, and we will be doing that with your workgroup leads. We intend to test this as we learn more about your bureau functions through our culture process and create our conceptual approaches to space planning.

Alignments we do have on this topic:

1. All bureaus, regardless of funding sources, will have the same kit of parts to choose from and will abide by the same standards as they get established.
2. The kit of parts need to work for a wide range of work types and the space assigned to individual employees may vary based on work functions, not titles.
3. The kit of parts will allow for flexibility of work types throughout the building as bureau sizes change over time, and workgroups as well as bureau makeups change and are moved around to support the work they do.

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4. Space planning should consider work function needs and not be individualized to the person currently in that position (*with the exception of specific ADA accommodation needs that may need to be personalized*).

Finally, as I emphasized in our meeting, we have limited time for planning and must be diligent to continue to meet deadlines. The project team will be primarily interfacing with your workgroup designees and the change management committee. I know each of you have full work plans and limited time, but ask you to please stay in communication with each of your designees to ensure clear understanding of these important decisions. I heard the desire at the meeting to discuss key issues with fellow Directors as we finalize the space planning and will make sure to call us back together in the coming weeks.

Thank you to you and your teams for your continued efforts to make this project a success on behalf of current and future employees as well as the residents of Portland.

cc: Kristin Wells

Carmen Merlo

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