



**CITY OF PORTLAND**  
OFFICE OF MANAGEMENT AND FINANCE  
Ted Wheeler, Mayor

**Tom Rinehart, Chief Administrative Officer**  
1120 SW Fifth Ave., Room 1250  
Portland, Oregon 97204-1912  
(503) 823-1182  
FAX (503) 823-5384  
TTY (503) 823-6868

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From: Tom Rinehart, Chief Administrative Officer

To: Bureau Directors

RE: Portland Building update and process

The Portland Building Reconstruction project is moving ahead quickly. Construction photos posted on the project website show dramatic progress both internally and externally. We're now at the point where we have some additional updates and decisions to share with you.

**Stack:**

On March 8, I met with you to present the proposed stack for the return to the Portland Building. Attached, you will find the final version of how many floors each bureau will have and who will be sharing floors. I want to acknowledge the flexibility from BES and PBOT leadership in finding ways to accommodate some of their employees in other locations instead of the Portland Building. This project continues to present challenges and, at each stage, each of our teams have come up with creative collaborations to overcome them.

**Case Study – Individual Bureau Layouts:**

To help confirm the proposed stack and the proposed 156 employees per floor, the Project Team did a case study with Water Bureau and BES to determine if 156 employees per floor was truly feasible. BES and Water Bureau staff have a wide range of work types that need to be accommodated. They brought an appropriate skepticism to the review.

The Project Team asked both bureaus to select workgroups that are a representative sampling of their use types. The Project Team provided a variety of floor layouts that showed how different work needs could be accommodated on a bureau floor. The team also provided a diagram that showed how the new model transfers some of the traditional individual workspace functions to the shared, active-based workspace. This will create efficiency and spatial variety on the floorplate by moving some of the individual assigned functions into other areas of the floor and building.

After reviewing the layout options and diagrams, both bureaus determined that the daily work of all employees could be accomplished in a standardized individual footprint with additional space on the floorplate dedicated to customized bureau needs. Additionally, by keeping a consistent individual footprint and standardizing across the floorplate, each bureau has flexibility as workgroups change.

We are using the results from the case study to develop a range of options for the flexible areas of the floorplate. We presented these to your Individual Bureau Workgroup (IBW) members on April 23<sup>rd</sup> and have attached the presentation for your reference. This also includes the plan and decision points moving forward, breaking the process down into a 6-step process.

For this first stage, we have asked each IBW member to discuss with you, and others you identify in your bureau, the process going forward. Please return the required adjacencies and ratio of offices to huddles for the spaces you have been assigned by May 30<sup>th</sup>.

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### **Individual Bureau Space Decisions:**

1. Throughout the next several months, we will need you to sign off on the information your IBW member is providing. Changes will not be accommodated after the sign-off date. Here is the outline of the decisions we will be needing for this workgroup:
  - a. May: Provide required workgroup adjacencies, sizes, and office vs. huddle count for designated floor areas.
  - b. June: Decide on spine spacing and orientation in minimum six-station increments.
  - c. July: Collaboration options selection, screen locations, and heights.
  - d. August: Plans for 2020 + 2025 counts.
  - e. September: Final plan sign-off and primary furniture order complete (*we are exploring options of delaying some accessory decisions on furnishings; more to come*).
  
2. Furniture will be ordered based on the sign-off, and is custom ordered with long lead times. It is typical practice after a significant move to allow 4-6 months for employees to adjust to a new space prior to making any changes. Since our new environment will be a fairly large shift from how we've done business in the past, we are giving employees more time to adjust. As such, there will be no furniture changes from the time of sign-off until 6 months after move-in.

### **Meeting Space and Shared Space Workgroups:**

All workgroups participated in two cultural concepts meetings where operational plans and space function was discussed. Each meeting included homework, asking workgroups members to coordinate with one another to get feedback from their bureaus, then return the information back for review. The results are being reviewed now and will be discussed at the next Meeting Space and Shared Space Workgroup meetings.

### **Public Engagement Workgroup:**

The Public Engagement Workgroup has had a few meetings with the 311 Project to discuss the needs in the 1<sup>st</sup> floor customer service and support spaces. In the last meeting, it was determined that the group would pause while subject-matter leads focus on four areas, with smaller stakeholder groups within those areas. Those areas include: Security, Cash Process, Regulations, and Receiving. The goal is a basis of design from these four areas, along with the timeline for the recommendations from the 311 Project and the technology project culminating on June 30<sup>th</sup>. While we know everything will not be resolved on June 30<sup>th</sup>, the project must have something to move forward. We know this area is likely to change over time, and flexibility will be key regardless of where it starts. Any changes after that point will be accommodated as feasible.

Please don't hesitate to contact me with questions.

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