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Date: April 26, 2019

To: Bureau Directors

From: Tom Rinehart, CAO

Cc: City Council Execs

RE: Portland Building Move-Back Capacity

Bureau Directors,

On February 19, 2019 I sent a memo to the bureau directors whose staff will be tenants of the Portland Building. That [memo](#) announced a move-in schedule, an end to changes in temporary spaces, and a settling-in period before any space changes are made. It was the first set of steps we've released that focused on helping our tenants and teams support both the completion of the Portland Building and the successful move-back of over 1,500 employees.

I am now announcing follow up actions to ensure we have adequate capacity to successfully move employees with minimal disruption:

1. **A moratorium on new office moves involving technology or facilities services.** We are asking all bureaus to refrain from office moves between June 1, 2019 and April 1, 2020. If you have an office move well into the planning stages, please reach out to Facilities Services and the Bureau of Technology Services (BTS) immediately.
2. **Timeline flexibility for new construction projects involving technology or facilities services.** The same resources will likely be needed to support a bureau's construction needs as are already dedicated to the Portland Building project. Since project timelines will inevitably be impacted if Facilities Services or BTS teams are needed during the moratorium period, please reach out to Facilities Services and BTS immediately to negotiate the planning horizon.

If your bureau has an emergency need for an office space move or construction during this time, please contact me.

Thank you for your ongoing support for this ambitious project.



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