Sunnyvale Civic Center Modernization
Phase A.3 - Programming
City Council Study Session #4

August 11, 2015

ABA

Introduction & Agenda Review

Context

Purpose

Intended Results

Agenda

Context, Purpose, & Intended Results

Context :

We have reviewed program concepts and proposed scenarios for the Civic Center Modernization with the community. We are preparing to complete the Programming phase and begin Rapid Prototyping design exploration.

The Purpose of this Meeting is to:

- Review Community Input
- Review Program Recommendations
- Discuss Scenarios

The Intended Results for this Meeting Are:

- Shared Understanding of Input from Workshop
- Direction for Program
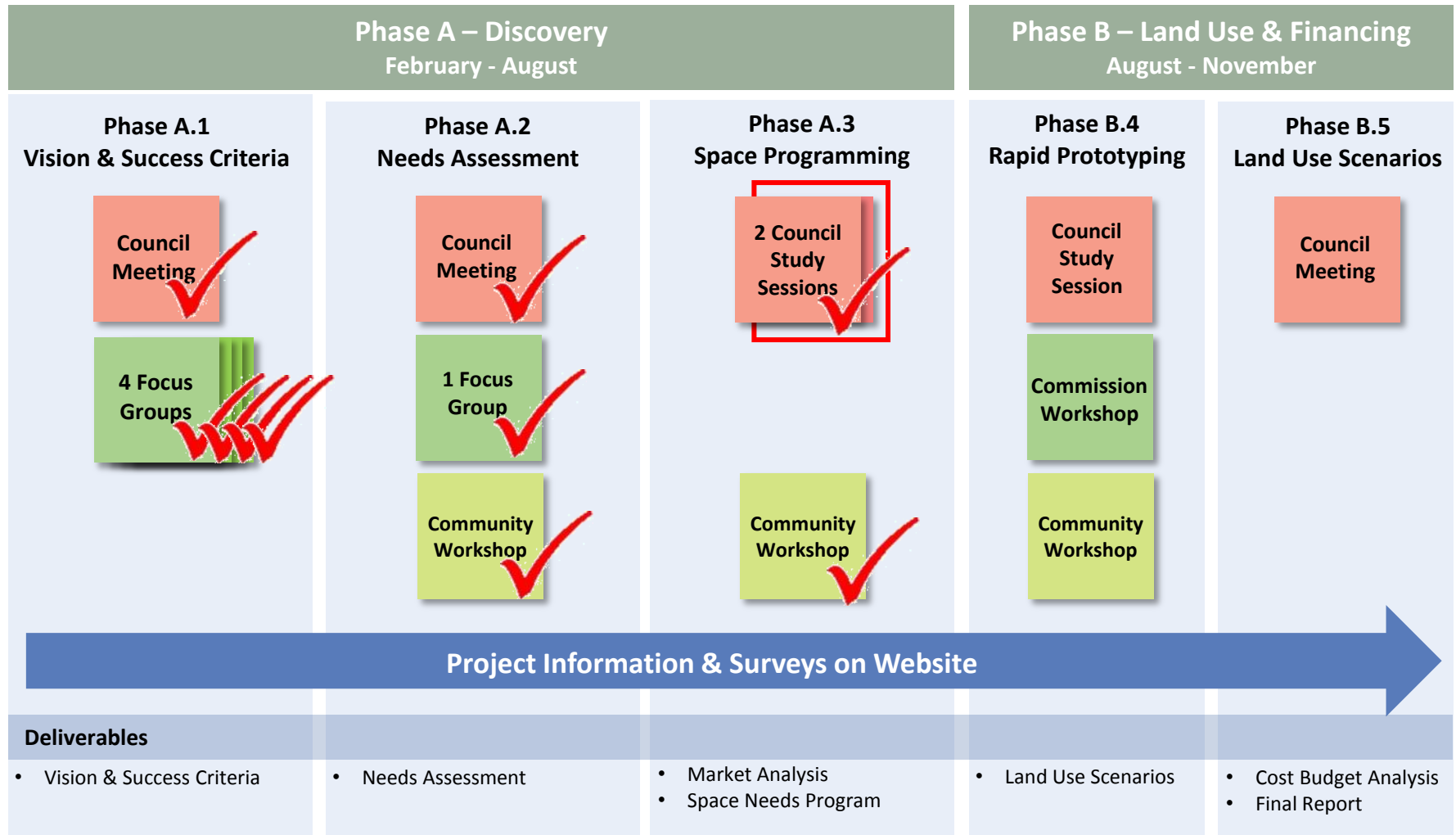- Direction for Proposed Scenarios

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Agenda

- Introduction

- Review Input from Community Workshop

- Review Program Recommendations

- Discuss Scenarios
    - Context
    - Community Opinion
    - Questions & Decisions

- Conclusion

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Project Process – Summary of Community Outreach

Phase A – Discovery			Phase B – Land Use & Financing	
February - August			August - November	
Phase A.1 **Vision & Success Criteria**	**Phase A.2** **Needs Assessment**	**Phase A.3** **Space Programming**	**Phase B.4** **Rapid Prototyping**	**Phase B.5** **Land Use Scenarios**
Council Meeting ✓	Council Meeting ✓	2 Council Study Sessions ✓	Council Study Session	Council Meeting
4 Focus Groups ✓	1 Focus Group ✓		Commission Workshop	
Community Workshop ✓	Community Workshop ✓	Community Workshop ✓	Community Workshop	

Project Information & Surveys on Website →

Deliverables

• Vision & Success Criteria	• Needs Assessment	• Market Analysis • Space Needs Program	• Land Use Scenarios	• Cost Budget Analysis • Final Report

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Workshop Key Findings

Improved Customer Experience

Library

Shared Use & Staff Workspace

Unique Service Needs

Exterior Open Space

General

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Workshop Key Findings

- **Improved Customer Experience**
    - Offer More Services Using Online Technology
        - Offer One-stop services online
        - Website usability
        - Better technological organization
        - After hours / online access
    - Maintain a Personal Connection to those Providing the Services
    - Offer a Variety of Services for those Visiting the Civic Center
        - Café
        - Shuttle service between Civic Center, Downtown and Caltrain Station
        - Drive through options for quick visits
    - Currently a **Good** Customer Service Experience
        - Some customers feel well directed and provided for as it is now

S E R V I C E + E N V I R O N M E N T = E X P E R I E N C E

Workshop Key Findings

- Library
    - Improve Collections
        - Materials in different languages
        - Digital content
        - More books
    - Plan Space Strategically
        - Plan for growth and increasing population demands
        - Provide Space for Different Uses
            - Children with special needs
            - Quiet reading space and louder active space
            - Outdoor space for programs
        - Relieve Pressure on the current main library by developing the branch library
    - Improve Library Technology Capabilities
    - Library Should Remain at the Civic Center Site
    - Maintain the Façade of the Library

Workshop Key Findings

- **Shared Use**
  - Consider How Shared Spaces Will Be Reserved, Managed, and Accessed
  - Consider the Monthly Demand for Small, Medium and Large Meeting Rooms
  - High Quality Meeting Space Has the Potential to Bring in Revenue
  - Make Council Chambers More Accessible and Friendly to the Public

- **Staff Workspace**
  - Current Space is Inadequate and Would Be Considered Substandard by Others
  - Consider Work Style and Composition of Current and Future Generations of Staff
    - Consider work from home
    - Consider newer office technologies
    - Future generations are more accustomed to collaborative office configurations
  - Benchmark Other Offices that Have Adopted an Open Office Plan
    - How did they deal with open office culture adoption
  - The City Is Currently Providing Services **Well** - Preserve What is Working

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Workshop Key Findings

- **Unique Service Needs**
  - Consider Off-site Locations for Public Safety Uses
    - Evidence Storage
    - Consider mobile EOC
  - Consider Combining IT with Essential Services for Data and Equipment Protection
  - Keep Public Safety at current location, moving it to the Corp yard would compromise service
 - Make sure we don't lose what is working

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Workshop Key Findings

- **Exterior Space Program**
  - **Prioritize Green Space**
    - Consider a green belt on El Camino and Mathilda
    - Prioritize drought tolerant landscaping
    - Consider absorbing Olive Ave. into green space
  - **Prioritize Parking Solution**
    - Consider return on investment – surface parking on highly valued land is a poor return on investment
    - Maximize open space by using underground parking
    - No multi-story parking over two stories high
  - **Active Outdoor Space**
    - Consider other existing outdoor facilities in Sunnyvale, do not duplicate
    - Consider the tradeoffs of well used active outdoor space and keeping mature trees
    - Consider charging for some outdoor spaces like is currently done with picnic areas in Sunnyvale
  - **Consider a Veteran's Memorial**

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Exterior Space Priorities - Workshop

SERVICE + ENVIRONMENT = EXPERIENCE
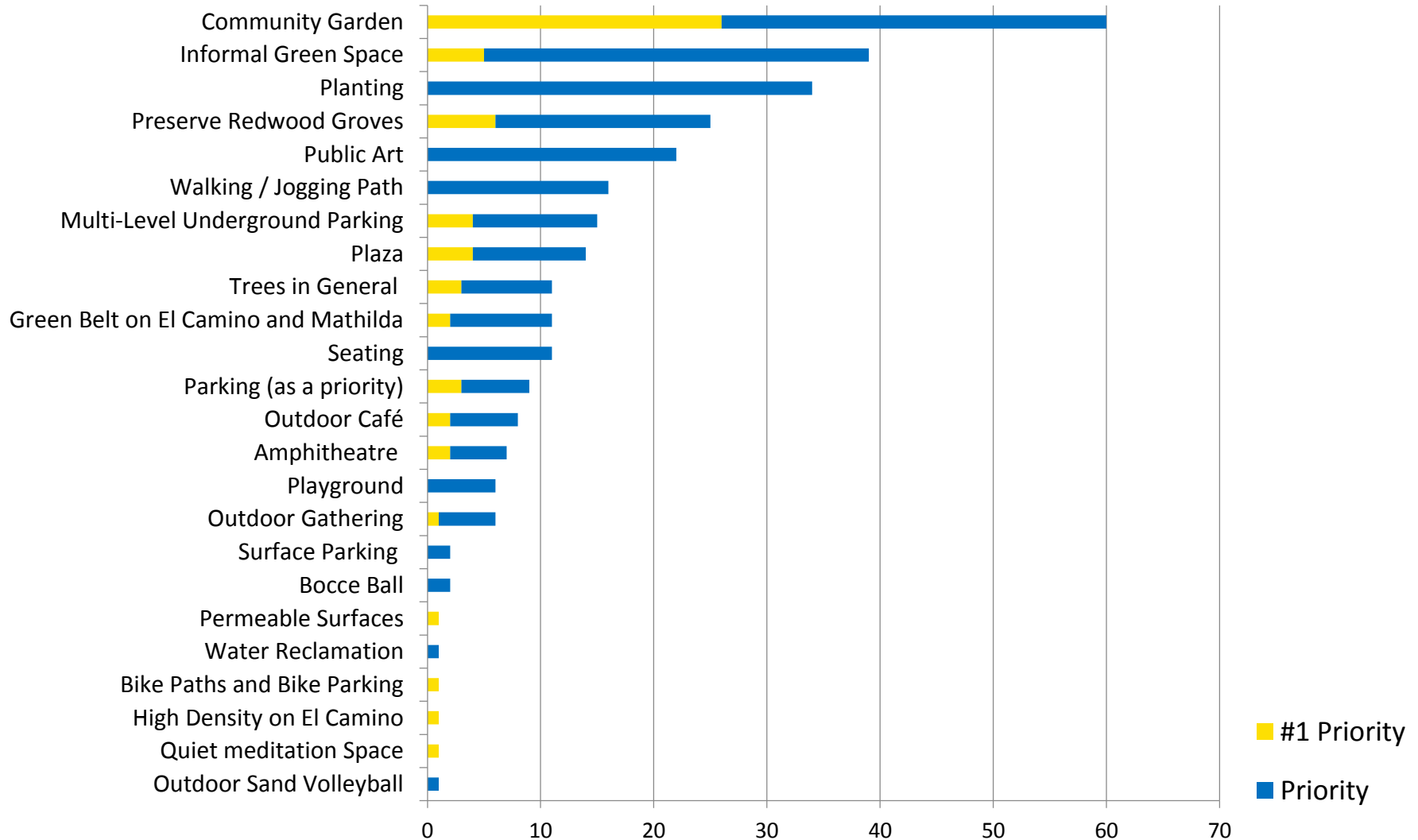
Workshop Key Findings

- **Land**
  - Many were against selling or leasing any public land, and some would like to see a vote on that topic
  - Differentiate between selling public land at the Civic Center vs. selling other land that is not used by the public
  - Consider land sale of non-public use locations to fund this project
  - Consider purchasing Courthouse land

- **Buildings**
  - Move into the 21st century building with a modern services and technology
    - No annex or rented facilities
    - Any new construction should consider thermal and electrical energy savings
  - The existing Civic Center brick buildings are identifiable and uniquely Sunnyvale, they are the symbolic center of the City
  - Maintain the appearance of the buildings, by preserving the facades
  - The existing buildings have character and **function well**, add green space to them

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Workshop Key Findings

- **General Comments**
  - The Civic Center should be a unique source of pride for Sunnyvale and be:
    - An example of the best in sustainability, technology and functionality
    - Designed to show the history and cultural diversity of Sunnyvale
  - Community members asked for more transparent information from the City about this project
  - Traffic in Sunnyvale is a growing concern
  - Consider the state of Sunnyvale in 50 years
    - Environmental concerns
    - Development concerns
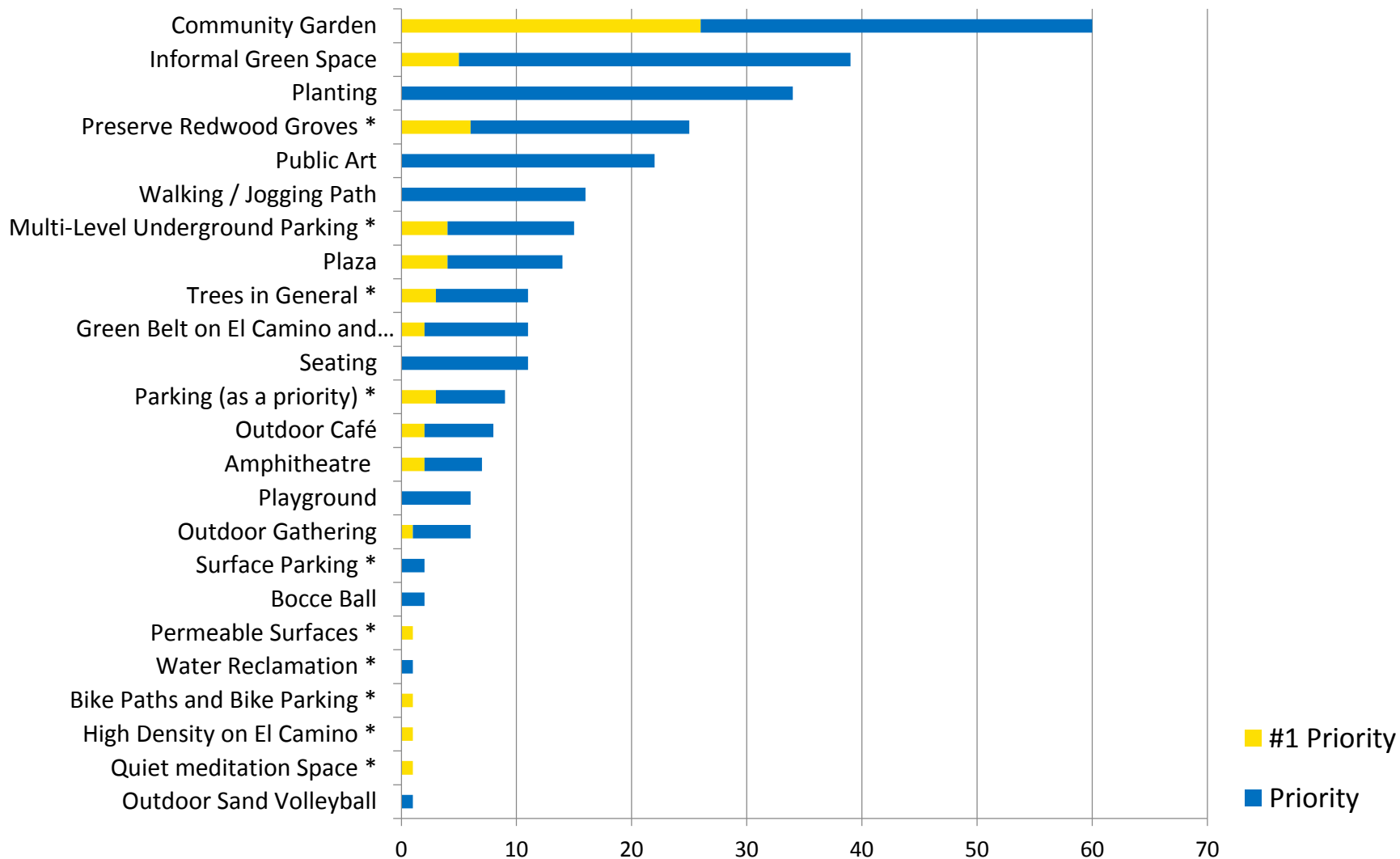
SERVICE + ENVIRONMENT = EXPERIENCE

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Further Outreach

Exterior Space Priorities

Exterior Space Priorities - Workshop

Exterior Space Priorities - Workshop
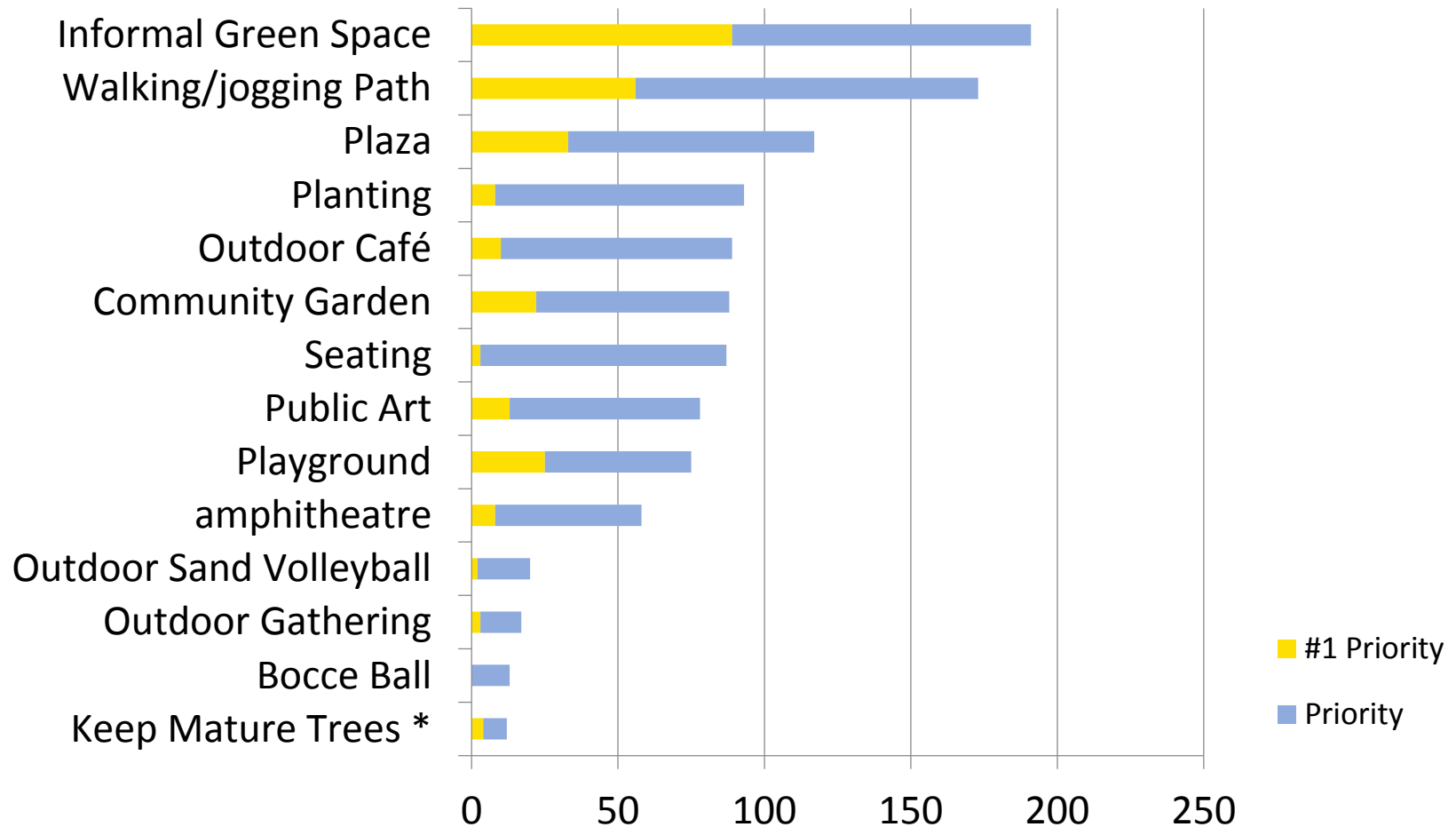
Chart showing priorities by category (#1 Priority in yellow, Priority in blue):

- Community Garden
- Informal Green Space
- Planting
- Preserve Redwood Groves *
- Public Art
- Walking / Jogging Path
- Multi-Level Underground Parking *
- Plaza
- Trees in General *
- Green Belt on El Camino and…
- Seating
- Parking (as a priority) *
- Outdoor Café
- Amphitheatre
- Playground
- Outdoor Gathering
- Surface Parking *
- Bocce Ball
- Permeable Surfaces *
- Water Reclamation *
- Bike Paths and Bike Parking *
- High Density on El Camino *
- Quiet meditation Space *
- Outdoor Sand Volleyball

Legend:
- #1 Priority (yellow)
- Priority (blue)

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Exterior Space Priorities – Farmers Market

Exterior Space Priorities – Farmers Market

Chart legend: #1 Priority (yellow), Priority (blue)

Categories (top to bottom):
- Informal Green Space
- Walking/jogging Path
- Plaza
- Planting
- Outdoor Café
- Community Garden
- Seating
- Public Art
- Playground
- amphitheatre
- Outdoor Sand Volleyball
- Outdoor Gathering
- Bocce Ball
- Keep Mature Trees *

X-axis: 0, 50, 100, 150, 200, 250

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Exterior Space Priorities - Workshop

Category	
Community Garden	
Informal Green Space	
Planting	
Preserve Redwood Groves *	
Public Art	
Walking / Jogging Path	
Multi-Level Underground Parking *	
Plaza	
Trees in General *	
Green Belt on El Camino and Mathilda *	
Seating	
Parking (as a priority) *	
Outdoor Café	
Amphitheatre	
Playground	
Outdoor Gathering	
Surface Parking *	
Bocce Ball	
Permeable Surfaces *	
Water Reclamation *	
Bike Paths and Bike Parking *	
High Density on El Camino *	
Quiet meditation Space *	
Outdoor Sand Volleyball	

Legend:
- #1 Priority (yellow)
- Priority (blue)

X-axis: 0, 10, 20, 30, 40, 50, 60, 70

Exterior Space Priorities – All Combined

Legend:
- #1 Priority WS (gold)
- #1 Priority FM (light yellow)
- #2 Priority WS (dark blue)
- #2 Priority FM (light blue/lavender)

Categories (top to bottom):
- Informal Green Space
- Walking / Jogging Path
- Community Garden
- Plaza
- Planting
- Public Art
- Seating
- Outdoor Café
- Playground
- Amphitheatre
- Preserve Redwood Groves *
- Outdoor Gathering
- Outdoor Sand Volleyball
- Bocce Ball
- Multi-Level Underground Parking *
- Keep Mature Trees **
- Green Belt on El Camino and Mathilda *
- Trees in General *
- Parking (as a priority) *
- Surface Parking *
- Water Reclamation *
- Permeable Surfaces *
- Bike Paths and Bike Parking *
- High Density on El Camino*
- Quiet meditation Space *

X-axis: 0, 50, 100, 150, 200, 250

*= Added at Community Workshop
**= Added at Farmer's Market

S E R V I C E   +   E N V I R O N M E N T   =   E X P E R I E N C E

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Program Recommendations

Key Services

Staffing

Recommendations

Space Planning Process

Department surveys
- **Services provided**
- **Customer interactions**
- **Need for adjacencies**
- **Current staffing**
- **Special needs**

Facility tours

Follow up meetings

Draft Program review

City Attorney Space Need – 1,900 sq.ft.

Key Services

- Legal analysis
- Municipal code development & updates
- Support operating depts.
- Litigation support
- Real property negotiations

Current Staffing

- Permanent   6
- Temporary   2
- **Total**   8

Program Recommendations

- Group offices together
- Secure file storage room
- Separate law library and conf. room

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Comm. Dev. Space Need – 5,800 sq.ft.

Key Services

- One-Stop Permit Center
  - Building permits
- Policy planning
- Development review
- Environmental compl.
- Affordable housing
- Human services

Current Staffing

- Permanent — 40
- Temporary — 4
- **Total** — **44**

Program Recommendations

- Larger One- Stop counter and waiting area
- Kiosk station
- Adjacent meeting rooms
- Resource library

Finance Space Need – 6,300 sq.ft.

Key Services

- Budget
- Accounting/Payroll
- Purchasing
- Debt Management
- Utility Billing
- City Billing & Collection
- Financial Management & Analysis

Current Staffing

- Permanent   49
- Temporary   4
- **Total**   **53**

Program Recommendations

- Co-locate with One-Stop Service Center
- Consolidate cashier functions

Library Space Need – 117,000 sq.ft.

Key Services

- **2.7 million items borrowed per year**
- **Approx. 2,000 visitors per day**
- **> 500,000 web visits**
- **~ 100,000 library visitors used a PC**
- **> 800 library programs**

Current Staffing

- Permanent — 59
- Temporary — 20
- **Total** — **79**

Program Recommendations

- **Larger children's area and collections**
- **Periodicals reading room**
- **Quiet reading room**
- **Children's craft and story telling room**
- **Teen center**
- **Technology lab**
- **Tech collaborative work spaces**
- **Adult maker space**
- **Multi-purpose community room**

SERVICE + ENVIRONMENT = EXPERIENCE

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Env. Services Space Needs – 2,200 sq.ft.

Key Services

- Solid waste program management
- Environmental compliance
- Sustainability
- Plant Rebuild
- Recycled water program

Planned Staffing

- Permanent   16
- Temporary   0
- **Total**   **16**

Program Recommendations

- Move env. program staff to Civic Center
  - Regulatory program
  - Solid Waste program
  - Environmental programs (CCE & CAP)

NOVA Space Needs – 19,000 sq.ft.

Key Services
- Job Center
- Youth Services
- Employer Services
- Career Counseling
- Sector-driven Initiatives
- Labor Market Intelligence

Current Staffing
- Permanent   51
- Temporary   18
- **Total   69**
  (Not City Funded)

Program Recommendations
- Keep NOVA services at CC
  - Evaluate remodel of Annex Bldg.
  - Consider new space
- Self help computer center
- Training rooms
- Youth room

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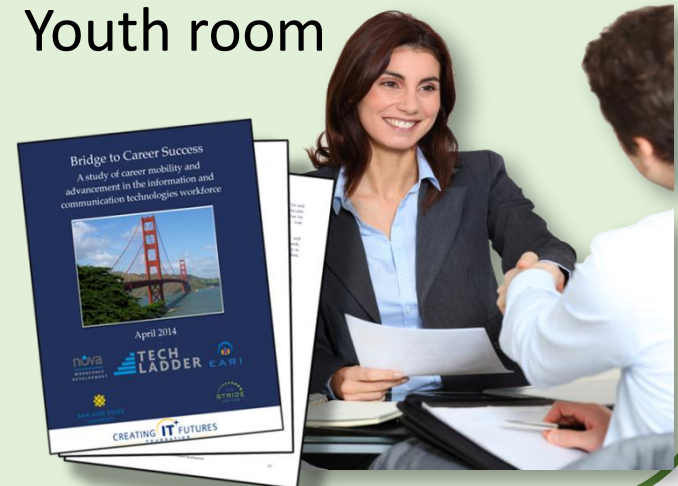
Space Planning Overview – Public Safety

Key Services

- ✓ Police
- ✓ Fire
- ✓ Emergency Medical Services
- ✓ 911 Emergency Dispatch
- ✓ Office of Emergency Services
- ✓ Crime Prevention
- ✓ Investigations
- ✓ Animal Control

- ✓ Fire Prevention
- ✓ Neighborhood Preservation
- ✓ Code Enforcement
- ✓ Crossing Guards
- ✓ Training and Recruitment
- ✓ Records Management
- ✓ Evidence and Property Storage
- ✓ Licenses and Permits

Current Staffing

- Permanent   245
- Temporary   9
- **Total**   **254**

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Space Planning Overview – Public Safety

Headquarters Building – Built 1985

Sunnyvale in 1985
Population = 106K

DPS Staffing = 234

Sunnyvale Today
Population = 147K

DPS Staffing = 283

	1985	Today	% Change
Population	106K	147K	39%
Staffing	234	283	21%
DPS Building	43,000	44,700	4%

Space Planning Overview – Public Safety

Key Program Findings

- Expand 911 Dispatch Center

911 Calls per Day (Cell + Landline)
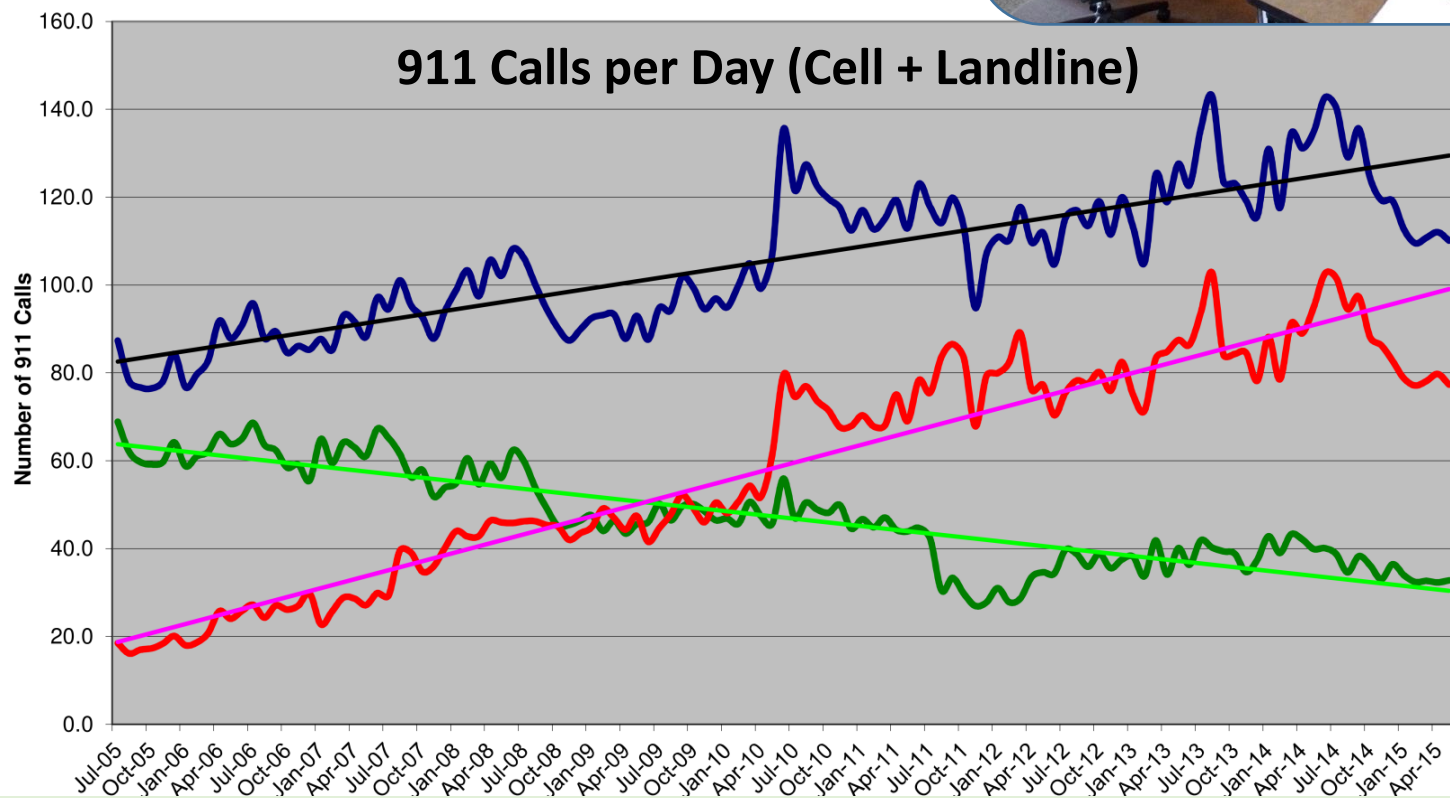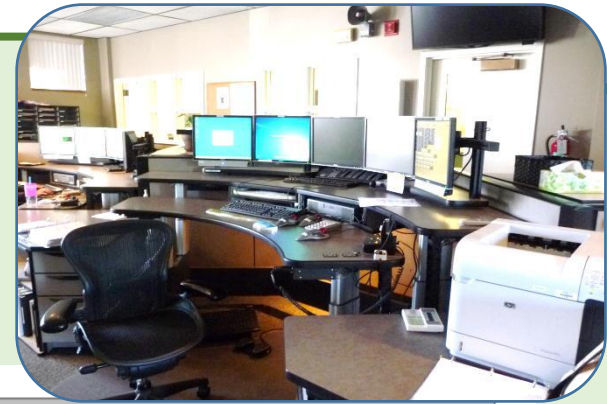
Space Planning Overview – Public Safety

Key Program Findings

- Dedicated Emergency Operations Center

Key Program Findings

- Expand evidence storage

Space Planning Overview – Public Safety

Key Program Findings

- Public lobby enhancements
- Dedicated briefing room
- Increase equipment storage
- Publically accessible meeting room

Key Program Findings

- Consolidate IT equipment rooms
- Modernize crime lab
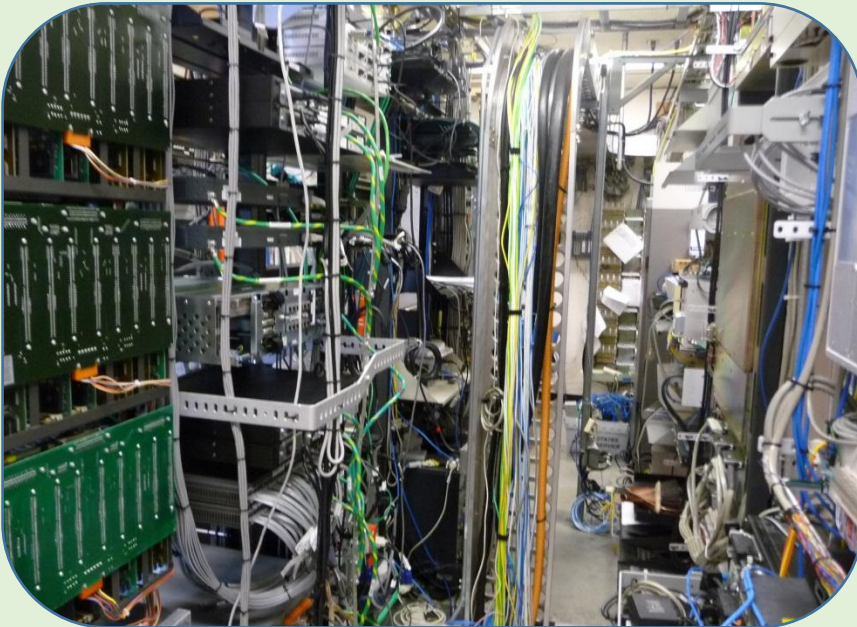
Public Safety Space Needs – 57,000 sq.ft.

Program Recommendations

- Consider some functions off-site
  - Non-essential building construction(8,200 sq.ft.)
  - Evidence storage (inactive)
  - Vehicle examination bay
  - Bicycle storage
  - Large item storage
- Expand secure parking
- Increase perimeter security

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Human Resources Space Needs – 4,000 sq.ft.

Key Services

- Employee recruitment
- Benefits administration
- Labor relations
- Workforce development
- Risk management
- HR information systems
- Volunteer program

Current Staffing

- Permanent   17
- Temporary   2
- **Total**   **19**

Program Recommendations

- Reception area with computers for applicants
- Dedicated space for recruitment exams
- High density secure file storage area

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Public Works – Space Needs 6,400 sq.ft.

Key Services
- CIP management
  - Plant rebuild
  - Street resurfacing
  - Sidewalk repair
  - Park renovations
- Development review
- Transportation planning
- Traffic operations

Current Staffing
- Permanent   44
- Temporary   5
- **Total**   **49**

Program Recommendations
- Locate near One Stop Service Center
- Provide plan layout areas
- Modernize traffic control center

City Manager Space Needs – 4,100 sq.ft.

Key Services

- Administration, operational and strategic oversight
- City Council support
- Agenda development
  - Records mgmt.
- Economic development
- Communications

Current Staffing

- Permanent 18
- Temporary 3
- **Total 21**

Program Recommendations

- Consolidate staff in one location
- Interns/succession planning space
- Print shop could be on or off site

City Council Space Needs – 9,400 sq.ft.

Program Recommendations

- Council Chambers – fixed seating for 200 (114 now)
- Mayor's Office
- Council Conf. Room
- Shared office with 6 work stations

S E R V I C E + E N V I R O N M E N T = E X P E R I E N C E

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Shared Space Needs – 21,000 sq.ft.

Key Services

- One-stop Permit Center
- Customer service and reception
- Meeting rooms
  - Commissions
  - Staff training
  - Open after hours

Program Recommendations

- One-stop self help kiosk
- One-stop sm. conf. (4)
- One–stop med. Conf. (2)
- Computer training lab
- Large assembly room
- Large conference room
  - Broadcast equipment
- Med. Conf. Room
- Catering kitchen
- Café/vending
- Employee break room
- Public restrooms

Architectural Space Program Recommendations

Interior	Existing	Proposed	Change
Library	61,000	117,000	92%
Public Safety	45,000	57,000	27%
City Hall	66,000	76,000	15%
City Admin		*44,000*	
Shared		*32,000*	
NOVA	15,000	19,000	27%
Total	**187,000**	**269,000**	**44%**

Potential Site Planning Scenarios

Context

Community Opinion

Questions & Discussion

# Potential Site Planning Scenarios

Context

- Not expected to be a solution

- Exploration of key questions

- Testing different approaches and priorities through Rapid Prototyping

- Guide development of initial site planning concepts

- Gather information to inform future decisions

- All Scenarios will strive to
  - Realize the Vision
  - Address the Needs Assessment
  - Fulfill the Success Criteria
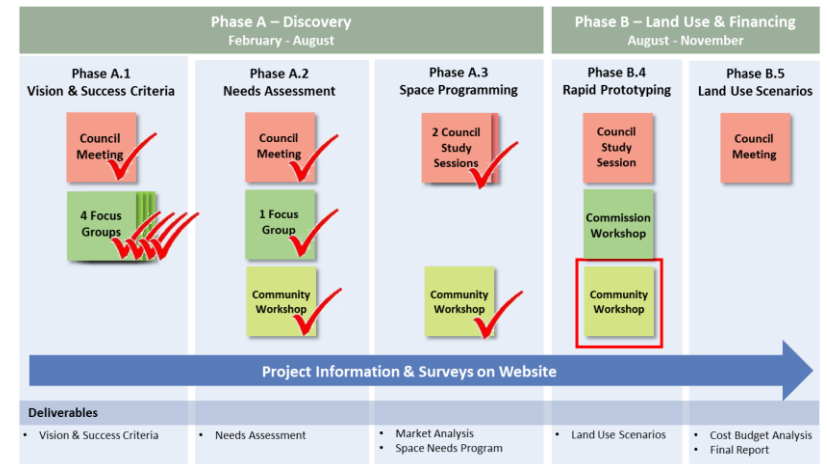
Potential Site Planning Scenarios
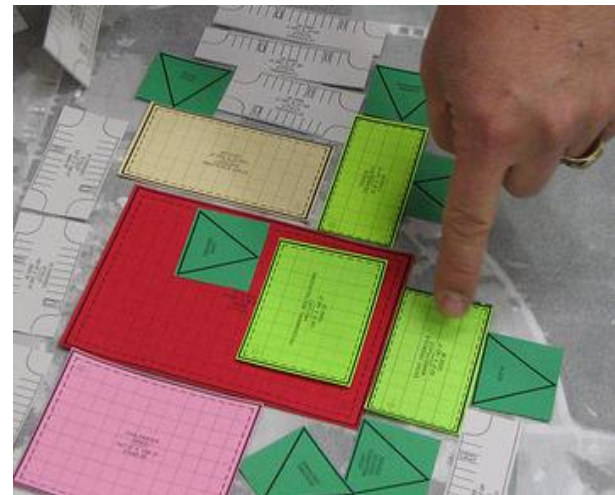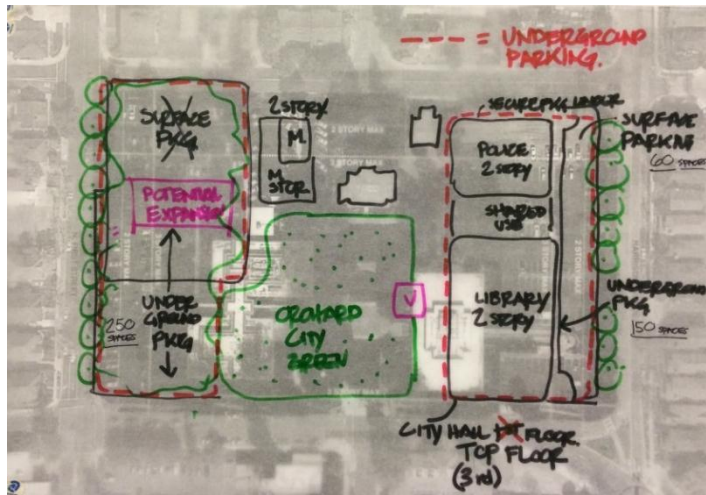
Community Opinion Spectrum

Land

Do Nothing to the Civic Center	Improve the Civic Center & *Prioritize Reuse*	New 21st Century Civic Center
Do Not Sell or Lease Land		Sell or Lease Land
Only Use the Existing Site		Purchase Additional Adjacent Site

Staff Space

No Growth for City Staff or Services	Provide for Current Staff and Services	Plan for Growth of City Staff and Services
Meeting Space Staff Use Only		Meeting Space Shared with Public After-Hours

Community Opinion Spectrum

On/Off-Site

Keep Public Safety On-Site	Move Portions of Public Safety Off-site
Keep Library On-Site	Consider Moving Library Off-site

Site Use

Low Density Shorter Buildings		High Density Taller Buildings
Prioritize Passive Open Space		Prioritize Active Open Space
Protect All Existing Trees	Protect Priority Trees	Prioritize Building Locations
Surface Parking		All Underground Parking

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Potential Site Planning Scenarios

To determine the rule sets for each scenario, we need to understand the following:

- What questions should each scenario answer?

- What decisions need to be made?

- What needs to be studied?

Potential Site Planning Scenarios

- **Proposed Scenarios** (Primary Focus)
    - ❖ Prioritize Lower Cost to the Public
    - ❖ Prioritize Open Space
    - ❖ Prioritize Reuse
- **All Scenarios Will**
    - Consider Vision and Success Criteria
    - Use the Same Program (Buildings, Parking and Exterior Site Features)
- **Proposed Assumptions**
    - Library
        - All Scenarios will keep Library Services on the Civic Center Site
        - This does not preclude also providing Library Services at other sites, but that is beyond the scope of this effort (e.g. new branch library locations)
    - Public Safety
        - At least one scenario will keep all Public Safety space on the Civic Center site
        - At least one scenario will explore locating a portion of Public Safety space off site

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Application to Scenarios

	Scenario A Lower Cost to Public	Scenario B Reuse	Scenario C Open/Green Space
Building Footprint	Medium Density	Low Density	High Density
Portion of Site for Sale or Lease	Yes	No	No
Acquire Courthouse Property	No	No	Yes
Public Safety	Keep all On-Site	Keep all On-Site	Move a Portion Off-site
Library	On-Site	On-Site	On-Site
Parking	Maximum of 20% Parking Below Ground	Max of 50% Below Ground	Max of 80% Below Ground

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Council Direction Needed

- **Direction Needed for Scenario Workshops**
  - Architectural Space Program
  - Confirm Library Location at Civic Center
  - Confirm Public Safety Location at Civic Center
    - All program elements
    - Proposed off-site locations for noon-essential services program elements

- **Future Decisions**
  - Sale and Lease of Lands
    - Civic Center
    - City owned non-public use
  - Purchase of Land (Courthouse Property)
  - Sustainability Policies for New and Renovated Buildings
  - Leasing Space to Non-Profit Tenants (NOVA)
  - Operational Considerations for Future Project (Capital Cost vs. Operational Costs)

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Conclusion

- Next Steps
  - Council Study Session #4, August 11, 2015
  - Core Team Meeting #8, Thursday, August 20, 3-5 pm
  - Commission Workshop, Wednesday, August 26, 6:30-9:30pm
  - Community Workshop, Saturday, October 3, 9am-12pm

Thank You