



ANDERSON BRULÉ ARCHITECTS

SUNNYVALE CIVIC CENTER MODERNIZATION
Core Team Meeting 3
Agenda

MEETING DATE: April 22, 2015
MEETING TIME: 4:00 – 5:30 pm
LOCATION: West Conference Room

REGARDING: Meeting Agenda
ABA PROJECT #: 14-1201-1

ATTENDEES: Pamela Anderson-Brulé, *ABA*
Kate Rivard, *ABA*

Tara Martin-Milius, *Vice Mayor*
Jim Davis, *Council Member*
Glenn Hendricks, *Council Member*
City Manager, *Deanna Santana*
Robert Walker, *Assistant City Manager*
Kent Steffens, *Assistant City Manager*
Lisa Rosenblum, *Library and Community Services Director*
Jennifer Garnett, *Communications Officer*

CONTEXT: We have gathered input from the Community and Council on Vision and Success Criteria and are now preparing to review the key findings and gather further input on community needs.

PURPOSE: The purpose of this meeting is to:

- Review Key Concepts for City Staff Program
- To prepare for the Community Workshop focused on needs assessment

INTENDED RESULTS:

- Shared Understanding of Key Concepts for City Staff Program
- Direction to refine content and format for the Community Workshop

AGENDA ITEMS

- I. Introduction / Agenda Review**
- II. Review Key Concepts for City Staff Program**
- III. Discuss Community Workshop Format & Content**
- IV. Conclusion**
 - A. Next Steps
 - 1. Core Team Meeting #4 – Mon. May 4, 4:00 - 5:30 pm, West Conf. Room
 - B. Action Items
 - C. Feedback



Sunnyvale Civic Center Modernization

Phase A.2 - Needs Assessment

Core Team Meeting #3

SUNNYVALE
CITY HALL

April 22, 2015





Introduction & Agenda Review

Context

Purpose

Intended Results



Context, Purpose, & Intended Results

Context :

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The Purpose of this Meeting is to:

- Review Key Concepts for the City Staff Program
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The Intended Results for this Meeting Are:

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Agenda

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- Conclusion



Review Key Concepts for City Staff Program



City Staff Outreach & Process Summary

- Kick-off Meeting with Departments - *Completed*
- Department Surveys - *Completed*
- Facilities Plan Review - *Completed*
- Individual Department Meetings - *Completed*
- Draft Program - *Pending*
- Follow-up Department Meeting



Key Concepts for City Staff Program

- Modularity of space types and sizes for future flexibility
- Development of a centralized Conference Center to aggregate meeting space needs for greater efficiency and as a resource to the public
- Commitment to electronic data in future – planning for less paper storage on site
- Capture critical adjacencies to establish basis for planning & operational efficiencies
- Strategy for Growth



Review Community Workshop Format & Content



Workshop Agenda

- Opening Introduction (15 min) 9:00 – 9:15
- Topic Stations (1 hr 45 min) 9:15 – 11:00
 - Science Fair Format
 - 5 Topic Stations
 - 20 min rotations
- Key Findings (15 min) 11:00 – 11:15
- Public Comment (10 min) 11:15 – 11:25
- Closing (5 min) 11:25 – 11:30
- Tours (30 min) 11:30 -12 noon



Opening Introduction

Project Overview

Process Map – Summary of Community Outreach



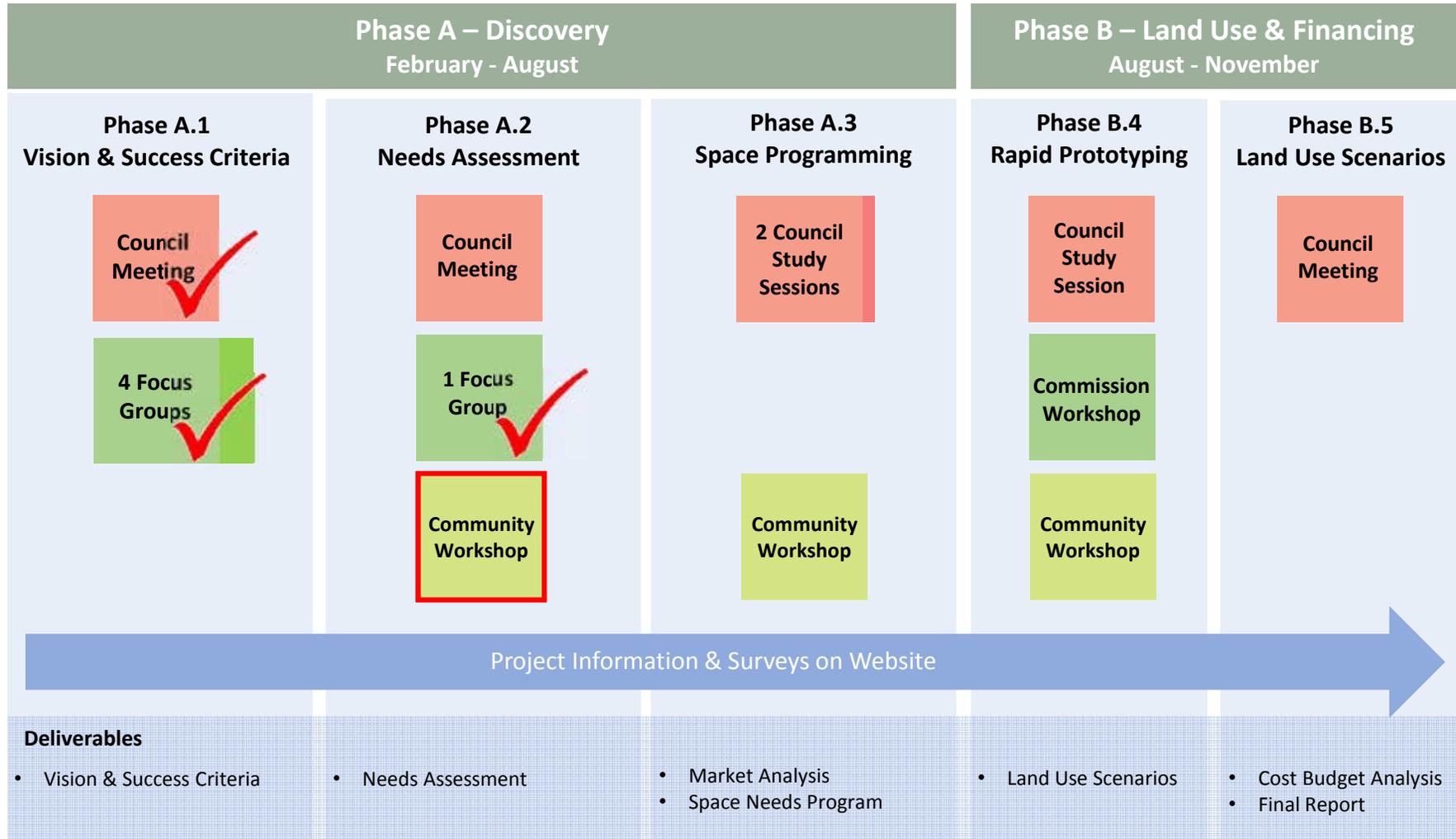
Project Overview

- **Phase A – Discovery** (February – August)
 - Phase A.1 - Vision & Success Criteria
 - Phase A.2 - Needs Assessment
 - Phase A.3 – Programming (*Space Needs*)

- **Phase B – Land Use & Financing** (August – November)
 - Phase B.4 – Rapid Prototyping (*Big-Picture, Quick, Site Planning*)
 - Phase B.5 – Land Use Scenarios



Process Map – Summary of Community Outreach





Topic Stations

- Format
 - Topic Stations
 - 20 min rotations
 - 4 Stations of Your Choice
- Topic Stations
 - #1 – Identity of Sunnyvale
 - #2 - Vision & Success Criteria
 - #3 - Land Use & Exterior Program
 - #4 - Library & Community Services
 - #5 - City Hall & Public Safety
 - #6 - Plan B – Library Tour





#1 – Sunnyvale Identity (Un-facilitated)

The future Civic Center should reflect the identity of Sunnyvale

Understanding Today

- What key words would you use to describe Sunnyvale's identity today?

Hope for Tomorrow

- What key words would you use to describe the future identity of Sunnyvale?



#2 - Vision & Success Criteria - Questions

- What is your vision for the future Sunnyvale Civic Center? What values should it reflect?
- What key words would you use to describe success for the future SCC?



#2 - Vision & Success Criteria - Definitions

Vision

- An aspiring description of what you would like to achieve or accomplish in the future. It serves as a clear guide for choosing courses of action.

Success Criteria

- The standards which the project will strive to attain and by which it will be judged.



#2 - Vision & Success Criteria - Word Cloud





#3 – Land Use & Exterior Program - Questions

- What land uses for the Civic Center do you believe would be the most valuable to the community?
- How do you envision yourself or your family using the Civic Center site?

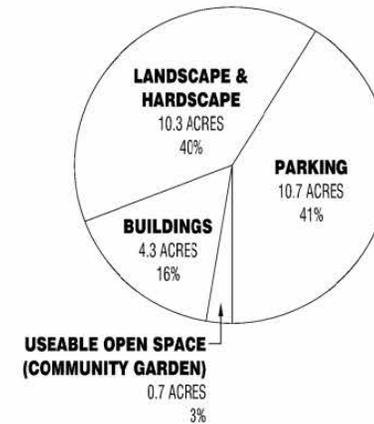


#3 – Land Use & Exterior Program - Example

LAND USE & EXTERIOR PROGRAM



CURRENT
CIVIC CENTER
LAND USE
ALLOCATION





#3 – Land Use & Exterior Program - Example



What land uses for the Civic Center do you believe would be most valuable to the community?



How do you envision yourself or your family using the Civic Center site?





#4 - Library & Community Services - Questions

- What do you appreciate about the services you receive? What is working well?
- What would you like to be able to do or have access to at the Library, but currently cannot?
- One alternate under consideration is moving the library to the community center, what do you think of this idea?



#4 - Library & Community Services - Library Trends

■ 21st Century Library Operations

- Staffs with broader skill sets
- Cross-trained staff, able to assist with few referrals
- Single service point becoming no service point?
- Automated returns and sorting – e-book impact?
- Lean work processes
- Joint use facilities– Parks & Rec, Schools



■ 21st Century Library Services

- On-Demand Programming
- Experiential and hands-on (maker spaces)
- Customer driven & customer participation (social networking)
- Mobile tech replacing fixed tech
- Out and about (bicycle libraries, etc.)
- E-materials replacing physical ones
- Community gathering place & Center of civic engagement



Continued on next slide



#4 - Library & Community Services - Library Trends

- Shared and Joint Use Space Possibilities
 - Shared meeting spaces
 - Shared outdoor spaces
 - Shared parking
 - Shared customer service point(s)
 - Cross trained staff provide seamless services



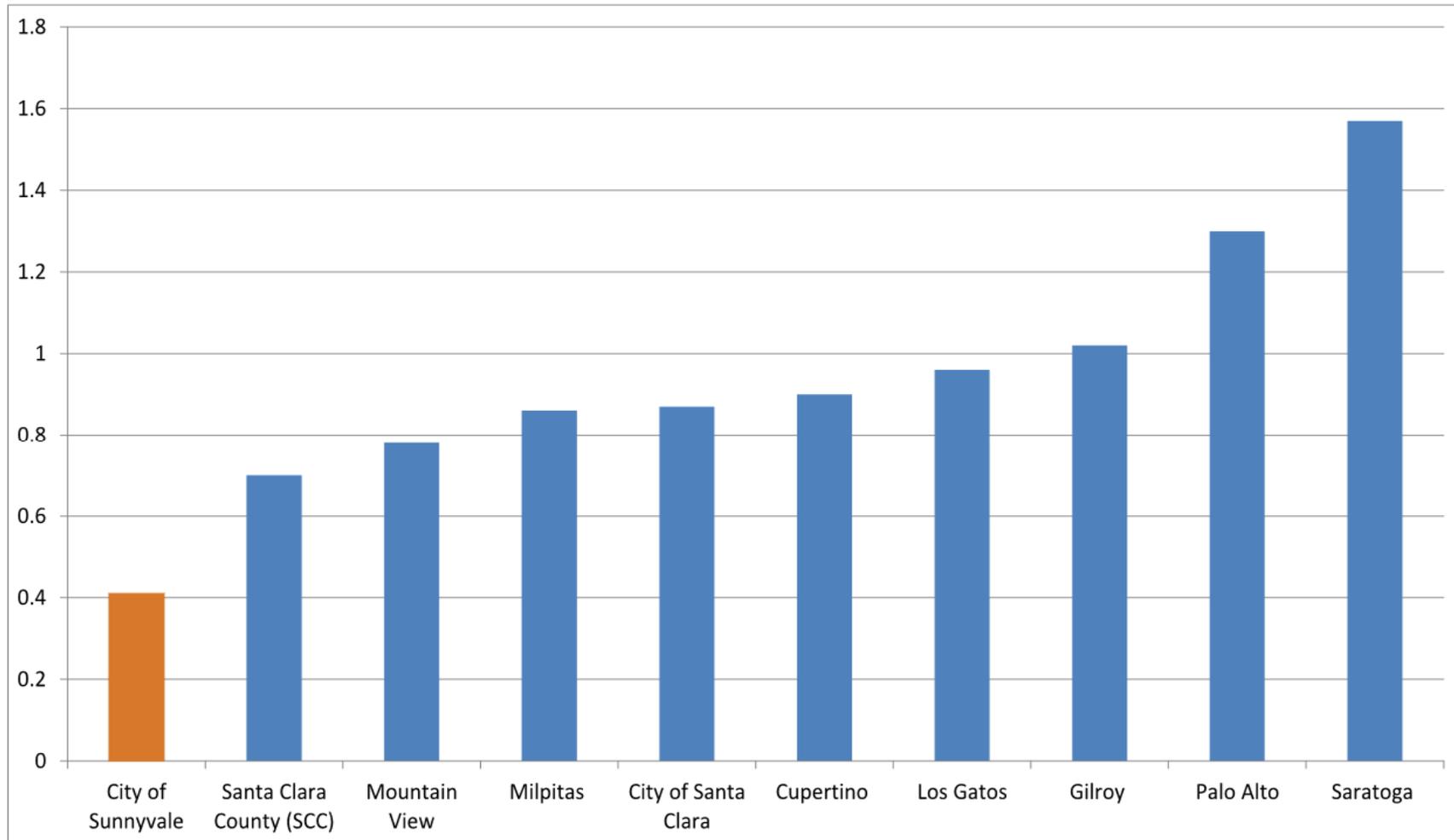


#4 - Library & Community Services - Library Metrics

	Population Served (2014)	Total Area Served (square miles)	Total # of Facilities	Service Area Per Facility (square miles)	Total Facility (square feet)	Total Facility SF Per Capita
City of Sunnyvale	147,055	24	1	24	60,843	0.41
City of Santa Clara	121,229	18.4	3	6.13	105,125	0.87
Mountain View	76,781	12.3	2	6.15	60,000	0.78
Palo Alto	66,861	25.8	5	5.16	86,990	1.30
Cupertino (Part of SCC)	59,946	11.3	1	11.3	54,000	0.90
Saratoga (Part of SCC)	30,887	12.4	1	12.4	48,500	1.57
Los Gatos	30,532	11.2	1	11.2	29,240	0.96
Gilroy (Part of SCC)	52,413	16.2	1	16.2	53,500	1.02
Milpitas (Part of SCC)	70,092	13.6	1	13.6	60,000	0.86
Santa Clara County (SCC)	425,564	1290	10	129.0	299,250	0.70

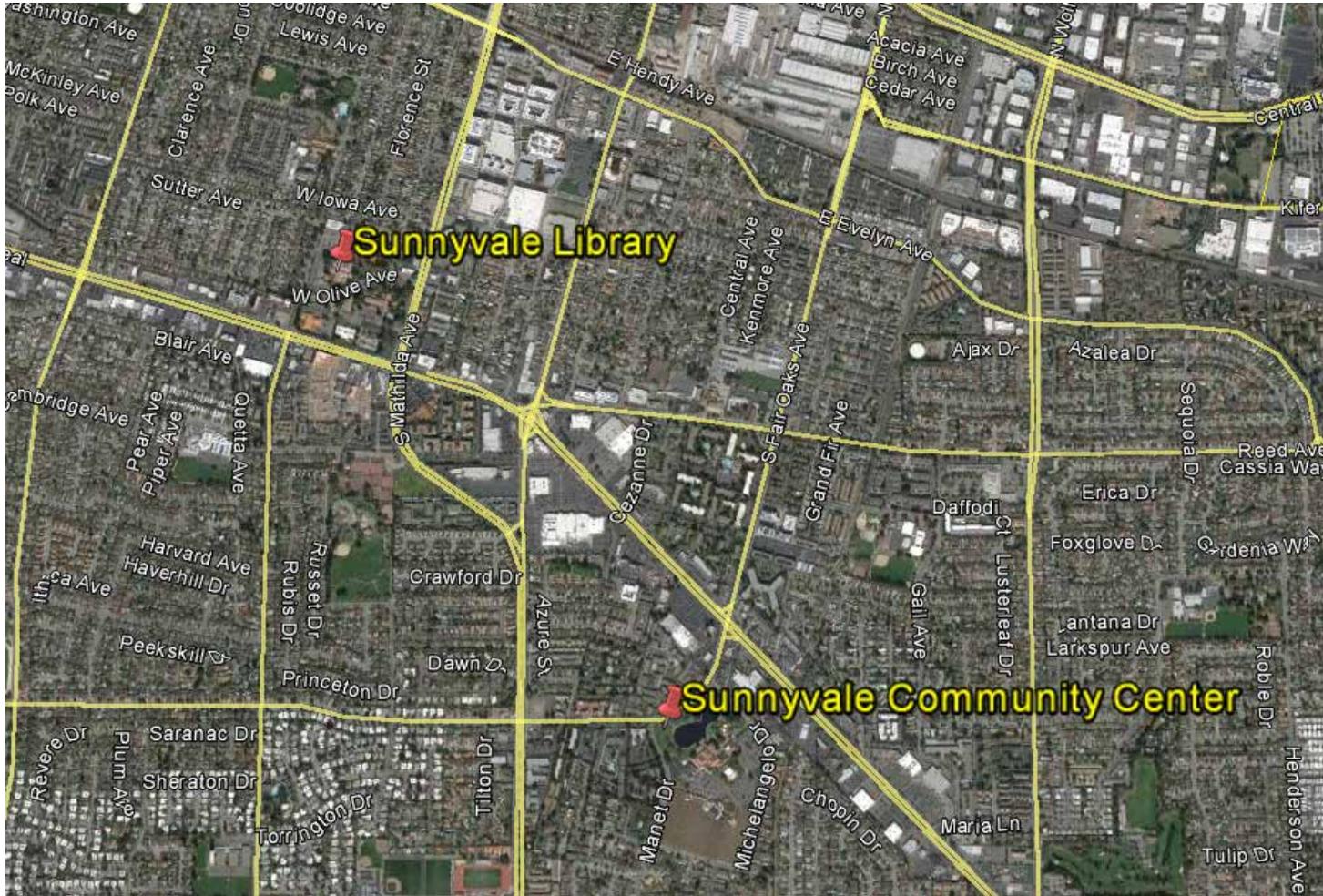


#4 - Library & Community Services - Facility SF Per Capita





#4 - Library & Community Services - Map





#5 City Hall & Public Safety - Questions

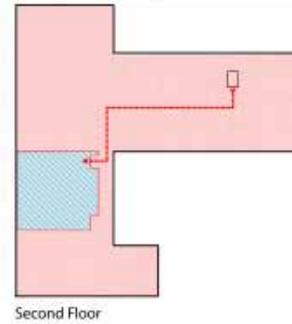
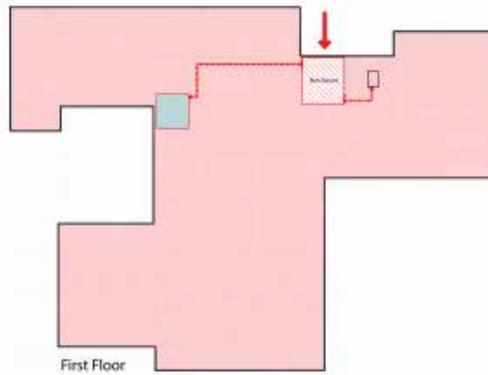
- What do you value about the services you receive at City Hall? What is working well?
- What do you envision for services from the future City Hall?
- What positive impacts would you like City Hall to have on the community?

- What are the most important things for the future Public Safety facility to have or do?
- One alternate under consideration is moving Public Safety to the Corp Yard, what do you think of this idea?



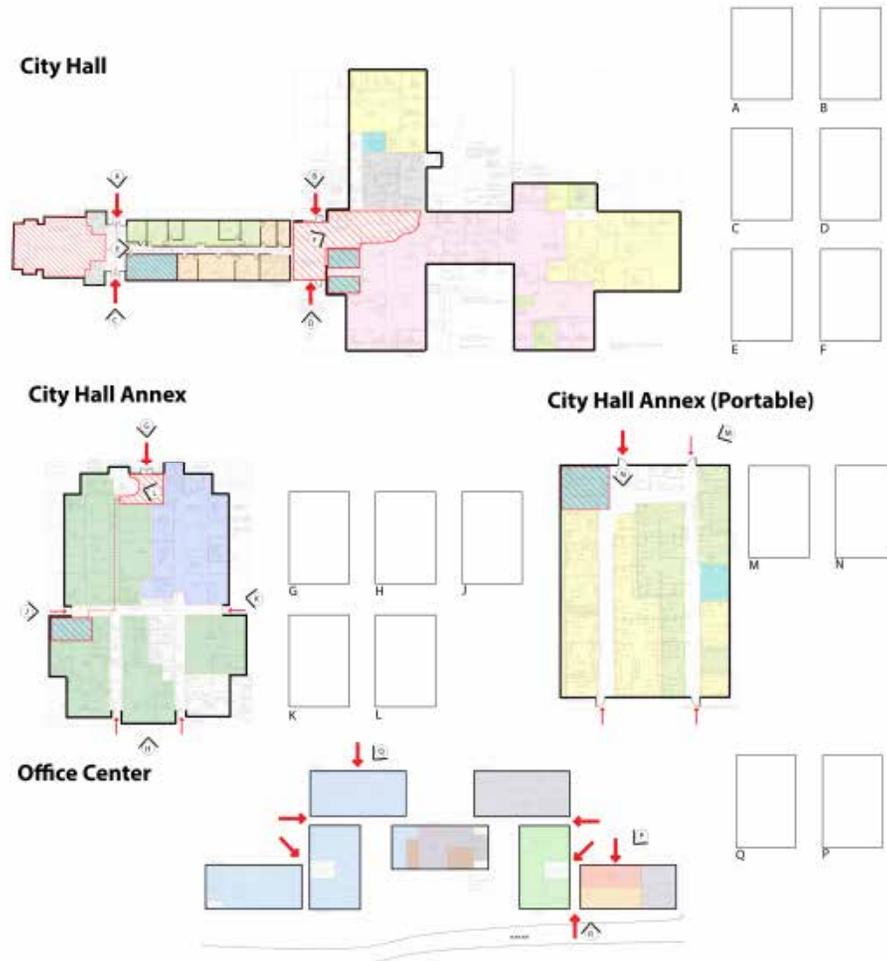
#3 City Hall & Public Safety - Plans

Public Safety



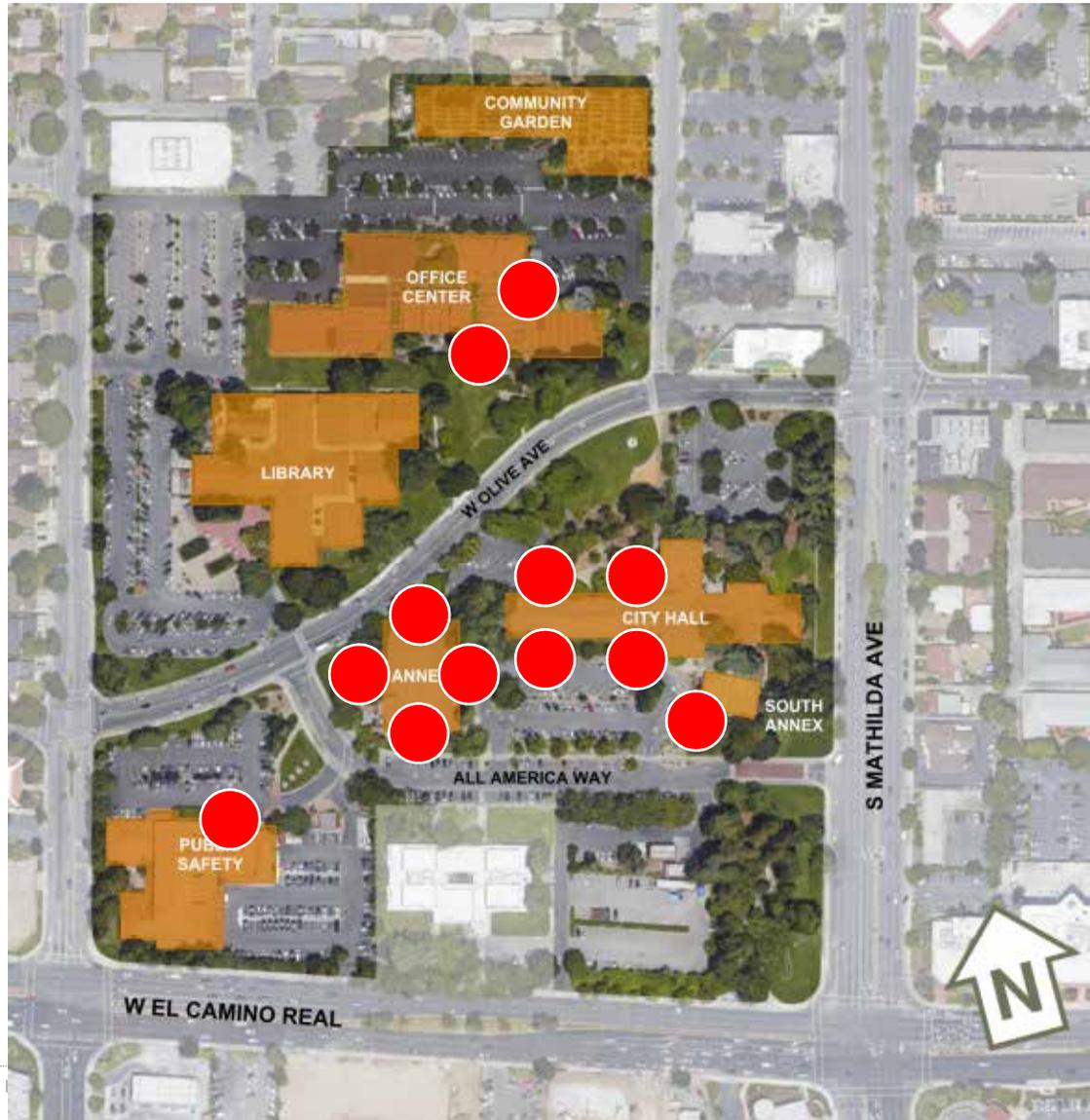


#5 City Hall & Public Safety - Plans





#5 City Hall & Public Safety – Entry Plan





Large Group

- **Key Findings**
 - Each Facilitator will present a summary of what they heard from the Community

- **Public Comment**

- **Closing**
 - Next Steps
 - Upcoming Meetings and Opportunities for Input
 - Stay in Contact
 - Information on how to stay informed
 - Feedback
 - Things that went well or could be improved about the workshop

- **Tours**



Tours

- Led by City Staff
- ABA Facilitator on Each Tour
 - Developed Questions
 - Gather and Summarize Comments
- Departure Meet-up Station
- Display Information near Entry (prior to departure)
 - Facility History
 - Photos of Facility
 - Site Map
 - Process Map



Conclusion

- Next Steps
 - Core Team Meeting #4 – Mon. May 4, 4:00 - 5:30 pm, West Conf. Room

- Action Items
- Feedback



Thank You



SUNNYVALE CIVIC CENTER MODERNIZATION
Core Team Meeting 3

MEETING DATE:	April 22, 2015	REGARDING:	Meeting Minutes
MEETING TIME:	4:00 – 5:30 pm	ABA PROJECT #:	14-1201-1
LOCATION:	West Conference Room		
ATTENDEES:	Pamela Anderson-Brulé, <i>ABA</i> Kate Rivard, <i>ABA</i>	Tara Martin-Milius, <i>Vice Mayor</i> Jim Davis, <i>Council Member</i> Glenn Hendricks, <i>Council Member</i> City Manager, <i>Deanna Santana (not in attendance)</i> Robert Walker, <i>Assistant City Manager</i> Kent Steffens, <i>Assistant City Manager</i> Lisa Rosenblum, <i>Library and Community Services Director</i> Jennifer Garnett, <i>Communications Officer</i>	

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INTENDED RESULTS:

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MEETING MINUTES

I. Introduction / Agenda Review

II. Review Key Concepts for City Staff Program

- A. City Staff Outreach & Process Summary
- B. Key Concepts
 - 1. Modularity of space types and sizes for future flexibility.
 - 2. Development of a centralized Conference Center to aggregate meeting space needs for greater efficiency and as a resource to the public.
 - 3. What is the City commitment to electronic data in the future? – How will the City plan for less paper storage on site?
 - 4. Capture critical adjacencies to establish basis for planning & operational efficiencies.
 - 5. Strategy for Growth

III. Discuss Community Workshop Format & Content

- A. Agenda & Timing
- B. Topic Station
 - 1. Multiple choices for the community to give input
 - a) Comment cards color-coded by topic station
 - b) Email project address
 - c) Facilitator/ recorder on flipchart
- C. Public Comment

1. There will be a group of people that will want to speak. They need to be given a chance, however not in a way where they can take too much time.
 - a) It can be an option to allow them to continue during the tours.
 - b) Facilitators will go on the tours to capture any comments and Pam can remain in the room to take any public comments.
 - c) ABA will typically use live capture for Public Comments during the final discussion. It's a very effective and powerful approach.
- D. The workshop will open with comments by the Mayor, allow 5 minutes.
- E. **ACTION:** Kent to send PowerPoints shared by public from Council Meeting to ABA
- F. Location of Identity Station
 1. There is a challenge of limiting access to the library if it is placed in the library lobby.
 2. It could also be located in the restroom alcove and then moved to lobby when the library opens.
- G. The Library tour will only be included if there are close to 200 people in attendance.
- H. Staff volunteers will greet late comers and explain the topic stations.
- I. Provide and encourage nametags
- J. Rotation will be queued by Pam as Master of Ceremonies by microphone or cowbell
- K. Library Tour
 1. There is some concern after last night's council meeting. The public has voiced concerns saying that the city manager's report is biased.
 2. The tour will just be factual about the existing facility. It will not be about solutions.
 3. Encourage the community to offer comments on the comment cards.
 4. It will be important to state facts on the tours.
- L. Station Format
 1. 2-3 boards with questions and images in color.
 2. Flipchart to record public comments
 3. Comment cards for individual written input
- M. Identity
 1. Include the Reflect statement?
 - a) Would be nice if the Civic Center reflected Sunnyvale's identity. Ideally it would
 - b) Only ask what is the identity?
 2. The identity board should be about the identity of the City, rather than just the Civic Center. As the process continues, decisions can be made to help the Civic Center reflect that identity.
 3. Attendees need to know and understand why they are discussing the identity of Sunnyvale.
 4. Comment that they feel torn between thinking ahead to the project and leaving the question more open.
 5. The process works like a funnel; we look at the big vision first and work down to something more concentrated.
 6. What do we really want to achieve?
 7. Perhaps more verbiage that frames ideas that will influence design?
 8. **DECISION:** Remove introductory statement and just have questions.
- N. Vision & Success Criteria
 1. Revise Questions
 - a) What is your vision for the future Sunnyvale Civic Center?
 - b) What values should the Sunnyvale Civic Center reflect?
 - c) What key words would you use to describe success for the future Sunnyvale Civic Center?
 2. The word cloud should have more striking colors.
 3. Revise Definitions
 - a) **Vision** - An inspiring description of what you would like to achieve or accomplish in the future. It serves as a clear guide for choosing courses of action.
 - b) **Success Criteria** - The standards which the project will strive to attain and by which options will be evaluated.
 4. The Vision and Success Criteria will ultimately judge the project, but also choices along the way
 5. The following will need to be addressed and prompted by the facilitators:
 - a) Land Use
 - b) Financing Strategy
 6. Add land use and finance to questions
 7. Show word cloud from the focus groups.

8. The word cloud is an inspirational graphic, not a facilitated exercise.
- O. Land Use & Exterior Program
 1. Revise Exterior Site Uses
 2. Revise Questions
 - a) What functions/uses do you believe should be provided at this site?
 - b) What exterior site uses for the Civic Center do you believe would be the most valuable to the community?
 3. This station should talk about land use.
 4. The plan is to include an inspirational image collage of potential site uses; it's not about design.
 5. One person doesn't think the path between City Hall and the Library should be a question.
 6. Action: Correct red dots showing entries on the Land Use site plan.
- P. Library & Community Services
 1. Remove Community Services from station title
 2. Keep all the questions being presented.
 3. The question of moving the library to the community center was discussed at the focus group and produced very good discussion. It will be a good topic for discussion at the workshop.
- Q. City Hall & Public Safety
 1. Delete positive impacts question.
 2. One person commented that they would like to put City Hall and Public Safety questions on two different boards.
 3. Entries on these boards should only be for city services, not staff entrances.
 4. A good point to mention would be the security issues that come with multiple entries.
 5. Public Safety – Moving to City's Corporation Yard
 - a) This was one option considered
 - b) But DPS has not said this is what they want to do
 - c) Can see benefits either way, but there are strong benefits of being in a central location
 6. The current boards feel visually weak and it's hard to understand the point.
 - a) Could use existing photos as supporting imagery as well
 - b) One person commented that they like entry site plan better.
 - c) Gray out library since it is not part of the focus of these boards.
- R. Key Findings
- S. Public Comment
 1. Is it formal or informal?
 2. Not formal public comment (time limit, etc.)
 3. It should be called something different. Perhaps: Open Comment or just Comments.
- T. Closing
 1. Next Steps
 2. Stay in Contact
 3. Feedback
 - a) Can also be done by Post-It notes as people are leaving.
- U. Tours

IV. Conclusion

- A. Next Steps
 1. Core Team Meeting #4 – Mon. May 4, 4:00 - 5:30 pm, West Conf. Room
- B. Action Items
- C. Feedback
 1. Much better, improved from last week
 2. Like tours better at the end
 3. Not simple enough, but no additional direction

The above minutes reflect ABA's understanding of issues and assignments discussed at the meeting. Unless ABA is notified in writing of any discrepancies, the minutes will be considered an accurate record of the issues and assignments. Minutes produced from this meeting will be distributed for review and comment. If no written comments are received, the minutes will stand as the record of the conversations and directions given at the meeting.