



Reference Packet - 3 of 3



Program



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 | <u>2</u> |
| ■ Total | 8 |

Program Recommendations

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





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	<u>4</u>
■ 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	<u>4</u>
▪ 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	<u>20</u>
■ 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



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	<u>0</u>
■ 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

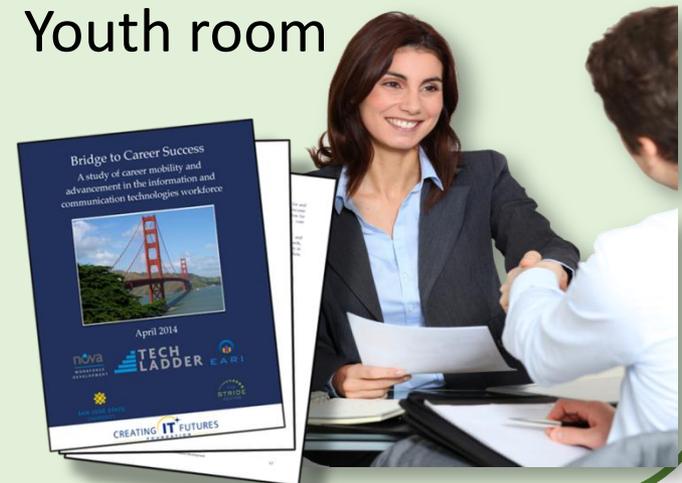
Current Staffing

▪ Permanent	51
▪ Temporary	<u>18</u>
▪ 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

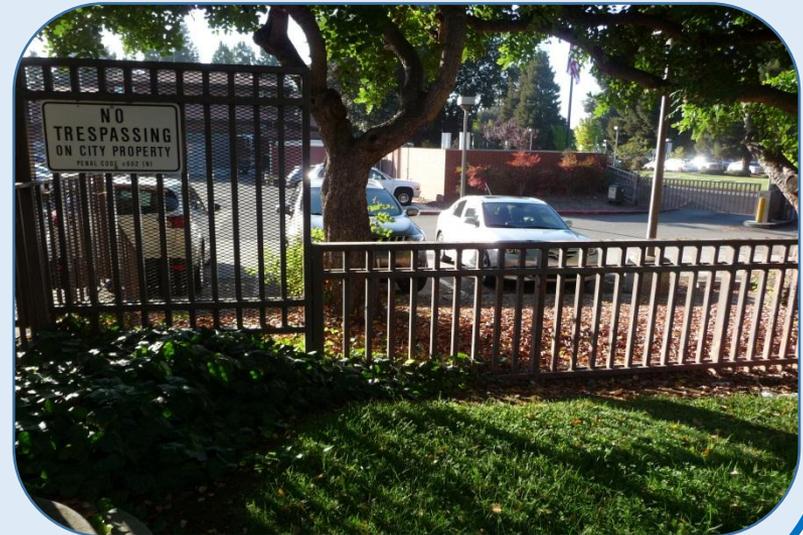




Public Safety Space Needs – 57,000 sq.ft.

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





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	<u>9</u>
■ Total	254



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	<u>2</u>
■ Total	19

Program Recommendations

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





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	<u>5</u>
■ Total	49

Program Recommendations

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





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





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



Vision - Working Draft

The Sunnyvale Civic Center will:

Serve the Community by:

Providing efficient, functional, & flexible facilities that support innovative service delivery and share resources that support the community's needs.

Welcome the Community by:

Reflecting the identity of Sunnyvale and creating an environment that inspires community pride, promotes civic engagement, and offers a wide range of indoor and outdoor services, to accommodate our diverse community.

Lead the Community by:

Supporting participatory governance and being a model of fiscal and environmental sustainability.



Success Criteria - Working Draft

■ Categories

- Improve the Quality of Services – Leaders in New Service Innovation
- Accessible to All Members of Our Diverse Community
- Civic and Community Engagement
- Increase Usability of Open Space
- Leaders in Sustainability
- Fiscally Responsible



Success Criteria - Working Draft

- **Improve the Quality of Services – Leaders in New Service Innovation**
 - Preserve or Enhance Current City Service Levels
 - Create Flexibility for Future City Needs
 - Improve Technology to Expand Service Capabilities & Improve Efficiencies





Success Criteria - Working Draft

- **Accessible to All Members of Our Diverse Community**
 - Improve Access to City Services
 - Improve Connectivity Between City Services on the Civic Center Campus
 - Create an Attractive, Welcoming, & Well-Used Environment for the Community
- **Civic and Community Engagement**
 - Flexible and Adaptable Spaces for Civic and Community Use – Meeting and Gathering Space
 - Provide Cultural & Community Resources

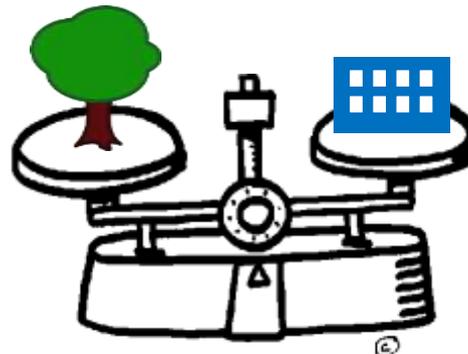




Success Criteria - Working Draft

■ Increase Usability of Open Space

- Provide a Walkable, Safe Environment
- Maintain a Balance between Built Structures and Open Space
- Make sure spaces can accommodate multiple uses – indoor and outdoor
- Outdoor Space that is open and used by the community
- Combine active and passive space to meet a range of user needs





Success Criteria - Working Draft

■ Leaders in Sustainability

- Civic Model of Sustainability
- Reduce Water & Energy Consumption



■ Fiscally Responsible

- Consider Lifecycle Costs: Balance Ongoing Operational/Maintenance Costs With Initial Construction Costs
- Balance Short Term Costs with Long Term Value
- Strategic Use of Land and Resources

