



BART is Coming to Livermore!

Facilitator's Guide

Roundtable Discussions *(1:05 hour – bell with 20 min. left)*

Goal

- Decide how different station qualities can help the community achieve the goals it has set for itself in the City's General Plan
- Decide which pair of stations best achieves these goals
- Identify images that best illustrate desired station type characteristics

To start: VOLUNTEER A SCRIBE – One participant from each roundtable will be the "Scribe" and will record what the group identifies as highest and lowest priorities for each Station Type. The scribe will:

- Record comments using the Flip Chart as needed
- Record Community Goals achieved by each station type and comments on the Station Type and Community Goals Group Worksheet
- Record Community Goals achieved by each station pairing and comments on the Station Pairing and Character Group Worksheet
- Put checkmarks when an idea gets supported
- No need to write every word – focus on adjectives and elements
- The more specific the better – tie comments to specific priorities

Community Goals – Part 1

1. **DISCUSS the Community Goals** – The group should discuss and come to agreement on how each Station Type can help achieve Community Goals. The complete text of each goal is provided on a reference sheet at each table.
2. **DECIDE** – Ask the group to decide which Community Goals can be achieved for each Station Type. The focus should be on where the goal is completely or substantially achieved. If the group gets stuck in the details, ask them to rate the achievement on a scale of 1-10, with 10 being complete achievement and 1 being some minor tangential linkage. Those rated 5 or above should be checked. Only use this scale if it's needed.
3. **RECORD** – Scribes record the Community Goals and comments on the Group Worksheet. The Scribe puts checkmarks every time an idea gets supported.
4. **REPEAT** – Repeat the process for all three Station Types.



Station Pairings and Community Goals- Part 2

5. **DISCUSS** – The group should discuss the Community Goals achieved by each of the 6 station pairings and build consensus.
6. **RECORD** – Scribes record the Community Goals achieved for each station pairing and comments on the Station Pairing and Character Group Worksheet.
7. **REPEAT for EACH of the Six Station Pairs** – The group should discuss the best station pairing option, and record the goals achieved and comments about how this pair of stations achieves community goals.
8. **RECORD** – Complete the worksheet for each of the six pairs.
9. **FINALIZE** – Finalize the group's preferred station pairing option and record in the box provided. Please include key comments that led to the group's selection of this pair.
10. **REVIEW** your list of favorite images and, as a group, identify the top two character images for each station type to report back later.
11. **SELECT A SPOKESPERSON** – Each group selects a "Spokesperson" to present the Group's findings to the entire workshop.

Group Reports

The group's reporter will present the group's station pairing that they believed best achieves the community's goals. They should also provide 2-3 brief comments about why this selection was made. The reporter should also identify the top two photos. Due to time limits, we will need them to just report the numbers.



Helpful Hints

- **Use Voting Selectively** – quickly identifying each person’s greatest hits by voting can make the process go faster. However, be careful to make sure that everyone feels comfortable and that they’re not just being “voted into the minority.” Make sure that people have a chance to express their opinions about their selections.
- **Suggest using a scale of 1-10 to help the group gauge how well a goal is achieved.**
- **Encourage discussion.** We not only want to learn what people think are “*priorities*” but ask them to discuss *why* they think they are priorities.
- **Identify common ground.** Narrow the discussion down when the same comment describes multiple priorities.
- **One person at a time.** Participants must be courteous to each other – this includes not interrupting other participants, as well as not being too long-winded.
- **Keep the discussion moving.** If you feel that someone is spending too much time on a single issue without resolve:
 - *We only have a minute or so to spend on each topic, so let’s move on.*
 - *If we finish our review of all the Station Types and still have some time left, let’s plan to come back to this one.*
- **Focus on what is “Right for the City for each Station Type”** – remind participants that we are not trying to learn about personal tastes, but rather, are depending on the community to decide what is “Right for the City for each Station Type”
- **Do not let individuals dominate** – politely thank dominant individuals for their input, make sure their points have been recorded, and ask to hear from another participant.

STAY POSITIVE

- If people get stuck talking about technical EIR or engineering issues:
 - Remind the table that there are other processes to address those issues. This workshop process is focused on discussing the desired characteristics of station areas for all potential Station Types. Call over a member of the technical team if needed.
- If people get stuck talking about negative things:
 - *Are there any parts of this that you think ARE CONSISTENT with the City’s character?*
- If the table does not feel that any station quality represents the City’s priorities:
 - Ask the table to list the characteristics that are not shown in the worksheets.

At any time, feel free to hail a workshop representative to help solve a dispute or provide direction.

THANKS FOR YOUR PARTICIPATION!