



BART is Coming to Livermore!

Facilitator's Guide

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

Goal

- Select Highest Priorities and Lowest Priorities for each Station Type
- Determine the greatest benefits of BART coming to Livermore
- Identify the biggest concerns of BART coming to Livermore

Process

1. **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.
Direct the scribe:
 - Record comments using the Chart Pack.
 - Record highest and lowest priorities on the Group Worksheet
 - Put checkmarks every time an idea gets supported
 - They don't need to write everything – focus on adjectives and elements
 - The more specific the better – tie comments to specific priorities
2. **DISCUSS** – The group should discuss the priorities for one Station Type and build consensus for highest and lowest priorities.
3. **DECIDE** – Ask the group to decide which priorities are their agreed upon highest and lowest priorities for one Station Type.
4. **RECORD** – Scribes record the Highest and Lowest Priorities, and comments on the Group Worksheet. The Scribe puts checkmarks every time an idea gets supported.
5. **REPEAT** – Repeat the process for all three Station Types.
6. **DISCUSS** – The group should discuss the greatest benefits and biggest concerns of BART coming to Livermore, and build consensus.
7. **RECORD** – Scribes record the group's ideas, and comments on the Group Worksheet. The Scribe puts checkmarks every time an idea gets supported.
8. **FINALIZE** – “Highest Priorities,” “Lowest Priorities,” “Greatest Benefits,” and “Biggest Concerns” to report back later.
9. **SELECT A SPOKESPERSON** – Each group selects a “Spokesperson” to present the Group's findings to the entire workshop.



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 are not just being “voted into the minority.” Make sure that people have a chance to express their opinions about their selections.
- **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 are the “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 dominant personalities dominate.** – politely thank 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.
- 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 for to help solve a dispute or provide direction.

THANKS FOR YOUR PARTICIPATION!