

To: O&S Committee

Date: July 26, 2013

From: Rick Ramacier, General Manager

Reviewed by:

SUBJECT: Paratransit Workshop at September 6, 2013 O&S Committee Meeting

Background:

In preparation for the paratransit workshop, staff believes a short discussion to set out expectations and process is appropriate to have at your meeting on August 2, 2013.

The Workshop

The workshop will be placed at the end of the regular agenda for the September O&S Committee meeting. The regular agenda will be light. I anticipate that the workshop will start within a half hour of the convening of the meeting. A much larger room within the Walnut Creek city offices has been secured.

Staff believes the workshop should last between 90 minutes with an outside chance it will last up to two hours. We would like your feedback on the best start time for the meeting.

The first 20-30 minutes of the workshop will be a focused staff presentation with no more than 15 power point slides – likely less. We then envision a board discussion around three key topics lasting anywhere from 30-60 minutes. We will then finish up with a discussion on next steps and recommendations to make to the full board. We also should include time for public input.

Board members who are not the O&S Committee will be encouraged to attend and participate, but they will not be allowed to vote any action the O&S Committee might take. Staff is working with Legal Counsel and the Committee Chair to ensure that we proceed correctly with respect to the Brown Act.

Expectations

Staff would like to discuss expectations with you one last time. At this point, we believe staff and the Board have the following expectations:

- To gain a better understanding of where we are with paratransit service and planning issues.
- To develop a strong sense of what direction(s) we want to go with paratransit service organization, delivery, and coordination.
- To use the discussions from the workshop to guide our development of the new Request for Proposal (RFP) for paratransit service delivery.

We look forward to hearing your feedback on this memo at your August meeting.