



Memorandum

August 4, 2023

To: Long Beach Transit

From: Christopher MacKechnie

Cc: Lee Burner, Jessica Cignarella

Subject: Key Dates for the February 2024 Service Change

October 27	Present Service Change to Internal Departments
November 6 - 10	Service Change Approved by CEO
November 17	Timetable modifications completed
November 17	Finalize Peak Bus Assignment with Maintenance & TSD
November 27	Begin Run Cut
December 1	Schedules circulated to CRC
December 8	CEO Confirmation with Union
December 11	Finalize Run Cut with TSD
December 20	Finalize Bid List
December 21	Review Bid Materials with Union stewards
January 5	Post Bid and distribute Bid documents
January 17	Operator Bid begins
January 26	Operator Bid ends
February 4	Service Change begins