

Attachment II: Proposed Workshop Schedule

Week 1

Meeting 1: Weekday evening; 5:30-8:30 pm (3 hours)

- Icebreaker and Community Agreement
- Overview of Lean innovation framework
- Overview of Racial Equity Framework
- Main Activity: Map pain points and select top ones to focus on during workshop

Individual Homework before meeting 1

- Read Orientation Packet
- Read Oct 27 and Nov 17 staff reports, data attachments, and data map

Meeting 2: Saturday, 9am – noon (3 hours)

- Review team assignments
- Team breakouts – solution brainstorms
 - Who is the target audience?
 - How does it address pain point?
 - How will we know if it is successful?

Individual Homework before meeting 2

- Sign Community Agreement
- Complete survey to choose focus area (staff will assign teams before meeting 2)

Weeks 2 & 3

(no meeting)

Staff Update Presentation to Council Budget and Finance Committee

Team Homework

- Feasibility analysis: Research solutions for legal, technical, and practical barriers (call other cities, interview staff)

Weeks 4 & 5

Meeting 3: Weekday evening, 5:30-8:30 pm (3 hours)

- Team breakouts – Review feasibility analysis and narrow solutions list
- Overview of lean innovation experiments (Minimal Viable Product, etc.)
- Team breakout – design experiments

Team Homework

- Lean innovation experiments

Week 6

Meeting 4: Weekday evening, 5:30-8:30 pm (3 hours)

- Share experiment results
- Create policy alternatives matrix

Team Homework

- Finalize policy alternatives matrix
- Work on presentation slides

Week 7

Team Presentations to the Council Budget and Finance Committee