

**City of Mountain View Human Relations Commission Immigration Subcommittee**  
**DRAFT Workplan Proposal for Discussion on 5/3/2018 (Version of 4/24/2018)**

**A. Proposed Scope/Products**

1. Develop a 1-2 pager fact sheet on Immigration in Mountain View (e.g. census data, economic data, historical events...)
2. Organize (up to) 4 public focus groups/panel discussions on 4 areas
  - Legal Issues/Support
  - Administrative Support/Access to Public Resources
  - Workplace/Business
  - Culture/Languages
3. Community Survey on improvements suggested in the 4 focus groups.
4. Work with Civility Roundtable committee to schedule a roundtable focused on immigration (“Mountain View, a city of immigrants”)
5. PowerPoint presentation recapping all activities to be shared with HRC (and possibly Council) by June 2019 (or earlier)

**B. Proposed Timeline**

Task	Subtasks	Timeframe	Resources
1. Outreach/Research	<ul style="list-style-type: none"> <li>Identify key stakeholders to join our Committee</li> <li>Identify Panelists/stakeholders for each focus group</li> <li>Identify Academics/Education Partner(s) for fact sheet (e.g. San Jose State, local high schools...)</li> </ul>	Through August 2018	<ul style="list-style-type: none"> <li>Immigration Subcommittee</li> <li>Stakeholders as they get on board (e.g. Santa Clara Office of Immigration, MV Leadership Academy Ambassadors, YAC....)</li> <li>City Staff to facilitate meetings, introductions for outreach....</li> </ul>
2. Develop Fact Sheet on Immigration in Mountain View	<ul style="list-style-type: none"> <li>Census Research</li> <li>Historical Research</li> <li>Economics Research</li> </ul>	December 2018?	<ul style="list-style-type: none"> <li>Immigration Subcommittee (liaison/supervision)</li> <li>Academics/Education Partner(s)</li> <li>City Staff to review Fact Sheet (as it would be a City document)</li> </ul>
3. Legal Focus Group	<ul style="list-style-type: none"> <li>Identify/Select 4-5 Panelists</li> <li>Convene Focus Group</li> <li>Compile list of suggestions/ideas</li> </ul>	October 2018	<ul style="list-style-type: none"> <li>Immigration Subcommittee</li> <li>Stakeholders identified in Task 1.</li> <li>Focus Group Stakeholders/Panelists</li> <li>City Staff to support event (incl. planning)</li> </ul>
4. Administrative Support/Access to Public Resources Focus Group	<ul style="list-style-type: none"> <li>Identify/Select 4-5 Panelists</li> <li>Convene Focus Group</li> <li>Compile list of suggestions/ideas</li> </ul>	December 2018	<ul style="list-style-type: none"> <li>Immigration Subcommittee</li> <li>Stakeholders identified in Task 1.</li> <li>Focus Group Stakeholders/Panelists</li> <li>City Staff to support event (incl. planning)</li> </ul>

5. Workplace/Business Focus Group	<ul style="list-style-type: none"> <li>• Identify/Select 4-5 Panelists</li> <li>• Convene Focus Group</li> <li>• Compile list of suggestions/ideas</li> </ul>	February 2019	<ul style="list-style-type: none"> <li>• Immigration Subcommittee</li> <li>• Stakeholders identified in Task 1.</li> <li>• Focus Group Stakeholders/Panelists</li> <li>• City Staff to support event (incl. planning)</li> </ul>
5. Culture/Language Focus Group	<ul style="list-style-type: none"> <li>• Identify/Select 4-5 Panelists</li> <li>• Convene Focus Group</li> <li>• Compile list of suggestions/ideas</li> </ul>	April 2019	<ul style="list-style-type: none"> <li>• Immigration Subcommittee</li> <li>• Stakeholders identified in Task 1.</li> <li>• Focus Group Stakeholders/Panelists</li> </ul>
6. Community Survey	<ul style="list-style-type: none"> <li>• Develop Questions based on Focus Groups</li> <li>• Publish Survey</li> <li>• Advertise Survey</li> </ul>	May 2019	<ul style="list-style-type: none"> <li>• Immigration Subcommittee</li> <li>• Stakeholders identified in Task 1.</li> <li>• City Staff to support survey</li> </ul>
7. PowerPoint Presentation	<ul style="list-style-type: none"> <li>• Summarize all activities</li> <li>• List of Suggestions</li> </ul>	June 2019	<ul style="list-style-type: none"> <li>• Immigration Subcommittee (Lead role)</li> <li>• Stakeholders identified in Task 1.</li> </ul>