

# Request for Policy Analysis (Council Referrals)

Department City Manager's Office Rules Date January 28, 2026 Item C.1  
 Department Rep. Name/Ext. Angel Rios Councilmember Sponsorship Pamela Campos  
 Policy/Ordinance Subject Children and Youth Master Plan and Latino Health Assessment

<b>Staff Recommendation</b>			
<input checked="" type="checkbox"/> <b>GREEN</b> Adopt based on tradeoffs outlined on next page	<input checked="" type="checkbox"/> <b>YELLOW</b> Defer to a later designated date or the annual Budget Process	<input type="checkbox"/> <b>RED</b> Recommend Council not adopt nominated idea	<input type="checkbox"/> <b>NEEDS CLARIFICATION OR MORE TIME TO EVALUATE</b>

<b>Staff Evaluation</b>		
Is this already underway in a department work plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this time critical or an emergency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will this require substantial resources, staffing, budget, strategic support, or reprioritizing existing work plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Criterion to Determine Scale of Project Complexity</b>	
Project complexity is determined by scoring the project in each of the 3 criteria below and then summing the score.	
a. Low Complexity is a sum of 6 or less. b. Medium Complexity is a sum of 7 – 9. c. High Complexity is a sum of 10 or greater.	<b>Total Score = 12</b>

Scoring Criterion			Low Complexity		Medium Complexity				High Complexity		
	Estimated Duration		6 – 9 months <input type="checkbox"/> = 1		9 - 18 months <input checked="" type="checkbox"/> = 2		More than 18 months <input type="checkbox"/> = 3				
	Organizational Complexity  (Internal)		Can easily be absorbed into existing work plan <input type="checkbox"/> = 1		Planned work (future) <input checked="" type="checkbox"/> = 2		Work not currently proposed <input type="checkbox"/> = 3				
			Have staff with required skillset/knowledge <input type="checkbox"/> = 1		Have staff with required skillset/ requires moderate research <input checked="" type="checkbox"/> = 2		Do not have staff with required skillset/requires significant research <input type="checkbox"/> = 3				
			Less than or equal 2 staff required <input type="checkbox"/> = 1		3 - 4 staff required <input type="checkbox"/> = 2		More than 5 staff required <input checked="" type="checkbox"/> = 3				
	(External)		1 Additional department; no community outreach required <input type="checkbox"/> = 1		2 Other departments Involved; some community outreach required <input type="checkbox"/> = 2		3 or more departments and/or external partners involved; significant community outreach required <input checked="" type="checkbox"/> = 3				
DEPT. Required	<input type="checkbox"/> Airport	<input type="checkbox"/> Auditor	<input checked="" type="checkbox"/> CMO	<input type="checkbox"/> OEDCA	<input type="checkbox"/> ESD	<input type="checkbox"/> Fire	<input type="checkbox"/> HR	<input type="checkbox"/> IT	<input checked="" type="checkbox"/> PRNS	<input type="checkbox"/> Police	<input type="checkbox"/> Retirement
	<input type="checkbox"/> Attorney	<input type="checkbox"/> Clerk	<input checked="" type="checkbox"/> CMO – Budget	<input type="checkbox"/> Community Energy	<input type="checkbox"/> Finance	<input type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input checked="" type="checkbox"/> Library	<input type="checkbox"/> PBCE	<input type="checkbox"/> PW	<input type="checkbox"/> DOT

CMO Approval: /s/ Lee Wilcox Date 1/22/2026

<b>Analysis</b>
<b>Explain the rationale for staff recommendation, including any mitigating factors that need to be considered (recent legislative action, significant work plan changes, etc.). Please address the following as well.</b>
<p>GREEN LIGHT: The Administration can implement this nominated idea under its current work plan. Item should be sent to Council to add to department work plan. (1) How will the idea be approached? (2) If adopted, what is its impact and/or tradeoff to the City Council Focus Area or to a department work plan, including strategic support? (3) What is the minimum viable scope to move the idea forward and reduce its complexity?</p> <p>This form evaluates the recommendations included in the memorandum from Councilmember Campos to the Neighborhood Services and Education (NSE) Committee dated December 9, 2025 and two additional recommendations added verbally at the December 10, 2025 joint meeting of the NSE Committee and the County's Children, Seniors, and Families Committee.</p> <p>Staff recommends a green light for recommendations 2, 3, and 5-9 from the memorandum and a partial green light for recommendation 4. Staff also recommends a green light for the two recommendations added verbally, referred to in the attached workload evaluation matrix as recommendations 10 and 11. These green light recommendations are based on the Administration's proposed scope as listed in the attached matrix. Please see the attached matrix for more detail.</p>
<p>YELLOW LIGHT: Administration recommends Council defer this nominated idea to a later designated date or the annual Budget Process due to (describe cost implications, workload impacts, or other factors)</p> <p>Staff recommends a yellow light for recommendations 1a,b, and c and a partial yellow light for recommendation 4 from the memorandum from Councilmember Campos. Please see the attached matrix for a more detail.</p>
<p>RED LIGHT: The Administration recommends Council not to adopt this nominated idea due to (describe reason implementation would be difficult if not impossible – conflict with other laws, etc.).</p>

### Attachment: Workload Evaluation Matrix

This matrix evaluates the recommendations included in the memorandum from Councilmember Campos to the NSE Committee dated December 9, 2025 and two additional recommendations added verbally at the December 10, 2025 joint meeting of the NSE Committee and the County of Santa Clara's CSF Committee.

#	Memo Text	Administration's Proposed Scope	Recommendation*
1	<p>1. Refer the following budget-related requests to the Rules and Open Government Committee for consideration:</p> <p>a. Request that the City Manager include in the Mid-Year Budget a report on the funding status (City, County, and other funding partners) of the Children and Youth Services Master Plan and initial recommendations on the funding needed to sustain and expand the pilot locations and policy work. The City Manager should determine if any programs or services are eligible for Medi-Cal reimbursement.</p> <p>b. Request that the City Manager prepare a Manager's Budget Addendum (MBA) that identifies the specific service gaps in priority underserved neighborhoods, including Hoffman-Via Monte, Edenvale/Roundtable, Cadillac/Winchester, Mt. Pleasant, Welch/Overfelt Area/Valley Palms, and Meadowfair/Silver Creek/Brigadoon, and outlines what resources would be needed for these areas to receive services equivalent to those offered at the two existing demonstration sites.</p> <p>c. Request that the City Manager prepare an MBA that provides multiple options to establish and structure work to sustain the Children and Youth Services Master Plan as a priority of the City Manager.</p>	<p>Staff recommends that these recommendations be considered as part of the City Council's review and approval of the Mayor's March Budget Message for Fiscal Year 2026-2027. Staff believe that, to the extent feasible, it is best for the City Council to assign MBAs as part of its approval of the Mayor's March Budget Message so that the City Council can consider the scope of the MBAs in context of the City's budgetary position and other direction that will be approved by the City Council through action on the Mayor's March Budget Message. Note that, given that the 2025-2026 Mid-Year Budget Review will be released on January 30, 2026, recommendation 1a would be accomplished through an MBA should it be directed by the City Council.</p>	Yellow

\*Recommendation is based on the Administration's proposed scope.

#	Memo Text	Administration's Proposed Scope	Recommendation*
2	Request that the City Manager return to the Neighborhood Services and Education Committee (or City Council, at the discretion of the City Manager) with options to ensure widespread access to referral software licenses in alignment with the No Wrong Door approach and improve referral data systems and data sharing. Identify workplan steps toward standardized financial aid and registration applications for City of San José programs across departments.	<p>Staff will report out on this item through the San José Youth Empowerment Alliance Annual Report at the April 2026 NSE Committee meeting, providing the following information.</p> <ul style="list-style-type: none"> <li>• Status of licenses needed for existing demonstration site implementation of the no wrong door approach and identify gaps in license access for existing sites, if any. If additional licenses are warranted at existing sites, staff will indicate whether additional funding would be necessary to allocate additional licenses. This report would not analyze expanding the demonstration site model to other sites. That analysis would be subject to City Council direction to produce the MBA described in item 1b.</li> <li>• Standardization of any financial aid or registration applications that are administered by the City of San José and are relevant to the implementation of the demonstration sites. If additional standardization is warranted for applications that fit these criteria, staff will provide a workload assessment for accomplishing that standardization. This report will not complete a comprehensive assessment of all applications administered by the City, only those relevant to demonstration site implementation. A comprehensive assessment would be a substantial effort that is not within the scope of an existing work plan.</li> </ul>	Green
3	Request an interim report to the Neighborhood Services and Education Committee in Fall 2026 with initial "lessons learned" in the pilot locations and any steps necessary to create third and fourth pilot locations in impacted areas of South San José near Monterey Road and in Cadillac/Winchester.	Staff will include the item as described in the August-December 2026 NSE Committee Work Plan, with the exception that the item will not include "any steps necessary to create third and fourth pilot locations." That analysis would be subject to City Council direction to pursue the MBA described in Recommendation 1b.	Green
4	Request that the City Manager report to the Neighborhood Services and Education Committee in	Staff recommends bifurcating this item into two separate reports, as follows:	Green (in part) Yellow (in part)

\*Recommendation is based on the Administration's proposed scope.

#	Memo Text	Administration's Proposed Scope	Recommendation*
	February 2026 with updates regarding the Family, Friends, and Neighbors (FFN) program and its role in the Children and Youth Services Master Plan. The report should include evaluation of the sustainability for the program.	<ul style="list-style-type: none"> <li>• GREEN: Staff will provide "updates regarding the Family, Friends, and Neighbors (FFN) program and its role in the Children and Youth Services Master Plan" at the February 2026 NSE Committee meeting. The January 28, 2026 Rules and Open Government Committee agenda includes a staff recommendation to add a report on this topic to the NSE Committee Work Plan for February 2026.</li> <li>• YELLOW: On the direction to provide an "evaluation of the sustainability for the program," instead of covering this in the February 2026 NSE Committee report, staff recommends reporting out on options for sustaining the program through an MBA as part of the 2026-2027 Budget Process, if directed by the City Council. Staff has two reasons for this amended recommendation. First, given the short timeline and other overlapping commitments, staff would be challenged to provide sustainability options as directed by February 2026. Second, staff believes that this request is best handled through the budget process. The 2025-2026 Adopted Budget eliminates the FFN program effective in Fiscal Year 2026-2027. An MBA would allow the City Council to consider options for sustaining the program through the 2026-2027 Budget Process. As discussed in recommendation 1 above, staff recommends that MBAs be directed by the City Council as part of the consideration of the Mayor's March Budget Message. Consequently, this item is a yellow light.</li> </ul>	
5	Request that the City Manager provide bi-monthly verbal reports to the Neighborhood Services and Education Committee on Children and Youth Services Master Plan implementation.	Staff is bringing forward a proposed work plan amendment to the January 28, 2026 Rules and Open Government Committee meeting to add verbal updates at the February, April, and June 2026 NSE Committee meetings.	Green

\*Recommendation is based on the Administration's proposed scope.

#	Memo Text	Administration's Proposed Scope	Recommendation*
6	Request a report to the Neighborhood Services and Education Committee regarding Recreation Preschool, including information about the viability of "upgrading" a Recreation Preschool location to be licensed and eligible for state funding. If possible, the report should include previous efforts to achieve this.	At the September 30, 2025 City Council meeting, as part of consideration of the City Council Focus Area Semi-Annual Status Report, the City Council directed staff to bring forward a report to the February 2026 NSE Committee meeting that sets out, at a high level, opportunities for the City to improve access to childcare. As part of this existing council-directed work, staff will provide a brief, high-level discussion of considerations for City-operated licensed childcare.	Green
7	Direct the City Manager to work with philanthropic partners to complete implementation of the Pilot Demonstration sites and report evaluation results in FY 2026/2027.	Staff will include a report on this item in the August – December 2026 NSE Committee Work Plan as directed in recommendation 3.	Green
8	Direct the City Manager to include in the next legislative update opportunities for partnership with the County of Santa Clara, in alignment with the Children and Youth Services Master Plan and the Latino Health Assessment, including advocacy related to support childcare. The report should include the Childcare and CalWorks sections of the County Legislative Policies Document.	Staff discussed opportunities for partnership in a meeting with Councilmember Campos on January 8, 2026 and in the presentation for the 2026 Legislative Program at the January 13, 2026 City Council meeting.	Green
9	Direct the City Manager to cross-reference the County's presentation on the Latino Health Assessment to the full City Council, with a staff report that documents alignment with Council direction, including the Children and Youth Services Master Plan. In response to recent public violence involving youth that require intervention services and opportunities to support a different track to success, focus on Latino Health Assessment Action Plan goals: "Develop strategies to reduce juvenile justice involvement for vulnerable youth," "Improve educational opportunities and skills training for youth," and "Evaluate and improve early childhood education."	Staff recommends a modified version of this direction, under which staff will coordinate a discussion of the Latino Health Assessment, including alignment with identified action plan goals, to the San José Youth Empowerment Alliance Policy Team. Staff believes that this would be a productive next step to continuing collaboration with the County on this matter, as the County and other partners are participants in the Policy Team.	Green

\*Recommendation is based on the Administration's proposed scope.

#	Memo Text	Administration's Proposed Scope	Recommendation*
10	ADDED VERBALLY  Direct the City Manager to hold an annual joint meeting between the City's NSE Committee and the County's CSF Committee.	Staff will help to facilitate future joint meetings pursuant to guidance on desired agenda topics from the NSE Committee Chair.	Green
11	ADDED VERBALLY  Direct the City Manager to provide a report on the alignment of City and County outcomes for the demonstration sites.	Staff will provide a report on this item in the August – December 2026 NSE Committee Work Plan as directed in recommendation 3.	Green

\*Recommendation is based on the Administration's proposed scope.