

ATTACHMENT "1"

Previous actions related to this agenda item that were taken by the Council are listed below. To view prior actions and materials, and Brentwood Municipal Code references in the staff report, as applicable:

- Visit www.brentwoodca.gov/meetings, and select the meeting date(s) desired to see the reference materials and videos.
- Visit www.brentwoodca.gov/municipalcode to research references to the Brentwood Municipal Code and search by the code section(s) cited.

On September 12, 2023, Vice Mayor Meyer, and Council Members Mendoza and Pierson requested future agenda items generally related to issues at the Brentwood Senior Activity Center, and customer satisfaction of recreational programming.

On September 26, 2023, the City Council directed staff to spend staff time and resources on the following:

- Interview all the staff and all the stakeholders that participate in the programming of all of those facilities and programs
- Former employees who are residents if they'd like to participate
- Include seniors and any participants in programming with the Parks and Rec
- Investigation be independent
- Staff time and resources to create an RFP to be reviewed by Council
- Set the budget amount for the investigation at \$100k
- The full list of items for investigations specific to the senior center
- Questions on the survey for residents questions related to youth services
- Include in the RFP for consultant to put together a survey to encompass all of the various requests mentioned tonight
- Independently created, independently evaluated, and then presented to the city council
- Additional programming based on the Survey with all programming in Parks and Recreation to be included
- Add facilities and customer service
- Council will authorize the RFP unless that authority is delegated
- Current non-profit and CBO partnerships and those terminated since 2019 including reasons for termination
- Current MOU use those that expired since 2019 and those about to expire
- Current programs, special projects, events and activities and those terminated since 2019, including reasons for termination
- How staff is chosen to work at the center
- How training is managed for that staff, whether temporary or long term
- Senior related experience qualifications of leadership positions of regular center staff
- Everything considered when placing staff there
- Any future plans being explored that potentially change the format infrastructure or offerings of the senior center
- Yearly attending number since 2019
- Confirmation of language and cultural access efforts
- The on-site schedule for Parks and Rec leadership

- The status of the previously printed Brentwood seniors' activities guide
- To include facility usage of the senior center
- Effectiveness of the programming customer service
- Recommendations from the Parks and Commission, on how we can ensure a positive experience for our residents.
- A review of staffing levels in over the last 3 years in Parks and Recreation
- With organizational charts and position and attrition over the 3 years and reason for leaving (general without names or position titles, should not be employee specific)
- The City Attorney has the authority to use staff time and resources time and resources to run the motion past outside council

On November 14, 2023, City Council authorized staff to issue a Request for Proposal for Consultant to assist with Brentwood Senior Center Operational Assessment & Citywide Recreational Customer Satisfaction Survey.

On January 24, 2024, the City Council adopted Resolution 2024-10 awarding the contract to Matrix Consulting Group in an amount not to exceed \$49,600 for the Brentwood Senior Activity Center Operational Assessment & Citywide Recreational Customer Satisfaction Survey.