



To: Mayor & Town Council
From: James D. Gaston, III, Town Administrator (TA)
Date: Tuesday, August 22, 2023
Subject: **Monthly Report**

RFPs/Public Works/Parks

- **UPDATED New Town Hall estimated completion date is November 30, 2023**
- New Town Hall tours occur every two (2) weeks & welcome anyone
 - The next scheduled tour is **Thursday, August 24, 2023, at 10 AM**
 - Email info@brentwoodmd.gov for more information & to sign the waiver
 - 3700 block of Utah Street was closed from 8 AM-5 PM, Friday, September 1, 2023
 - due to street repairs
 - A Construction/No Parking Zone has been created from 8 AM-5 PM on Utah St. until Friday, September 1, 2023, to assist with material deliveries & set up
- Town survey for the boundaries between Brentwood & North Brentwood from Windom Road to the railroad tracks will be presented by CPJ on **Tuesday, September 5, 2023**
- A new Thomas Stone ES sign located on 38th Street has been requested
 - **MDOT UPDATE no updates as of Saturday, August 19, 2023**
- Three (3) quotes each have been submitted & a Bid Tabulation sheet has been submitted to the Town Council for review
 - Traffic & Parking Study
 - Engineering services for the 38th Place sidewalk installation
 - Code Enforcement & Parking Enforcement Software Update

Public Works

- The town has several sandbags at the Public Works. If a resident or business would like to pick up some, contact the Town Hall at 301.927.3344 or at Info@brentwoodmd.gov to schedule a pickup time.
- **Tree Canopy/Tree USA**
 - The Town removed the tree on 39th Street
 - The Grant for the walkable GreenWay has been submitted to the State of Maryland Department of the Environment/Natural Resources-**Denied**
- The Town has been approved & received the nine (9) year stickers



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BRENTWOOD Maryland

- **Parks Department**

- Veterans Memorial Park
 - No Update
- Pocket Park
 - No Update
- Bartlett Park
 - **Town has installed a new set of soccer goals**



- **Splash Frog needs to be repaired & is NOT Active as of Friday, August 18, 2023**

Town Staff

- The Town has hired a full-time Code Enforcement Officer **Joseph Hawkins, IV**
- The Town has hired a new Public Works staff **Jenchesky Santiago (PW is staffed at four (4))**
- **The Town has extended an offer for a Community Program Coordinator**
- **The Town now has five (5) notaries on staff to help residents**
- *Town Administrator Meetings, Training & Appointments*
 - TA gave a speech for the Montgomery County Eagle Scout Troop (Jun 22, 2023)
 - TA, Architect & Builder visited College Park, MD Audio Visual facilities (Jul 11, 2023)
 - TA attended the Quarterly AJCCN Membership Meeting (Aug 20, 2023)
 - TA took the Maryland Notary Oath (Jul 27, 2023)
 - TA attended & participated in National Night Out (Aug 1, 2023)
 - TA attended the Agape Playground Ground-Breaking ceremony (Aug 4, 2023)
 - TA attended Weather Updates-Prince George's Homeland Security (Aug 7, 2023)
 - TA participated in the *REAL* Institute Worksession #4 (Aug 8-10, 2023)
 - **TA named to Gov. Moore Accessory Swelling Unit Policy Task Force (Aug 9, 2023)**
 - TA attended the MML MD Canibus Panel in Annapolis, MD (Aug 10, 2023)
 - **TA attended 1st Session for Univ of Baltimore CPM Certification (Aug 14, 2023)**
 - **TA attended the MML Engagement & Outreach Committee Meeting (Aug 16, 2023)**

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BRENTWOOD Maryland

• Staff Training

- TA, Lead Code Enforcement & the Code Enforcement Officer & Town Clerk attended the MML Summer Conference, June 25, 2023-June 28, 2023

Code Enforcement

- See Attached Report
- TA hosted a Nuisance Properties meeting with the Town Attorney, Code & VM Leggins (August 18, 2023)

Economic Development- No Meetings scheduled

Grants

• New Town Center

- The 2021 \$400k Bond Bill for the Town Center has been approved and is waiting for distribution from the Capital Grants from the state of Maryland
- The 2023 Legacy Grant has been submitted for the renovation of the Community & Public Safety Center
- The 2023 Legacy Grant has been submitted for the completion of the New Town Hall to help defray the cost

• Veterans Memorial Park, Pocket Park & Bartlett Park

- No New Updates
- **CDBG Grants** The Town has evolved financially, (median single-family home prices), which means the Town is no longer eligible for CBDG grants.
- Town needs to *2023-2024 Grant & Legislative Priorities*
 - New Town Hall Renovation
 - Old Town Hall/Police Station/Community Center
 - Town Parks
 - Infrastructure Improvements
 - Stormwater runoff at New Town Center
 - EV vehicles
 - Housing & Real Estate

Ceremonial Services

- The Town now provides residents with ceremonial documents for events & visitors
 - Birthday & Letters of Greetings, Anniversary & Retirement, Letters of Welcome, etc

Notary Public Report

- Town Staff (5) assisted with (1) notaries June 21, 2023-August 22, 2023

Communications & Marketing

- *The Lamplighter* September 2023 newsletter will be posted by Tue, Sept 5, 2023 or sooner

Social Media

Facebook [@BrentwoodmdTownhall](#)
606 Friends (+70)

Instagram [@brentwoo33mdtownhall](#)
306 followers (+28)

Twitter [@BrentwoodMd](#) 101 Followers (+6)
Linked In [@Town of Brentwood](#)

Followers, 37 (+3) Connections 18 (+1)
YouTube [@BrentwoodMd](#) 96 Subscribers (+7)

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