

To: Mayor & Town Council
From: James D. Gaston, III, Town Administrator (TA)
Date: Tuesday, October 17, 2023
Subject: **Monthly Report**

RFPs/Public Works/Parks

- **New Town Hall estimated completion date is Friday, December 1, 2023**
- New Town Hall Tours occur every two (2) weeks & welcome anyone
 - The next scheduled tour is **Thursday, October 19, at 10 AM**
 - Email info@brentwoodmd.gov for more information & to sign the waiver
 - A Construction/No Parking Zone has been created from 8 AM-5 PM on Utah St. until Friday, December 1, 2023, for material deliveries & set-up
- Town survey for the boundaries between Brentwood & North Brentwood from Windom Road to the railroad tracks was presented by CPJ on **Tuesday, September 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 (Pending)
 - Engineering services for the 38th Place sidewalk installation (Update)
 - Code Enforcement & Parking Enforcement Software (Approved)
 - Public Works Software Update (Pending)

Public Works

- **New BobCat** Public Works, Friday, October 13, 2023.



Town Hall | 4300 39th Place | Brentwood, MD 20722 (301) 927-3344 | town.administrator@brentwoodmd.gov





BRENTWOOD Maryland

Updated Signage on US Route One/Rhode Island Ave at Volta Ave.

Before



After



The Windom Road Project metal rail has been removed & replaced with planters



Tree Canopy/Tree USA

- The Town has added three (3) trees from the 35th Street Alley, to the roster of Town Trees.



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BRENTWOOD Maryland

- **Parks Department**
 - Veterans Memorial Park
 - No Update
 - Pocket Park
 - No Update
 - Bartlett Park
 - Splash Frog is off for the season & needs a new timer before Summer 2024
- **Town Staff**
- The Town has hired a new Public Works staff Jenchesky Santiago (PW is staffed at three (3))
- The Town is seeking a new Public Works staff to replace Richard Welch
- The Town has hired a new Community Program Coordinator, Debi Martinez-Zambrano
- **Town Administrator Meetings, Training & Appointments**
 - Mon. Sept 18-22, 2023 Class of 2024 (Cohort 14) Weekly Retreat at Univ. of Baltimore
 - Sat. Sept 23, 2023, Town of Brentwood 2023 Retreat at Gateway Media Arts Lab
 - Tues. Oct. 3, 2023, NLC RAISE Bootcamp Peer Learning Session
 - Wed. Oct 4, 2023, NLC Climate Action Bootcamp General Peer Learning Session
 - Wed. Oct 10, 2023, NLC Bootcamp Coaching Session
 - Wed. Oct 11, 2023, NLC Climate Action Bootcamp General Peer Learning Session
 - Thur. Oct 12, 2023, MML CyberThreat Webinar
 - Sat. Oct 14, 2023, MML Bus Tour at MixT Food Hall
 - Sun. Oct 15, 2023, MML Engagement & Outreach Committee Meeting
 - Sun. Oct 15, 2023, MML Black Cause of Local Municipal Government Meeting
 - Mon. Oct. 16, 2023, MML Traffic Calming Workshop
 - Mon. Oct 16, 2023, MML Population Small Workshop
 - Mon. Oct. 16, 2023, MML Main Streets Workshop
 - Mon. Oct 16, 2023, MML Emergency Management Workshop
- **Staff Meetings, Training & Appointments**
 - N/A

Code Enforcement -See Attached Report

- Next Nuisance Properties meeting with Town Attorney, Code & VM Leggins-(TBD)

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 Police Dept building renovation
- The 2023 Legacy Grant has been submitted for the completion of the New Town Hall

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BRENTWOOD Maryland

- **CDBG Grants** The Town has evolved financially, (median single-family home prices), which means the Town is no longer eligible for CDBG 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 provides residents with ceremonial documents for events & visitors
 - Birthday & Letters of Greetings, Anniversary & Retirement, Letters of Welcome, etc
 - Welcome Letter-Vice President of El Salvador
 - Homegoing letters William *Bill* Tavel & David Huggins

Notary Public Report

- The Town now has five (5) notaries on staff & assisted with (7) notaries between
 - Tuesday, August 23, 2023-Tuesday, October 17, 2023

Communications & Marketing

- *The Lamplighter* November 2023 newsletter will be posted by Mon, Nov. 6, 2023, or sooner

Social Media

- Facebook [@BrentwoodmdTownhall](#)
 - 625 Friends (+5)
- Instagram [@brentwoo33mdtownhall](#)
 - 342 followers (+1)
- X formerly known as *Twitter*
 - [@BrentwoodMd](#) 108 Followers (+0)
- Linked In [@Town of Brentwood](#)
 - Followers, 39 (+0)
- YouTube [@BrentwoodMd](#) 102 Subscriber

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