



TOWN ADMINISTRATOR MONTHLY MEMO

July 2025

Dear Town Council, Residents, Business owners, and Employees of the Town of Bladensburg;

Happy July! I am proud to have served as your Town Administrator for the past two years. Unlike most toddlers, I'm taking the approach of making this year my terrific twos. I hope to continue moving this Town forward on several key initiatives.



I. ADMINISTRATIVE OPERATIONS & LEADERSHIP

Budget Finalization for FY 2026:

Completed final steps in the FY 2026 budget process, including Council adoption, coordination with the Town Treasurer, and development of internal budget guidance for department heads.

Policy and Legal Coordination:

- Supported the review and preparation of a resolution for the DCHD Bond Financing Process for Town Hall.
- Completed additional information needed for the Bond Bill, funded for several projects.

II. CAPITAL PROJECTS & GRANTS MANAGEMENT

Town Hall Capital Planning:

- Continued work with the Neighborhood Design Center (NDC) on Town Hall planning.
- Prepared materials and resolution for the Council to explore Maryland DCHD bond financing and phased construction alternatives.
- Initiated legislative planning discussions for FY 2026 funding strategy.



Green Infrastructure Projects:

- Confirmed acceptance of a \$35,000 award from the Chesapeake Bay Trust for rain garden engineering design.
- Confirmed acceptance of a \$50,000 award for the Maryland Department of Energy for new Vehicle Charging Stations.
- Prepared budget amendment for Council consideration to recognize new grant revenue.
- Reviewed preliminary work plan and deliverables for multi-year infrastructure assessment.

New Grant Applications:

- Managed coordination and resolutions/letters of support for additional funding for Port Towns CDC Projects.

III. COMMUNITY & SPECIAL INITIATIVES

Community Events & Engagement:

- Supported the Juneteenth Paint & Celebrate event, including coordination with Council and Public Works on creative displays.
- Provided administrative oversight and communications support for ongoing summer programming and Independence Day Celebration.

America in Bloom & Sustainable Maryland:

- Finalized materials and documentation for upcoming review cycles.
- Supported report preparation and submission efforts with Communications and Public Works staff.

IV. COUNCIL SUPPORT & INTERNAL COMMUNICATION

Meeting Preparation:

- Maintained regular preparation of Council packets and coordination with staff.
- Supported Council with legislative memos, grant updates, and resolution drafts.
- Managed timely delivery of follow-up items and documentation.

Staff Recognition & Coordination:

- Issued administrative updates to keep staff and elected officials informed of Town activities.
- Recognized contributions of staff involved in packet production, project reporting, and operational continuity.

V. UPCOMING PRIORITIES – JULY 2025

- Welcoming America In Bloom to Bladensburg – July 16-18
- DCHD bond financing exploration and resolution presentation to the Council
- Legislative agenda development for FY 2026 capital priorities
- Mid-year review of departmental progress toward annual goals
- Continuing the Town Hall Project
- Revising the Town's Strategic Plan
- Updating the Town's Legislative Priorities with the Town Council



Green Team Update | The Town continues work on several green initiatives and projects that support our Sustainable Maryland agenda. We have entered into a Contract with Green Mechanics for the construction of 2 Green Bus Shelters that will be constructed this Summer!

We're grateful for the growing support from residents and community partners and look forward to continuing our sustainability work together throughout the year.

Business Roundtable: The Town will postpone the Business Roundtable, originally scheduled for late July 2025, until September. This will give us more time to provide additional Updates on the Port Town CDC and other items that we have been working on to enhance economic development activities. This group promotes the support and sustainability of Local Businesses, which support the Town's Sustainable Maryland Plan.



Items in Process for FY 2026: As we begin the new fiscal year in July 1, 2025, the Town is gearing up to start some key projects and make improvements:

1. CDBG Funding: On the June agenda, the Council will approve two contracts for Community Block Grant improvements that were approved by the County last year.
 - a. 57th Avenue Lighting: We are continuing to add lights on 57th Avenue to create a safer environment in the area. **This bid was issued in June, and the work will begin this summer**
 - b. Curb and Gutter project on Taussig: This bid came in lower than expected, and we will be releasing additional funds to cover more streets. **This bid was issued in June, and the work will begin this summer**
 - c.
2. America In Bloom (AIB) : Have you noticed the flowers around Town? Our Public Works team has been sprucing up the town with new and improved public right-of-way landscaping and our banner program. **We will welcome our AIB review team on July 16-18, 2025**

I am excited to have served as your Town Administrator for the last two years, and I look forward to continuing to do so over the next year.

If you have any questions, I am here to answer them!

Best Regards,

Michelle Bailey Hedgepeth.

Michelle Bailey-Hedgepeth, Town Administrator