



## Town of Bladensburg Town Clerk Report

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### Town Meetings & Town Community Events

Date Range: 9/1/2025 to 9/30/2025

Meeting / Event	Location / Date / Time
Work Session	September 8, 2025, at 5:30 pm
Town Council Meeting	September 8, 2025, at 7:00 pm
Senior Gathering Promotion	September 9, 2025, at 10:00 am
2025 Municipal Election	October 6, 2025, 7:00 am to 7:00 pm
Bladensburg Day	October 18, 2025, 10:00 am
Waterfront Art Festival Promotion	October 25, 2025, 11:00 am to 4:00 pm

I would like to begin by expressing my sincere gratitude to the Town of Bladensburg for the opportunity to serve as your Town Clerk and Assistant Town Administrator. It is an honor to contribute to the progress of this community alongside the Mayor and Council, and under the leadership of an exceptional Town Administrator.

Over the past year, I have transitioned from more than 20 years of municipal experience in South Florida to Maryland's local government framework. This has been a period of meaningful professional growth, marked by new challenges, collaborative problem-solving, and a continued passion for public service. I am proud to be part of the Bladensburg team and remain committed to promoting transparent governance, operational excellence, and inclusive community engagement.

### Key Accomplishments

#### 1. Board of Supervisors of Elections (BOSOE) Expansion & Election Preparation

Over the past year, I collaborated closely with the BOSOE and the Town Administrator to create the Internal Policy Manual, Election Judges Manual, and a new Candidate Certificate. These resources are essential to ensuring a transparent, fair, and well-organized municipal election in October 2025.



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Additionally, I developed a new interview and appointment process for BOSOE and Ethics Commission members. This structured and consistent approach, with legal input as needed, resulted in a fully staffed BOSOE (five members and one alternate) and Ethics Commission (three members and one alternate).

Special thanks to the Mayor and Council for their support, the Town Administrator for leadership and collaboration, and to BOSOE members for their service. Together, these efforts have laid the groundwork for a successful and transparent election cycle.

#### 2. Hiring of Human Resources Consultant

To address growing personnel needs and modernize internal policies, I supported the selection and onboarding of a Human Resources Consultant. This consultant is now working with the leadership team to update internal systems and improve employee support tools.

#### 3. Records Retention Modernization

I initiated the Town's first update to its records retention schedule since 1976, in partnership with the Maryland Department of General Services. The updated schedule is expected to be finalized by Summer 2026, with policy adoption to follow. I also completed certified state archives training and earned 0.5 CMC credits as part of this effort.

#### 4. eMaryland Marketplace Advantage (eMMA) Registration

The Town is now officially registered with eMMA, which has expanded access to vendors, improved procurement transparency, and introduced built-in bid templates. The following procurement projects were completed this year through eMMA:

1. Stop Sign Camera Enforcement
2. Janitorial Services
3. 57th Avenue Lighting Project (CDBG 49R)
4. Sidewalk Project (CDBG 50)
5. Green Bus Shelters



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6. On-Call Plumbing Services
7. Phase 2 of Sidewalk Project (CDBG 50)
8. On-Call Economic Development Services
9. RFP for Bladensburg Health Insurance

### 5. Economic Development Campaign

Together with our Marketing Specialist, I co-developed the “Bladensburg New Business Roundtable: We Are Stronger Together” and helped launch an Economic Development webpage. These initiatives support the Council’s vision for business engagement and economic revitalization.

### 6. Employee Monthly Newsletter

Launching in September, this internal newsletter will feature employee highlights, cultural spotlights, recipes, and news—celebrating the diversity of our workforce. As an adopted Haitian woman, this project holds personal meaning and reflects our inclusive team culture.

### 7. Website Payment System

I assisted in launching a new online payment system, allowing residents and businesses to pay Town fees by credit card via our website. This has made services more accessible and user-friendly.

### 8. Public Information Act (PIA) Software

I implemented an online PIA request system that logs and routes public records requests to the appropriate departments. This has improved both transparency and compliance.

### 9. Professional Credentials & Development

In the past year, I earned 83 of the 110 credits required for my Certified Municipal Clerk (CMC) credential and am on track to complete it by Summer 2026. I’m also on schedule to receive my ICMA Credentialed Manager designation by Fall 2025.



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Thanks to the Town Administrator's support, I am enrolled in the University of Baltimore CPM program and expect to earn that certification in 2026. I am sincerely grateful to the Town of Bladensburg for its ongoing investment in my professional development.

### 10. Vehicle Fleet Disposal

I successfully managed the sale of all but one surplus vehicle through public auction, generating \$18,980.00 in revenue. This reduced fleet maintenance costs and freed up valuable storage space.

### 11. Town Code Updates

I began addressing a backlog of Town Code updates dating back to 2019 and am preparing a proposal for routine, annual maintenance of the Code to prevent future delays. This project is expected to be completed by October 2025.

### Upcoming Goals

#### 1. Document Scanning & Records Project

This project will support the updated records retention policy by improving digital archiving and retrieval systems.

#### 2. Website & Social Media Enhancements

We plan to refresh the Town's website content and improve online engagement by refining our communication strategies.

#### 3. Finalize and Institutionalize Code Updates

In addition to completing the 2019 backlog, I will propose an annual Code update cycle to maintain accuracy and compliance.

#### 4. Town Marketing Plan

I am helping to develop a Town Marketing Plan aimed at improving community visibility, branding, and awareness. The plan will include new signage proposals and will be presented to the Council later this year.

### Summer Marketing Highlights



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1. **Municipal Election Promotion** – Launched outreach for the upcoming **2025 Municipal Election** on **Monday, October 6, 7:00 AM – 7:00 PM at Town Hall**. This year's tagline, "*Be the Vision. See the Future,*" invites residents to imagine the Bladensburg of tomorrow and take part in shaping it. Transparent and glass-inspired design elements reflect our town's commitment to openness and a forward-looking vision.
2. **Bladensburg Day – Save the Date!** – Announced that **Bladensburg Day** returns **Saturday, October 18**. Applications for parade participants, vendors, and volunteers are now open.
3. **Waterfront Art Festival Promotion** – Shared details about the **Waterfront Art Festival** at Bladensburg Waterfront Park on **Saturday, October 25, 11 AM – 4 PM**. Residents are invited to enjoy art, music, food, and family fun.
4. **Sponsorship Outreach** – Released the **Town Event Sponsorship Packet**, inviting businesses and organizations to partner with us for Bladensburg Day and other community celebrations.
5. **Senior Gathering Promotion** – Promoted the **White & Denim Senior Gathering** on **Tuesday, September 9 at David C. Harrington Park (10 AM – 2 PM)** featuring food, karaoke, crafts, and more.
6. **Super Summer Sweepstakes** – Hosted a **social media contest** with 4 donated Six Flags America tickets. Big thanks to Six Flags for helping us spread summer joy!
7. **Police Department Events** – Covered **Ice Cream with a Cop** and **National Night Out**, which produced some of our strongest social media engagement of the year.
8. **Rain Gardens Workshop** – Attended the Neighborhood Design Center's successful **Rain Gardens 101 workshop** at the Bladensburg Branch Library, teaching residents about stormwater management and community beautification.
9. **Bladensburg Post Office 250th Anniversary** – Celebrated 250 years of the Bladensburg Post Office, honoring its history of service and connection since 1775
10. **Reimagining Recreation** – Hosted **Community Feedback Session #1 & #2** on reimagining recreation in Bladensburg and encouraged residents to complete the recreation survey.



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11. **Eco City Farms Open House** – Enjoyed farm tours, youth-led grilling, local tastings, and vendors at Eco City Farms’ **Bladensburg Farm Open House** on Emerson Street.

#### Conclusion

This past year has been a time of significant achievement, growth, and transition. I am incredibly proud of the progress we’ve made and deeply appreciative of the guidance from leadership and support from Town staff. Together, we have improved operations, increased transparency, and laid a strong foundation for a successful election and a more engaged community.

Thank you for the opportunity to serve. I look forward to continuing this important work in the months ahead.

*Regine R. Watson*