



Town of Bladensburg
Town Clerk Report

Town Meetings & Town Community Events

Date Range: 9/1/2024 to 9/30/24

Meeting / Event	Location / Date / Time
Board of Elections Supervisors Meeting	September 3, 2024, at 3:00 pm
Work Session	September 9, 2024, at 5:30 pm
Town Council Meeting	September 9, 2024, at 7:00 pm
Senior Gathering - Bladensburg Waterfront Park	September 10, 2024, 10:00 am to 2:00 pm
Eloisa's Mexican Independence Day - David C. Harrington Park	September 14, 2024, 12:00 pm to 8:00 pm
EFC Town of Bladensburg Rain Barrell Event	September 24, 2024, 6:00 pm to 8:00 pm

Clerk's Department

- Registered and Booked Hotels for MML scheduled for November 6th - 8th.
- Distributed book bags to residents

Town Council Specific Events:

- Council Retreat - Closed Session - September 12, 2024, 8:00 am to 6:00 pm.

Procurement

RFQ / RFP #	Description	Important Dates / Notes
RFP 006-2024	Janitorial Services	Met with top 3 bidders. The town has decided to re-advertise the bid in the Spring of 2025.



**Town of Bladensburg
Town Clerk Report**

RFP 001 -2025	Engineering Services	Met with top 3 bidders and have made a recommendation. The recommendation will be on the September 9 th Council Agenda.
RFQ 003-2025	HR Consultation	Received 3 submissions. Currently we are reviewing all submissions. We plan to have a recommendation to Council on the October Agenda.

Grants

Grant #	Description	Important Dates / Notes

Human Resources

Employee Events

Event	Date / Time
Spirit of Washington Cruise - Employee Event	September 20, 2024, 12:00 pm to 2:00 pm

Communications / Social Media

- Completed fall newsletter:
<https://bladensburgmd.gov/community/newsletters.php#outer-1>
- Reached out to community members and elected officials to participate in the Bladensburg Day Parade and Festival
- Submitted weekly email update - The Port
- Finalized logistics for the Senior Gathering event - Tuesday, September 10: 10am to 2pm
- Participated in Green Team Meeting
- Completed design for Bladensburg Day building banner and domestic violence awareness backdrop
- Designed social media graphic remembering 9/11



Town of Bladensburg Town Clerk Report

- Assisted in backpack distribution
- Designed Holiday card

General Items

- Attended the Board of Elections Supervisors Meeting on September 3rd. We discussed the new Candidate Handbook: Election Guide. Together with the board we made changes to the election timelines, looked over campaign finance law and BOES Process Policy. At our next meeting scheduled for September 24, 2024, we will finalize the handbook and the BOES Process Policy. We will also be discussing a new Campaign Finance Policy.
- Attended the Green Team Meeting September 4th. We discussed the Flood Reduction Project with Clean Water. While the project may take time to begin, it is important to engage the community and provide information to all Bladensburg residents. We looked over the green preferred purchasing list and discussed the possibility of joining the Tree City Process and joining. On October 19, 2024, we will be hosting Growing Green with Pride. The next Green Team meeting is scheduled for October 2, 2024.
- Attended the Chief Administrative Officers (CAO) Committee Monthly Meeting on September 4, 2024. They discussed key issues regarding homelessness, housing initiatives and public safety. The committee reviewed the Pro-House Grant aimed at improving zoning reforms and increasing affordable housing supply.
- Met with ShoreScan to discuss scanning all town documents. This project would assist the town with organizing all town documents.

Regine R. Watson