



City of Aberdeen
Weekly Activity Report
August 16 - 22, 2026

I. City Hall

A. Department of Finance

B. Department of Planning and Community Development (DPCD)

C. Department of Public Works (DPW)

1) City Engineering & Administration

2) Maintenance Division

3) Water/Wastewater Plant Operations

D. Human Resources Department

II. Aberdeen Police Department (APD)

A. APD Calls for Service

B. Weekly Traffic Report

C. IT

D. Accreditations

E. Administration

F. 24 Hour Reports

I. City Hall
A. Department of Finance
Weekly Update

Receipts for the week were:

1. General Fund	\$ 565,516
2. Capital Projects Fund	0
3. Water & Sewer Funds	250,888
4. Stadium Fund	0
Total	<u>\$ 816,404</u>

Disbursements for the week were:

1. General Fund	\$ 128,552
2. Capital Projects Fund	0
3. Water & Sewer Funds	83,089
4. Stadium Fund	0
Total	<u>\$ 211,641</u>

Significant Receipts:

- | | |
|-------------------|-----------|
| 1. Property Taxes | \$488,000 |
|-------------------|-----------|

Significant Disbursements:

- | |
|--------|
| 1. N/A |
|--------|

B. Department of Planning and Community Development (DPCD)

The following activities and actions took place this week:

1. TOD Station Square Project update – project design meeting was held with Colliers Engineering and Design; updates were provided on the Amtrak submissions and discussion on the timing of the right of entry to conduct future survey and borings. City Attorney Ms. Thompson followed up with property owners to schedule a meeting to discuss right of entry needs.
2. Attended meeting the engineer and property owner of 758 West Bel Air Avenue regarding an additional parking lot to the rear of the building with access off Bush Chapel Road.
3. Responded to Bohler Engineering on comments from Architectural Review Committee for the CubeSmart project.
4. Submitted additional information to close out MD DHCD FY26 grants.
5. Prepared three Ordinances amending the Development Code, Growth Management, and A550 Fee Schedule; City Council reviewed at their work session and these items will be on their upcoming City Council agenda.

Weekly Building Permit Activities:

Permits Processed – Residential

Address	Type	Value of Construction
407 Chadsworth Court	Deck	\$22,850.00
852 Declan Road	New Construction	\$184,000.00
854 Declan Road	New Construction	\$184,000.00
848 Declan Road	New Construction	\$215,000.00
850 Declan Road	New Construction	\$184,000.00
856 Declan Road	New Construction	\$184,000.00
858 Declan Road	New Construction	\$215,000.00
870 Forgans Drive	Solar Panels	\$14,535.00
461 Paradise Road	Driveway Addition	\$0
209 Angus Drive	Solar Panels	\$9,526.00
702 Cornerstone Lane	Deck	\$16,100.00
11 Hillman Court	Fence	\$12,037.00
815 Forgans Drive	New Construction	\$240,000.00
813 Forgans Drive	New Construction	\$258,000.00

Total:14

\$1,739,048.00

Permits Processed – Commercial

Address	Type	Value of Construction
621 S. Philadelphia Road	Interior Alterations	\$5,000.00
100 Rock Glenn Blvd.	Interior Alterations	\$200,000.00
210 Research Blvd.	Interior Demolition	\$4,300.00
910 Old Philadelphia Road	Demolition	\$115,434.00

Total: 4

\$324,734.00

Permits Issued this Week:

Address	Type	Value of Construction
4 Polk Street	Solar Panels	\$16,992.00
6 Polk Street	Solar Panels	\$21,240.00
8 Polk Street	Solar Panels	\$14,868.00
10 Polk Street	Solar Panels	\$14,868.00
12 Polk Street	Solar Panels	\$21,240.00
20 Polk Street	Solar Panels	\$21,240.00
22 Polk Street	Solar Panels	\$19,116.00
24 Polk Street	Solar Panels	\$19,116.00
26 Polk Street	Solar Panels	\$19,116.00
28 Polk Street	Solar Panels	\$16,992.00
30 Polk Street	Solar Panels	\$16,992.00
36 Polk Street	Solar Panels	\$21,240.00
38 Polk Street	Solar Panels	\$16,992.00
40 Polk Street	Solar Panels	\$16,992.00
14 Polk Street	Solar Panels	\$16,992.00
143 Rigdon Road	Fence	\$13,525.00
100 Rock Glenn Blvd.	Permit Amendment	\$25,000.00
320 Law Street	Deck	\$36,700.00
707 Sagebrush Loop	Deck	\$9,828.00
223 Carol Avenue	Fence	\$8,000.00
824 Forgans Drive	New Construction	\$292,000.00
3641 Dexter Court	Solar Panels	\$13,680.00
409 Clover Street	Energy Storage System	\$21,850.00
728 Aldora Drive	Fence	\$5,900.00
822 Forgans Drive	New Construction	\$269,000.00
611 Beards Hill Road	Fence	\$5,000.00
102 Kretlow Drive	Permit Amendment	\$21,148.00
407 Chadsworth Court	Deck	\$22,850.00
461 Paradise Road	Driveway Addition	\$0
728 Aldora Drive	Porch Stairs	\$8,000.00

Total: 30

\$1,026,477.00

Amended Permits:

102 Kretlow Drive – Change footers

Plans still under review at DILP and/or Health Department:

1255 Loflin Road – Cell tower modifications; 404 S Philadelphia Blvd. – repair fire damage; 218 W Bel Air Avenue - addition/renovation; 1102 S Philadelphia Blvd. – Tiltwall Shell Warehouse; 629 S Philadelphia Blvd. – ALLROADS Addition; 11 Locust Lane – Interior Alteration; 12 Newton Road – New Building; 783 W Bel Air Avenue – Alteration; 48 Aberdeen Avenue – Screen Room Addition; 630 3rd Street – Carport, 36 Lewis Drive– Front porch; 110 S Philadelphia Blvd. – Renovation; 949 Beards Hill Road – Alteration; 949 Beards Hill Road – Roof Alteration; 957 Swilken Bridge Road – Solar Panels; 3738 Churchville Road – Tenant Fit-Out; 37 W. Bel Air – Tenant Fit-Out; 852 Forgans Drive – Solar Panels; 31 Pritchard Avenue – Solar Panels; 402 Chadsworth Court – Solar Panels; 31 Lincoln Avenue – Solar Panels; 25 Lincoln Avenue – Solar Panels; 24 Pritchard Avenue – Solar Panels; 35 Lincoln Avenue – Solar Panels; 315 Mt Royal Avenue – Addition; 209 Angus Drive – Solar Panels; 702 Cornerstone Lane – Deck; 870 Forgans Drive – Solar Panels; 621 S. Philadelphia Road – Interior Alterations; 100 Rock Glenn Blvd. – Interior Alterations; 910 Old Philadelphia Road – Demolition;

The Preserve at Gilbert Meadows:

176 Total Lots

Total # of Permits Applied for – 168.

Total # of permits released: 168 (83 SFD/85 TH).

Total # of Type I Certificates of Occupancy released – 17.

Total # of Type II Certificates of Occupancy released – 144.

Aberdeen Overlook

344 Total Lots

Total # of Permits Applied for – 282.

Total # of permits released: 265 (89 SFD/176 TH).

Total # of Type I Certificates of Occupancy released – 13.

Total # of Type II Certificates of Occupancy released – 232.

C. Department of Public Works (DPW)

1. City Engineering & Administration

City Engineer

Project	Task	Notes
Reserve at Greenside	APFO Agreement	APFO Agreement needs to be executed.
	APFO Considerations	Evaluate sewer improvements timeline per APFO recommendations.
	SPS	Plan approval processed 8/10/2026
	Phase 1A RDSD WS Approval	Plans approval 8/7/2026 processed
	Phase 1A SWM	Comments rc'd EN 8/10/2026 to respond week of 8/17/2026.
	Phase 1B RDSD WS Review	Plans rc'd 8/6/2026 for final approval to be processed week of 8/17/2026.
	Phase 1B SWM	Plans rc'd 8/7/2026 with EN for review. Turnaround date 9/11/2026.
	Phase 2 RDSD WS	Plans rc'd 7/29/2026 for review response 8/14/2026.
	Phase 2 SWM	Plans rc'd 7/24/2026 with EN for review. Turnaround date 8/28/2026.
	Phase 3 RDSD WS	Plans rc'd 5/14/2026 for review response 8/14/2026
Aberdeen XChange	Final signature approval	Plans rc'd for Final approval 8/12/2026 to be processed week of 8/17/2026.
Rutter's	Rutter's RDSD As-Built	Under review for project closeout.
Walmart	SWM	Comments rc'd 8/7/2026. Response week of 8/17/2026.
46 Norman Avenue	Sidewalk Construction and Utility Connection Plan.	Insufficient fee-in-lieu from Horne concrete. Requested utility connection plan for reuse of existing and new connection.
19 W Bel Air Avenue	WC IWS GT review	WC letter provided. Reviewing GT Approval and CWS
37 W Bel Air Avenue	H2O capacity request	Reviewing WC. Will need to receive GT and CWS from client.
Chick-Fil-A Drive Thru	PWA & SWM Maintenance	Bohler to pick up documents 8/13/2026 for recordation. Pre-construction meeting scheduled for 8/18/2026
Fields of Aberdeen	ESC/SWM Permit Renewal	Permit renewals processed. New expiration date 8/7/2026
Festival Square	APFO Agreement – Utility improvements	Project pending signed APFO Agreement. Will create Draft Agreement for review.
900 Beards Hill Road	AMI - requesting SWM waiver	No resolution provided to client.
Argonne Drive	SD Outfall on Telestar Way	Email request from Harford County 6/3/2026.
110 Bouzarth Lane	It is a public road 443-206-0588	Email request
MS4	FY27 MS4 Permit	KCI to prepare scope of services for FY27 MS4 to focus on SR10 and Railbird parcel. Requesting FY27 POs for NPDES Permit services and SR2 contracts.
Harford County WS	Fall 2026 updates to public water and sewer utilities	Chris Dombeck.
727 Old Philadelphia Road	Site Plan and Concept SWM Review for Planning Commission consideration.	SWM Comments provided 7/17/2026. Flood Protection Setback comments provided 7/31/2026.
Hickory Drive Warehouse	Ready for Project Start - Plans approved, documents recorded, site development permits processed, bonds provided.	Emailed developer. They are working out building permit. Anticipated start date Spring 2027.

Cranberry Run	Review of Old Philadelphia Rd Improvements	Cost estimate to re-build road to commercial standard.
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Program Manager

- 22-05 I-95 Water Tower – Tank is full and holding water for disinfection and testing period. SWM facility inspected by City staff and final approval under review. Awaiting results of Bact and VOC tests.
- 22-18 Swan Meadows Utilities – EPA has final revisions of bid package. Awaiting EPA approval to re-advertise.
- 23-07 WTP PFAS Upgrade – GHD site visit scheduled for 8-13-26. 90% plans are expected by October. MDE permitting ongoing
- 24-02 Lead Service Line Inventory Compliance – Maintenance staff is testing pitting locations on GHD field validation list. 68 out of 177 completed.
- 26-03 Sewer Rehabilitation – Lining scope for FY26 complete. Scope for second contract year sent to Insituform for confirmation of total pricing. Contract to be sent for execution once pricing is confirmed.
- 26-04 South Drive Sewer Interceptor – DXI began construction 7/31/26 on James Ave. Excavation is ongoing.
- 26-05 WWTP Primary Clarifier #2 – Timeline received. Surveying complete. Submittal and specification of equipment in progress. Manufacturer estimates delivery March 2027.
- 26-06 WWTP Final Clarifier Resurfacing – Pre-con held 8-5-26 and contractor authorized to proceed. Anticipated start date: 9-8-26. Completion is expected by mid-November.
- 27-02 Aberdeen Hills Waterline Phase 2 – Memo to council issued for August 10 meeting recommending award to DXI as low bidder.
- Additional Water Source Exploration – Kick-off meeting held with GTA 8-6-26. Consultant will start with document retrieval and review. City shared GIS data and historical files from server. GTA will file information requests with other agencies to begin records review.

Code Compliance

Gilbert Meadows

- ESC inspection. Corrections needed. Home and townhome building continue in phase E. Sediment controls weekly inspections. Builder pre-start inspections for lot 0. Use and Occupancy inspections for lot 0.

Aberdeen Overlook

- ESC inspection. In compliance. Home and townhome construction continues in phases 2, 4 & 5. The community center construction is completed. Pre-start inspection for lot 28 and 29. U&O Inspection for lot 0. WM inspections for lot 0. Sediment controls weekly inspections. Builder pre-start inspections. Water vault inspections. Use and Occupancy inspections.

Fields of Aberdeen

- ESC inspection. In compliance. All lots are completed. Site activity has become dormant.

Wash X

- ESC inspection. In compliance. Building construction is complete. Temporary type 1 U&O inspection and report is complete.

MISC

- Northgate Business Park – Storm drainpipe lining is complete. Video footage to be reviewed.

FY2027 Curb, Sidewalk, and Street resurfacing 27-01:

- FY27 HUF – City contractor has begun FY27 work.
- Edmund St – Concrete replacement is complete. Surface paving is complete. Waiting on start date for line striping.
- Osborn Rd – 2” mill and overlay completed by Goettner Construction.
- Dorsey St – Concrete replacement continues.

City Compliance

- 9 facilities from FY24 failing due to HOA accountability (Windemere) pending legal action.
- 1 facility failing from FY25 (Windy Hill Business Park) pending contractor correction. Work continues.
- SWM Triennial Inspections for FY27 have begun.

Code Enforcement

- Calls – 12 – Emails - 27
- Courtesy Fliers posted -0
- Active cases – 42: Followed up on 18 active cases.
- Closed Cases – 12
- Letters sent this week – 18
- Active high grass cases – 15
- Closed high grass cases – 12
- Active Sewer Cap Cases – 28 Letters sent – 0 Followed up on – 0 Closed Cases – 0
- Active Smoke Testing cases – 2 Cases closed: - 0
- Sink holes near sewer laterals – 6 Follow up - 0
- Violations posted – 6
- Citations written - 0
- **114 Philadelphia Blvd** - BG&E cut & capped the gas service lateral. The demo permit was issued 2026-07-07. In progress.
- **217 Carol Ave** - Reinspect property on 2026-07-31. Homeowner is getting another dumpster. In progress.
- **783 W. Bel Air Ave** (Days Inn) – upper concrete walkway collapsed. Code Compliance met with owner and Architect David Stoker and informed them to get a Structural Engineer to inspect the building. Six (6) rooms, three upstairs and three on the ground floor have been cordoned off. Structural Engineer report received. In progress.
- **700 Maxa Rd** - Code Compliance sent out a final notice letter for tying into city sewer, one certified, one regular. Waiting for 3 estimates or a signed contract. Property owner has till 2026-08-31 to send in a signed contract or 3 estimates. Deadline extended until 2026-08-31. In progress.
- **215 Sunnyside Dr** –

2026-08-04 I was contacted about a rodent concern; I sent a letter to property owner on **2026-08-05**.

2026-08-10 - I received a phone call from Bonnie Harbin from the Health Co Government asking if we had a case for 215 Sunnyside Dr for a rodent issue, I sent the letter that I sent to the property owner and video for her record. She informed me she would pass it to her supervisor to view.

2026-08-12 – Hanna Lux, Community Hygiene Supervisor emailed code compliance to set up a meeting at the property.

2026-08-13 – Hanna Lux and code compliance met out at 10:00am at the property and knocked two times on door and no one home, we notice a bad smell from the sidewalk and flies around door and windows. Hanna asked if I could contact the police dept for a wellness check and she would contact animal control because there was dog food on front porch and a cat tree. Police were contacted and responded to the property. Code Compliance was requested to meet police there to answer questions.

2026-08-14 – Received a report from Sgt Neidig confirming a foul smell in the property. They entered the property but were driven back due to the conditions and smell. The conditions are horrendous. Mounds of trash, stale food, dishes, fecal matter, rats (and rat droppings), etc. Neighbors and Animal Control confirm some of the above. Hanna Lux also confirmed a bad odor that could be smelled at the sidewalk and a broken window and a significant amount of fly's observed through the windows, so I am concerned about the state of the inside of the residence. Brian and I (Danny Roberts) were called to the property by the police dept. Zack, the son of the parents, was asked about and confirmed his parents are ok. Code Compliance requested body cam footage from police dept.

2026-08-18 – Brian and I (Danny) code compliance stopped by property to speak with the owners, we knock on door and no answer. As we were walking to the back they met at the gate, we asked if we could step inside of house to get pictures and we were denied. We spent around half an hour informing the owners we are receiving complaints about the smell and rodent issues. I had a conversation with them, and we informed them a news outlet was called to cover the story. I explained to them they should make attempts to clean the property up asap and recommended hiring a professional cleaning and exterminating company to do the job. I also informed them we requested the police video footage from when they did a wellness check. I informed them there was a possibility the house could be condemned until a cleaning, and exterminator company came in to resolve the issues with the property. The mayor emailed me and asked for an update on the property, so I called him and explained everything code compliance did when I received the complaint.

2026-08-19 - Received Video from police dept and sent the video in an email to Josh Quesenbery and the mayor for review.

GIS

1. Fleet management application

Key Actions:

- Tested the Survey123 vehicle maintenance invoice form to verify functionality and user access.
- Updated user license types for workshop staff to enable them to submit and manage records through the Survey123 form.

2. Quality Assurance & Quality Control

Key Action:

- Working on attribute accuracy of new and existing stormwater features.
- Synchronizing stormwater feature data for Field side commons.

3. Restore Historic data from Beehive

Key Action:

- Imported Geo Notes data from Beehive into the geodatabase and published it as a hosted feature layer for use in ArcGIS Online (AGOL).

- Added new fields to store attachment references and links to photos hosted on the server, improving access to supporting documentation.

DPW Administrative Assistant

Facebook/Instagram

- Posted re: September Yard Waste
- Posted Aberdeen 250 Video
- Posted reminder for Block Party applications
- META Data Analysis (July 27 – August 23, 2026):
 - **Views = 30.5k** (The number of times your content was played or displayed. Content includes videos, posts, stories, and ads.)
 - **Follows = 42** (The number of times accounts followed you.)
 - **Visits = 2.1k** (The number of times your Page or profile was visited.)
 - **Interactions = 317** (The number of likes or reactions, saves, comments, shares and replies on your content, including ads. Content can include formats such as posts, stories, reels and more.)

Canva

- Updated Yard Waste Collection Day flyer for September
- Designed logo for DPW Projects section for website
- Designed logo for City Clerk's Office
- Designed logo for Finance Dept
- Designed logo for Code Enforcement

City Website

- Posted Yard Waste Collection Day flyer for September at top of DPW Page
- Posted Yard Waste Collection Day flyer for September on website home page
- Created button on home page for DPW Projects
- Updated all 10 of the current DPW Projects

Utility Permits

- Returned BGE permit request for Seven Trails Dr @ Philadelphia Rd. Out of our jurisdiction. Redirected BGE to contact Harford County.

Finance

- Processed 6 invoices for payment totaling \$63,774.00
- Submitted 2 requisitions totaling \$49,875.00

Misc.

- Submitted Click-2-Fix chipper truck request to Maryann.
- Removed Vehicle 10 from EZ Pass account.
- Moved to new office.
- Ordered new cell phone for Zach Cristello
- Compiled and submitted DPW War report for w.e. 08.15.26
- Continued organizing and labeling photos for the City Photo Library folder on G drive.

2. Maintenance Division

Buildings and Grounds

- Responded to 16 requests for service.
- Provided chipper service to 15 locations.

Streets and Stormwater

- Removed fallen trees from Giles Lane, Woodland Green Way, Avon Dr., and Krouse Tower.
- Removed fallen tree from Woodland Green Way.
- Performed maintenance to 2 storm water swales.
- Performed 2,792 LF of roadside trash removal.
- Removing brush from the Railbird Alley City property.
- Performed maintenance to 3 storm water ponds.
- Investigated and cleaned the storm water system in the 500 block of Baltimore St.
- Replaced 2 temporary roadway patches with 6 tons of asphalt.
- Made emergency repair to sink spot in the roadway on Rt.7 near Amazon using 3 tons of cold patch.
- Replaced 20 LF of sidewalk and 12 LF of curbing using 2.75 CY of concrete.
- Filled 4 potholes.

Water and Sewer

- Responded to 9 requests for service.
- Performed 32 residential shutoffs of delinquent accounts.
- Installed 294' of 2" Water main going to the Windemere lift station.
- Replaced the sewer service at 77 Baker St.
- Repaired replaced a section of sewer service near 430 Dorsey St.
- Cleaned 1,078 LF and CCTV inspected 1,191 LF of sewer main.

Fleet

- Scheduled Repairs: 7
- Emergency: 7
- Services: 1 APD: 4
- Unit 37 – Backhoe – Out of service due to lack of power. Sent to Vendor.
- Unit 109 – DPW Light tower – stopped running.

Department Staffing

- 6 openings in Maintenance.

3. Water/Wastewater Plant Operations

Wastewater Treatment Plant

- COA WWTP treated 16.7 million gallons. Aug. 12th to Aug. 18th.
- APG WWTP treated 3.6 million gallons. Aug 12th to Aug. 18th.
- Drained final clarifier #1.
- Maintenance removes wire washer system, and skinner arm in final clarifier # 1.
- Pulled plant process water pump #4 so Hills can evaluate the pump.
- Adjusted setting on Chestnut SPS wet well transducer.

Water Treatment Plant

- COA WTP treated 6.5 million gallons. Aug. 12th to Aug. 18th.
- APG WTP treated 6.8 million gallons. Aug. 12th to Aug. 18th.
- 10 Routine bacteriological samples collected.
- COA & APGN lead and copper sample collected and sent to contract laboratory.
- Met with project manager at Heat center BPS to discuss upgrade scope.
- WTP PFAS upgrade SCADA meeting with GHD.
- Collected quarterly well head and point of entry samples.

Department Staffing

- Six operator vacancies.
- Held training class on SCADA alarm procedures.
- One after hours service call.
- Sr. Staff meeting.

Superintendents

- 20 APG contract hours.
- Submitted APGN WWTP July discharge monitoring report to MDE.
- MDE site visit at COA WWTP.
- Review and responded to APGN B-250 WTP EPA inspection report.
- Submitted 2025 annual pretreatment summary to MDE.
- Submitted PepsiCo July sample report and surcharge invoice.

D. Human Resources Department

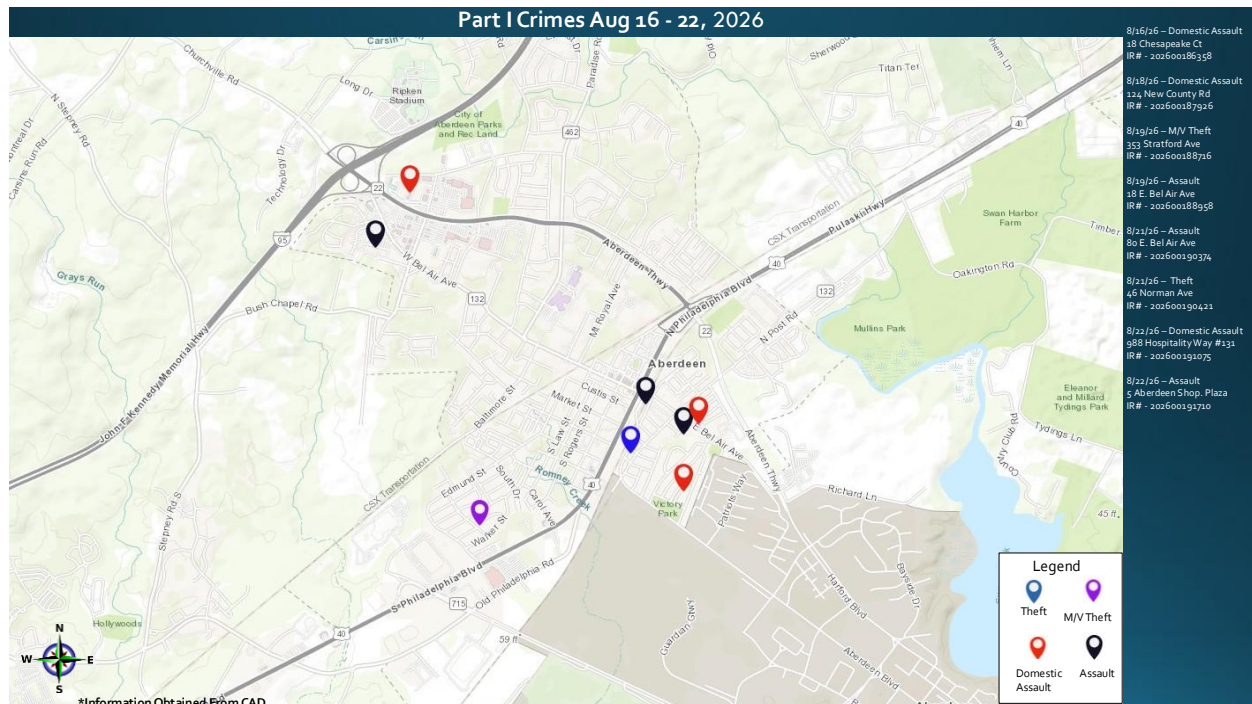
Current Posted Openings – 18 total

- APG Maintenance Shop – 1 -Foreman, 1 Maintenance Worker
- DPW Maintenance Shop – 6 - Maintenance Workers
- W/WW – 4 Operators, 1 Mechanic
- APD Non-Sworn – 1 Admin Tech
- APD Sworn – 3 Officers
- HR Admin

HR Admin interviews beginning week of 8/24/2026

II. Aberdeen Police Department (APD)

A. APD Calls for Service



APD Calls for Service

Aug 16 - 22, 2026

Total Call for Service/Events Works - 637

Patrol Checks - 114

Community Policing Detail - 0

Foot Patrols - 85

Bike Patrol - 3

Eastern District Incidents

- Assault - 4
- Unattended Death - 1
- Child Abuse - 1
- Fugitive - 1
- Theft - 1

Central District Incidents

- Fugitive - 3
- M/V Theft - 1
- Suicide - 1

Western District Incidents

- Fugitive - 1
- Sex Offense - 1
- Trespassing - 1
- Assault - 2

Arrest August 9 - 15, 2026

Adult Arrest

202600181096	8/9/26	Theft
202600182118	8/11/26	Burglary
202600182453	8/11/26	Criminal Citation
202600182453	8/11/26	Criminal Citation
202600182534	8/11/26	Warrant
202600183013	8/11/26	DUI
202600183099	8/12/26	CDS
202600183218	8/12/26	Warrant
202600183315	8/12/26	Indecent Exposure
202600183844	8/13/26	Disorderly
202600184891	8/14/26	Trespassing
202600185087	8/14/26	Public Intoxication
202600185105	8/14/26	Public Intoxication
202600185406	8/14/26	Domestic Assault
202600174451	8/14/26	Assault
202600185593	8/15/26	Warrant
202600185718	8/15/26	Warrant
202600185973	8/15/26	M/V Theft / Warrant
202600178680	8/15/26	Theft

Juvenile

202600178680	8/6/26	Theft
202600183652	8/12/26	Assault

B. Weekly Traffic Report

Aug 16 - 22, 2026

Traffic Stops

129 Stops/Contacts

19 State Citations

146 Warnings

7 Safety Equipment Repair Orders

0 DUI

Crashes (Reportable, PI/PD)

4 (3 Property Damage, 1 Personal Injury)

SMART (Speed Monitoring Awareness Radar Trailer)

STATTRAK

- N/A

C. IT

- 48 Miscellaneous user/computer issues
- Daily surveillance camera check
- Daily firewall inspection and report
- Weekly PMI backup checks
- Lpr trailer connection issue
- Run knowbe4 training Q3
- Crossing guard email group update
- Verkada footage download
- LPR annual audit process review
- Barracuda xdr deployment planning
- Attend system source quarterly meeting

D. Accreditations

Proofs of Compliance

Prepared and filed 85 documents in PowerDMS.

New Employees – Updated Headcount reports and Personnel Organizational Chart

Policies on the Common Drive – Reviewed Chapters 1-26 to verify all policies were updated.

E. Administration

Administrative Corporal

Fleet

Unit 226 – Serviced and picked up at DPW

Unit 155 – Clips for the lightbar were received at DPW and installed in this unit.

Unit 236 – Needs a serpentine belt. Per Ofc. Douglas, this was addressed.

Unit 231 – Reported multiple issues with computer, headlamp, gunrack, window button. He was directed to fill out the appropriate form and drop it off immediately at DPW to have the repairs started.

Approved the proof for the license plates to begin production with Image360.

Unit 203 – Divider cage removed for transporting unruly 95s. I brought this back to the station, and it is situated in our rear parking lot. All officers/supervisors were notified.

Reviewed fleet vehicles that missed their PM with DPW and notices were sent out.

Notified outstanding fleet vehicles for PM.

Unit 204 – Form 98 submitted for window tinting.

Located the keys to Unit 235 for Off. Edwards. They were accidentally hung with the pool car keys and will be returned to APD tomorrow.

Evaluated the new WASHX car wash and it did an outstanding job. Other patrol units have tested it for free and have given the same feedback. Form 98 and proposal for the carwash was submitted to Captain for approval.

Unit 212 – Old radar, non-working, unit was removed.

Grants

Submitted MCIN equipment report.

Submitted SN of the equipment to Caylin Ryden with assistance of Sean Siebel.

Pulled all tents out of the storage room with assistance of Rodney and labeled each tent.

Community Policing / Relations

Emailed officers a reminder of the detail coming this weekend – Mermaid Run.

Created OPS Plan and made copies for all involved.

Met with City side and coordinator of the Caribbean Festival to go over the final details.

Stuffed remainder of bookbags for event at Victory Street Park.

Drove to Victory Street Park to evaluate the setup for the event on August 19th. Met with Captain Reiber and Mrs. Liberto in reference and coordinated the items required.

Met with Rodney about the event on August 19th as well as the remainder of the month.

Collaborated with Blue Cheetah for the upcoming 5k. They needed to modify the route due to construction. A new map is coming, and I will redo the OPS Plans.

Set up Victory Street Park for the community event. Directed staff and prepared speech/list of participants for Chief Trabert.

Loaded and unloaded all items from the truck back to our storage.

Personnel

Provided information for the Instructor's Conference to Mrs. Liberto for Ofc. Buettner and Lt. Reitz. I registered both for the conference.

Ordered gas keys for new personnel (Edwards and Medina) via Ferrell Fuel.

Picked up gas keys for new personnel and issued same.

Prepared documents for CVSA exam.

Submitted ACP for Off. Edwards to MPCTC. Pink card was received.

Submitted documentation to MPCTC in reference to medical leave for Potts and Johnson.

PoliceOne Trainings were sent out.
Picked up patrol unit at Ofc. Johnson's residence and took to DPW.

Miscellaneous

Sent out requested patches.
PIO postings.
Signed PowerDMS
Skills Manager Updates
Entered trainings into Skills Manager.
Posted overtime details on PACE and emailed all officers.

Community Safety Specialist Rodney Thomas #554

08/17 Monday:

- Arrived at the Police Station to perform office duties.
- Arrived at West Bel Air Ave for foot patrol.
- Arrived at the Aberdeen Marketplace Shopping Center for foot patrol.
- Arrived at the Train Station, which was secure and in good condition, conducted a walkthrough of the Train Station.
- Patrolled the Train Station and parking areas.
- Cleared and secured the Train Station after the cleaning crew had departed.
- Patrolled the Train Station and parking areas.
- Arrived at the Police Station until the end of my shift.

08/18 Tuesday:

- Arrived at Festival Park to conduct a foot patrol of the area.
- Arrived at DPW to verify which vehicles had missed their preventive maintenance schedule and reschedule those vehicles.
- Arrived at Festival Park to continue a foot patrol of the area.
- Arrived at the Beards Hill Shopping Center for foot patrol.
- Arrived at the Train Station, which was secure and in good condition, conducted a walkthrough of the Train Station.
- Patrolled the Train Station and parking areas.
- Cleared and secured the Train Station after the cleaning crew had departed.
- Patrolled the Train Station and parking areas until the end of my shift.

08/19 Wednesday:

- Arrived at the Police Station to retrieve keys for Pool Vehicles.
- Arrived at the Wastewater Treatment Plant to ensure Pool Vehicles are operational when needed.
- Arrived at the Police Station for office duties and preparation for festivities at Victory Park for the APD Community Appreciation Day event.
- Arrived at Victory Park for setup and festivities until the end of my shift.

08/20 Thursday:

- Arrived at the Police Station to turn in old radio (Walkie Talkie) and receive a new radio.
- Arrived at the Wastewater Treatment Plant to ensure Pool Vehicles are operational when needed.
- Arrived at the Police Station to unload vehicles from the previous day's event.
- Arrived at the Train Station, which was secure and in good condition, conducted a walkthrough of the Train Station.
- Patrolled the Train Station and parking areas.
- Cleared and secured the Train Station after the cleaning crew had departed.
- Patrolled the Train Station and parking areas.
- Arrived at the Police Department until the end of my shift.

08/21 Friday:

- Arrived at Festival Park to conduct a foot patrol of the area.
- Arrived at the Police Station to get keys to move vehicles from the Wastewater Treatment Plant to DPW for preventive maintenance.
- Arrived at the Wastewater Treatment Plant to move vehicles to DPW for preventive maintenance and other duties.
- Arrived at the Train Station, which was secure and in good condition, conducted a walkthrough of the Train Station.
- Patrolled the Train Station and parking areas.
- Cleared and secured the Train Station after the cleaning crew had departed.
- Patrolled the Train Station and parking areas.
- Arrived at the Police Station until the end of my shift.

F. 24 Hour Reports

Date of Incident: 8/21/2026

Incident Type: Suicide

Incident Report Number: 2026-00190440

Location of Incident: [REDACTED]

Reporting Officer: Officer Justin EDWARDS ID#193

Synopsis of Events:

On 08/21/2026 at approximately 0954 hours, officers responded to [REDACTED] [REDACTED] for a reported cardiac arrest involving a firearm. The caller reported that [REDACTED] had stated he intended to commit suicide and was then heard by the caller as a muffled gunshot.

Officers entered the upstairs apartment and located [REDACTED] deceased.