

SAFE TAKOMA
Report, June 2008

**Prepared by Safe Takoma, Incorporated on behalf of the
Takoma DC Neighborhood Association
7106 Piney Branch Road
Washington, DC 20012
Contact: Sara Green, Secretary, Safe Takoma Incorporated, 202-829-8802**

Funds expended

Funds expended during the report period: None.

Prior District funds expended: \$5,884.87

Prior funds expended, Takoma Park, MD allocation: \$1,633.62

Funding balances (June 30, 2008)

District of Columbia:

Revenues:	\$75,000.00
Funds expended:	\$5,897.37
Liabilities:	\$135.73
Balance:	\$68,966.90

Takoma Park, MD:

Revenues:	\$30,876.86
Funds expended:	\$1,696.12
Liabilities:	\$93.08
Balance:	\$29,087.66

(Liabilities are \$40 owed the City of Takoma Park Recreation Department for extended-hours use of the Community Center, February 28-March 1; and \$110 reimbursement owed Seth Grimes for the cost of posting the operations manager job listing to Idealist, Craigslist, and Maryland Nonprofits; \$44.16 (split 50-50/DC-MD) owed Sara Green for interview sandwiches; and \$34.65 owed Sara Green for snacks at the Takoma DC camp program.)

Status

The Safe Takoma program undertook the following organizational and programming steps in June 2008.

- STI's Board of Directors met on May1 to discuss the pending work plan and future activities.
- Prepared and transmitted Safe Takoma May 2008 report and account balances to MPD-4D Commander Linda Brown, MPD administrator Robin Brabham, and Takoma Park Police Chief Ron Ricucci.

- Completed development of conflict-resolution (CR) training for incorporation into summer-camp programming at the Takoma DC Recreation Center and the Takoma Park, Maryland Recreation Department's summer camp programs.
 - Signed a partnership Memorandum of Agreement with the Washington DC Department of Parks and Recreation (DPR) for CR training for DC Summer Youth Employment Program (SYEP) participants and for soccer- and tennis-camp participants.
 - Arranged insurance in response to DPR requirements.
 - Discussed Takoma Park, MD CR programming for Counselor in Training and Extreme Horizons with Karla Kelley and Carey Antoszewski. Received assent to a memorandum of agreement from Gregory Clark on June 13.
 - The Takoma Park Police Department provided assistance by having background checks of trainers Jacob Stone and Monika Megyesi.
 - Signed contracts with conflict-resolution trainers Jacob Stone and Monika Megyesi.
 - Trainers Jacob Stone and Monika Megyesi developed evaluation plans and began their conduct of CR programming on June 23.
- Completed the search for a Safe Takoma operations manager.
 - Completed first-round interviews of candidates.
 - Conducted June 16 second-round interviews of finalists Ronnie Miller and Jacqueline Walters.
 - Extended an offer to candidate Ronnie Miller, which she accepted with a start date of July 1.
 - The Takoma Park Police Department provided assistance by having a background check of Ronnie Miller conducted.
 - Investigated us of SunTrust's on-line payroll processing service.
- Located suitable Safe Takoma office space at 6925 4th St., NW, Washington DC, located above the S&S Liquor store. Agreed on \$400/month rent with owner Sarbjit Singh Kochhar. Utilities would likely be payable through another building tenant.
- Arranged to meet with grant monitors Cmdr. Linda Brown and Chief Ron Ricucci on Tuesday, July 8 at the MPD-4D headquarters.

July 2008 Plans

- Get Ronnie Miller started in the operations manager position.
 - Arrange for payroll processing.
 - Apply for Maryland Unemployment Insurance and tax-withholding accounts as required.
- Arrange for repainting and cleaning of the Safe Takoma office space. Obtain

furnishings, supplies, phone and Internet service, and equipment as needed and budgeted.

- Oversee training and monitor performance of trainers Jacob Stone and Monika Megyesi in summer conflict-resolution programming in Washington DC and the City of Takoma Park, Washington DC.
- Develop a National Night Out (NNO) event to be held August 5, 2008, at the Takoma Metro station or another nearby location such as the plaza of the Takoma Business Center on Carroll Street, NW.
 - Create a planning document.
 - Arrange for use of a suitable site and for equipment, supplies, food, etc.
 - Coordinate with the Takoma Park, Washington DC, and Metro transit police.
 - Reach out to local churches, neighborhood associations, and other organizations.
 - Publicize the event.
- Pursue development of a safety-whistle program with the intention of launching at the NNO event.
- Develop, implement, and conduct additional programming per the Safe Takoma Work Plan.
- Carry out regular planning, administrative, and reporting tasks.

Safe Takoma has no equipment. Financial obligations include:

- \$400 month-to-month lease for office space at 6925 4th St., NW, and utility payments to be determined.
- Payment of approximately \$11,000, primarily for independent-contractor trainers, for development and delivery of Takoma Park, MD and Takoma DC summer-camp conflict-resolution training, with certain payments contingent on successful completion of the programs.
- Payment of approximately \$3,600 month for payroll and payroll taxes and expenses for at-will employment of Operations Manager Ronnie Miller