

**SAFE TAKOMA**  
**Report, May 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:

\$25, Maryland Dept. of Taxation, filing fee for a form updating registration  
information, split between Takoma Park MD and Washington DC.

\$50, Takoma Park Presbyterian Church room rental for a Philadelphia-Eastern  
Neighborhood crime/public-safety meeting, May 22, paid from TP-MD funds.

Prior District funds expended: \$5,884.87

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

**Funding balances (May 31, 2008)**

District of Columbia:

Revenues: \$75,000.00

Funds expended: \$5,897.37

Liabilities: \$79.00

Balance: \$69,023.63

Takoma Park, MD:

Revenues: \$876.86

Funds expended: \$1,696.12

Liabilities: \$71.00

Balance: **(\$890.26)**

(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.)

**Status**

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

- STI's Board of Directors met on May1 to discuss the pending work plan and future activities.

- Prepared and transmitted Safe Takoma April 2008 report and account balances to MPD-4D Commander Linda Brown, MPD administrator Robin Brabham, and Takoma Park Police Chief Ron Ricucci.
- Continued efforts to develop conflict-resolution training that would be incorporated into summer-camp programming at the Takoma DC Recreation Center, extending the discussion to the Takoma Park, Maryland Recreation Department's summer camp programs.
  - Conducted a conference call with DC representatives Melissa McKnight on May 19. Added the DC Summer Youth Employment Program (SYEP) to summer programming plans.
  - Drafted and transmitted a letter with a partnership proposal form to the Washington DC Recreation Department.
  - Investigated DPR insurance requirements.
  - Research appropriate and competitive trainer-pay rates.
  - Seth Grimes met with Karla Kelley at the TP-MD Recreation Department on May 22.
  - Negotiated terms and arrangements for delivering training with candidate trainers Jacob Stone and Monika Megyesi. Met on May 27 for an in-person discussion.
- Discussed with Steve Whitney including a negotiation skills/peace skills element into the Slam Dunk for DC camp that is held at Coolidge High School. Faith Wheeler and Sara Green met with Steve on May 24 and Seth met with him on May 25.
- Sponsored a May 22 Philadelphia-Eastern Neighborhood crime/public-safety meeting attended by Takoma Park Chief Ron Ricucci; D/Cpl Andrew John, head of the Tactical Enforcement Unit; Sgt. Richard Poole, head of the Criminal Investigations Dept; and crime analyst Kyleen Luy.
- Launched a search for a Safe Takoma operations manager.
  - Finalized the operations manager job description.
  - Posted the ad to Craigslist, Idealist, MD Nonprofits, Bridgestar, Impact Silver Spring, local e-mail lists, DC & TP-MD governments, attracting 28 responses.
  - Created evaluation criteria.
  - Screened the responses to create a short list. Invited six candidates to first-round interviews and interviewed three, with two others scheduled.
- Participated in a Takoma Park City Council session on a Safe Takoma Memorandum of Understanding on May 5. Finalized the included Safe Takoma work plan. The council voted to approve the creation of an MOU on May 12. Seth Grimes signed the MOU on behalf of Safe Takoma; Sara Green's signature was pending.
- Met with Washington DC grant monitor MPD-4D Commander Linda Brown on May

12.

- Sent a message to Takoma Park City Manager Barb Matthews and Police Chief Ron Ricucci on May 15 to ask about any city procurement regulations that would apply to Safe Takoma's hiring. There was no reply.
- Reopened the search for Safe Takoma office space by contacting Seekers Church, which does not have space suitable for Safe Takoma use available on an on-going basis.

### **June 2008 Plans**

- Conduct additional operations-manager interviews, extend an offer, and hire an operations manager.
- Continue investigating office-space possibilities and possibly secure office space.
- Complete arrangements and put in place necessary agreements with the City of Takoma Park, Washington DC, and trainers Jacob Stone and Monika Megyesi for planned summer conflict-resolution programming. Launch programming.
- Develop, implement, and conduct programming per the Safe Takoma Work Plan.
- Carry out regular planning, administrative, and reporting tasks.

Safe Takoma has no equipment, leases, employees or financial obligations.