

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
ADVISORY NEIGHBORHOOD COMMISSION 5C
P.O. Box 77761
WASHINGTON, D.C. 20013**

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March 7, 2003

MEMORANDUM

TO: Council Member David Catania, Chairperson
Council of the District of Columbia
Committee on Public Services

FROM: James D. Berry, Jr., Chairperson
Bertha L. Johnson, Treasurer

SUBJECT: Addendum to ANC Questionnaire

I. COMMISSION: COMMISSIONERS AND OFFICERS; MEETINGS AND RECORDS

A. *Commission*

1. Government of the District of Columbia
Advisory Neighborhood Commission 5C
Post Office Box 77761
Washington, D.C. 20013
2. At present, ANC 5C does not have an office. However, we expect to move into the following address, at or about April 1, 2003:

Government of the District of Columbia
Advisory Neighborhood Commission 5C
64 New York Avenue, N.E.
Washington, D.C. 20002

The Commission plans to hire a staff person who will occupy the office on a part-time basis. Hence, our office will be open to the public during those hours in which the staff person works. At the time of this writing, it is

anticipated that the staff person will either work for eight (8) hours a day for three days per week or for six (6) hours a day for four days per week. The Commission has yet to make a final decision with respect to the schedule of the staff person.

B. *Commissioners and Officers*

1. Members:

- (a) James D. Berry, Jr., 5C01
140 Bates Street, N.W., 20001
H: 387-8520
Jberry@pdsdc.org
- (b) Joyce Robinson-Paul, 5C02
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Joyce.A.Paul@verizon.net
- (c) Cleopatra Jones, 5C03
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Commishcjones@prodigy.net
- (d) Vicky Leonard-Chambers, 5C04
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W: 326-5918
Chambers@ici.org
- (e) Bertha L. Johnson, 5C05
306 Seaton Place, N.E., 20002
H: 526-3370
- (f) Mary Lois Farmer, 5C06
119 Rhode Island Avenue, N.E., 20002
H: 635-1401
Mary.L.Farmer@worldnet.att.net
- (g) Celia Dianne Barnes, 5C07
41 Adams Street, N.W., 20001
H: 387-2497
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- (h) Marshall Ray Phillips, Sr., 5C08
336 Channing Street, N.E., 20002
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marshaphll@aol.com

- (i) Debbie L. Smith, 5C09
2826 6th Street, N.E., 20017
H: 269-1808
Debbielsmith1@hotmail.com
- (j) (Vacant)
- (k) (Vacant)
- (l) Derrick O. Holloway, 5C12
4430 First Street, N.E., 20011
H: 832-3375
Wudbetter10@yahoo

2. **Officers**

- (a) James D. Berry, Jr., Chairperson
 - (b) Marshall Ray Phillips, Sr., Vice Chairperson
 - (c) Bertha L. Johnson, Treasurer
 - (d) Celia Dianne Barnes, Financial Secretary
 - (e) Vicky Leonard-Chambers, Recording Secretary
 - (f) Joyce Robinson-Paul, Corresponding Secretary
 - (g) Mary Lois Farmer, Parliamentarian
 - (h) Derrick O. Holloway, Sgt. At Arms
3. ANC 5C has submitted the names of its chairperson and treasurer, their personal information, the location of the Commission records, and account number information to the D.C. Auditor.

C. *Meetings and Records:*

1. ANC 5C has scheduled its regular meetings for 2003. The meeting schedule is as follows:
- | | | |
|-------------|-------------------------|--|
| January 7 | <i>Monthly Forum:</i> | Saint Paul's College
3015 4 th Street, N.E |
| January 15 | <i>Monthly Meeting:</i> | NoMa Center
64 New York Avenue, N.E. |
| February 4 | <i>Monthly Forum:</i> | NoMa Center
64 New York Avenue, N.E. |
| February 18 | <i>Monthly Meeting:</i> | All Nations Baptist Church
2001 N. Capitol St., N.E. |

March 4	<i>Monthly Forum:</i>	NoMa Center 64 New York Avenue, N.E.
March 18	<i>Monthly Meeting:</i>	Catholic University (Hannon Hall) 620 Michigan Avenue, N.E.
April 1	<i>Monthly Forum:</i>	ANC 5C Office 64 New York Avenue, N.E.
April 15	<i>Monthly Meeting:</i>	First New Hope Baptist Church
May 6	<i>Monthly Forum:</i>	ANC 5C Office 64 New York Avenue, N.E.
May 20	<i>Monthly Meeting:</i>	Metropolitan Wesley AME Zion 1712 N. Capitol St., N.W.
June 3	<i>Monthly Forum:</i>	ANC 5C Office 64 New York Avenue, N.E.
June 17	<i>Monthly Meeting:</i>	St. George's Episcopal Church 2 nd and U Streets, N.W.
July 1	<i>Monthly Forum:</i>	ANC 5C Office 64 New York Avenue, N.E.
July 15	<i>Monthly Meeting:</i>	Franklin P. Nash United Methodist Church 2001 Lincoln Road, N.E.
August	<i>(Recess)</i>	
September 2	<i>Monthly Forum:</i>	ANC 5C Office 64 New York Avenue, N.E.
September 15	<i>Monthly Meeting:</i>	St. Paul's College 3015 4 th Street, N.E.
October 7	<i>Monthly Forum:</i>	Archbishop John Carroll Senior High School 4300 Harewood Rd., N.E.
October 21	<i>Monthly Meeting:</i>	Dunbar Senior High School 1301 New Jersey Ave., N.W.
November 4	<i>Monthly Forum:</i>	ANC 5C Office 64 New York Avenue, N.E.

- November 18 *Monthly Meeting:* Greater Mt. Calvary Holy Church
605 Rhode Island Avenue, N.E.
- December 2 *Monthly Forum:* ANC 5C Office
64 New York Avenue, N.E.
- December 16 *Monthly Meeting:* St. Martin's Catholic Church
1900 N. Capitol Street, N.W.

All of the above-meetings are open to the general public; they are scheduled to commence at 7:00 p.m. and to end by 9:00 p.m.

2. ***Community Concerns:*** At every meeting, the Commission sets aside a portion of its meeting time to entertain “community concerns.” In fact, the community is invited and encouraged to participate in all aspects of our meetings (excepting, of course, the act of voting on motions that are properly put and seconded).
3. ***Notice of Meetings:*** ANC 5C makes its annual calendar of meetings available to all who attend our meetings. We also list the next meeting of our group, including the day, date, time and location, on the agenda of every meeting held. Traditionally, door-to-door distribution has been the tool that we most heavily relied upon to inform residents of meetings, but this practice proved very difficult to maintain on a consistent basis (particularly, when you are holding two meetings per month or one meeting every two weeks). Although we still do some door to door distribution, we also fax and email notices to the leaders of civic and community organizations within our service area; meeting notices are posted in stores as well as in other public places throughout the commission area; notice of our meetings is posted on email distribution lists that are maintained by individual commissioners and are posted on the several listserves that have been in place in our ward of the past number of years; and we inform neighborhood newspapers, such as the Common Denominator, of our meeting schedule. We are also taking steps to have notices of our meetings placed in local church bulletins – an assignment that will be given to our staff person as a top priority, once hired. Finally, ANC 5C site on the World Wide Web is now solidly established. In this regard, our complete schedule of month meetings can be accessed by the members of the public on our site. Specifically, we are located at www.anc5c.org.
4. ***Minutes:*** ANC 5C makes a written record of all Commission business available to the public.
5. ***Mechanisms to Distribute Information to Public:*** Copies of the minutes of the previous meeting are routinely made available to those who attend the bi-weekly gatherings of our group. Many of our

members are the leaders or otherwise closely affiliated with the civic/citizen groups in our area. As an extension of their work in the community on behalf of our many constituents, deliberate efforts are made to pass information along to others. We use the local community newspaper to report actions taken at meetings and, on occasion, we have utilized a process which we refer to as the “ANC 5C Community Leader’s Round Table” to inform the leaders of community, school, business, church, and other organizations of plans that we are contemplating. Of course, this process has the secondary value of allowing the local leadership to come together to share information and engage in collaborative planning on behalf of the residents whom we all serve. Lastly, copies of our meeting minutes dating back to the Year 2000 are presently posted on our web site.

6. ***Files and Records:*** At present, the majority of ANC 5C’s files and records are being held in storage. However, the files and records pertaining to the current calendar year are located in the homes of the Chairperson and the Treasurer, respectively. On or about April 1, 2003, we expect to have all of our files and records located in our new offices at 64 New York Avenue, N.E.

II. **BYLAWS**

1. The Commission has established bylaws that govern its operation and internal structure.
2. The bylaws under which ANC 5C is currently operating were revised and adopted by our Commission in 1993. It was our intention last year to revisit the bylaws in order that they will accurately reflect our current practices in several areas and that they conform to the new ANC reform law. For example, in an effort to be inclusive of everyone’s ideas and involvement in every aspect of ANC 5C’s work, we hold a monthly public forum at which we discuss and act on administrative issues concerning the Commission, and not via an “Executive Committee” context. Although we have been meeting in this way for years (as a Committee of the Whole, to a large extent), our bylaws only speak to an Executive Committee process. In addition, our current policy regarding the disbursement of grants is not specifically mentioned in our bylaws. That is, rather than establish a policy that becomes “set in stone” in our bylaws. We have historically elected to adopt guidelines that are visited and approved by the Commission at the beginning of each calendar year. In this way, the Commission may elect *not* to award grants for community projects in a given year, particularly if it is financially strapped and not in a realistic position to do so. To conform with the existing law, however, we intend to include such a policy statement in our bylaws and make other necessary changes that will bring us into compliance with current ANC law, when they are updated, we expect, by the end of the third quarter of this fiscal year. (See attached bylaws.) ANC 5C has requested and has received a

copy of “sample bylaws” (that include all of the changes made necessary by passage of the ANC reform law) from the Director of the Office of ANC’s.

3. Our bylaws do not include the geographic boundaries of ANC 5C.

Our bylaws do include a statement of Commission responsibilities.

Our bylaws do include voting procedures.

Our bylaws do establish a procedure for the appointment of standing and special committees.

Our bylaws describe the manner of selection of the chairperson and other officers.

Robert’s Rules of Order is the parliamentary authority adopted by ANC 5C. With specific regard to presiding officers, ANC 5C relies upon Robert’s Rules to determine this “pecking order.”

Our bylaws have a procedure for the prompt review and action on committee recommendations.

Our bylaws do not speak to the use of the Commission office and supplies; however, we have approved a policy that governs this behavior.

Our bylaws do outline procedures for the receipt of, and action upon constituent recommendations at both the SMD and Commission levels.

Our bylaws have a procedure for the filling of a vacancy in the office of treasurer.

III. OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS

A. *Contact with Office of ANC’s:*

We have had a number of contacts with the Office of Advisory Neighborhood Commissions (OANC), since the time of its establishment.

Our first contact with the OANC occurred in November 2001. At the time, we had been recently visited by the District of Columbia Auditor, Deborah Nichols, who came out to share some of the preliminary findings of her audit of our Commission with us. Recognizing that we had not been audited for a number of years and that her final results might not be available to us for a time, there were certain historical practices which the Commission had been engaging in that were in error and Ms. Nichols wanted to bring these to our attention on the

earliest possible date. Within weeks of Auditor Nicholas' visit, we arranged for Mr. Gotlieb Simon to come to a special meeting of our Commission, at which we sought his opinion and recommendations regarding several of the issues which Auditor Nichols brought to our attention.

On a number of other occasions over the past year, the chairperson has consulted with the Director of the OANC on a host of issues relating to the effective and efficient operations of ANC 5C. On the occasion of his last contact with Mr. Simon, the chairperson requested and received a sample copy of bylaws that ANC 5C could use as a template for the updating of ours.

B. *Description of Experiences with OANC:*

The Director of the OANC has made the resources of his office very accessible and ever-available to ANC 5C. He has responded to every request made of him in timely, thoughtful and a helpful way. That is, when his presence was requested, he made himself available to come to our meeting and on those occasions in which we sought written or other information from him, he routinely and willingly provided it.

C. *Goals for OANC in 2003:*

In our opinion, one of the principal functions of the OANC is to serve as a reservoir of information for the 37 Commissions throughout the city. In this regard, we'd like to see the OANC develop an ANC library of books, periodicals and other written materials, as well as video presentations of best practices that Commissioners could learn to emulate. Indeed, there are Commissioners, past and present, who would be willing to help the Director of the OANC to collect materials and assemble them in one location. As we see it, the major impediment to the organization of an ANC Library would be the identification of a place to house the materials and the money to hire someone (other than the Director of the OANC) to maintain and operate the library.

With the possible help and support of the ANC Assembly, the OANC could develop a Technical Assistance Team that could make itself available to local Commissions that are having problems in their functioning. Upon the invitation of a given Commission, this small group of volunteers could give guidance and support to the leadership of that Commission, in making suggestions and recommendations that would lead to their improved functioning. Again, there are current and former Commissioners who would gladly lend their time and talents to others in the ANC movement. Indeed, this may be yet another means by which best practices could be passed along from generation to generation of ANCs.

D. *Recommended Training Opportunities:*

It is critical that the OANC take the leadership for organizing a schedule of training opportunities for ANC's that take place on a regular basis over the

course of their two-year terms. Historically, ANC's have woefully lacked training on the rules and procedures associated with the administrative processes that they are expected to contribute to on a regular basis, with notable respect to zoning, alcohol beverage control, utility regulation, and the like. Of equal importance, all ANC's could benefit from training opportunities in leadership, parliamentary procedure, consensus building, problem-solving, conflict-resolution, etc. In short, if the OANC could organize or facilitate the organization of four or five training opportunities for ANC's before the close of 2003, this would represent a quantum leap in the provision of these desperately needed services. Because ANC's engage the Zoning Commission, the Alcoholic Beverage Control Board, the Public Service Commission, and other regulatory bodies on such a frequent basis, I would suggest that the OANC structure training opportunities in those areas first. Additionally, many ANC's could use training in the fundamentals of public speaking, in preparing written testimony for administrative hearings, and in organizing as well as conducting community meetings.

IV. EXECUTIVE BRANCH INTERACTION:

- A. ***Office Space:*** At present, ANC 5C has plans to move into 64 New York Avenue, N.E. on or about April 1, 2003. Specifically, we have been offered free space at this location of one year. If it looks like we will not be able to remain at this location beyond one year, it is expected that we will seek office space from the Mayor of the District of Columbia.
- B. ***ANC Liaisons:*** To date, the Commission has not received a list of ANC liaisons within the District's agencies from the Mayor of the District of Columbia.
- C. ***Parking Privileges:*** The privileges that Commissioners received from the Mayor's Office of Neighborhood Action were very helpful last year. That is, once the Metropolitan Police Officers and the Department of Public Works Parking Enforcement Officers learned to respect the validity of the placards that we were given, then Commissioners could safely park at meters (without charge) while conducting ANC business around the city. For a period of time following their initial introduction, however, Commissioners continued to receive parking tickets while parked at meters, notwithstanding the fact that their placard was visibly and properly displayed. It must be said that all tickets received in this way, could be dismissed if the Commissioner requested a hearing at the Bureau of Traffic Adjudication (BTA). Perhaps needless to say, the need to request and then the "drama" of arranging to have one's case heard at the BTA, proved to be a burden and a significant source of annoyance for those who received parking tickets wrongfully.

V. COMMISSION GOALS; COMMISSION SUGGESTIONS:**A. *Commission Goals:***

1. When the boundaries of ANC 5C were redistricted for the next ten years, we picked up an estimated 6000 residents who formerly resided in Ward Four. Hence, a major goal for 2003 is to make ourselves known to these constituents, to welcome them to Ward Five and to ANC 5C, as well as to successfully integrate the interests and concerns of these citizens into the agenda that we are formulating for this calendar year.
2. A second goal is to update the bylaws of ANC 5C so that they will more accurately reflect our current practices and conform completely to all ANC laws and regulations.
3. A third goal, is to meet all deadlines with respect to the timely filing of written reports to the D.C. Auditor, the Zoning Commission, the Board of Zoning Adjustment, the Alcoholic Beverage Control Board, the Public Service Commission and/or any other body that requests information or comments from us.
4. A fourth goal is to sponsor a retreat for our membership that will help us with team-building and will help us to function more effectively and efficiently as a unit.
5. With respect to economic development and planning, a fifth goal is to evaluate the development potential of all of the assets that are located within the boundaries of ANC 5C, i.e., McMillan Reservoir, the Old Soldiers Home, the former Gage School, the proposed high technology campus slated for the former McKinley Technical Senior High School, the former Armstrong Adult Education Center, the for John Mercer Langston School, etc. It is likely that we will host a Planning and Economic Development Summit to realize this goal.
6. Concerning public safety, a sixth goal is to encourage the Third, Fourth and Fifth District Police, respectively, to develop "action plans" to address the "open air drug activity," the community violence, vagrancy issues that are all major problems in a number of our Single Member Districts. We are considering the possibility of petitioning the Alcoholic Beverage Control Board for a moratorium on new liquor licenses on certain commercial corridors within ANC 5C's boundaries. In addition, we plan to enlist Council Member Orange's support for our participation in the "Cops in Shops" program. In brief, the ABC Board funds the program; neighborhoods partner with the Metropolitan Police Department; then undercover officers monitor the liquor stores in a given area. If an establishment is caught selling alcohol to a minor, for example, the owner can have his/her license immediately revoked.

7. With respect to housing, a seventh goal is to persuade Ward Five Council Member Vincent B. Orange and others to introduce and lobby to have legislation passed that would help to insulate ANC 5C residents who are uniquely impacted by certain economic development projects (like the completion of the new Convention Center, the location of a Metro Subway Station at or about the intersection of New York and Florida Avenues, N.E., and overall development of the New York Avenue corridor), by the intense forces of gentrification, and by the outrageous escalation of housing prices from being pushed out of our neighborhoods by (among other factors) an unprecedented rise in their property taxes.

In addition, we would like to encourage an overall housing policy for the District of Columbia Government that would result in a substantial expansion of affordable housing opportunities for who desire to remain in the District of Columbia.

8. An eighth goal is to work with the D.C. Department of Public Works (DPW) to compile a list of all of the streets, alleys and sidewalks within our boundaries that are in need of repair or replacement. Afterwards, we intend to lobby the DPW and the Council of the District of Columbia to put the money in the D.C. budget to make the identified repairs. In addition, we plan to petition the DPW to monitor and abate those locations within our boundaries at which illegal dumping takes place.
9. Along with the D.C. Department of Transportation (DOT), our ninth goal is to complete an assessment of transportation needs in our community. Subsequently, we will petition the DOT to develop a plan that includes any additional signage, traffic signals, crosswalks, speed bumps and/or other traffic calming devices that are needed to make and keep our streets and avenues safe and free of traffic issues.
10. Our tenth and final goal for the year is to lobby the D.C. Department of Parks and Recreation to provide an adequate level of recreation and leisure time activities for citizens of all ages in our neighborhoods, but most notably for our youths.

B. Citywide or Neighborhood Issues that will Impact Commission in 2003:

1. ***Redistricting:*** The degree to which we are successful in integrating the interests and concerns of former Ward Four residents into the Ward Five and ANC 5C agenda for the year.
2. ***Public Safety:*** Too much open air alcohol and drug activity; too many ABC licensed stores; too much community violence; and not enough police protection.

3. **Housing:** Escalating housing prices; negative aspects of gentrification; inflated property taxes; and inadequate support for seniors and others on fixed incomes.
4. ***Economic Development:*** We have a good deal of economic development potential in and around our Commission area. To the extent that these projects are developed in a measured and a way that is considerate of the impact that they will have upon our quality of life, we stand the good chance of deriving enormous benefit from them.
5. ***Recreation:*** We don't have enough recreation and leisure time opportunities for our citizens. This leaves our children, in particular, with an inordinate amount of idle time to be enticed by negative forces in the community.
6. ***Jobs:*** A number of our residents are in desperate need of job training and employment opportunities.
7. ***Homeless Services:*** We are inundated with services for the homeless in the 5C area. Indeed, not only do we bear the burden of Ward Five's share of responsibility for the provision of needed services to this population, we also house a disproportionate share of programs that provide services to the homeless, citywide.

C. *Grants:*

At the time of this writing, ANC 5C has not established a formal policy with respect to the issuance of grants for 2003. However, it is likely that we will set aside a portion of our funds for grants to be applied for by community organizations in our service area. In addition, we may consider the award of special grants to improve our pocket parks, in support of the Main Street Program that is being currently implemented in the North Capitol area.

Every year, we make a formal decision with respect to our grant policy. Once we have done so for 2003, I will forward our policy, guidelines and application to you.

D. *Commission Suggestions:*

1. ***Suggested Amendments to the ANC Law:*** That the D.C. Government be required to provide ongoing training opportunities for ANC Commissioners in the areas aforementioned.
2. ***Council Assistance to ANC's:*** That the Council of the District of Columbia put money into the budget to create and staff an ANC library and that it also identify the funds to provide ongoing training opportunities for ANC's.