



## *City of Alexandria, Virginia*

### **Ad Hoc Motorcoach Task Force**

#### **Meeting Minutes**

**October 5, 2009**

**Sister City Room, Room 1101, City Hall**

#### **Attendees**

**Task Force Members:** Rich Baier (chair), Mayor William Euille, Poul Hertel, Greg Ogden, Charlotte Hall, Hubert Herre, Ellen Stanton, Tara Zimmick-Calico, Captain David Ray (for Chief Earl Cook), Timothy Elliott, Lorraine Lloyd, Stephanie Brown, Yon Lambert (staff), Karen Callaham (staff)

**Guest:** Amy Slack, Engin Artemel, William Bartow, Jeff Bodnar, Joanne Platt, Deputy Police Chief Eddie Reyes (staff).

**Executive Summary:** The primary meeting topics were to review short-term progress made by staff since the last meeting in April and the Motorcoach on-line registration business rules.

#### **1. Welcome & Introductions**

Rich Baier opened the meeting by welcoming all. He introduced the a new Task Force member, Timothy Elliott. Mr. Elliott replaces the Tobacco Quay appointee who resigned; the Tobacco Quay requested that their slot be filled by an appointee from Old Town Civic.

#### **2. Review Short-Term Action Items** – Yon Lambert reported that a City staff Motorcoach Work Group had been established to address operational issues related to creation of the registration system. Staff made progress on all of the Task Force recommendations approved by City Council and the Traffic and Parking Board in Spring 2009.

- **Motorcoach Counts** - Staff Transportation Engineer, Matt Melkerson presented the results of the April and June motorcoach counts. Next counts will be in October and December.
- **Enforcement** - Captain David Ray of the Alexandria Police Department reported on the number of police hours performed, citations and warnings given to motorcoach drivers by the Police's Motor Unit and Parking Unit from March 31 – April 30. Future enforcement efforts will be led by the Police Parking Unit. Charlotte Hall asked Captain Ray for a report on the number of infractions/accidents involving motorcoaches during the Spring 2009 campaign at the next meeting.
- **24-Hour Motorcoach Information Phone Number** - A phone number has been set aside for motorcoach outreach and communications. Acquiring an AM. radio station was researched but found to be too costly and extremely long waits for FCC approval. After a brief discussion on the staff lead for the phone number, the Task Force

determined the City's transportation department should maintain the number. The phone number will have a phone tree feature with options of reaching City permitting, City transportation staff and/or ACVA.

- **Rack Card** - Staff presented a draft two-sided Do's & Don'ts rack card. Task Force members provided comments and requested revisions, including a more welcoming tone. The rack card will be revised and presented again.

**3. Motorcoach Registration System** - Staff presented a framework for a registration system for implementation in March 2010. The Task Force provided feedback regarding the "business rules" for the system which are guided creation of the system.

**4. April 22 Minutes** – To be discussed at the November meeting.

**5. Public and Task Force Question & Answer**

**Amy Slack-** Suggested that if the Task Force revisit previously considered parking locations, and those locations were put under the permit system, residents in the adjacent communities may find comfort that the parking will be seasonal and the duration of parking times will be controlled by the City.

**Next Meeting: November 2, 2009 from 5-7 pm, City Hall – SisterCities Room 1101**