

**CITY OF PLYMOUTH  
AGENDA  
SPECIAL COUNCIL MEETING  
JUNE 26, 2012, 5:30 p.m.  
MEDICINE LAKE CONFERENCE ROOM**

**1. CALL TO ORDER**

**2. TOPICS**

- A. Receive Transit Report from Plymouth Advisory Committee on Transit (PACT)
- B. Set future Study Sessions

**3. ADJOURN**

**REGULAR  
COUNCIL MEETING**

**June 26, 2012**

**To:** Laurie Ahrens, City Manager

**Prepared by:** Sarah Hellekson, Transit / Solid Waste Manager

**Reviewed by:** Doran Cote, Public Works Director

**Item:** **Receive recommendations by the Plymouth Advisory Committee on Transit (PACT) on system changes for Plymouth Metrolink**

**1. ACTION REQUESTED:**

Receive the recommendation by the PACT on system changes for Plymouth Metrolink and provide direction to staff on implementation of preferred recommendations.

**2. BACKGROUND:**

Plymouth Metrolink fixed route and Dial-A-Ride systems are operated and maintained by First Transit under contract for the City of Plymouth.

At the September 27, 2011 City Council Study Session, City Council directed PACT and staff to:

- Prioritize the elimination of services;
- Define alternative future funding;
- Begin a strategic discussion on what the transit system would entail if it was started today;
- Plan worst case scenarios while remaining conservative;
- Preserve transit options for Plymouth passengers;
- Determine current and future demographics for the transit-dependent population;
- Discuss opportunities if passengers had park and ride options only;
- Plan to increase frequency between park and rides and downtown;
- Establish how to operate transit like a business; and
- Report to the City Council in 2012.

In an October working session, PACT prioritized the Plymouth transit system in order of services to be eliminated. This determination was based primarily upon each service's dependency to other services with express service being the core service of the Plymouth transit system.

1. Dial-A-Ride
2. Local Shuttle Service (neighborhood route, no fare box)
3. Express Tails (local route which is completely connected to an express route)
4. Express Service (last to be eliminated)

PACT met at least once monthly discussing each of the items requested by City Council.

On May 23, 2012, the PACT voted to recommend to City Council one of six service plans presented by staff: Plan 4 Targeted Express Service. PACT also discussed an option to modify Plan 4 and consider Long Range Service Expansion (Plan 6) should the system become more successful in the future.

Plan 4 Targeted Express Service increases the frequency of service between Station 73 and downtown during peak rush hour service to fifteen-minute frequency, which is the minimal regional standard. It also meets the expectation of transit users for minimal frequency of service and could assist to minimize congestion between Plymouth and downtown.

If approved, the recommended changes will have the following effect on transit users:

- Increase service to Station 73 park and ride, currently at 30% capacity;
- No disruption to current routes or service.

Plymouth Metrolink passengers are surveyed annually each fall. Plymouth passengers indicate an overall 98% satisfactory rating with the Plymouth Metrolink transit system. Much of the discussion among the PACT members was the concern about disrupting the current routes and schedules.

The region's schedules change quarterly. Ideally any change in a public transit system is announced with new schedules. The September schedules are already in the regional system. Any system changes decided now must be submitted by August 31 and can begin in January. To support the new schedule and attract new customers, staff proposes public service announcements and advertisements in local newspapers, local cable channels, web sites, blogs, rider alerts, and at local businesses. The goal is to attract ten new passengers per quarter boarding at Station 73. Station 73 is at an average of 30% capacity. Nathan Lane and Olive Lane park and ride lots are generally full.

### **3. BUDGET IMPACT:**

The recommended Plan 4 Targeted Express Service would cost an estimated additional \$100,000 above the current operating budget annually. The total 2012 current operating budget for fixed route and dial-a-ride is \$4,460,850. Fixed route is 75% of the operating budget.

Currently, fare revenue covers 25% of Metrolink's operating costs. The goal is to attract ten new passengers per quarter boarding at Station 73. PACT will review the measurements and goal quarterly. If the goal is not being met, the plan could be adjusted. The regional transit performance standard is an average of 20 passengers per in-service hour, or informally 20 passengers per trip [*Regional 2030 Transportation Policy Plan, Final November 2010, p. G-10*].

<b>Quarter</b>	<b>Operating Cost of Plan 4 during Quarter</b>	<b>Days of Service in Quarter</b>	<b>Two trips/day/ passenger</b>	<b>Peak Fare \$3*</b>	<b>Ridership Goal During Quarter**</b>	<b>Potential Fare Revenue Goal During Quarter</b>
January – March, 2013	\$24,314	62	2	3	10	\$3,720
April – June, 2013	\$25,098	64	2	3	20	\$7,680
July –September, 2013	\$25,490	65	2	3	30	\$11,700
October – December, 2013	\$25,098	64	2	3	40	\$15,360
January – March, 2014	\$24,706	63	2	3	50	\$18,900
April – June, 2014	\$25,098	64	2	3	60	\$23,040
<i>*For calculation purposes, assumption that all passengers pay the peak fare.</i>						
<i>**Goal of ten new passengers per quarter.</i>						

#### 4. ATTACHMENTS:

Presentation

Resolution

# CITY OF PLYMOUTH

## RESOLUTION No. 2012 -

### A RESOLUTION TO RECEIVE THE PLYMOUTH ADVISORY COMMITTEE ON TRANSIT (PACT) RECOMMENDATION ON PLYMOUTH METROLINK SERVICE CHANGES

WHEREAS, The City Council established the Plymouth Advisory Committee on Transit (PACT) in 1999 [Res. No. 99-497]; and

WHEREAS, The City of Plymouth transit program is supported by fares, regional, state and federal funds; and

WHEREAS, The City Council has determined that it is in the best interests of the City to utilize transit funds in the most cost effective manner; and

WHEREAS, PACT recommended at its meeting on May 23, 2012, increasing frequency of express service between Station 73 and downtown to 15 minute frequency during peak rush hour as depicted in Plan 4 in their system evaluation; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA: That the PACT recommendation to increase Plymouth Metrolink express service between Station 73 and downtown to 15 minute frequency during peak rush hour is received.

Approved this 26th day of June, 2012.



## Service Scenarios

Plymouth City Council  
on June 26, 2012

# ***September 27, 2011, City Council Study Session***

- Prioritize elimination of services
- Define alternative funding for 2016 and beyond
- Begin a strategic discussion on what the transit system would entail if it was started today
- Plan for worst case scenarios while remaining conservative
- Preserve transit options for Plymouth riders
- Determine current and future demographics now for the transit-dependent population

# ***September 27, 2011, City Council Study Session***

- Discuss opportunities if riders had park and ride options only
- Plan to increase the frequency between park and rides and downtown
- Establish how to operate transit like a business, and
- Report to the City Council in 2012

# ***PACT Prioritized The System In Order Of Services To Be Eliminated***

1. Dial-A-Ride
2. Local Shuttle Service (neighborhood route, no fare box)
3. Express Tails (local route completely connected to an express route)
4. Express Service



# **Service Scenarios Scalable Operating Plans**

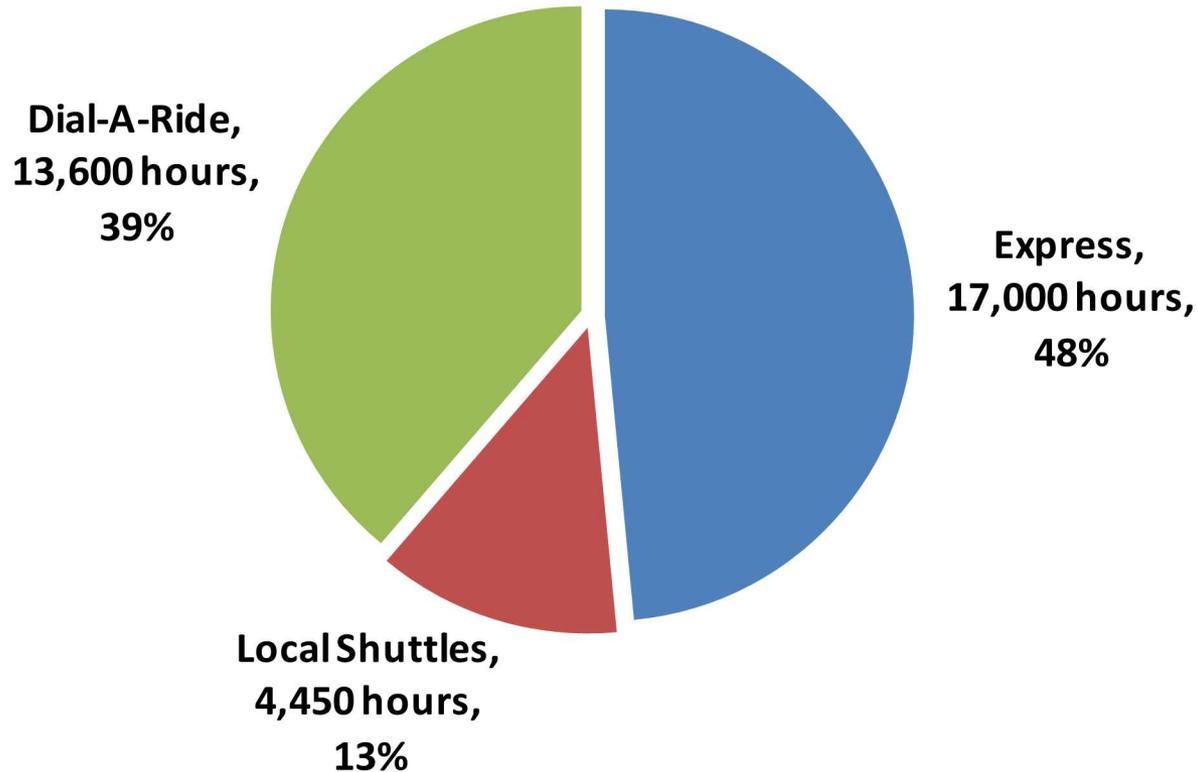
**Plymouth City Council  
on June 26, 2012**

# ***Review of Current Service***

- Express: 17,000 annual hours with local express tails
  - Above includes reverse commuter express
- Local Shuttles: 4,450 annual hours
  - Above includes reverse commute to local employers & shuttles
- Dial-A-Ride: 13,600 annual demand response hours
- Total annual operating cost: \$3,000,000
  - Cost to deliver Metrolink service consists of:
    - 60% variable costs (change with service adjustments): driver and maintenance costs, payroll expenses, fuel
    - 40% fixed costs (do not change with adjustments to service levels): administration, facility rents, insurance

# Review of Current Service

## Service Delivery Hours



# ***Six Proposed Service Scenarios***

- Plan 1: Service Elimination
- Plan 2: Service Reduction
- Plan 3: Dial-A-Ride Elimination:  
Modest Express Service Expansion
- Plan 4: Targeted Express Service Expansion
- Plan 5: Express Service Expansion
- Plan 6: Long Range Service Expansion

# ***Plan 1 – Service Elimination***

- Eliminate all service (Metrolink Express, Local Shuttle and Dial-A-Ride)
- Revert transit resources to Metropolitan Council
- Assume costs associated with removal (shelters, signs, buses, other amenities)
- Return \$2,800,000 to State of MN for Station 73
- Return all unused transit capital and operating funds to Metropolitan Council upon closure of system
- Decision to preserve “opt out” option to deliver transit services in the future

# ***Plan 1 – Service Elimination***

## Advantages

- Cost of transit service born by region

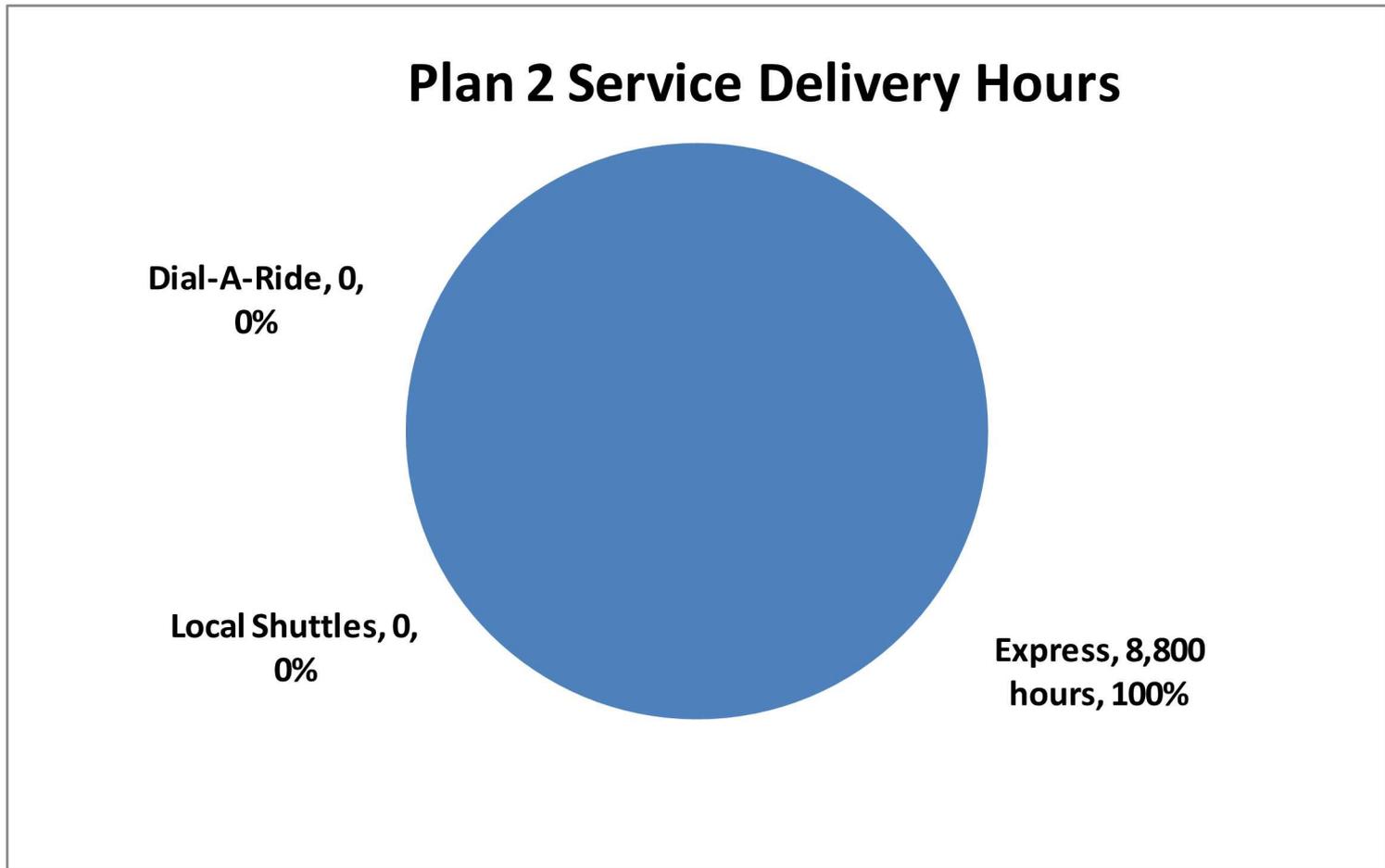
## Disadvantages

- Greatly reduced local input on service planning
- Loss of local identity
- Probable loss of much neighborhood service
- Greatly reduced Dial-A-Ride service in local area
- Fewer if any buses and routes serving Plymouth residents directly
- Customer service less responsive to needs of Plymouth residents

## ***Plan 2 – Service Reduction***

- Express service from park and ride lots only
- Maintain existing frequency of express service
- Maintain reverse commuter service only to park and ride lots (no local reverse commute)
- No Local shuttles
- No Dial-a-Ride service
- Annual operating cost reduction of approximately \$1,200,000 below current cost

# Plan 2 – Service Reduction



# ***Plan 2 – Service Reduction***

## Advantages

- Significantly reduced operating cost of Plymouth Metrolink transit system by \$1,200,000 or 31.6%
- Transit service targeted to locations of highest rider concentration: park and ride lots

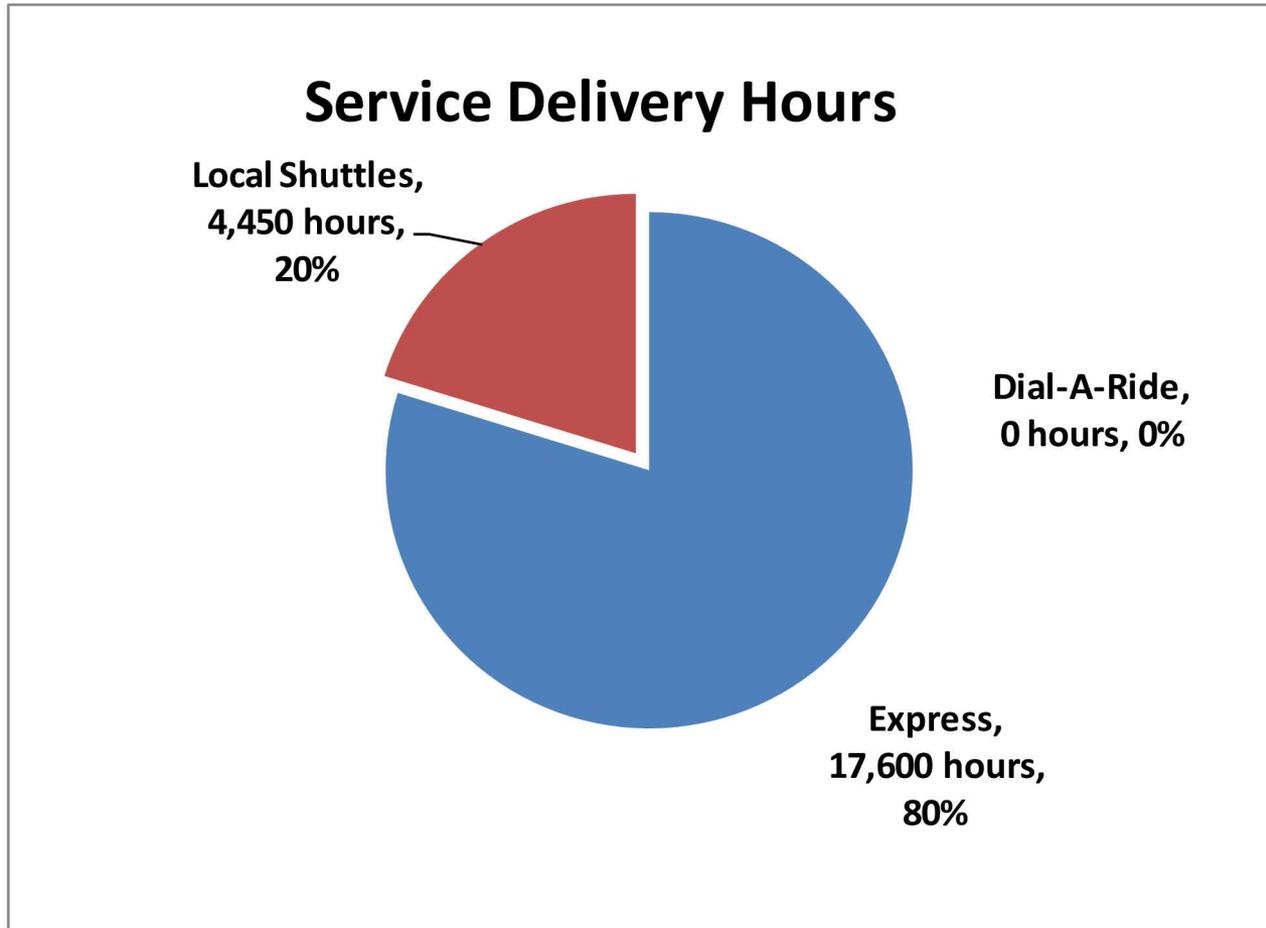
## Disadvantages

- Loss of local shuttles services to neighborhoods
- Loss of local reverse commute to business parks
- Two of the three park and ride lots are at capacity already

# ***Plan 3 – Dial-A-Ride Elimination, Modest Express Service Expansion***

- Express with local tails
- Service at Station 73 increased to 10 minute frequency during peak
- Local shuttles
- Dial-a-Ride service eliminated
- Annual operating cost reduction of approximately \$400,000 below current cost

# ***Plan 3 – Dial-A-Ride Elimination, Modest Express Service Expansion***



# ***Plan 3 – Dial-A-Ride Elimination, Modest Express Service Expansion***

## Advantages

- Increased service to Station 73 where extra capacity is available
- No disruption to current service
- Focus resources on time of peak demand
- Highest subsidy demand service may be provided by others
- Decrease cost by \$400,000

# ***Plan 3 – Dial-A-Ride Elimination, Modest Express Service Expansion***

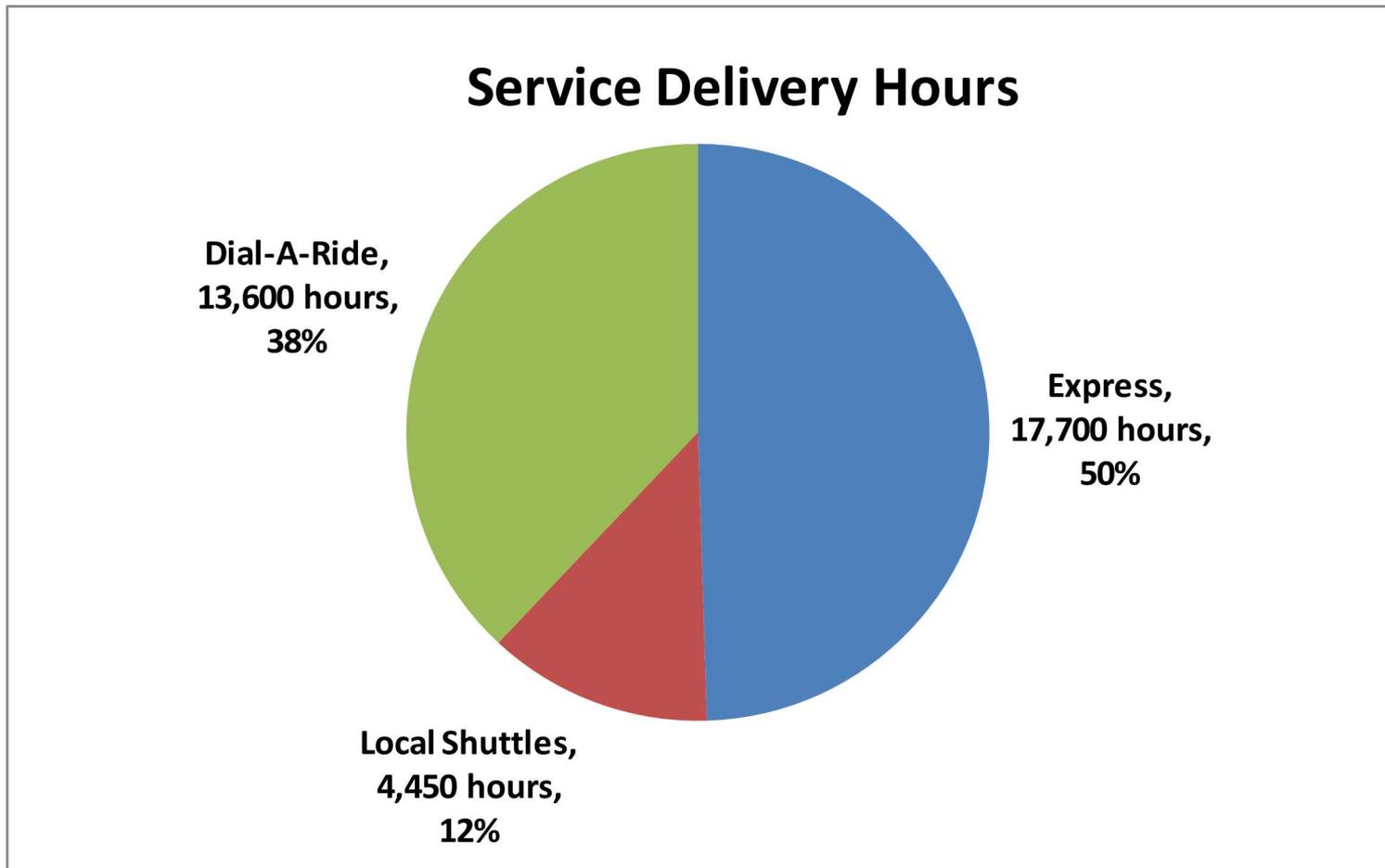
## Disadvantages

- No guaranteed increased system productivity, ridership or revenue with increased frequency
- Customized peak and midday bus service to Plymouth residents and businesses reduced drastically
- Residents dependent on curb-to-curb, shared ride service within Plymouth will have limited if any affordable service

# ***Plan 4 – Targeted Express Service Expansion***

- Express with local tails
- Service at Station 73 increased to 15 minute frequency
- Local shuttles
- Dial-A-Ride
- Estimated annual operating cost of approximately \$100,000 above current cost

# Plan 4 – Targeted Express Service Expansion



# ***Plan 4 – Targeted Express Service Expansion***

## Advantages

- Increased service to Station 73 where extra capacity is available
- All other routes remain the same, no disruption to current service
- Increased service is focused specifically on peak demand times

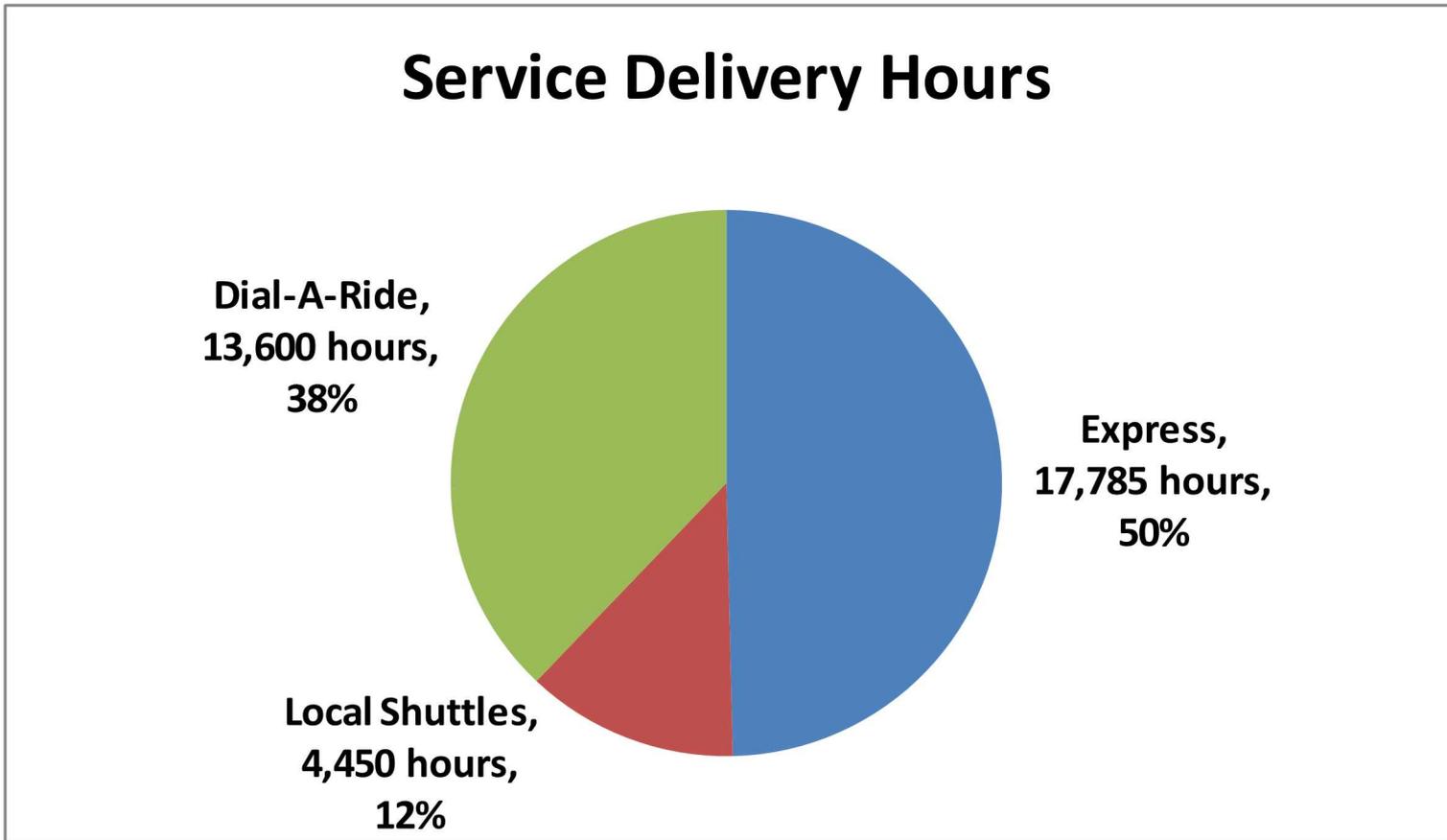
## Disadvantages

- No guarantee of increased system productivity or new riders
- Increase in cost by \$100,000

# ***Plan 5 – Express Service Expansion***

- Express with local express tails
  - Service at Station 73 increased to 10 minute frequency
- Local shuttles
- Dial-A-Ride
- Estimated annual operating cost increase of approximately \$125,000 above current cost

# Plan 5 – Express Service Expansion



# ***Plan 5 – Express Service Expansion***

## Advantages

- Increased service to Station 73 where extra capacity is available

## Disadvantages

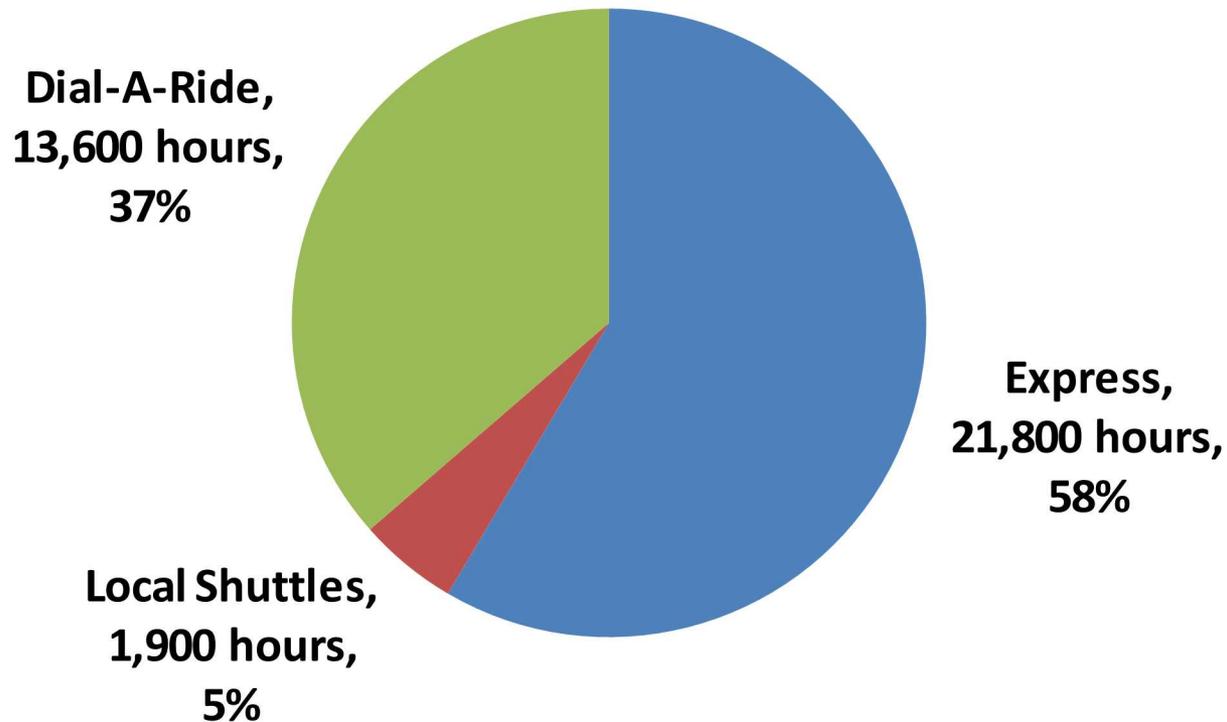
- Routes 772 and 777 are adjusted to achieve 10 minute frequency
- No guarantee of increased system productivity
- Increase cost of \$125,000

# ***Plan 6 – Long Range Service Expansion***

- Express with local express tails
  - Increases express service at all park and rides to 10 minute frequency
  - Improved service in NW Plymouth
  - Shorten longer express routes
  - Covert local shuttles to express tails, eliminating transfers
- Preserve existing reverse commute express and local service
- Dial-A-Ride
- Estimated annual operating cost increase of \$500,000 above current cost

# Plan 6 – Long Range Service Expansion

## Service Delivery Hours



# ***Plan 6 – Long Range Service Expansion***

## Advantages

- Increased service to all park and ride lots during peak time
- Shortens long express routes
- Reduce transfers from express routes to local neighborhood shuttles
- Reduced travel time from NW Plymouth to downtown

# ***Plan 6 – Long Range Service Expansion***

## Disadvantages

- Increased bus service with no corresponding increase in park and ride capacity at two lots (75% availability at Station 73 ramp)
- No guarantee of increased system productivity
- Eliminates current service to areas with low ridership
- Increased fleet to support this plan
- Increased cost of \$500,000

# ***PACT Recommendation***

## **PLAN 4 Targeted Service Expansion**

- Service at Station 73 increased to 15 minute frequency
- Estimated annual operating cost approximately \$100,000 above current cost

# ***PACT Recommendation***

## **PLAN 4 Targeted Service Expansion**

### Advantages

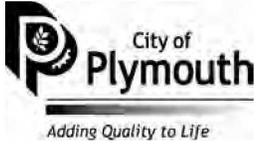
- Increased service to Station 73 focused specifically on peak demand times
- No disruption to current service
- Current riders are 98% satisfied with current service

### Disadvantages

- No guarantee of increased system productivity or new riders
- Cost increase of \$100,000 over current annual operating costs

# *Thank you*





**To:** Mayor and City Council

**SPECIAL  
COUNCIL MEETING**

**Prepared by:** Laurie Ahrens, City Manager

**June 26, 2012**

**Item: Set Future Study Sessions**

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**1. ACTION REQUESTED:**

Review the pending study session items and schedule meetings as desired..

The pending study session list is as follows:

**PENDING STUDY SESSION TOPICS**

(at least 3 Council members have approved the following study items on the list)

- Discuss trails (fall 2012)
- Invite county commissioner to discuss County Road 47
- Discuss traffic signals
- Transportation improvements to primary corridors
- Policy for emergency utility repairs

**OTHER REQUESTS FOR STUDY SESSION TOPICS:**

- Update with City Manager
- Update on Northwest Greenway acquisition
- Funding infrastructure improvements in Northwest Plymouth

**2. ATTACHMENTS:**

Official City Calendars

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6 6:00 PM PLYMOUTH ADVISORY COMMITTEE ON TRANSIT (PACT) STUDY SESSION Medicine Lake Room  7:00 PM PLANNING COMMISSION MEETING Council Chambers	7	8	9
10	11	12 <b>CANCELLED</b> REGULAR COUNCIL MEETING Council Chambers	13 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Council Chambers	14 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Plymouth Creek Center	15	16
17	18	19	20 7:00 PM PLANNING COMMISSION MEETING Council Chambers	21	22	23
24	25	26 5:30 PM SPECIAL COUNCIL MEETING Receive Transit Report from Plymouth Advi- sory Committee on Transit (PACT) Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	27 <b>CANCELLED</b> PLYMOUTH ADVISORY COMMITTEE ON TRANSIT (PACT) STUDY SESSION Medicine Lake Room	28 <b>CANCELLED</b> HRA MEETING Medicine Lake Room	29	30 8:00 AM MUSIC IN PLYMOUTH 5K FUN RUN Hilde Performance Center

Modified on 06/21/12

# July 2012

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3 5:00 PM MUSIC IN PLYMOUTH Hilde Performance Center	4  INDEPENDENCE DAY CITY OFFICES CLOSED  CANCELLED PLANNING COMMISSION MEETING Council Chambers	5	6	7
8	9	10 7:00 PM REGULAR COUNCIL MEETING Council Chambers	11 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Council Chambers	12	13	14
15	16	17	18 7:00 PM PLANNING COMMISSION MEETING Council Chambers	19	20	21
22	23	24 7:00 PM REGULAR COUNCIL MEETING Council Chambers	25 7:00 PM PLYMOUTH ADVISORY COMMITTEE ON TRANSIT (PACT) STUDY SESSION Medicine Lake Room	26 7:00 PM HRA MEETING Medicine Lake Room	27	28
29	30	31				

Modified on 06/21/12

# August 2012

SUN	MON	TUES	WED	THUR	FRI	SAT
			1 7:00 PM PLANNING COMMISSION MEETING Council Chambers	2 7:00 PM HUMAN RIGHTS COMMITTEE MEETING Medicine Lake Room	3	4
5	6	7 2:30-5:00 PM NIGHT TO UNITE KICKOFF Plymouth Creek Center  6:30-9:30 PM NIGHT TO UNITE	8 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Council Chambers	9	10	11
12	13	14  PRIMARY ELECTION DAY  8:00 PM REGULAR COUNCIL MEETING Council Chambers	15 7:00 PM PLANNING COMMISSION MEETING Council Chambers	16	17	18
19	20	21 6:00 PM SPECIAL COUNCIL MEETING Budget Study Session Medicine Lake Room	22 7:00 PM PLYMOUTH ADVISORY COMMITTEE ON TRANSIT (PACT) MEETING Medicine Lake Room	23 7:00 PM HRA MEETING Medicine Lake Room	24	25
26	27	28 7:00 PM REGULAR COUNCIL MEETING Council Chambers	29	30	31	

Modified on 06/21/12

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3  LABOR DAY CITY OFFICES CLOSED	4	5 7:00 PM PLANNING COMMISSION MEETING Council Chambers	6	7	8
9	10	11 7:00 PM REGULAR COUNCIL MEETING Council Chambers	12 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Council Chambers	13 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Council Chambers	14	15
16	17	18 7:00 PM REGULAR COUNCIL MEETING Council Chambers	19 7:00 PM PLANNING COMMISSION MEETING Council Chambers	20	21	22
<i>Rosh HaShanah Begins at Sunset</i>	23	24	25 <i>Yom Kippur Begins at Sunset</i>	26 7:00 PM PLYMOUTH ADVISORY COMMITTEE ON TRANSIT (PACT) STUDY SESSION Medicine Lake Room	27 7:00 PM HRA MEETING Medicine Lake Room	28
30 <i>Modified on 06/21/12</i>						29 9:00 AM PLYMOUTH FIREFIGHTERS 5K Fire Station #2  11:30 AM PLYMOUTH ON PARADE CELEBRATION City Center Area