

**CITY OF PLYMOUTH
AGENDA
SPECIAL COUNCIL MEETING
MAY 24, 2016, 5:30 p.m.
MEDICINE LAKE CONFERENCE ROOM**

1. CALL TO ORDER

2. TOPICS

- A. Transit Update
- B. Set future Study Sessions

3. ADJOURN



**SPECIAL
COUNCIL MEETING**

May 24, 2016

To: Dave Callister, City Manager

Prepared by: Luke Fischer, Administrative Services Director

Reviewed by:

Item: Transit Update

In 2014, the City of Plymouth entered into an agreement with SouthWest Transit for management and oversight services for the Plymouth Metrolink. Since that time, the City has made a concerted effort to enhance rider experience and improve services. Over the past year and a half, the system has deployed new technology, expanded park and ride capacity, refined routing, and more carefully monitored its agreements with First Transit and the Metropolitan Council. Though many of the improvements have been incremental, these changes have helped the system catch-up to the broader transit market and meet rider expectations. In this refinement process, staff has identified a number of recommendations to continue to better the Metrolink.

New service planning. The system continues to provide nearly 500,000 rides per year, but rider demands are changing. In 2015, the City offered its first full reverse commute at the relocation of 1,700 new jobs to Plymouth from Downtown Minneapolis. Staff recommends adjusting this routing to serve the Carlson Towers as part of the reverse commute option. This service has been very successful and staff has identified other modifications that could be made to broaden system ridership.

As Minneapolis' new East Town development begins to take shape, jobs are being relocated away from the Marquette/2nd Avenue corridor. The City has heard from riders associated with the new Wells Fargo campus as well as Hennepin County Government Center about the need for more direct service to this area. Additionally, the City has heard from riders that would like to see some connection to the University of Minnesota – both from a staff and student perspective.

Route 774 will provide the system's only connection to the new development at East Town and the University of Minnesota. If approved, trips to East Town would begin as soon as possible and the U of M would begin later in the year when fall semester starts. This route would start at Plymouth Presbyterian and connect to Station 73 before heading to Minneapolis. The route would make stops on the traditional corridor before extending into these new service areas.

The Plymouth Presbyterian Park and Ride will complement the City's new arrangement with St. Philip the Deacon, which has experienced some trips leaving with standing passengers due to heavy utilization in peak times. This also provides some alternative parking for users in the event of a funeral at either church – building some needed redundancy into the system.

The modified 774 will also increase frequencies at Station 73. Increased frequencies at a park and ride generally improve ridership/utilization because there is more predictability in trips. The frequency recommendations include midday service – which would serve a new market of riders.

Fleet update. The City is slated to receive one new 40' bus in 2016. This bus will have improved interior amenities that match other opt-out providers.

Metrolink is planning to replace two small buses in 2017. These replacements would feature similar amenities to the 40' fleet, but will not include wi-fi.

The system plans to replace 11 vehicles in 2018. Staff is recommending five 40' buses (current standard) and six coach-style vehicles. This would begin to align the Metrolink fleet with other express services in the region.

Facility update. The City has received a grant from the Metropolitan Council to replace bus shelters. Staff is working through an assessment of current structures and plans to complete the shelter replacement project in 2017. Additionally, the City has received grant funds to make security improvements at Station 73 and the Reserve, which are underway at this time.

Planning for the future. Currently, staff is developing a Transit Asset Management Plan, Emergency Preparedness Plan, and Park and Ride Study. All of this work will ensure the City is appropriately positioning itself as the system continues to evolve.

Attachments:

- Plymouth Metrolink Presentation

Plymouth Metrolink Update

Plymouth City Council Workshop
May 24th, 2016
5:30 PM

Matt Fyten, Transit Consultant, SouthWest Transit

Overview

A large, stylized graphic of a leafy branch, rendered in a dark blue color, is positioned in the background of the slide. The leaves are simple, rounded shapes, and the branch curves across the upper portion of the slide.

- Current Services Summary
- New Service Plans
- Financial Summary
- Fleet Update
- Completed Projects/Project Updates
- Public Input

Who is Working On PM?

- Customer Service - 2 Full Time Positions
- Vehicle Maintenance - 2 Class A Managers
- Finance & Reporting - Staff Accountant
- Planning & Operations - Planning Manager and Associate Planner
- IT - Technology Specialist
- System Management - CEO & COO
- Average Monthly Hour Spent On PM (2016):
125 Hours

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Current Services Summary

Ridership

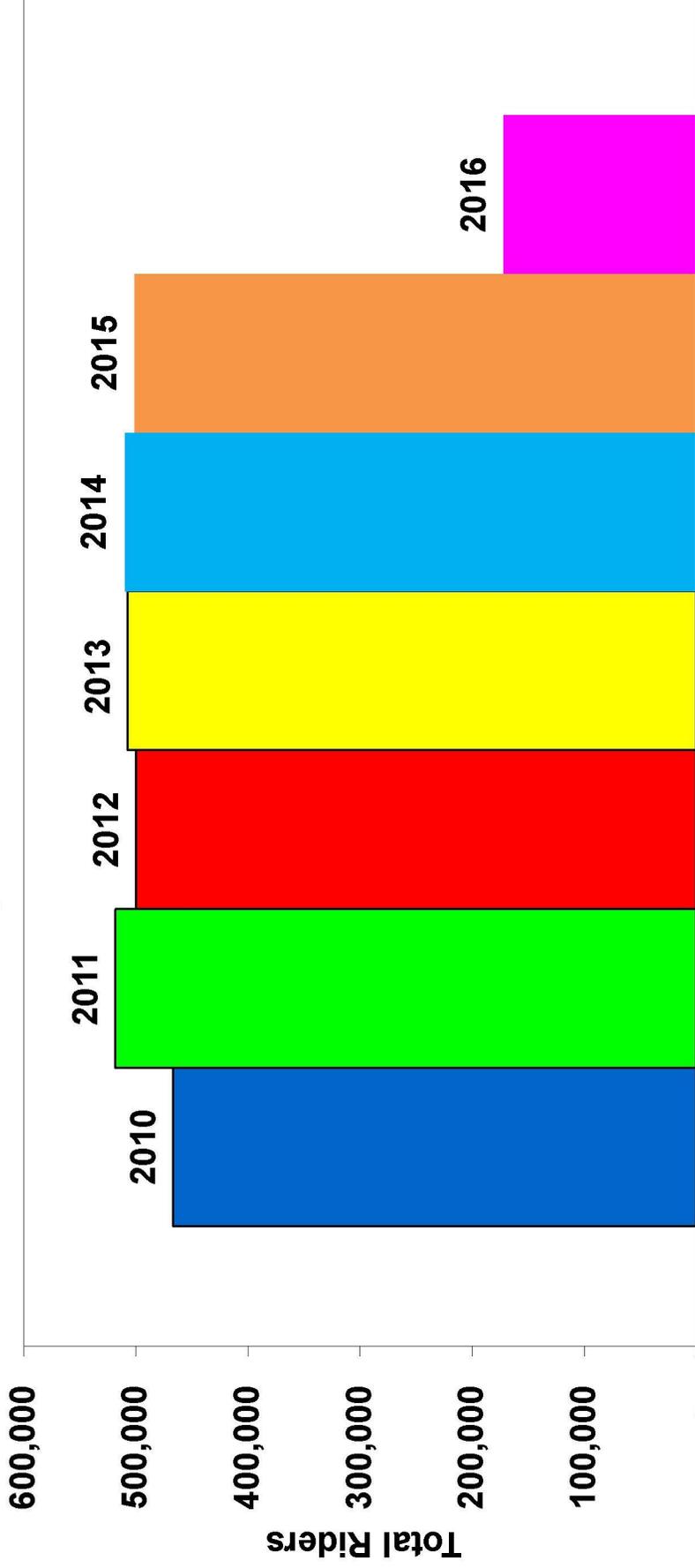
- Overall System: Up 1% from 2015 (~1,500 Rides)
 - 170,245 Rides Provided Through April
 - Express: 149,702 (Up 9% from 2015)
 - Local Shuttles: 11,133 (-38% from 2015)
 - Dial-a-Ride: 11,019 (-27% from 2015)

Service Performance

- **Subsidy Per Passenger (2016)**
 - Fixed Route System: \$5.17 (2015: \$4.70)
 - Dial-a-Ride: \$16.80 (2015: \$14.85) (Regional Average: \$18.64)
- **Passengers Per In Service Hour (2016)**
 - Fixed Route System: 20 (2015: 20) (Regional Threshold: ≥15)
 - Dial-a-Ride: 2.77 (2015: 3.10) (Regional Threshold: ≥2)
- **Recovery Ratio (2016)**
 - Fixed Route System: 27.67% (2015: 29.68%)
 - Dial-a-Ride: 12.15% (2015: 13.04%)

Historical System Ridership

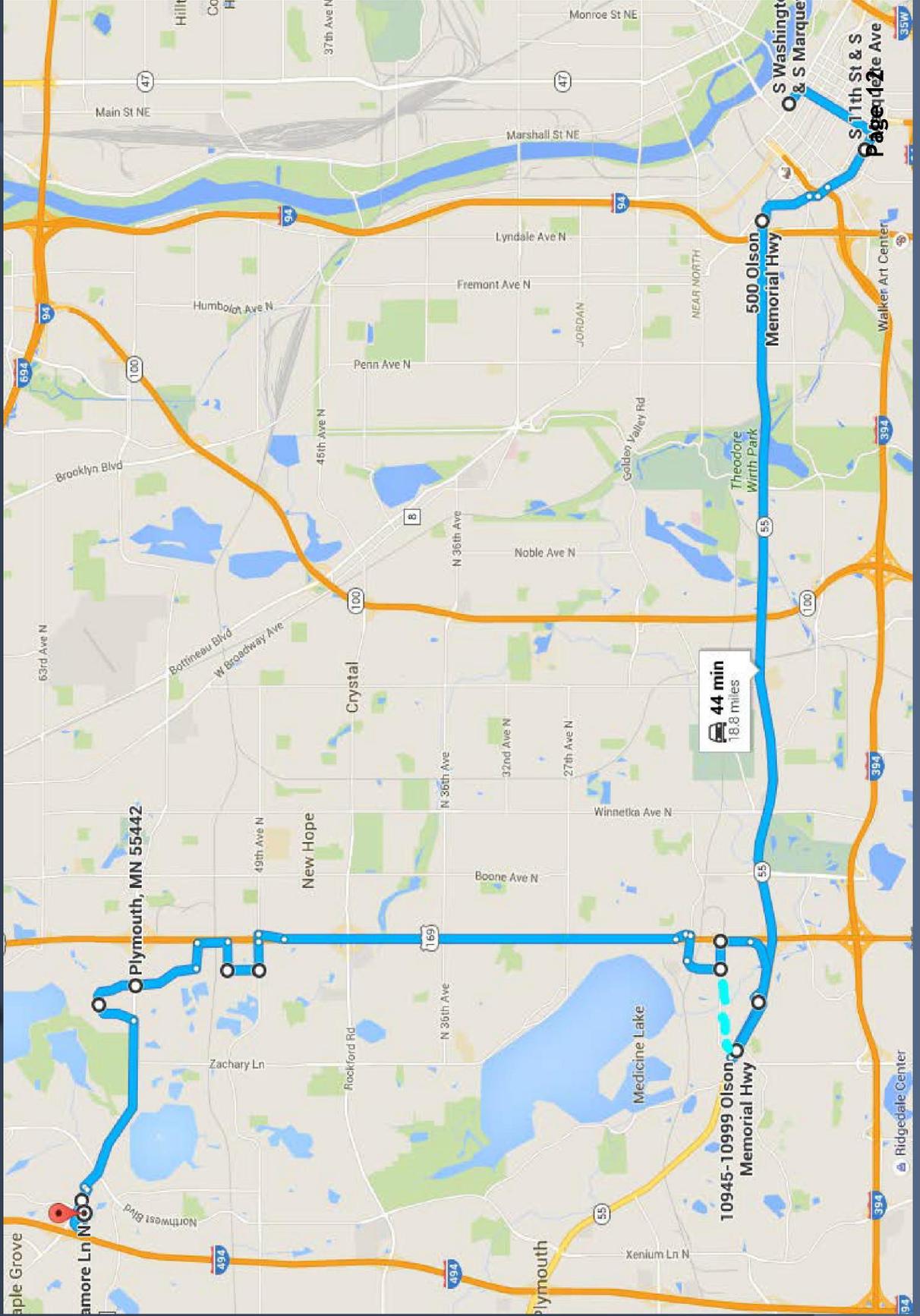
Plymouth Metrolink
Ridership from 2010-Present



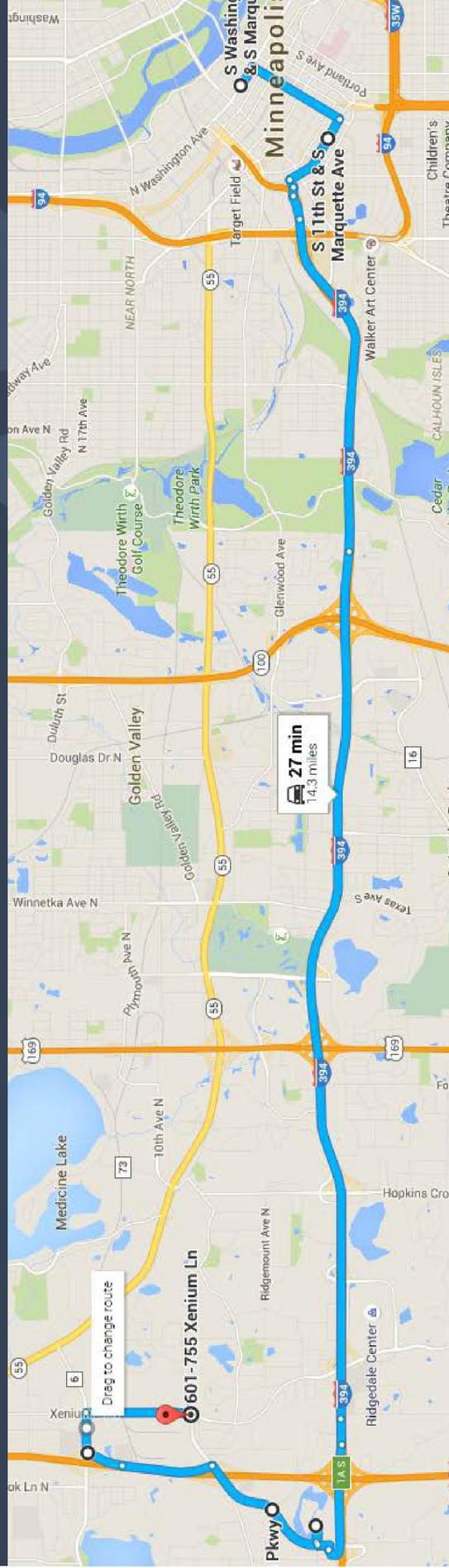
New Service Plans (Aug/Sept 2016)

- Dunkirk Ln Park and Ride (Plymouth Presbyterian)
- Increased Station 73 Service
- Increased Midday Service
- Add Service to U of M/East Town
- Revised Reverse Commute Service

Adjusted Route 742



Adjusted Route 747



New Eastbound Express Service

Route	Plymouth Blvd & 37th Ave	Peony Ln & Old Rockford Rd	Schmidt Lk Rd & Vicksburg Ln	Reserve Transit Station	Co Rd 9 & Fernbrook Ln	Xenium Ln & 34th Ave	Northwest Blvd & W Medicine Lake Dr	Harbor Ln & 34th Ave	Dunkirk Ln P & R	Station 73 Park & Ride	2nd Ave & 7th St	2nd Ave & Washington Ave	East Town	Oak St & Delaware St
AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
772	5:57				6:01		6:04			6:14		6:42		
777		5:48	5:52	5:56	6:05	6:09	6:13			6:22	6:45	6:48		
774									6:17	6:30		6:58	7:01	7:08
772	6:26				6:30		6:33			6:43		7:11		
777		6:18	6:22	6:26	6:35	6:39	6:43			6:52	7:15	7:18		
774									6:47	7:00		7:28	7:31	7:38
772	6:52				6:56		6:59			7:09		7:37		
772	7:00				7:04		7:07			7:17		7:45		
777		6:49	6:53	6:57	7:06	7:10	7:14			7:23	7:46	7:49		
774									7:17	7:30		7:58	8:01	8:08
772	7:21				7:25		7:28			7:38		8:06		
777		7:13	7:17	7:21	7:30	7:34	7:38			7:47	8:10	8:13		
774									7:47	8:00		8:26	8:29	8:36
772	7:50				7:54		7:57			8:07		8:35		
777		7:40	7:44	7:48	7:57	8:01	8:05			8:14	8:37	8:40		
774									9:02	9:15		9:37	9:40	9:47
774									10:02	10:15		10:37	10:40	10:47
774									11:02	11:15		11:37	11:40	11:47
	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
774									12:02	12:15		12:37	12:40	12:47

New Westbound Express Service

Route	Oak St & Delaware St	East Town	Marquette Ave & Washington Ave	Marquette Ave & 4th St	Station 73 Park & Ride	Harbor Ln & 34th Ave	Northwest Blvd & W Medicine Lake Dr	Xenium Ln & 34th Ave	Co Rd 9 & Fernbrook Ln	Reserve Transit Station	Plymouth Blvd & 37th Ave	Schmidt Lk Rd & Wicksburg Ln	Peony Ln & Old Rockford Rd	Dunkirk Ln P & R
	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
774	12:01	12:04	12:11	12:12	12:39									12:52
774	1:01	1:04	1:11	1:12	1:39									1:52
774	2:01	2:04	2:11	2:12	2:39									2:52
774	3:01	3:04	3:11	3:12	3:39									3:52
772			3:35	3:36	4:05	4:15			4:18		4:22			
777			3:45	3:46	4:15		4:23	4:27	4:32	4:38		4:44	4:47	
774	3:45	3:48	3:55	3:56	4:25									4:38
772			4:08	4:09	4:38	4:48			4:51		4:55			
777			4:16	4:17	4:46		4:54	4:58	5:03	5:09		5:15	5:18	
774	4:14	4:17	4:24	4:25	4:54									5:07
774	4:22	4:25	4:32	4:33	5:02									5:15
777			4:40	4:41	5:10		5:18	5:22	5:27	5:33		5:39	5:42	
772			4:48	4:49	5:18	5:28			5:31		5:35			
774	4:46	4:49	4:56	4:57	5:28									5:41
772			5:08	5:09	5:38	5:48			5:51		5:55			
777			5:16	5:17	5:46		5:54	5:58	6:03	6:09		6:15	6:18	
774	5:14	5:17	5:24	5:25	5:54									6:07
772			5:44	5:45	6:14	6:24			6:27		6:31			
777			5:55	5:56	6:25		6:33	6:37	6:42	6:48		6:54	6:57	
774	5:59	6:02	6:09	6:10	6:41									6:54
774	6:59	7:02	7:09	7:10	7:41									7:54

New Service Plan Annual Costs

- Route 774: \$297,000
- Route 742/747: \$8,500
- Route 774 changes were part of adopted 2016 budget.
- All plans funded under current 2016-2017 budget.

Financial Summary

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Financial Summary

- **Unused State and Federal Dollars (Capital)**
 - **Through 2015: \$3,113,415**
- **Transit Fund Reserves (Capital or Operating)**
 - **Through 2015: \$6,122,381**
 - Does not include State and Federal dollars above.
 - 2016 Operating Budget: \$5,286,230
 - New: As a result of SWT negotiations, the City now has the ability to use reserve funds for capital, as well as operating.
- **Projected 2016 Reserve Balance: 135%**
- **Met Council Target Reserve Balance: 27.8%**
- **City's Reserve Balance Target: 40%**

Fleet Update

- 2016
 - One 40' Expansion Vehicle
 - Improved interior amenities
- 2017
 - Two Small/Cutaway Replacement Vehicles
- 2018
 - 11 Replacement Vehicles
 - Recommending five 40' vehicles & six coach vehicles

Bus Rehabs

- Discovered mid-life rehabs were not programmed or being completed for Plymouth.
- Met Council has agreed to provide funds for rehabs moving forward.
- Met Council will not provide funds for complete rehabs of '06 fleet (11 - 40' buses being replaced in 2018). They will provide rehab funding for interiors at ~\$200,000.

Current Projects

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Current Projects

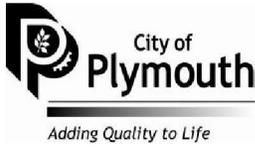
- Driver Services RFP
- Bus Shelter Replacements
- Safety & Security Enhancements
- Transit Asset Management Plan (TAM)
- New Music In Plymouth Bus Wrap
- Emergency Preparedness Plan
- Park and Ride Studies
- S2S Service Refinements

Public Input

- **Focus Groups**
 - Q1: Bus Shelters - Completed
 - Q2: Station 73 Feedback - By End of June
 - Q3: New Fleet Input - By End of Sept.
 - Q4: Technology (Phone App, Wi-Fi, Enhancements) - By End of Dec.
- **Business Outreach - TCF, Smith Medical, Bass Lake Rd Businesses**
- **Rider Survey (Fall)**

Questions?

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Agenda
Number: **2B**

**SPECIAL
COUNCIL MEETING**

May 24, 2016

To: Mayor and Council

Prepared by: Dave Callister, City Manager

Reviewed by:

Item: Set Future Study Sessions

June 14 and July 12 Study Sessions

Staff is requesting the agenda items for these two meetings be switched due to staff availability. Therefore, the Public Improvement Special Assessment Policy would be discussed on July 12th rather than June 14th, and the trail/sidewalk snow removal routes for 2016-2017 would be discussed on June 14th rather than July 12th.

Calendars are attached to assist with scheduling of study sessions if the Council desires.

Pending Study Session Topics (at least 3 Council members have approved the following study items on the list):

None at this time.

Other Council requests for Study Session Topics:

None at this time.

Staff requests for Study Session Topics:

None at this time.

June 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
			1 7:00 PM PLANNING COMMISSION MEETING Council Chambers	2	3	4
5	6	7	8 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	9 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Plymouth Creek Center	10	11
12	13	14 5:30 PM SPECIAL COUNCIL MEETING Public Improvement Special Assessment Policy Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	15 7:00 PM PLANNING COMMISSION MEETING Council Chambers	16	17	18
19	20	21	22	23 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	24	25 8:00 AM Music in Plymouth 5K Fun Run
26	27	28	29 5:00 - 10:15 PM Music in Plymouth Hilde Performance Center	30		

Modified on 05/04/2016

CHANGES ARE MADE IN RED

July 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4  INDEPENDENCE DAY CITY OFFICES CLOSED	5	6 7:00 PM PLANNING COMMISSION MEETING Council Chambers	7	8	9
10	11	12 5:30 PM SPECIAL COUNCIL MEETING Trail/sidewalk snow removal routes for 2016-2017 Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	13 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	14	15	16
17	18	19	20 7:00 PM PLANNING COMMISSION MEETING Council Chambers	21	22	23
24	25	26 7:00 PM REGULAR COUNCIL MEETING Council Chambers	27	28 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room 5:30 - 8:30 PM Kids Fest Hilde Performance Center	29	30
31						

Modified on 05/12/2016

CHANGES ARE MADE IN RED

3400 Plymouth Boulevard
Plymouth, MN 55447

OFFICIAL CITY CALENDAR

Phone: 763-509-5000
Fax: 763-509-5060

August 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2 2:30-5:00 PM NIGHT TO UNITE KICKOFF Plymouth Creek Center 6:30-9:30 PM NIGHT TO UNITE CITY COUNCIL FILINGS OPEN	3 7:00 PM PLANNING COMMISSION MEETING Council Chambers	4	5	6 10:00 AM - 3:00 PM ABSENTEE VOTING
7	8 ABSENTEE VOTING Until 5:00 PM	9 STATE PRIMARY ELECTION DAY Polls open 7:00 AM to 8:00 PM 8:00 PM REGULAR COUNCIL MEETING Council Chambers	10 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	11	12	13
14	15	16 6:00 PM SPECIAL COUNCIL MEETING Budget/CIP Medicine Lake Room CITY COUNCIL FILINGS CLOSE 5:00 PM	17 7:00 PM PLANNING COMMISSION MEETING Council Chambers	18 CITY COUNCIL FILINGS DEADLINE TO WITHDRAW 5:00 PM	19	20
21	22	23 5:30 PM SPECIAL COUNCIL MEETING Budget/CIP Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	24	25 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	26	27
28	29	30 6:00 PM SPECIAL COUNCIL MEETING (If Needed) Budget/CIP Medicine Lake Room	31			

Modified on 04/13/2016

CHANGES ARE MADE IN RED