

**Public Works**

City Transit  
263-8152

## MEMORANDUM

Equipment Maintenance  
Roadway Maintenance  
Collection & Drainage  
Building & Grounds  
Engineering

To: Gregg Mandsager, City Administrator  
CC: Fran Donelson, Secretary  
FROM: Randy Hill, Public Works Director  
DATE: September 29, 2014  
RE: Transit Policies

## INTRODUCTION:

Every two to three years the Iowa Department of Transportation's Office of Public Transit visits to review MuscaBus' compliance with various requirements of the State and Federal transit funding programs. The City of Muscatine receives more than \$500,000 annually from State and Federal grants.

## BACKGROUND:

On June 12, 2014 representatives from IDOT met with City Transit Supervisor, Kristy Korpi, as part of an assisted self-assessment of how the transit agency is complying with State and Federal requirements in the management and operation of the public transit program.

During their visit they identified the following areas that require improvements to the existing practice:

- A. Create a written policy describing the process Muscatine uses to solicit and consider public comment before raising a fare or carrying out a major reduction of transit service.
- B. Muscatine must have a written procurement protest procedure. In order to communicate that policy to the public the procedure should be included with the release of any form the MuscaBus procurement may conduct.

## RECOMMENDATION/RATIONALE:

It is our recommendation that the City Council adopt the Notification of Fare and Service Changes policy and the Transit Procurement Protest Procedure.

**BACKUP INFORMATION:**

1. **Notifying the Public of Fare and Service Changes Policy**
2. **Transit Procurement Protest Procedure Policy**
- 3.
- 4.

## Notifying the Public of Fare and Service Changes

The following policy shall guide City of Muscatine Transit (MuscaBus) when considering fare increases and major service reduction. A major service reduction shall be defined as a loss of an entire route within the city. Should it be necessary to recommend a fare increase or a reduction in service, discussion would take place during the annual budget session.

City of Muscatine Transit (MuscaBus) staff shall prepare a written proposal for a fare increase and/or a major service reduction. Discussion regarding the proposal will be held with the Director of Public Works prior to presentation to the City Council and the public.

The public will have two opportunities to speak regarding any increase in fares or reduction in service: during the Transit department's presentation of the proposed budget to the Council and during the Public Hearing regarding approval of the proposed budget.

Members of the public unable to attend either meeting can contact their Council member prior to either meeting to express their concern or support.

These public meetings are held at City Hall. Dates and times are published in the Muscatine Journal and posted on the City's website [www.muscatineiowa.gov](http://www.muscatineiowa.gov).

City of Muscatine Transit (MuscaBus) staff will provide public notice of the change after a decision is made regarding a fare increase and/or a service reduction. This will be accomplished using a press release for newspaper and radio, posting signage in vehicles, posting the information on the City's website, notifying Iowa Department of Transportation, Office of Public Transit and notifying City of Muscatine Transit (MuscaBus) staff through an internal memo.

**Transit Procurement  
Protest Procedure**  
*(Required for all procurements funded in whole or in part  
through the Iowa Department of Transportation (DOT), Office of Public Transit)*

Anyone wishing to file a protest concerning the specifications or the bid procedure must do so in writing. This written protest must be received by City of Muscatine Transit (MuscaBus)  
(System name)  
at 1459 Washington Street, Muscatine, IA 52761  
(System address)  
no later than 72 hours prior to bid opening. If protests are received that cannot be resolved by the designated time for bid opening, City of Muscatine Transit (MuscaBus)  
(System name) shall delay the bid opening until the protest is resolved. However, the decision must be issued in writing by City of Muscatine Transit (MuscaBus)  
(System name) within no more than Seven working days from the date the written protest was received.

If anyone wishes to protest some aspect of this procurement other than specifications or bid procedure, or something about the bid procedure that only becomes evident after the bid opening, they must file the protest in writing. This written protest must be received by City of Muscatine Transit (MuscaBus)  
(System name) no later than Seven working days after City of Muscatine Transit's (MuscaBus')  
(System name) notification to all bidders of their contract award decision, and City of Muscatine Transit (MuscaBus)  
(System name) must issue its written decision within no more than Seven working days from the day the written protest was received.

If a protester feels that City of Muscatine Transit (MuscaBus)  
(System name) has not followed these protest procedures, the protester has 10 working days from the alleged infraction to file a subsequent protest with the Iowa DOT. The Iowa DOT will issue its written decision within 20 working days of receipt of such an appeal. Any further appeal at the state level must be in accordance with Chapter 17A of the Iowa Code.