



1459 Washington St.  
Muscatine, IA 52761-5040  
(563) 263-8933  
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**Public Works**

**City Transit**  
**263-8152**

**Equipment Maintenance**  
**Roadway Maintenance**  
**Collection & Drainage**  
**Building & Grounds**  
**Engineering**

MEMORANDUM

To: Mayor and City Council Members

CC: Gregg Mandsager, City Administrator  
Brian Stineman, Public Works Director

FROM: Amy Fortenbacher, Transit Supervisor

DATE: October 16, 2018

RE: Request to Approve Amendment to DOT Transit Joint Participation Agreement

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**INTRODUCTION:**

MuscaBus is requesting the approval of the amendment to our FTA SFY2018 Operating Assistance to include the funding for the conversion van. The Iowa DOT requires that the amendment be authorized.

**BACKGROUND:**

The request to purchase the conversion van was approved on May 17, 2018. The Iowa DOT had to amend the Transit Joint Participation Agreement (2016-018-01-533-FY18) to assign an FTA Code and dollar amount to the conversion van. The amended agreement has broken out the operating assistance and the conversion van funding. The original agreement had the funds under the same FTA Code and total dollar amount. They also needed to extend the date of the agreement to June 30, 2019, in order to give us adequate time to take possession of the van.

**RECOMMENDATION/RATIONALE:**

It is the recommendation of the Public Works/Transit staff to approve the request of the Iowa DOT to authorize the amendment 1 to Agreement 2016-018-01-533-FY18

**BACKUP INFORMATION:**

See Memo for Request to Purchase Conversion Van for MuscaBus



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**MEMORANDUM**

To: Mayor and City Council Members

CC: Gregg Mandsager, City Administrator  
Brian Stineman, Public Works Director

FROM: Amy Fortenbacher, Transit Supervisor

DATE: May 15, 2018

RE: Request to Purchase Conversion Van for MuscaBus

**INTRODUCTION:**

MuscaBus would like to purchase a conversion van to use for the JARC evening route to expend FTA funds that will otherwise be lost.

**BACKGROUND:**

The FTA operating assistance fund amount is set every year through our consolidated funding application with the state. This past year, MuscaBus has had JARC and New Freedom funding available as well. We have also had a year with lower operating costs than usual due to lower gas prices and less maintenance. When we combined the JARC and New Freedom funding with the lower operating expenses, we have not been able to request all of the FTA operating assistance we have been granted. We have an approximate amount of \$50,000 that we can use for a capital purchase. The FTA will allow us to make a purchase with a 20% local match.

**RECOMMENDATION/RATIONALE:**

It is the recommendation of the Public Works/Transit staff to approve the request to issue a purchase order for an 8 passenger conversion van to Hoglund Bus Co. for total purchase price of \$61,481.00. Additional costs to place the van in service are estimated at \$1,950.00. The City's share would be \$12,690.00. The conversion van would be used for our JARC service that runs at night. We usually do not have enough passengers to fill a bus. The conversion van would lower our operating cost for this service with less fuel being used. We would also be able to use it for small groups of passengers with our Paratransit service.

**BACKUP INFORMATION:**

Conversion van specifications and quote from state bid list

**"I remember Muscatine for its sunsets. I have never seen any  
on either side of the ocean that equaled them" — Mark Twain**

Office of Public Transit  
800 Lincoln Way, Ames, IA 50010

October 1, 2018

Amy Fortenbacher, Transit Supervisor  
Muscatine City Transit System  
1459 Washington  
Muscatine, IA 52761

Re: FFY 2018 5311 Agreement  
Agreement 2016-018-01-533-FY18  
Contract No. 19674  
Amendment 1

Dear Amy:

Enclosed are two originals of an amended FFY 2018 Section 5311 agreement. As discussed the operating portion of the contract is complete, and the remaining amount has been added to a second line for the purchase of a conversion van (expansion). The expiration date of the contract has been extended from 6/30/18 to 6/30/19.

Please have the designated signatory for the transit agency sign both originals. One original should be returned to the Office of Public Transit at 800 Lincoln Way, Ames, Iowa 50010. The other original is for your files.

Please be aware that Part II of this agreement, and the appendices referenced in Item 3.A(4) of Part II, which are incorporated by reference, may be found on our website at [http://www.iowadot.gov/transit/joint\\_participation.html](http://www.iowadot.gov/transit/joint_participation.html).

If you have any questions, please call me at 515-233-7877, or e-mail me at [ryan.ward@iowadot.us](mailto:ryan.ward@iowadot.us).

Sincerely,



Ryan Ward  
Transit Programs Administrator  
Office of Public Transit

**TRANSIT JOINT PARTICIPATION AGREEMENT  
 TO IMPLEMENT A FEDERAL TRANSIT ADMINISTRATION (FTA)  
 NON-URBAN OPERATING ASSISTANCE PROJECT  
 [CFDA 20.509]**

WHEREAS, the Iowa Department of Transportation (hereinafter called the DEPARTMENT) has, in accordance with Chapter 324A of the Code of Iowa, secured a grant under 49 U.S.C. 5311 from the Federal Transit Administration on behalf of Iowa public transit systems, and

WHEREAS, the **City of Muscatine (MuscaBus)** (hereinafter called the AGENCY) has been duly designated as a public transit system by local officials, in accordance with Chapter 324A of the Code, and

WHEREAS, Grant IA-2016-018-01 (executed by FTA on September 5, 2017) includes the project detailed below, programmed for the AGENCY:

Description of Project Element	FTA Code	Federal Funds Ceiling	% Federal Participation
1. SFY2018 Operating Assistance	30.09.01	\$ 401,479 <b>\$346,942</b>	50%
<b>2. FFY18 Conversion van (exp)</b>	<b>11.13.15</b>	<b>\$54,537</b>	<b>85%</b>
<b>Total Federal Ceiling:</b>		<b>\$ 401,479</b>	

NOW, THEREFORE, THE DEPARTMENT AND THE AGENCY HAVE AGREED THAT THE AGENCY shall proceed with implementation of the above-described project, subject to all terms, conditions and obligations connected with the federal grant, and also subject to such policies, procedures and conditions as have been established by the DEPARTMENT and which are documented in Part II of this AGREEMENT (found at [http://www.iowadot.gov/transit/joint\\_participation.html](http://www.iowadot.gov/transit/joint_participation.html)).

BE IT FURTHER AGREED THAT THE DEPARTMENT shall reimburse the AGENCY for eligible costs of implementing each element of said project at the participation rate(s) and subject to the funding ceiling(s) delineated above.

THIS AGREEMENT TO BE IN EFFECT from July 1, 2017 through ~~June 30, 2018~~ ~~June 30, 2019~~ **June 30, 2019**.

IN WITNESS WHEREOF, the parties hereunto have caused this AGREEMENT to be executed by their proper officials thereunto duly authorized as of the dates below indicated, in consideration of the mutual covenants, promises and representations herein.

For The AGENCY:

  
 \_\_\_\_\_  
 Diana Broderson, Mayor  
 City of Muscatine

For the DEPARTMENT:

  
 \_\_\_\_\_  
 Stuart Anderson, Director  
 Planning, Programing and Modal Division  
 Iowa Department of Transportation