



# Southeast Iowa Regional Planning Commission

April 23, 2015

12:00 p.m.

211 N. Gear Avenue

West Burlington, IA 52655

Meeting Type

Executive Board

## — Agenda —

<b>CALL TO ORDER</b>	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Directors Report, Minutes, Financial Report, Claims)		Board Action
<b>OLD BUSINESS</b>		
1. Southeast Iowa Housing, Inc.	Norris	Board Update
2. EDA Peer Evaluation	Norris	Board Update
<b>NEW BUSINESS</b>		
1. Resolution #109-2015 EDA RLF Plan Certification	Hanan	Board Action
2. Resolution #110-2015 EDA RLF Plan Certification	Hanan	Board Action
3. Position Description	Norris	Board Action
4. Development Trust	Norris	Board Information
<b>MATTERS FROM THE FLOOR</b>		

# Consent Agenda



## DIRECTOR'S REPORT

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: April 23, 2015

### BUILDING UPDATE

Staff has begun to collect pictures of favorite or impactful projects around the region and put them on display in office hallways. If you have time, check out the new pictures.

### MISCELLANEOUS

USDA is applying for a Stronger Economies Together (SET) grant, and has asked your executive director to participate on the steering committee. A focus of the program, if funded, would be in southeast Iowa. It appears that southeast Iowa proper has no great need for the SET program as it meets regularly, but a tri-state application for Lee Co, IA/Clark Co, MO and Hancock Co, IL may be a possibility as well as Henry/Washington/Jefferson counties.

Iowa DOT Review: Every six years, SEIRPC submits to a Regional Planning Affiliation (RPA) review. The Iowa FHWA planner, four Iowa DOT planning staff, and one DOT District planning staff met with Mike Norris and Zach James for most of the day on April 8. The meeting went well and staff expect positive feedback on the regional transportation planning program as well as constructive criticism.

### CONSENT AGENDA

Financials are stable at the end of March. Accounts payable will likely pick up in the next few months with MFNC projects coming on line.

### AGENDA ITEMS – OLD BUSINESS

1. Southeast Iowa Housing, Inc. (SIH), Board Update: SIH is an entity incorporated by SEIRPC for the purposes of being a non-profit affordable housing developer in hopes of becoming a Community Housing Development Organization (CHDO). Update federal rules now prevent SEIRPC from working with a certified CHDO. The need for affordable housing continues, and SIH should look to partner organizations for collaborative projects that fit with its mission.

2. EDA Peer Evaluation, Board Update: As a certified Economic Development District (EDD) with the Economic Development Administration (EDA), SEIRPC submits to triennial peer evaluations. EDA (Denver Region) evaluates SEIRPC's economic development program with a peer regional organization. SEIRPC received positive marks, with room for improvement. Comments are attached.

#### AGENDA ITEMS – NEW BUSINESS

1. Resolution #109-2015 EDA RLF Plan Certification, Board Action: Resolution certifying SEIRPC is following the terms of its EDA RLF program and plan for the EDA I loan pool.
2. Resolution #110-2015 EDA RLF Plan Certification, Board Action. Resolution certifying SEIRPC is following the terms of its EDA RLF program and plan for the EDA II loan pool.
3. Position Description, Board Action :  
Presented is a new position description named “Regional Development Coordinator”. The position description more adequately sets expectations and structures for some current activities and future work elements as well.
4. Development Trust, Board Update: What is the importance of central business district buildings and single family residences in southeast Iowa? What is the opportunity cost of letting them fade away into neglect only to have the city spend local funds on demolition? A development trust may be a way to stabilize buildings for later investment.

Southeast Iowa Regional Planning Commission  
Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
February 26, 2015

Members Present: Brent Schleisman, Hans Trousil, Mark Huston, and Gary Folluo  
Members Absent: Sue Frice  
Staff Present: Mike Norris, Bob Kuskowski, Lori Gilpin, Jeff Hanan, Zach James, and  
Debbie Laughlin

Call to order at 12:17 p.m.

### **Agenda Approval**

Motion by Trousil to approve the February 26, 2015 agenda, second by Folluo. All Ayes, motion carried.

### **CONSENT AGENDA APPROVAL**

Norris stated that some HVAC work has been completed upstairs with rearranging thermostats to more evenly distribute heat/cool for the atrium and 2<sup>nd</sup> floor. Staff has implemented some of the Energy Audit recommendations. The board packet includes both December and January financials. December financials were not ready in time for the January meeting due to health insurance changes and accompanying journal entries. Motion by Folluo to accept the consent agenda, second by Trousil. All Ayes, motion carried.

### **Old Business:**

1. Downtown Energy RLF: Norris stated that the downtown energy RLF previously proposed by staff will not go forward. Support for the project in local match was not sufficient to apply for a useful amount of funds. SEIRPC will continue to look for and develop projects beneficial to regional downtown areas in the future. No action necessary.

### **New Business:**

1. RLF Application: River Ridge Dental Care, Inc. & River Ridge Enterprise, LLC: Hanan stated that River Ridge Dental Care, through primary lender Two Rivers Bank & Trust, has applied for \$149,500 in revolving loan funds to be used for the purpose of purchasing the building that houses the dental office at 700 N. 3<sup>rd</sup> St., Burlington. The project is expected to retain 8.5 jobs and is essentially phase II of the succession plan. The SEIRPC Loan Review Committee met on February 19<sup>th</sup> to consider the application and voted unanimously to recommend funding the request. Trousil made a motion to approve the RLF Application from River Ridge Dental Care, Inc. & River Ridge Enterprise, LLC in the amount of \$149,500 from the EDA 1 RLF Fund with the following terms: 10 year amortization; Interest rate 3%; and Collateral: Real estate mortgage; General UCC business lien filing, and personal guarantee, second by Huston. All ayes, motion carried.

2. COG Impact Presentation: Norris highlighted the Councils of Governments (COGs) impact report collected from responses from its 17 members of the Iowa Association of Regional Councils (IARC) over the past five fiscal years. 2,600 jobs created or retained through revolving loan funds; \$453 million in federal transportation funds programmed through Transportation Improvement Programs; 2,900 homes rehabilitated, owner and renter occupied; 1,300 homes financed through down payment assistance; and \$226 million secured for water and sewer infrastructure projects. He also went over those figures that were effected by SEIRPC alone and noted that our share of the aggregate numbers prove higher than the 5.8% proportion that SEIRPC comprises of the Iowa COGs. He attributed strong board leadership, excellent staff, and trusting relationships within the region to SEIRPCs successes. No action necessary.
  
3. Outreach Communications: Norris stated that staff has initiated a process to review its communication methods and expectations. He highlighted the outline of the process and methodology which included designing and sending out surveys to internal and external partners, analyzing the data and putting together a draft of results and prioritizations for the Executive Committee in April and final drafts in June and July which would include an implementation plan. Typical communication that SEIRPC currently provides include: newsletters, SEIRPC FaceBook page, SEIRPC Website, phone calls, emails, group meetings, presentations, etc. No action necessary.

**MATTERS FROM THE FLOOR:**

None.

Motion to adjourn meeting by Trousil.  
Second by Folluo. All Ayes

Meeting adjourned at 12:35 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

\_\_\_\_\_  
Mark Huston, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# ***Financial Report*** ***March 2015***



Dear SEIRPC Board:

The accompanying Balance Sheet of Southeast Iowa Regional Planning Commission, as of **March 31, 2015**, and the related Statements of Income and Changes in Financial Position for the nine months ended **March 31, 2015**, have been compiled by Lori Gilpin.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. The statements have not been audited.

*Lori Gilpin*  
*Finance Director*

***Completed April 15, 2015***

**TO:** SEIRPC Board  
**FROM:** Lori Gilpin  
**DATE:** 4/15/2015  
**RE:** Financial Summary for the month of March 2015



**PROFIT & LOSS ALL CLASSES**

	Mar-2015	YTD
TOTAL REVENUES :	220,116	4,865,771
TOTAL EXPENSES :	708,615	4,731,175
Excess of revenues over expenditures	(488,499)	134,597

**PROFIT & LOSS REGIONAL TRANSIT AUTHORITY**

	Mar-2015	YTD
TOTAL REVENUES :	75,934	949,715
TOTAL EXPENSES :	89,119	771,413
Excess of revenues over expenditures	(13,186)	178,302

CASH BALANCE	UNRESTRICTED	RESTRICTED	
Gen'l Government Chkng	1,131,877	-	
IRP Government Chkng		656,294	
Ft. Madison RLF Government Chkng		169,705	
Henry County RLF Government Chkng		146,730	
Henry County RTA Government Chkng	46,858		
Keokuk RLF Regular Chkng		142,971	
EDA RLF Government Chkng		393,561	
Mediapolis HTF Government Chkng		87,990	
GRHTF Government Chkng		146,444	
<b>TOTAL</b>	<b>1,178,735</b>	<b>1,743,695</b>	<b>2,922,430</b>

**CUSTOMER ACCOUNTS RECEIVABLE BALANCE**

Current	1-45	46-90	>90	TOTAL
50,823	48,979	53,021	25,989	178,812

**VENDOR ACCOUNTS PAYABLE BALANCE**

Current	1-45	46-90	>90	TOTAL
258,672	104	(206)	0	258,570



**Southeast Iowa Regional Planning Commission  
Balance Sheet  
March 31, 2015**

**ASSETS**

**Current Assets**

**Checking/Savings**

103.00 · Gen'l Government Checking	1,131,876.62
104.00 · IRP Government Checking	656,294.49
105.00 · Ft. Madison RLF Gov't Chkng	169,705.28
106.00 · Henry County RLF-Gov't Chkng	146,729.57
107.00 · Henry County (RTA)-Gov't Chkng	46,858.29
109.00 · Keokuk RLF	142,970.56
110.00 · EDA RLF Government Checking	393,560.57
113.00 · Mediapolis HTF Gov't Chkng	87,990.47
115.00 · GRHTF-Gov't Checking	146,443.83

<b>Total Checking/Savings</b>	<u>2,922,429.68</u>
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**Accounts Receivable**

120.00 · Accounts Receivable	<u>178,812.27</u>
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**Other Current Assets**

101.00 · Petty Cash Account	295.00
130.00 · Ft. Madison RLF Receivable	24,083.85
131.00 · Henry County RLF Receivable	49,967.56
132.00 · Our Home Rehab Receivable	13,250.05
133.00 · Mediapolis HTF Receivable	42,753.77
134.00 · EDA RLF I Receivable	630,086.70
135.00 · IRP I Loan Receivable	235,581.22
136.00 · IRP II Loan Receivable	199,650.49
137.00 · Keokuk RLF Receivable	21,951.90
138.00 · GRHTF Receivable	58,023.59
139.00 · EDA RLF II Receivable	586,326.31
174.00 · Prepaid Insurance	26,914.59

<b>Total Other Current Assets</b>	<u>1,888,885.03</u>
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<b>Total Current Assets</b>	<u>4,990,126.98</u>
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**Southeast Iowa Regional Planning Commission  
Balance Sheet  
March 31, 2015**

**Other Assets**

220.10 · Agency Vehicle/Equipment	69,763.92
221.10 · Acc. Deprec. Agency Vehicle/Equ	-10,477.45
230.10 · Transit Vehicle	953,770.65
231.10 · Acc. Deprec. Transit Vehicle	-492,643.43
240.10 · Program Equipment	38,262.97
241.10 · Accum Deprec-Program Equipment	-17,239.02
250.10 · Building/Bldg. Improvements	1,298,269.96
251.10 · Accumulated Depr.-Bldgs	-57,845.50
252.10 · Land	103,440.00
<b>Total Other Assets</b>	<u>1,885,302.10</u>

**TOTAL ASSETS** 6,875,429.08

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

300.00 · Accounts Payable	258,570.27
2100 · Payroll Liabilities	22,143.76
315.00 · Deferred Revenue - Comm. Trans.	19,707.82
326.79 · Speed Indicators Maintenance	3,202.78
326.80 · Custodial Fund Liability	105.55
355.00 · Accrued Salaries & Vacation	14,817.93
3600 · Short Term Notes Payable	19,553.83
<b>Total Current Liabilities</b>	<u>338,101.94</u>

**Long Term Liabilities**

3700 · Long Term Notes Payable	1,126,910.23
<b>Total Liabilities</b>	<u>1,465,012.17</u>

**Equity**

3900 · Unreserved local net Assets	260,559.25
3901 · Non-spendable Reserve for Loans	1,099,265.65
3903 · Assigned to Revolving loan	2,017,662.48
3904 · Investment in property & equipment	1,826,015.64
3905 · GRHTF Net Assets	72,317.25
Net Income (Loss) to date	134,596.64
<b>Total Equity</b>	<u>5,410,416.91</u>

**TOTAL LIABILITIES & EQUITY** 6,875,429.08

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended March 31, 2015**

	Mar-2015	Year-to-Date	FY15 Budget	FY14 Actual	FY13 Actual	FY12 Actual	FY11 Actual
<b>Revenues:</b>							
<b>4100 · Bus Fare Revenues</b>							
410.00 · General Public	6,288.90	47,223.29	52,023	51,127	44,262	44,452	48,826
411.00 · Local Contracts	14,600.17	49,285.53	95,998	102,063	113,038	84,903	131,694
<b>Total 4100 · Bus Fares</b>	<b>20,889.07</b>	<b>96,508.82</b>	<b>148,021</b>	<b>153,190</b>	<b>157,300</b>	<b>129,355</b>	<b>180,519</b>
<b>4500 · Federal/State Revenues</b>							
450.00 · EDA Planning Grant	0.00	68,625.00	61,000	54,900	61,000	61,000	61,000
450.01 · Marketing Grant	0.00	0.00	0	(2,525)	-	0	7,550
450.02 · EDA Flood Recovery	0.00	0.00	0	-	-	0	74,305
450.04 · EDA Facility Grant	0.00	0.00	0	-	112	54,626	680,251
450.05 · EDA RLF Grant	0.00	0.00	0	-	634,500	0	0
451.00 · IDED COG Assistance	0.00	11,764.71	0	10,294	10,294	11,644	10,294
452.00 · USDA Grant Income	0.00	0.00	0	-	-	49,968	0
453.00 · PDM (Pre-Disaster Mitigation)	0.00	11,900.00	0	5,532	34,099	0	7,083
453.01 · Homeland Security	0.00	0.00	0	-	-	51,533	251,441
454.00 · Brownfield Grant	0.00	0.00	0	-	-	0	3,709
455.00 · IDOT Planning	0.00	75,090.00	206,621	203,082	177,706	214,304	158,306
456.00 · State Transit Assistance (RTA)	21,327.80	196,742.18	223,525	247,848	307,254	258,331	385,225
457.00 · Federal Transit Assistance (RTA)	0.00	261,165.00	286,788	367,431	438,906	317,685	333,332
458.00 · Housing Draws	33,407.00	2,633,293.62	0	2,053,675	1,192,246	1,522,498	817,841
458.01 · IFA Tax Credit Revenues	0.00	0.00	0	-	3,325	10,325	11,550
459.00 · State Medicaid	33,707.75	308,350.99	443,855	434,092	391,052	164,235	148,102
<b>Total 4500 · Federal/State Revenues</b>	<b>88,442.55</b>	<b>3,566,931.50</b>	<b>1,221,789</b>	<b>3,374,329</b>	<b>3,250,494</b>	<b>2,716,149</b>	<b>2,949,989</b>
<b>4600 · Principle on Loans</b>							
461.00 · Principle on Loans	21,246.81	387,256.60	0	296,053	207,816	466,532	301,937
<b>4700 · Local Revenues</b>							
470.00 · Per Capita Revenue	0.00	166,454.00	166,454	159,407	128,211	122,793	121,743
471.00 · Cities/Counties	0.00	26,424.26	0	7,250	16,750	0	24,034
472.00 · Other Contracts	10,944.27	161,997.38	266,155	84,440	86,521	102,254	297,297
473.00 · Grant Administration	0.00	54,595.18	0	192,193	245,019	281,409	460,743
474.00 · CDGB Housing Administration	315.00	13,774.50	0	16,075	-	0	0
475.00 · Other Contributions	0.00	0.00	0	-	114,599	37,319	81,279
475.01 · Homeowner Contributions	2,500.00	8,087.00	0	22,733	37,848	20,566	0
479.00 · RLF Administration	0.00	1,600.00	17,596	44,050	11,585	80,478	56,442
481.00 · Housing Soft Costs	0.00	83,423.68	0	107,588	26,635	9,737	5,943
482.00 · Lead Abatement	0.00	0.00	0	9,970	38,162	41,836	1,350
488.00 · Vehicle Reimbursements	1,043.17	7,861.22	17,100	11,830	13,293	23,110	23,406
489.00 · Housing Administration	57,000.00	129,243.00	207,699	119,177	150,171	110,897	86,815
<b>Total 4700 · Local Revenues</b>	<b>71,802.44</b>	<b>653,460.22</b>	<b>675,004</b>	<b>774,713</b>	<b>868,794</b>	<b>830,400</b>	<b>1,159,052</b>
<b>4900 · Miscellaneous Revenues</b>							
492.00 · Lease Income	9,381.60	83,834.40	111,139	111,889	112,039	105,139	49,553
495.00 · Loan Proceeds	0.00	0.00	5,000	-	-	2,501	0
496.00 · Interest Income (Bank)	485.92	5,488.27	8,315	8,721	8,889	8,435	10,249
497.00 · Miscellaneous Revenues-Other	0.00	14,401.64	100,000	13,973	8,939	12,941	16,530
498.00 · Matching Funds	0.00	0.00	86,284	99,844	89,318	176,223	731,139
<b>Total 4900 · Miscellaneous Revenues</b>	<b>9,867.52</b>	<b>103,724.31</b>	<b>310,738</b>	<b>234,427</b>	<b>219,185</b>	<b>305,239</b>	<b>807,471</b>
<b>5000-52 RLF Income</b>							
507.00 · Late Payment Fees	25.00	400.00	100	1,343	1,098	975	1,950
508.00 · Loan Closing Fees	2,742.50	9,191.50	3,750	12,252	14,587	2,844	1,875
509.00 · FM RLF Loan Interest Income	43.81	274.44	0	146	480	1,773	2,374
510.00 · Henry Co. RLF Interest Income	208.94	2,268.39	0	3,739	2,467	2,057	3,137
511.01 · EDA RLF I Interest Income	1,265.61	15,187.28	82,076	22,440	22,066	31,489	37,549
512.00 · Mediapolis HTF Interest Income	86.15	1,076.79	0	1,484	1,611	2,067	3,595
513.00 · EDA RLF II Interest Income	1,622.31	16,917.72	0	23,407	9,839	0	0
515.00 · IRP I Loan Interest Income	812.04	5,857.27	0	1,819	1,753	4,859	6,682
516.00 · IRP II Loan Interest Income	769.03	5,411.49	0	6,792	9,212	15,876	19,087
517.00 · Our Home Rehab Interest Income	0.00	0.00	0	-	-	48	1,219
518.00 · Keokuk RLF Loan Interest Income	254.39	906.88	0	2,004	2,023	2,436	3,316
520.00 · GRHTF-Loan Interest	37.41	398.25	0	737	543	45	0
<b>Total 5000-52 RLF Income</b>	<b>7,867.19</b>	<b>57,890.01</b>	<b>85,926</b>	<b>76,163</b>	<b>65,679</b>	<b>64,468</b>	<b>80,783</b>
<b>Total Income</b>	<b>220,115.58</b>	<b>4,865,771.46</b>	<b>2,441,478</b>	<b>4,908,875</b>	<b>4,769,268</b>	<b>4,512,143</b>	<b>5,479,751</b>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended March 31, 2015**

	Mar-2015	Year-to-Date	FY15 Budget	FY14 Actual	FY13 Actual	FY12 Actual	FY11 Actual
<b>Expenditures:</b>							
701.00 · Salaries	82,043.21	763,854.22	1,144,288	1,041,129	1,017,419	960,569	1,052,364
702.00 · FICA - Employer's Share	5,920.75	54,908.64	75,223	74,420	73,438	70,336	77,994
703.00 · IPERS - Employer's Share	7,189.34	66,450.34	93,255	91,656	85,618	75,627	72,495
704.00 · Unemployment	0.00	9,906.00	500	1,932	382	2,979	9,049
705.00 · Employee Benefits	16,799.51	130,048.21	177,721	191,614	166,837	133,183	137,510
706.00 · Physicals	0.00	1,380.00	2,761	2,019	1,565	1,508	1,780
707.00 · Uniform Expense	192.45	2,368.64	950	950	1,585	2,362	825
708.00 · Drug Testing	0.00	634.00	1,000	604	799	375	967
709.00 · Personnel Expenses-Other	416.05	1,590.80	1,595	1,009	2,326	3,572	425
710.00 · Payroll services	316.89	3,603.30	4,000	4,330	3,909	3,487	3,638
712.00 · Advertising	3,445.80	8,619.18	3,600	5,390	4,866	1,589	2,701
717.00 · Audit	0.00	18,650.00	15,000	15,250	14,750	14,425	12,750
726.00 · Contractual Expenses-Other	3,199.95	22,529.55	38,500	28,433	29,488	164,353	582,750
728.00 · Information Technology	1,258.75	5,601.55	6,676	9,847	10,818	11,961	7,811
729.00 · Copier Expense	342.75	3,541.12	4,500	4,836	6,512	7,545	7,651
730.00 · Legal Expense	9,304.10	17,356.49	3,700	7,464	6,896	5,103	24,886
738.00 · Depreciation Expense	1,458.64	13,127.76	5,000	-	2,914	14,423	17,361
740.00 · Dues/Subscriptions/Conferences	2,269.00	14,618.70	18,420	16,648	13,241	8,736	16,459
741.00 · Public Notices	320.12	860.51	2,200	1,838	2,316	2,416	2,520
745.00 · Land,Structures,Right of Way, etc.	0.00	0.00	0	-	-	0	1,055,000
746.00 · Leased Equipment	152.00	456.00	700	640	760	570	760
747.00 · Equipment under \$5000	0.00	2,826.29	7,060	17,528	21,918	14,124	16,295
748.00 · Capital Equipment	0.00	0.00	10,000	106,641	156,977	79,518	71,934
749.00 · Principle Expense	5,587.99	39,949.28	48,064	45,219	45,079	44,901	44,670
750.00 · Lead Testing	104.00	1,544.00	2,000	2,173	2,935	4,383	1,488
751.00 · Housing	273,489.83	2,483,498.45	0	1,510,203	966,267	1,161,850	579,854
752.00 · Admin. Expense	57,625.00	99,744.00	0	27,058	113,086	109,581	67,233
754.00 · Insurance	8,971.57	76,101.13	112,365	127,406	111,099	96,620	93,119
756.00 · Mortgage Filing Fees	17.00	460.00	750	1,450	4,890	1,142	482
757.00 · Interest Expense	54.49	12,755.02	30,370	38,957	35,704	34,590	34,974
758.00 · Loan Closing Expense	0.00	0.00	0	-	-	85	5
759.00 · Credit Report Exp.	0.00	0.00	0	16	114	509	17
760.00 · Housing Relocation Expense	0.00	0.00	0	-	-	937	14,327
766.00 · Bldg. Maintenance & Repair	3,283.35	17,700.51	15,000	20,296	14,703	13,561	18,985
767.00 · Vehicle Maintenance & Repair	7,927.27	85,534.68	113,500	115,818	122,756	119,960	123,811
768.00 · Marketing	0.00	3,389.18	5,800	4,931	5,381	7,948	60
769.00 · Meeting Expense	232.36	2,817.05	2,500	3,346	2,622	2,570	6,028
782.00 · Printing/Postage	739.41	4,765.90	7,600	6,115	5,704	6,952	8,347
791.00 · Rent	650.00	5,880.00	8,000	7,830	6,330	5,411	7,664
806.00 · Supplies	444.29	8,438.56	10,850	9,152	18,071	10,578	15,748
807.00 · Bank Charges	0.00	18.00	0	(5)	37	(35)	87
808.00 · Fuel/Oil	6,682.63	85,832.37	170,100	155,930	154,381	112,095	111,667
810.00 · Telecommunications	2,151.38	18,303.94	25,810	28,215	27,009	25,248	22,932
811.00 · Utilities Expense	3,662.00	28,116.80	36,000	37,737	32,570	30,361	21,801
813.00 · Real Estate Taxes	0.00	16,166.00	20,000	18,774	12,960	54,129	0
815.00 · Mileage Expense	151.24	1,637.96	2,760	2,877	-	0	19
816.00 · Travel/Training	1,668.51	7,865.47	15,090	4,954	8,205	19,759	13,133
820.00 · Use Allowance	1,043.17	7,861.22	13,650	11,830	13,293	23,112	23,406
825.00 · Bad Debt Expense	0.00	580.00	0	-	-	0	0
829.00 · Down Payment Assistance	50,000.00	168,750.00	0	351,677	317,840	219,828	316,418
830.00 · Participant Loans & Grants	149,500.00	410,534.00	0	723,271	860,198	179,645	0
850.00 · Marketing Grant Expenditure	0.00	0.00	0	-	5,323	0	0
890.00 · Matching Expenditures	0.00	0.00	-10,955	99,844	99,318	176,223	731,139
900.00 · Indirect Costs	0.00	0.00	-8,886	-	-	127,099	(127,099)
<b>Total Expenditures</b>	<b>708,614.80</b>	<b>4,731,174.82</b>	<b>2,237,017</b>	<b>4,979,252</b>	<b>4,611,209</b>	<b>4,167,801</b>	<b>5,306,237</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(488,499.22)</b>	<b>134,596.64</b>	<b>204,461</b>	<b>(70,377)</b>	<b>158,059</b>	<b>344,341</b>	<b>173,514</b>

**Regional Transit Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended March 31, 2015**



	Mar-2015	Year-to-Date	FY15 Budget	FY14 Actual	FY13 Actual	FY12 Actual	FY11 Actual
<b>Revenues:</b>							
<b>4100 · Bus Fare Revenues</b>							
410.00 · General Public	6,288.90	47,223.29	52,023	51,127	44,262	44,452	48,826
411.00 · Local Contracts	14,600.17	49,285.53	95,998	102,063	113,038	84,903	131,694
<b>Total 4100 · Bus Fares</b>	<b>20,889.07</b>	<b>96,508.82</b>	<b>148,021</b>	<b>153,190</b>	<b>157,300</b>	<b>129,355</b>	<b>180,519</b>
<b>4500 · Federal/State Revenues</b>							
456.00 · State Transit Assistance	21,327.80	196,742.18	223,525	247,848	307,254	258,331	260,046
457.00 · Federal Transit Assistance	-	261,165.00	286,788	367,431	438,906	317,685	333,332
459.00 · State Medicaid	33,707.75	308,350.99	443,855	434,092	391,051	164,235	148,102
<b>Total 4500 · Federal/State Revenues</b>	<b>55,035.55</b>	<b>766,258.17</b>	<b>954,168</b>	<b>1,049,371</b>	<b>1,137,211</b>	<b>740,251</b>	<b>741,480</b>
<b>4700 · Local Revenues</b>							
470.00 · Per Capita Revenue	-	82,301.00	82,301	79,904	49,443	49,443	49,443
472.00 · Other Contracts	-	-	-	-	-	-	-
<b>Total 4700 · Local Revenues</b>	<b>-</b>	<b>82,301.00</b>	<b>82,301</b>	<b>79,904</b>	<b>49,443</b>	<b>49,443</b>	<b>49,443</b>
<b>4900 · Miscellaneous Revenues</b>							
495.00 · Insurance Proceeds	-	-	-	-	-	2,501	-
496.00 · Interest Income (Bank)	9.02	70.19	75	86	73	64	88
497.00 · Miscellaneous Revenues-Other	-	4,576.64	0	4,900	-	2,628	1,628
498.00 · Matching Funds	-	-	0	-	589	-	9,855
<b>Total 4900 · Miscellaneous Revenues</b>	<b>9.02</b>	<b>4,646.83</b>	<b>75</b>	<b>4,986</b>	<b>662</b>	<b>5,192</b>	<b>11,571</b>
<b>Total Revenues</b>	<b>75,933.64</b>	<b>949,714.82</b>	<b>1,184,565</b>	<b>1,287,451</b>	<b>1,344,616</b>	<b>924,241</b>	<b>983,013</b>
<b>Expenditures:</b>							
701.00 · Salaries	28,479.18	277,747.01	418,869	399,237	377,934	314,513	368,634
702.00 · FICA - Employer's Share	2,151.50	20,620.86	31,261	29,677	28,276	23,768	27,924
703.00 · IPERS - Employer's Share	2,542.07	24,676.54	37,405	35,553	32,709	25,368	25,738
704.00 · Unemployment	-	9,906.00	500	-	382	2,979	-
705.00 · Employee Benefits	7,360.11	48,356.63	64,208	68,465	52,911	31,066	40,891
706.00 · Physicals	-	1,380.00	2,761	2,019	1,565	1,508	1,780
707.00 · Uniform Expense	192.45	1,682.12	750	835	1,358	437	825
708.00 · Drug Testing	-	634.00	1,000	604	799	375	967
709.00 · Personnel Expenses-Other	416.05	1,225.90	945	605	458	595	-
712.00 · Advertising	3,153.84	7,437.78	3,600	4,632	3,216	1,589	1,968
726.00 · Contractual Expenses-Other	170.00	595.00	6,500	9,101	6,318	6,358	12,914
728.00 · Information Technology	356.25	640.00	1,226	2,117	2,630	898	990
730.00 · Legal Expense	9,304.10	16,919.49	-	600	635	588	5,616
738.00 · Depreciation Expense	-	-	-	-	-	-	-
740.00 · Dues/Subscriptions/Conferences	-	2,531.00	4,371	3,471	2,273	2,525	2,547
741.00 · Public Notices	-	16.07	-	20	21	20	23
747.00 · Equipment Under \$5000	-	-	60	354	2,997	405	-
748.00 · Capital Equipment	-	-	-	58,702	156,977	57,267	57,965
754.00 · Insurance	5,392.92	46,366.28	68,000	63,838	64,032	48,892	51,564
757.00 · Interest Expense	-	-	-	660	-	-	-
766.00 · Bldg. Maintenance & Repairs	-	-	-	-	-	234	3,833
767.00 · Vehicle Maintenance & Repair	7,857.07	85,324.86	110,000	112,561	118,522	115,842	122,080
768.00 · Marketing	-	750.00	500	-	550	1,150	-
769.00 · Meeting Expense	16.24	317.12	250	132	244	99	100
782.00 · Printing/Postage	-	897.85	-	3	1,122	6	837
791.00 · Rent	650.00	5,850.00	8,000	7,800	6,300	5,381	5,214
806.00 · Supplies	15.10	314.77	500	671	1,453	429	752
807.00 · Bank Charges	-	-	-	(5)	10	5	(25)
808.00 · Fuel/Oil	6,361.67	82,615.59	165,000	150,075	149,104	106,449	106,784
810.00 · Telecommunications	829.44	6,513.20	10,000	8,610	8,310	7,445	8,657
815.00 · Mileage Expense	-	1,001.50	2,760	2,786	-	-	-
816.00 · Travel/Training	-	155.11	3,500	825	2,939	5,570	3,169
820.00 · Use Allowance	285.65	1,653.39	2,000	2,210	2,141	3,662	3,804
825.00 · Bad Debt Expense	-	580.00	-	-	-	-	-
890.00 · Matching Expenditures	-	-	10,000	10,000	-	-	9,855
900. Indirect Costs	13,585.61	124,704.84	228,974	178,081	174,851	189,092	104,461
<b>Total Expenditures</b>	<b>89,119.25</b>	<b>771,412.91</b>	<b>1,182,940</b>	<b>1,154,239</b>	<b>1,201,037</b>	<b>954,512</b>	<b>969,866</b>
<b>Fund Balance</b>	<b>(13,185.61)</b>	<b>178,301.91</b>	<b>1,625</b>	<b>133,212</b>	<b>143,579</b>	<b>(30,272)</b>	<b>13,147</b>

**Southeast Iowa Regional Planning Commission**  
**Profit Loss by Class**  
**For the Nine Months Ending**  
**March 31, 2015**

	<b>10 Company Vehicles</b>	<b>20 EDA PG</b>	<b>22 Facility</b>	<b>47 Housing</b>	<b>48 Great River Housing Trust</b>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	0.00	68,625.00	0.00	2,408,356.62	224,937.00
461.00 · Principle on Loans	0.00	0.00	0.00	4,144.77	159,253.49
4700-48 · Local Revenues	7,861.22	0.00	0.00	230,677.94	12,500.00
4900 · Miscellaneous Revenues	0.00	0.00	83,834.40	143.45	10,231.40
5000-52 · RLF Income	0.00	0.00	0.00	1,076.79	5,397.25
	<u>7,861.22</u>	<u>68,625.00</u>	<u>83,834.40</u>	<u>2,644,399.57</u>	<u>412,319.14</u>
<b>Expense</b>					
700.00 · Personnel Expenses	0.00	76,285.21	0.00	98,584.49	31,165.60
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	0.00	0.00	0.00	0.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	0.00
708.00 · Drug Testing	0.00	0.00	0.00	0.00	0.00
709.00 · Personnel Expenses-Other	0.00	0.00	0.00	0.00	0.00
710.00 · Payroll Services	0.00	0.00	0.00	0.00	0.00
712.00 · Advertising	0.00	0.00	0.00	0.00	0.00
717.00 · Audit	0.00	0.00	0.00	0.00	2,900.00
726.00 · Contractual Expenses	0.00	0.00	8,634.70	0.00	750.00
728.00 · Information Technology	0.00	0.00	0.00	568.12	0.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00
730.00 · Legal Expense	0.00	0.00	0.00	0.00	0.00
738.00 · Depreciation Expense	8,924.58	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions/Conference	0.00	30.00	0.00	1,235.00	0.00
741.00 · Public Notices	0.00	0.00	0.00	130.57	12.86
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	0.00	0.00	0.00	25.00	0.00
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	5,587.99	0.00
750.00 · Lead Testing	0.00	0.00	0.00	1,544.00	0.00
751.00 · Housing	0.00	0.00	0.00	2,266,786.62	216,711.83
752.00 · Admin. Expense	0.00	0.00	0.00	0.00	93,319.00
754.00 · Insurance	2,293.02	0.00	6,157.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	98.00	149.00
757.00 · Interest Expense	557.72	0.00	10,454.48	1,742.82	0.00
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	17,700.51	0.00	0.00
767.00 · Vehicle Maintenance & Repair	209.82	0.00	0.00	0.00	0.00
768.00 · Marketing	0.00	0.00	0.00	0.00	0.00
769.00 · Meeting Expense	0.00	17.01	0.00	65.75	201.75
782.00 · Printing/Postage	0.00	82.52	0.00	86.81	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	0.00	290.33	15.95	0.00
807.00 · Bank Charges	0.00	0.00	0.00	-2.50	0.00
808.00 · Fuel/Oil	3,054.36	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	0.00	0.00
811.00 · Utilities Expense	0.00	0.00	28,116.80	0.00	0.00
812.00 · Bldg Operation Allocation	0.00	0.00	-40,477.88	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	16,166.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	248.38	0.00
816.00 · Travel/Training	0.00	651.11	0.00	2,531.36	58.34
820.00 · Use Allowance	7.60	261.87	0.00	888.12	191.03
829.00 · Down Payment Assistance	0.00	0.00	0.00	78,750.00	90,000.00
830.00 · Participant Loans	0.00	0.00	0.00	5,000.00	111,034.00
825.00 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	0.00	25,592.31	0.00	33,019.13	10,436.46
	<u>15,047.10</u>	<u>102,920.03</u>	<u>47,041.94</u>	<u>2,496,905.61</u>	<u>556,929.87</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(7,185.88)</u>	<u>(34,295.03)</u>	<u>36,792.46</u>	<u>147,493.96</u>	<u>(144,610.73)</u>
	<u>-</u>	<u>-</u>	<u><b>25,414.59</b></u>	<u><b>80,529.19</b></u>	<u>-</u>

**Southeast Iowa Regional Planning Commission**  
**Profit Loss by Class**  
**For the Nine Months Ending**  
**March 31, 2015**

	<b>60 IDOT</b>	<b>71 EDA RLF</b>	<b>72 IRP-I</b>	<b>73.00 FM/KK/HC RLF</b>	<b>76 IRP-II</b>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	75,090.00	0.00	0.00	0.00	0.00
461.00 · Principle on Loans	0.00	170,114.91	12,090.40	20,952.55	20,700.48
4700-48 · Local Revenues	25,750.00	0.00	0.00	800.00	0.00
4900 · Miscellaneous Revenues	0.00	606.11	1,182.81	547.60	892.29
5000-52 · RLF Income	0.00	34,347.50	6,757.27	3,999.71	6,311.49
	<u>100,840.00</u>	<u>205,068.52</u>	<u>20,030.48</u>	<u>26,299.86</u>	<u>27,904.26</u>
<b>Expense</b>					
700.00 · Personnel Expenses	94,165.70	27,628.46	4,218.34	0.00	4,218.34
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	0.00	0.00	0.00	0.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	0.00
708.00 · Drug Testing	0.00	0.00	0.00	0.00	0.00
709.00 · Personnel Expenses-Other	39.90	0.00	0.00	0.00	0.00
710.00 · Payroll Services	0.00	0.00	0.00	0.00	0.00
712.00 · Advertising	889.44	0.00	0.00	0.00	0.00
717.00 · Audit	0.00	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	0.00	0.00	0.00	0.00	0.00
728.00 · Information Technology	951.26	0.00	0.00	0.00	0.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00
730.00 · Legal Expense	0.00	0.00	138.00	0.00	138.00
738.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions/Conference	1,051.60	25.00	0.00	0.00	0.00
741.00 · Public Notices	101.87	0.00	0.00	0.00	0.00
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	130.00	0.00	0.00	0.00	0.00
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	20,987.82	0.00	13,373.47
750.00 · Lead Testing	0.00	0.00	0.00	0.00	0.00
751.00 · Housing	0.00	0.00	0.00	0.00	0.00
752.00 · Admin. Expense	0.00	0.00	0.00	800.00	0.00
754.00 · Insurance	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	41.50	47.00	49.00	61.50
757.00 · Interest Expense	0.00	0.00	0.00	0.00	0.00
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	0.00	0.00
767.00 · Vehicle Maintenance & Repair	0.00	0.00	0.00	0.00	0.00
768.00 · Marketing	0.00	0.00	0.00	0.00	0.00
769.00 · Meeting Expense	532.67	20.50	0.00	6.96	0.00
782.00 · Printing/Postage	74.19	8.91	0.00	0.00	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	1,251.71	0.00	0.00	0.00	0.00
807.00 · Bank Charges	0.00	0.00	0.00	0.00	0.00
808.00 · Fuel/Oil	0.00	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	0.00	0.00
811.00 · Utilities Expense	0.00	0.00	0.00	0.00	0.00
812.00 · Bldg Operation Allocation	0.00	0.00	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	0.00	0.00
815.00 · Mileage Expense	35.08	0.00	0.00	0.00	0.00
816.00 · Travel/Training	236.84	5.35	0.00	0.00	0.00
820.00 · Use Allowance	2,151.56	42.00	0.00	13.66	0.00
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	0.00
830.00 · Participant Loans	0.00	149,500.00	60,000.00	25,000.00	60,000.00
825.00 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	31,639.92	9,248.69	1,415.08	0.00	1,415.08
	<u>133,251.74</u>	<u>186,520.41</u>	<u>86,806.24</u>	<u>25,869.62</u>	<u>79,206.39</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(32,411.74)</u>	<u>18,548.11</u>	<u>(66,775.76)</u>	<u>430.24</u>	<u>(51,302.13)</u>
	<u><b>(32,411.74)</b></u>	<u><b>(2,066.80)</b></u>	<u><b>2,121.66</b></u>	<u><b>-</b></u>	<u><b>1,370.86</b></u>

**Southeast Iowa Regional Planning Commission**  
**Profit Loss by Class**  
**For the Nine Months Ending**  
**March 31, 2015**

	<b>80 Indirect Cost Center</b>	<b>85 RTA</b>	<b>90 LOCAL</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Bus Fare Revenues	0.00	96,508.82	0.00	96,508.82
4500 · Federal/State Revenues	0.00	766,258.17	23,664.71	3,566,931.50
461.00 · Principle on Loans	0.00	0.00	0.00	387,256.60
4700-48 · Local Revenues	0.00	82,301.00	293,570.06	653,460.22
4900 · Miscellaneous Revenues	0.00	4,646.83	1,639.42	103,724.31
5000-52 · RLF Income	0.00	0.00	0.00	57,890.01
	<u>0.00</u>	<u>949,714.82</u>	<u>318,874.19</u>	<u>4,865,771.46</u>
<b>Expense</b>				
700.00 · Personnel Expenses	175,150.54	371,401.04	132,443.69	1,015,261.41
704.00 · Unemployment	0.00	9,906.00	0.00	9,906.00
706.00 · Physicals	0.00	1,380.00	0.00	1,380.00
707.00 · Uniform Expense	686.52	1,682.12	0.00	2,368.64
708.00 · Drug Testing	0.00	634.00	0.00	634.00
709.00 · Personnel Expenses-Other	325.00	1,225.90	0.00	1,590.80
710.00 · Payroll Services	3,603.30	0.00	0.00	3,603.30
712.00 · Advertising	291.96	7,437.78	0.00	8,619.18
717.00 · Audit	15,750.00	0.00	0.00	18,650.00
726.00 · Contractual Expenses	2,119.85	595.00	10,430.00	22,529.55
728.00 · Information Technology	2,996.55	640.00	445.62	5,601.55
729.00 · Copier Expense	3,541.12	0.00	0.00	3,541.12
730.00 · Legal Expense	46.00	16,919.49	115.00	17,356.49
738.00 · Depreciation Expense	4,203.18	0.00	0.00	13,127.76
740.00 · Dues/Subscriptions/Conference	2,014.10	2,531.00	7,732.00	14,618.70
741.00 · Public Notices	403.82	16.07	195.32	860.51
746.00 · Leased Equipment	456.00	0.00	0.00	456.00
747.00 · Equipment under \$5000	2,458.96	0.00	212.33	2,826.29
748.00 · Capital Equipment	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	39,949.28
750.00 · Lead Testing	0.00	0.00	0.00	1,544.00
751.00 · Housing	0.00	0.00	0.00	2,483,498.45
752.00 · Admin. Expense	0.00	0.00	5,625.00	99,744.00
754.00 · Insurance	21,284.83	46,366.28	0.00	76,101.13
756.00 · Mortgage Filing Expenses	0.00	0.00	14.00	460.00
757.00 · Interest Expense	0.00	0.00	0.00	12,755.02
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	17,700.51
767.00 · Vehicle Maintenance & Repair	0.00	85,324.86	0.00	85,534.68
768.00 · Marketing	467.18	750.00	2,172.00	3,389.18
769.00 · Meeting Expense	1,019.53	317.12	635.76	2,817.05
782.00 · Printing/Postage	3,360.59	897.85	255.03	4,765.90
791.00 · Rent	30.00	5,850.00	0.00	5,880.00
806.00 · Supplies	6,026.01	314.77	539.79	8,438.56
807.00 · Bank Charges	20.50	0.00	0.00	18.00
808.00 · Fuel/Oil	0.00	82,615.59	162.42	85,832.37
810.00 · Telecommunications	11,327.92	6,513.20	462.82	18,303.94
811.00 · Utilities Expense	0.00	0.00	0.00	28,116.80
812.00 · Bldg Operation Allocation	40,477.88	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	16,166.00
815.00 · Mileage Expense	0.00	1,001.50	353.00	1,637.96
816.00 · Travel/Training	753.56	155.11	3,473.80	7,865.47
820.00 · Use Allowance	1,013.77	1,653.39	1,638.22	7,861.22
829.00 · Down Payment Assistance	0.00	0.00	0.00	168,750.00
830.00 · Participant Loans	0.00	0.00	0.00	410,534.00
825.00 · Bad Debt Expense	0.00	580.00	0.00	580.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	-281,787.48	124,704.84	44,315.97	0.00
	<u>18,041.19</u>	<u>771,412.91</u>	<u>211,221.77</u>	<u>4,731,174.82</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(18,041.19)</u>	<u>178,301.91</u>	<u>107,652.42</u>	<u>134,596.64</u>
	<u>-</u>	<u>170,658.91</u>	<u>107,652.42</u>	<u>353,269.09</u>



## Schedule 3

## Southeast Iowa Regional Planning Commission

## Check Register

March 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt -Check	03/02/2015	268088	Void	0.00
Bill Pmt -Check	03/02/2015	268089	River Ridge Ventures LLC	149,500.00
Bill Pmt -Check	03/06/2015	268090	Bob. Kuskowski	396.10
Bill Pmt -Check	03/06/2015	268091	Bradley & Riley, PC	5,606.39
Bill Pmt -Check	03/06/2015	268092	City of West Burlington.	118.05
Bill Pmt -Check	03/06/2015	268093	Clear Falls Bottled Water	41.50
Bill Pmt -Check	03/06/2015	268094	COZO	65.00
Bill Pmt -Check	03/06/2015	268095	Cray Goddard Miller & Taylor LLP	276.00
Bill Pmt -Check	03/06/2015	268096	Des Moines County News	145.00
Bill Pmt -Check	03/06/2015	268097	Des Moines County Treasurer	8,083.00
Bill Pmt -Check	03/06/2015	268098	Dex Media East Inc	114.00
Bill Pmt -Check	03/06/2015	268099	Ebert Supply Company	93.20
Bill Pmt -Check	03/06/2015	268100	Hawkeye Community College	300.00
Bill Pmt -Check	03/06/2015	268101	i connect you.	183.00
Bill Pmt -Check	03/06/2015	268102	IFSMA	35.00
Bill Pmt -Check	03/06/2015	268103	Iowa Department of Public Health	60.00
Bill Pmt -Check	03/06/2015	268104	Iowa Illinois Office Solutions	390.83
Bill Pmt -Check	03/06/2015	268105	Iowa Secretary of State	5.00
Bill Pmt -Check	03/06/2015	268106	IPC, Inc.	400.00
Bill Pmt -Check	03/06/2015	268107	Jim's Lock & Safe	9.00
Bill Pmt -Check	03/06/2015	268108	Linn's Car Cleaning	100.00
Bill Pmt -Check	03/06/2015	268109	Mediapolis News	38.00
Bill Pmt -Check	03/06/2015	268110	Mt. Pleasant Tire & Service	288.08
Bill Pmt -Check	03/06/2015	268111	O'Keefe Elevator Company	493.40
Bill Pmt -Check	03/06/2015	268112	The Burlington Hawk Eye	734.81
Bill Pmt -Check	03/06/2015	268113	Thomson West	348.00
Bill Pmt -Check	03/06/2015	268114	Todd Schneider dba Schoolhouse Apts	80,287.00
Bill Pmt -Check	03/06/2015	268115	Travis Systems, Inc.	1,750.00
Bill Pmt -Check	03/06/2015	268116	US Cellular	51.06
Bill Pmt -Check	03/06/2015	268117	Wright Express Fleet Service	1,221.70
Bill Pmt -Check	03/16/2015	268118	Card Center	2,931.07
Bill Pmt -Check	03/19/2015	268119	Hope Haven Area Dev Center	278.40
Bill Pmt -Check	03/19/2015	268120	ABC Fire Extinguisher Sales & Servs Inc	180.60
Bill Pmt -Check	03/19/2015	268121	Access Systems	258.64
Bill Pmt -Check	03/19/2015	268122	American Public Transportation Associatio	654.93
Bill Pmt -Check	03/19/2015	268123	Ames Environmental Inc.	125.00
Bill Pmt -Check	03/19/2015	268124	CenturyLink	197.52
Bill Pmt -Check	03/19/2015	268125	CenturyLink.	813.96
Bill Pmt -Check	03/19/2015	268126	Chris Ralph	89.76
Bill Pmt -Check	03/19/2015	268127	City of Burlington, Iowa	2,473.59
Bill Pmt -Check	03/19/2015	268128	City of Keokuk.	1,089.19
Bill Pmt -Check	03/19/2015	268129	City of Mount Pleasant	924.45
Bill Pmt -Check	03/19/2015	268130	Clear Falls Bottled Water	27.00
Bill Pmt -Check	03/19/2015	268131	Deery Brothers Ford Lincoln Inc	1,340.27
Bill Pmt -Check	03/19/2015	268132	Drake Hardware & Software	1,258.75
Bill Pmt -Check	03/19/2015	268133	Ebert Supply Company	78.00
Bill Pmt -Check	03/19/2015	268134	Farmers Elevator & Exchange, Inc.	474.07

Schedule 3

Southeast Iowa Regional Planning Commission

Check Register

March 31, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	03/19/2015	268135	Frank Millard and Company Inc.	163.35
Bill Pmt -Check	03/19/2015	268136	Fullenkamp Insurance Agency	4,021.47
Bill Pmt -Check	03/19/2015	268137	Hope Haven Area Dev Center	340.00
Bill Pmt -Check	03/19/2015	268138	Hy-Vee, Inc	121.67
Bill Pmt -Check	03/19/2015	268139	Integrated Technology Partners	19.95
Bill Pmt -Check	03/19/2015	268140	Jim's Body Shop Inc	125.00
Bill Pmt -Check	03/19/2015	268141	Louisa Publishing Co.	16.11
Bill Pmt -Check	03/19/2015	268142	Lowell Gaulke	1,403.00
Bill Pmt -Check	03/19/2015	268143	Mediacom	89.90
Bill Pmt -Check	03/19/2015	268144	Mt. Pleasant News	209.22
Bill Pmt -Check	03/19/2015	268145	Mt. Pleasant Tire & Service	503.76
Bill Pmt -Check	03/19/2015	268146	O'Reilly Automotive, Inc.	87.57
Bill Pmt -Check	03/19/2015	268147	Pauwels Lawn Care	805.00
Bill Pmt -Check	03/19/2015	268148	Pep Stop	5.00
Bill Pmt -Check	03/19/2015	268149	Secretary of State	30.00
Bill Pmt -Check	03/19/2015	268150	SEI Properties LLC	250.00
Bill Pmt -Check	03/19/2015	268151	Shottenkirk-Fort Madison	2,141.09
Bill Pmt -Check	03/19/2015	268152	Shottenkirk Superstore	2,468.91
Bill Pmt -Check	03/19/2015	268153	Siemens Industry, Inc.	1,288.00
Bill Pmt -Check	03/19/2015	268154	Swailes Auto Supply Inc.	1,600.69
Bill Pmt -Check	03/19/2015	268155	Telin Transportation Group	1,065.45
Bill Pmt -Check	03/19/2015	268156	The Burlington Hawk Eye	27.62
Bill Pmt -Check	03/19/2015	268157	The Democrat Company	319.72
Bill Pmt -Check	03/19/2015	268158	Wemiga Waste Inc	25.00
Bill Pmt -Check	03/19/2015	268159	Winners Circle	128.91
Bill Pmt -Check	03/19/2015	268160	Lori Gilpin	100.00
Check	03/25/2015	268161	Lee County	210.00
				<b>281,894.71</b>
Electronic Payment			Welmark	17,321.93
Electronic Payment			Payroll	58,067.55
Electronic Payment			Payroll Taxes	22,005.36
Electronic Payment			Payroll Processing Fees	316.89
Electronic Payment			Two Rivers Bank - Vehicle loan payment	520.94
Electronic Payment			Advantage fees	162.05
Electronic Payment			MetLife (dental ins.)	974.01
Electronic Payment			Alliant Energy	3,543.95
Electronic Payment			Principal Financial (life ins.)	893.51
Electronic Payment			IPERS	11,833.73
				<b>115,639.92</b>
<b>TOTAL EXPENDITURES</b>				<b>397,534.63</b>

**BANCARD Services Credit Card Statement**

**STATEMENT DATE:** 3/28/2015  
**PAYMENT DUE DATE:** 4/22/2015  
**CHECK#** 268165  
**DATE PAID** 4/8/2015



Expense				Class		Amount	Receipt
Date	Transaction Description	Account#	Type	Class#	Class Name		
<b>MIKE NORRIS</b>							
01-Mar-15	LinkedIn (Transit Director Job)	712	Advertising	85	RTA	10.50	Yes
05-Mar-15	Jimmy Johns - Burlington	769	Meeting Expense	85	RTA	16.24	Yes
07-Mar-15	Travres Hotel - Des Moines	816	Travel/Training	80	INDIRECT	192.93	Yes
06-Mar-15	Jimmy Johns - Burlington	769	Meeting Expense	90	LOCAL	17.12	Yes
08-Mar-15	LinkedIn (Transit Director Job)	712	Advertising	85	RTA	59.50	Yes
10-Mar-15	LinkedIn (Transit Director Job)	712	Advertising	85	RTA	8.75	Yes
12-Mar-15	Holiday Inn Downtown Rest-Des Moines	816	Travel/Training	80	INDIRECT	12.59	Yes
23-Mar-15	Westland Fast Break- West Burlingotn	808	Fuel/Oil	85	RTA	10.00	Yes
<b>TOTAL</b>						<b>327.63</b>	

<b>DEBORAH LAUGHLIN</b>							
19-Mar-15	Mazzios - Burlington	769	Meeting Expense	48.02	GRHTF	64.00	Yes
24-Mar-15	Target - carafe pump	806	Supplies	80	INDIRECT	(26.74)	Yes
24-Mar-15	Target - carafe pump (tax free)	806	Supplies	80	INDIRECT	24.99	Yes
24-Mar-15	Target - carafe pump	806	Supplies	80	INDIRECT	26.74	Yes
25-Mar-15	Sentrylink LLC	709	Personnel Expense	85	RTA	19.95	Yes
<b>TOTAL</b>						<b>108.94</b>	

<b>ZACH JAMES</b>							
25-Mar-15	Jimmy Johns - Burlington	769	Meeting Expense	90	LOCAL	125.00	Yes
26-Mar-15	USPS	782	Printing/Postage	60	IDOT	5.75	Yes
<b>TOTAL</b>						<b>130.75</b>	

<b>JEFF HANAN</b>							
06-Mar-15	ASFPM - Paypal (Flood plain Association)	740	Dues/Subscriptions	90	LOCAL	40.00	Yes
24-Mar-15	Accurate Analytical	750	Lead Testing	47.092	KOO	104.00	Yes
<b>TOTAL</b>						<b>144.00</b>	

<b>BOB KUSKOWSKI</b>							
10-Mar-15	Miracle Car Wash - West Burlington	767	Veh. Maint/Repairs	10	Company Vehicles	64.20	Yes
<b>TOTAL</b>						<b>64.20</b>	

<b>LORI GILPIN</b>							
<b>TOTAL</b>						<b>0.00</b>	

<b>KIRSTIN KRAMER</b>							
14-Mar-15	Gaslamp Plaza Suites-San Diego	816	Travel/Training	90.05	CTC	671.64	Yes
18-Mar-15	Potbelly Sandwich - Chicago	816	Travel/Training	90.05	CTC	11.77	Yes
18-Mar-15	Michael Tesefamariam - Chicago	816	Travel/Training	90.05	CTC	20.64	Yes
18-Mar-15	Bencotto Italian Kitchen-San Diego	816	Travel/Training	90.05	CTC	40.00	Yes
19-Mar-15	Seaport Village Deli - San Diego	816	Travel/Training	90.05	CTC	13.00	Yes
20-Mar-15	Panera Bread - San Diego	816	Travel/Training	90.05	CTC	7.65	Yes
21-Mar-15	Panera Bread - San Diego	816	Travel/Training	90.05	CTC	8.51	Yes
21-Mar-15	YelpInc Eatstreet - San Diego	816	Travel/Training	90.05	CTC	36.40	Yes
22-Mar-15	Panera Bread - San Diego	816	Travel/Training	90.05	CTC	6.57	Yes
22-Mar-15	Econo Plaza Booth 6 - Chicago	816	Travel/Training	90.05	CTC	75.00	Yes
22-Mar-15	Ogawashi - San Diego	816	Travel/Training	90.05	CTC	15.96	Yes
22-Mar-15	Pilot - Minooka IL	816	Travel/Training	90.05	CTC	6.58	Yes
22-Mar-15	Ciao - San Diego	816	Travel/Training	90.05	CTC	16.82	Yes
<b>TOTAL</b>						<b>930.54</b>	
<b>TOTAL</b>						<b>1,706.06</b>	

Hans Trousil

Mike Norris

**Southeast Iowa Regional Planning Commission**  
**Accounts Receivable Aging Summary**  
**March 31, 2015**

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>Local:</b>					
City of Houghton	0.00	0.00	-355.00	0.00	-355.00
City of Letts	0.00	0.00	0.00	519.00	519.00
City of West Point	0.00	-946.00	0.00	0.00	-946.00
Des Moines County	0.00	0.00	5,000.00	5,000.00	10,000.00
IARC	0.00	315.00	0.00	0.00	315.00
Lee County Conservation	0.00	3,750.00	0.00	0.00	3,750.00
Main St. Mount Pleasant	0.00	0.00	1,000.00	0.00	1,000.00
Mt. Pleasant Main Street	0.00	0.00	3,750.00	0.00	3,750.00
SEI Regional and Economic Port Auth.	0.00	0.00	0.00	2,693.95	2,693.95
Town of Rome	0.00	0.00	0.00	332.00	332.00
	<u>0.00</u>	<u>3,119.00</u>	<u>9,395.00</u>	<u>8,544.95</u>	<u>21,058.95</u>
<b>Housing:</b>					
City of Burlington	0.00	0.00	0.00	2,536.00	2,536.00
Downtown Partners	0.00	0.00	0.00	1,789.00	1,789.00
ECIA	0.00	33,407.00	43,182.00	0.00	76,589.00
Lowe Holdings LLC	0.00	10,000.00	0.00	0.00	10,000.00
Three Forwards	0.00	0.00	0.00	12,500.00	12,500.00
	<u>0.00</u>	<u>43,407.00</u>	<u>43,182.00</u>	<u>16,825.00</u>	<u>103,414.00</u>
<b>RTA:</b>					
Blair House	17.50	0.00	0.00	0.00	17.50
City of Ft. Madison	2,125.00	0.00	0.00	0.00	2,125.00
City of Keokuk	2,125.00	0.00	0.00	0.00	2,125.00
Great River Health Systems	5,000.00	0.00	0.00	0.00	5,000.00
Hope Haven	1,927.00	0.00	0.00	0.00	1,927.00
Inpropco	1,250.00	0.00	0.00	0.00	1,250.00
Insight Human Services	0.00	25.00	25.00	50.00	100.00
Iowa Medicaid Enterprise	33,707.75	0.00	273.43	262.10	34,243.28
Lee County Payee Services North	0.00	-25.00	0.00	0.00	-25.00
Marla Payne	0.00	25.00	0.00	0.00	25.00
Milestones Area Agency on Aging	2,225.17	0.00	0.00	0.00	2,225.17
Nancy Shultz	0.00	42.70	170.80	307.44	520.94
New London Nursing & Rehab	1,525.00	0.00	0.00	0.00	1,525.00
Opitmae Life Solution	0.00	25.00	0.00	0.00	25.00
Rebecca Shibley	0.00	140.75	0.00	0.00	140.75
Richard Steffener	0.00	-125.00	0.00	0.00	-125.00
Ruth Boyd.	0.00	1,535.89	0.00	0.00	1,535.89
Salvation Army	30.00	0.00	0.00	0.00	30.00
State of Iowa	344.39	0.00	0.00	0.00	344.39
TMS Management Group, INC.	111.20	808.20	0.00	0.00	919.40
Tricia Kroll	60.00	0.00	0.00	0.00	60.00
Tyrone Seay	0.00	0.00	-25.00	0.00	-25.00
Workforce Development	375.00	0.00	0.00	0.00	375.00
	<u>50,823.01</u>	<u>2,452.54</u>	<u>444.23</u>	<u>619.54</u>	<u>54,339.32</u>
<b>Total</b>	<b><u>50,823.01</u></b>	<b><u>48,978.54</u></b>	<b><u>53,021.23</u></b>	<b><u>25,989.49</u></b>	<b><u>178,812.27</u></b>

**Southeast Iowa Regional Planning Commission**  
**Accounts Payable Aging Summary**  
**March 31, 2015**

	<b>Current</b>	<b>1 - 45</b>	<b>46 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
ABC Fire Extinguisher Sales & Servs Inc	53.10	0	0	0	53.10
Access Systems	342.75	0	0	0	342.75
Bradley & Riley, PC	9,304.10	0	0	0	9,304.10
Burlington True Value	22.76	0	0	0	22.76
Card Center	1,706.06	0	0	0	1,706.06
CenturyLink	184.72	0	0	0	184.72
CenturyLink.	243.96	0	0	0	243.96
City of Burlington, Iowa	2,502.97	0	0	0	2,502.97
City of Keokuk.	1,602.46	0	0	0	1,602.46
City of Mount Pleasant	1,287.35	0	0	0	1,287.35
Clear Falls Bottled Water	20.75	0	0	0	20.75
Columbus Gazette	36.00	0	0	0	36.00
Craftsman Press	165.00	0	0	0	165.00
Crescent Electric Supply Co	0.00	141.76	-206.11	0	-64.35
Daily Gate City	31.22	0	0	0	31.22
Dan Eberhardt	26.40	0	0	0	26.40
Deery Brothers Ford Lincoln Inc	4,962.52	0	0	0	4,962.52
Ebert Supply Company	120.15	0	0	0	120.15
Economic Development Administration	30.47	0	0	0	30.47
Embellishments & Designs Inc	192.45	0	0	0	192.45
Farmers Elevator & Exchange, Inc.	547.91	0	0	0	547.91
Fedex	65.16	0	0	0	65.16
Frank Millard and Company Inc.	1,832.00	0	0	0	1,832.00
Greater Burlington Partnership	125.00	0	0	0	125.00
Henry County Recorders Office	17.00	0	0	0	17.00
Hope Haven Area Dev Center	370.20	0	0	0	370.20
Hope Haven Area Development Center Corp.	50,000.00	0	0	0	50,000.00
Hy-Vee, Inc	125.11	0	0	0	125.11
Integrated Technology Partners	115.00	0	0	0	115.00
Iowa Finance Authority	5,587.99	0	0	0	5,587.99
Iowa Illinois Office Solutions	21.45	-37.38	0	0	-15.93
IPC, Inc.	400.00	0	0	0	400.00
J.D. Byrider	177.80	0	0	0	177.80
Keokuk Area Chamber of Commerce.	10.00	0	0	0	10.00
Kirsten Kramer	107.45	0	0	0	107.45
Louisa County Recorder's Office	17.00	0	0	0	17.00
Lowes	13.27	0	0	0	13.27
Mike Prottzman Sanitation Inc	170.00	0	0	0	170.00
NADO	2,000.00	0	0	0	2,000.00
Napa Auto Parts	41.62	0	0	0	41.62
O'Reilly Automotive, Inc.	80.77	0	0	0	80.77
Pep Stop	21.00	0	0	0	21.00
Pitney Bowes - Purchase Power	503.50	0	0	0	503.50
Pitney Bowes Global Financial Svcs. LLC	152.00	0	0	0	152.00
Register Media	1,662.52	0	0	0	1,662.52
Shottenkirk-Fort Madison	300.00	0	0	0	300.00
Shottenkirk Superstore	653.37	0	0	0	653.37
Swailes Auto Supply Inc.	237.81	0	0	0	237.81
Telin Transportation Group	396.61	0	0	0	396.61
The Burlington Hawk Eye	1,322.39	0	0	0	1,322.39
Todd Schneider dba Schoolhouse Apts	166,480.00	0	0	0	166,480.00
Truck Repair Inc.	2.71	0	0	0	2.71
US Cellular	50.36	0	0	0	50.36
Verizon Wireless	829.44	0	0	0	829.44
Waterworks Car Wash	105.00	0	0	0	105.00
Wemiga Waste Inc	25.00	0	0	0	25.00
Winners Circle	142.99	0	0	0	142.99
Wright Express Fleet Service	1,092.30	0	0	0	1,092.30
Zachary James	35.08	0	0	0	35.08
	<b><u>258,672.00</u></b>	<b><u>104.38</u></b>	<b><u>-206.11</u></b>	<b><u>0.00</u></b>	<b><u>258,570.27</u></b>

**Southeast Iowa Regional Economic and Port Authority**  
**Financial Summary**  
**March 31, 2015**

**PROFIT & LOSS ALL CLASSES**

	Mar-2015
TOTAL REVENUES :	2,500
TOTAL EXPENSES :	7,631
Excess of revenues over expenditures- note this is cash basis	(5,131)

**CASH BALANCE**

Keokuk Savings Bank	9,082
---------------------	-------

**ACCOUNTS RECEIVABLE BALANCE**

	1-45	46-90	>90	TOTAL
none	0	0	0	0

**ACCOUNTS PAYABLE BALANCE**

	1-45	46-90	>90	TOTAL
SEIRPC	0	0	2,694	2,694

**CASH RECEIPTS**

Alliant Energy	12/2/2013	FY14	5,000
State of Iowa	7/24/2014	FY15	2,500

**CASH DISBURSEMENTS**

SEIRPC	7/25/2014	#1001	5,000
University of Iowa	7/25/2014	#1002	2,500
Delux	8/6/2014	electronic	131

# Southeast Iowa Housing, Inc.

OB #1



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: April 23, 2015  
Re: Southeast Iowa Housing, Inc. (SIH)

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SIH is an entity incorporated by SEIRPC for the purposes of being a non-profit affordable housing developer in hopes of becoming a Community Housing Development Organization (CHDO).

Updated federal rules now prevent SEIRPC from working with a certified CHDO. The CHDO would have accessed set-aside federal funds for affordable housing development.

The need for affordable housing continues, and SIH should look to partner organizations for collaborative projects that fit with its mission.

Staff intends to discuss new development plans with the SIH board in the near future, including:

- Partnering with area non-profits and constructing/rehabbing single family affordable housing;
- Partnering with area non-profits and constructing multi-family affordable housing;

SIH is unique because its charter is to develop affordable housing. Development may occur through direct ownership, financing, development agreement or other mechanism to affect control a development.

It is clear that without tangible assets, SIH must have partnerships with other organizations with assets, ability to access credit and similar missions. Partner organizations may also be ultra-local, like neighborhood organizations.

SIH should seek to fill a niche of affordable housing development that makes the most of partner organizations' abilities, and to leverage desired outcomes for all involved.



# EDA PEER Evaluation

OB #2



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: April 23, 2015  
Re: EDA Peer Evaluation

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As a certified Economic Development District (EDD) with the Economic Development Administration (EDA), and a Partnership Planning Program participant, SEIRPC submits to triennial peer evaluations.

EDA (Denver Region) evaluates SEIRPC's economic development program with a peer regional organization. SEIRPC received positive marks, with room for improvement. Tom Higginbotham, Exec Dir of Northeast Nebraska Economic Development District fulfilled the role of peer.

The purpose of the review is to conduct an evaluation of the management, fiscal operation, and the performance of the district under the Partnership Planning program.

Overall, the reviews were above average. Positive comments were received about the activities and procedures SEIRPC implements on an annual basis. Other suggestions were also received, but overall, it was a positive review.



U. S. DEPARTMENT OF COMMERCE  
Economic Development Administration  
Denver Regional Office  
1244 Speer Blvd., Suite 431  
Denver, Colorado 80204  
(303) 844-4715 FAX (303) 844-3968

January 28, 2015

Mr. Brent Schleisman, Chairperson  
Southeast Iowa Regional Planning Commission  
211 N. Gear Avenue, Suite 100  
West Burlington, IA 52655

Dear Mr. Schleisman:

On December 16, 2014, the Denver Regional Office conducted a Peer Evaluation of your organization. The Peer Evaluation Team consisted of Jane Reimer, Planner for EDA, Mark Werthmann, Economic Development Representative for EDA and Tom Higginbotham, Director of Northeast Nebraska Economic Development District. The purpose of the review was to conduct an evaluation of the management, fiscal operation, and the performance of the district with respect to the EDA Partnership Planning program. We appreciate the time and effort you and your staff took to accommodate the review, and the professional manner in which they worked with the evaluation team.

The Regional Office has completed its 'Performance Evaluation and Recommendation Report: a copy is attached. Please make note of the section outlining the recommendations. Our team was impressed with the activities and procedures that your district has incorporated to implement the EDA planning process.

We commend you for the work you are doing to serve the needs of the counties in the Southeast Iowa Regional Planning Commission area. If you have any questions regarding the evaluation or other matters pertaining to your work with EDA, please contact Jane Reimer in the Denver Regional Office at (303) 844-4090. We look forward to continuing our economic development partnership with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Olson", written over a horizontal line.

Robert E. Olson  
Regional Director

Enclosures

Cc.: Tom Higginbotham, NENEDD  
Mark Werthmann, EDR  
Jane Reimer, EDA/DRO  
Mike Norris, SEIRPC

FEB 27 2015

**EDA Denver Regional Office  
Economic Development District  
Performance Evaluation & Recommendation Report**

<b>Economic Development District Name &amp; Location:</b> Southeast Iowa RPC-West Burlington, IA	
<b>Evaluation Review Team Members:</b> Jane Reimer, EDA; Mark Werthmann, EDA; Tom Higginbotham, NENEDD	
<b>EDD Participants:</b> Mike Norris	
<b>EDA Grant #:</b> 05-83-05380-01	<b>Current Grant Period:</b> Jul 1, 2014-June 30, 2015
<b>Location of Evaluation:</b> By phone	<b>Date of Evaluation:</b> December 16, 2014
<b>Instructions for the Reviewer:</b>  <i>Based on your evaluation of the organization through interviews and the materials provided, supply the appropriate response to the questions in the three sections below. For questions requiring a "Yes" or "No" answer, please indicate the correct response. For self-assessment questions requiring variable responses, please indicate your rating using the following scale: 4=Excellent, 3=Good, 2=Fair, 1=Poor. Add pertinent comments and recommendations, and attach supplementary materials as needed.</i>	

**PART I. REGIONAL ELIGIBILITY:  
Distress, Size, Resources, CEDS, Support, Cooperation with State(s)**

<b>1. Continuing Regional Eligibility</b>	<b>Y</b>	<b>N</b>
a) Does the EDD's region contain at least one geographic area that is subject to EDA's economic distress criteria?	Yes	
b) Is the EDD of sufficient size or population and contains sufficient resources to foster economic development on a scale involving more than a single geographic area subject to EDA's economic distress criteria?	Yes	
c) Does the EDD have an EDA-approved CEDS that meets EDA's regulatory requirements and contains a specific program for intra-district cooperation, self-help, and public investment?	Yes	
d) Does the EDD have the support of the majority of the counties within its boundaries for the economic development activities of the district?	Yes	
e) Does the EDD work cooperatively on economic development with the State(s) in which it is located?	Yes	
<b>2. Comments &amp; Recommendations:</b>		
The RPC seems to be involved with many local, state and regional partners. Thirty three of the thirty six jurisdictions are active members of the district.		

**PART II. ECONOMIC DEVELOPMENT DISTRICT MANAGEMENT  
Organization, Governance, Operations, Financial Accountability**

<b>1. Membership Participation</b>	<i>Please fill in 1-4 unless specified otherwise</i>			
	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
To what extent do the members of the organization participate financially and otherwise in the affairs of the EDD? (Rate 1-4, 4=Excellent)	4			

<b>2. Governing Body</b>	
a) Does the composition of the governing body meet the EDA's regulatory requirements? (Y or N)	Yes
b) How effective is the governing body in providing policy guidance and leadership to the organization? (Rate 1-4, 4=Excellent)	4
<b>3. Staff</b>	
How effective is the staff in carrying out the activities of the EDD? (Rate 1-4, 4=Excellent)	4
<b>4. Public Information and Involvement</b>	
How effective is the EDD in providing information to and soliciting input from the general public about ongoing and proposed district activities? (Rate 1-4, 4=Excellent)	4
<b>5. Economic Development Activities</b>	
To what extent does the EDD engage in the full range of economic development activities listed in its EDA-approved CEDS? (Rate 1-4, 4=Excellent)	4
<b>6. Financial Accountability</b>	
To what extent has the EDD demonstrated that sound financial controls and practices are in place? (Rate 1-4, 4=Excellent)	3
<b>7. Comments and Recommendations:</b>	
The CEDS process and scope of work seem to be well documented as seem to be intertwined with the economic development activities. The financial reports sometimes contain errors and are not on time all of the time.	

**PART III. EDA PARTNERSHIP PLANNING PROGRAM:  
CEDS Implementation and Program Performance**

<b>1. Required Reports</b>	<i>Please fill in 1-4 unless specified otherwise</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
How well does the EDD perform in submitting all required reports to EDA in accordance with the terms and conditions of the award? (Rate 1-4, 4=Excellent)		3			
<b>2. Comprehensive Economic Development Strategy (CEDS)</b>					
a) How effective is the EDD's CEDS development, implementation, review, and update process? (Rate 1-4, 4=Excellent)		3			
b) How complete, relevant and useful is the EDD's CEDS document? (Rate 1-4, 4=Excellent)		3			
<b>3. Scope of Work (SOW)</b>					
a) How effective is the EDD in carrying out the Scope of Work contained in its EDA grant award? (Rate 1-4, 4=Excellent)		4			
b) To what extent is the EDD in carrying out the SOW based on the priorities and activities identified in the CEDS? (Rate 1-4, 4=Excellent)		4			
<b>4. EDD Effectiveness</b>					
a) Overall, how effective is the EDD's governing body in the guidance and oversight of its EDA-funded economic development program? (Rate 1-4, 4=Excellent)		4			
b) Overall, how effective is the EDD's staff carrying out its EDA-funded economic development program? (Rate 1-4, 4=Excellent)		4			
<b>5. Comments &amp; Recommendations:</b>					
RPC is well known with organizations it works with regularly. It may want to develop some type of marketing strategy to increase public awareness of the organization. Progress reports are submitted on time and are prepared properly, however, there have been issues getting the correct financial reports and disbursements.					

# EDA RLF Plan Certification - Resolution # 109-2015

NB#1

**RESOLUTION #109-2015**  
INTRODUCED BY: SEIRPC  
INTENT: To Certify the EDA-RLF

A RESOLUTION CERTIFYING THE EDA-RLF  
EDA Project # 05-39-02629

WHEREAS, Southeast Iowa Regional Planning Commission was organized in part to provide planning capabilities for cities and counties within Southeast Iowa; and,

WHEREAS, Southeast Iowa Regional Planning Commission has identified, in conjunction with member counties and cities, various planning and economic needs concerning economic development as outlined in the EDA-RLF plan; and,

WHEREAS, Southeast Iowa Regional Planning Commission has identified a certain standard for their portfolio.

NOW THEREFORE BE IT RESOLVED by the Board of the Southeast Iowa Regional Planning Commission on this 23rd day of April, 2015, that the EDA-RLF is being operated in accordance with the policies and procedures contained in the EDA-RLF Plan and the EDA-RLF portfolio meets the standards contained therein.

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Chairman

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Secretary

# EDA RLF Plan Certification - Resolution # 110-2015

NB #2



**RESOLUTION #110-2015**  
INTRODUCED BY: SEIRPC  
INTENT: To Certify the EDA-RLF

A RESOLUTION CERTIFYING THE EDA-RLF  
EDA Project # 05-79-04744

WHEREAS, Southeast Iowa Regional Planning Commission was organized in part to provide planning capabilities for cities and counties within Southeast Iowa; and,

WHEREAS, Southeast Iowa Regional Planning Commission has identified, in conjunction with member counties and cities, various planning and economic needs concerning economic development as outlined in the EDA-RLF plan; and,

WHEREAS, Southeast Iowa Regional Planning Commission has identified a certain standard for their portfolio.

NOW THEREFORE BE IT RESOLVED by the Board of the Southeast Iowa Regional Planning Commission on this 23rd day of April, 2015, that the EDA-RLF is being operated in accordance with the policies and procedures contained in the EDA-RLF Plan and the EDA-RLF portfolio meets the standards contained therein.

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Chairman

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Secretary

# Position Description

NB #3



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: April 23, 2015  
Re: Position Description

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Presented is a new position description titled “Regional Development Coordinator”. The position description more adequately sets expectations and structures for some current activities and future work elements.

Currently the Regional Planner position is the catch-all for planning, grant writing, program administration, special projects or other items. The position description is used in both the Development and Planning departments with little change.

SEIRPC is engaged in more regional coalition building with non-traditional planning and development groups than perhaps in any other time, which brings about different work with entities SEIRPC hasn’t historically been engaged with.

Position descriptions help focus employee and employer on basic functions, accountability and expectations. This description is a better structure for staff expected to work more with non-traditional regional and super-regional coalitions than traditional SEIRPC membership.

The description also sets up a general place holder for future projects and initiatives. Future consolidation or new regional projects may guide SEIRPC to have a more relationship-driven staff focused on regional groups and regional outcomes than even the regional planner description has.

The description is attached. If you have questions or comments, please let me know.

**POSITION DESCRIPTION  
REGIONAL DEVELOPMENT COORDINATOR**

**SALARY RANGE:**           **\$44,000 - \$55,000 DOQ**

**FLSA STATUS:**   **Salary Exempt**

**REPORTS TO:**   **Assistant Director**

**MODIFIED:**   **April 2015**

**BASIC FUNCTION**

The Regional Development Coordinator provides specialized services to SEIRPC members and regional partners, organizations, groups and initiatives. Activities may include but are not limited to: grant writing, meeting and project facilitation, contract and program administration, completing specialized plans, studies or other documents supporting activities.

**ORGANIZATIONAL RELATIONSHIPS**

- A.     Line
  - 1.     Responsible to the Assistant Director for successful performance of assigned duties.
- B.     Staff
  - 1.     Responsible to coordinate with SEIRPC staff as needed or assigned (such as Community Transition Coordinator).
  - 2.     Works closely and proactively with all associates, planners and directors to assure the successful performance of assigned duties and responsibilities.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- A.     Interacts with internal and external contacts regarding project information and needs, and creates and implements processes and solutions to meet needs.
- B.     Prepares servicing documents, payment data and various reporting data, and completes program administration procedures.
- C.     Attends internal and external project meetings providing feedback to Assistant Director.
- D.     Maintain and develop relationships among local, state and federal governments for related projects.
- E.     Maintain and develop relationships including but not limited to regional organizations such as: including non-profits, labor organizations, workforce organizations, post secondary institutions, law enforcement departments and mental health groups.
- F.     Completes program and contract administration as needed.
- G.     Development of grant applications as requested.
- H.     Provides facilitation, planning and structure to regional issues.
- I.     Tracks and reports time according to Commission procedures.

- J. Performs a variety of other duties as assigned.
- K. Attends various meetings, conferences, and training seminars as requested.

#### **METHODS OF ACCOUNTABILITY**

- A. Through accurate, professional and error-free documents and correspondence.
- B. Through timely response and follow-through on assigned projects.
- C. Through compliance with Commission policies, procedures, and expectations.
- D. Through compliance with all Local, State and Federal regulations.
- E. Through dedication and commitment to clients and the Commission.
- F. Through effective communication and consistent presence in all working environments.

#### **STANDARDS OF PERFORMANCE**

##### **Individual Proficiencies**

- A. High level organizational and time management skills.
- B. High level communication skills with internal and external contacts.
- C. Knowledge of pertinent Local, State, and Federal regulations.
- D. Excellent document and budgetary preparation and execution.
- E. Acceptance of personal inconvenience for attainment of Commission's goals.

##### **Job Performance**

- A. Ability to interpret and apply needs of member governments and regional partners.
- B. Takes responsibility in performing responsible and difficult administrative and organizational work utilizing independent judgment and initiative.
- C. Plans, organizes, and schedules work priorities.
- D. Utilizes applicable software and data processing applications.
- E. Communicates clearly and concisely, both orally and in writing.
- F. Uses independent judgment and initiative in making sound decisions and in developing solutions to problems.
- G. Interprets and follows oral and written instructions with attentiveness to detail.
- H. Discreetly handles confidential and other sensitive matters.
- I. Tactfully and courteously responds to request and inquiries/complaints from regional project partners.

- J. Maintains effective working relationships with those contacted in the course of work.

#### **MENTAL AND PHYSICAL REQUIREMENTS**

- A. Ability to perform assigned duties with some interruptions and time pressures.
- B. Ability to manipulate necessary computer software, hardware, and equipment.
- C. Ability to work with mathematical concepts.
- D. Ability to work in a seated or bent position for extended periods of time.
- E. Ability to drive an automobile for Commission-related activities.
- F. Ability to lift up to 20 pounds at times from the floor.
- G. Ability to maintain visual attention for extended periods of time.
- H. Ability to resolve practical problems and deal with a variety of concrete variables in a standardized situation.

#### **WORKING ENVIRONMENT AND CONDITION**

- A. Performs majority of duties in a well-ventilated, well-lighted and temperature-controlled office environment. Noise level is moderate.
- B. May be required to perform out-of-doors assignments.

#### **EDUCATION, TRAINING, AND EXPERIENCE**

- A. Requires Bachelor's Degree or successful completion of college level coursework in Planning or other related field. Education may be substituted by demonstrated experience and proficiency in a professional position of similar responsibility.
- B. Requires seven years of experience as a Regional Planner or experience in a professional position of similar responsibility.
- C. Requires extensive knowledge of computer operations and applications.
- D. Requires a valid driver's license.

#### **EQUIPMENT AND TOOLS**

- General office equipment
  - Telephone console
  - Personal computer
- Printer
  - Cellular phone
  - Copier
- Calculator
  - Fax machine
  - Postal machine
  - Digital Camera

Tablet

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job; the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute either a contract of employment or alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

---

Employee's Signature

Date

Executive Director

Date

Southeast Iowa Regional Planning Commission (SEIRPC) is an Equal Employment Opportunity Employer. In compliance with the American Disabilities Act, SEIRPC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



# Development Trust

NB #4



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: April 23, 2015  
Re: Development Trust

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What is the importance of central business district (CBD) buildings and single family residences in southeast Iowa? What is the opportunity cost of letting them fade away into neglect only to have the city spend local funds on demolition?

A development trust may be a way to stabilize buildings for later investment. Why stabilize? Demolishing a CBD building produces a negative long term net present value in nearly all cases. No future tax revenues or other professional productivity is possible. Stabilization keeps potential professional productivity and tax revenue possible.

The term 'development trust' may take on various forms. A very closely related entity may be a land bank. Used in this way, a development trust is a non-profit incorporated entity that would engage in purchasing neglected, or about-to-be-neglected buildings and stabilizing them for future sale and re-investment.

A development trust needs capital to purchase buildings and invest in stabilizing repairs, if needed. Capital could come from a variety of local sources, including area foundations, non-profits, downtown entities, cities, counties or individuals.

In essence, once a fund is capitalized, the capital revolves to other buildings once the first round of buildings is sold. An emphasis on positive returns would be prudent.

The idea is brought to the board for an initial reaction. Would this concept be useful in your community? Is this something SEIRPC should pursue? Staff believes the concept could be useful in nearly every town and every county in the SEIRPC region.

SEIRPC staff have worked with many and been approached about many more CBD and residential buildings falling into neglect. A development trust may be a way to build a regional approach to a local issue.