



Southeast Iowa Regional Planning Commission

April 25, 2013

12:00 p.m.

211 N. Gear Avenue

West Burlington, IA 52655

Meeting Type

Executive Board

— Revised Agenda —

CALL TO ORDER	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Directors Report, Minutes, Financial Report, Claims)		Board Action
OLD BUSINESS		
1. B.U.S. Update	Norris	Board Review
NEW BUSINESS		
1. CDBG Scoring Committee	Norris	Board Review
2. FY2014 Draft Budget	Norris	Board Action
3. Bid on Property	Norris	Board Action
4. Position Description	Norris	Board Action
MATTERS FROM THE FLOOR		

Consent Agenda



DIRECTOR'S REPORT

To: SEIRPC Board
From: Mike Norris, Executive Director
Date: April 19, 2013

BUILDING UPDATE

Staff are acquiring cost estimates for the following work on the SEIRPC building:

- New concrete stoop and grading on east SEIRPC entrance (to reduce water infiltration);
- A gravel walking trail around pond for wellness (investigating interest from tenants in participating);

NEW STAFF

SEIRPC will welcome Travis Kraus as a new Regional Planner in late May/early June. Travis will graduate in May from the University of Iowa graduate program in Urban and Regional Planning. Travis is also a long-time small business owner in Iowa City, and will be moving with his family to Mount Pleasant. Travis will replace Madeline Emmerson, a former Regional Planner who left for other employment opportunities in February. He will focus on transportation planning, and regional development projects.

AGENDA ITEMS – OLD BUSINESS

1. B.U.S. Update, Board Review: Based on recent correspondence with the City of Burlington, Staff has coordinated meetings around the region with SEIRPC board members from each county. An extension of the monthly lunch meetings held for board members by Mike Norris, board members met with Zach James, Mike Norris and Bob Kuskowski about the status of the BUS discussion with the City. Meetings in all counties with respective board members have been completed.

AGENDA ITEMS – NEW BUSINESS

1. CDBG Scoring Committee: The CDBG Scoring Committee met April 8 to review the background of the process, and review applications. The next meeting will be held after the Executive Board meeting to finish scoring the applications. Scores will be presented to the SEIRPC full board for acceptance in May.

2. Draft Budget, Board Action: Staff has developed a budget for review and recommendation to the full board of directors. The budget has seen review and comment through two meetings of the Finance Committee.

3. Bid on Property, Board Action: The SEIRPC board has previously given direction to SEIRPC staff granting ability to acquire homes in the event HOME funds were received for down payment assistance/resale activities. SEIRPC did not receive HOME funds, and staff are working on other options to use Great River Housing Trust Fund resources with other resources to redevelop homes in southeast Iowa. Staff would like to discuss options with the board on acquiring property.

Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
February 28, 2013

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Gary Folluo, and Mark Huston
Staff Present: Mike Norris, Debbie Laughlin, Lori Gilpin, and Bob Kuskowski
Guest Present: John Morrow

Call to order at 12:07 p.m.

Agenda Approval

Motion by Trousil to approve the February 28, 2013 agenda, second by Frice. All Ayes, motion carried.

CONSENT AGENDA APPROVAL

Norris highlighted some areas of the Director's Report, bringing attention to the information regarding the Iowa Freight Advisory Committee of which he serves as an ex-officio member, and to the website from Great River Region Partnership (www.southeastiowahousing.com) for the purpose of assisting contractors in finding housing for workers during the construction of the facility for the Iowa Fertilizer Company. Norris stated that SCC is putting up the website, and Mount Pleasant Area Chamber Alliance will be maintaining the site. Motion by Folluo to accept the consent agenda, second by Trousil. All Ayes, motion carried.

Old Business:

None.

New Business:

1. SEIRPC FY2012 Audit: Morrow stated that the FY2012 Audit Report was complete and he gave an overview of the report encouraging board members to read over at their leisure. He stated that the revenues for FY2012 were \$4,287,470, which were \$185,146 over expenses and that there were no findings. Motion by Folluo to approve the FFY 2012 Audit Report, second by Huston. All Ayes, motion carried.
2. CDBG Scoring Committee: Norris stated that SEIRPC is one of 5 regional Council of Governments that will participate in the regional scoring process. He stated that the pilot committee will be comprised of 9 members from various backgrounds such as public works, community development, economic development, CEDS committee, engineering, etc. He further stated that they will have three water and sewer applications to score much in the way that the TAC committee scores STA applications, using criteria considered relevant to the CDBG program using www.iowagrants.gov as a guideline. No action necessary.
3. RLF Application: Aviation Blvd. LLC: Hanan stated that Mike & Kalen Henderson (Aviation Blvd., LLC & Reunion Vineyard, Inc.), through primary lender Two Rivers Bank & Trust, have applied for \$170,000 in revolving loan funds to be used for the purpose of purchasing land and building acquisition. He further stated that the project includes a refinance for a 7.48

acre property located at 2555 Lexington Avenue in Mount Pleasant. Hanan stated that the project includes the construction of a 5,000 s.f. event center with a 15' x 18' covered patio, however RLF Proceeds are not intended to be used for construction and the end result will be the operation of a winery and events center. Hanan stated that the application shows that it will retain 6 jobs and create 23, but the full time equivalent is 9 ½ jobs. Hanan further stated that the SEIRPC RLF Loan Review Committee met on February 21, 2013, and recommended approval. Trousil made a motion to approve the RLF Application from Mike and Kalen Henderson (Aviation Blvd., LLC) for the amount of \$170,000 from the EDA II pool at the interest rate of 4.5% for 10 years with collateral as recommended by the RLF Loan Review Committee, second by Folluo. All Ayes, motion carried.

4. MAP 21 Targets: Norris stated that IDOT approved the 2 year bill with funding process changes and sent out the STP (Surface Transportation Program) projected targets for 2013–2017 with \$2,602 million for 2013. Norris further stated that TAP (Transportation Alternatives Program) funds in Iowa have a base allocation (which must be used for TAP eligible projects) and a flexible allocation (which could be used for TAP projects or for STP eligible projects.) He stated that staff recommends using flexible allocation for TAP eligible projects since the total amount of alternative transportation funding statewide was cut in half, and using the flex fund could help alleviate the loss of overall funding. No action necessary.

5. SEIRPC 40th Anniversary: Norris stated that SEIRPC will reach its 40th anniversary in September, 2013, as it was incorporated that same month in 1973. Norris stated that he would like to see us do some little things to commemorate this anniversary, such as affixing ‘Celebrating 40 years of Regionalism’ or something similar to website, newsletter, letterhead, etc., planting a tree on SEIRPC grounds commemorating the milestone; publishing a short document highlighting accomplishments over the years, etc. Schleisman suggested leaving it up to staff to decide. No action necessary.

MATTERS FROM THE FLOOR:

None.

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

Meeting adjourned at 12:53 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____

Financial Report

March 2013

Completed April 15, 2013

By Lori Gilpin



Dear SEIRPC Board:

The accompanying Balance Sheet of Southeast Iowa Regional Planning Commission, as of **March 31, 2013**, and the related Statements of Income and Changes in Financial Position for the nine months ended **March 31, 2013**, 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

TO: SEIRPC Board
FROM: Lori Gilpin
DATE: 04/15/13
RE: Financial Summary for the month of March 2013



PROFIT & LOSS ALL CLASSES

	March-13	YTD
TOTAL REVENUES :	279,142	3,331,933
TOTAL EXPENSES :	279,719	3,079,727
Excess of revenues over expenditures	(577)	252,207

PROFIT & LOSS REGIONAL TRANSIT AUTHORITY

	March-13	YTD
TOTAL REVENUES :	73,316	1,015,126
TOTAL EXPENSES :	83,804	879,403
Excess (deficiency) of revenues over (under) expenditures	(10,489)	135,723

CASH BALANCE	UNRESTRICTED	RESTRICTED	
Our Home Rehab Government Chkng		1,867	
Gen'l Government Chkng	521,072	-	
IRP Government Chkng		1,008,108	
Ft. Madison RLF Government Chkng		187,544	
Henry County RLF Government Chkng		169,466	
Henry County RTA Government Chkng	37,761		
Keokuk RLF Regular Chkng		120,948	
EDA RLF Government Chkng		492,546	
Mediapolis HTF Government Chkng		78,989	
GRHTF Government Chkng		225,272	
TOTAL	558,834	2,284,740	2,843,574

CUSTOMER ACCOUNTS RECEIVABLE BALANCE

Current	1-45	46-90	>90	TOTAL
91,850	103,971	108,829	92,414	397,065

**Southeast Iowa Regional Planning Commission
Balance Sheet
March 31, 2013**

ASSETS

Current Assets

Checking/Savings

102.01 · Our Home Rehab Gov't Chkng	1,867.37
103.00 · Gen'l Government Checking	521,072.43
104.00 · IRP Government Checking	1,008,107.81
105.00 · Ft. Madison RLF Gov't Chkng	187,544.38
106.00 · Henry County RLF-Gov't Chkng	169,466.31
107.00 · Henry County (RTA)-Gov't Chkng	37,761.36
109.00 · Keokuk RLF	120,947.59
110.00 · EDA RLF Government Checking	492,545.74
113.00 · Mediapolis HTF Gov't Chkng	78,988.96
115.00 · GRHTF-Gov't Checking	225,271.71

Total Checking/Savings	<u>2,843,573.66</u>
-------------------------------	---------------------

Accounts Receivable

120.00 · Accounts Receivable	<u>397,064.69</u>
------------------------------	-------------------

Other Current Assets

101.00 · Petty Cash Account	199.95
130.00 · Ft. Madison RLF Receivable	14,459.65
131.00 · Henry County RLF Receivable	26,584.29
132.00 · Our Home Rehab Receivable	13,250.05
133.00 · Mediapolis HTF Receivable	49,237.62
134.00 · EDA RLF I Receivable	454,410.29
135.00 · IRP I Loan Receivable	50,541.78
136.00 · IRP II Loan Receivable	197,703.89
137.00 · Keokuk RLF Receivable	44,159.37
138.00 · GRHTF Receivable	69,076.01
139.00 · EDA RLF II Receivable	379,465.11
172.00 · Prepaid Expenses	2,100.00

Total Other Current Assets	<u>1,301,188.01</u>
-----------------------------------	---------------------

Total Current Assets	<u>4,541,826.36</u>
-----------------------------	---------------------

**Southeast Iowa Regional Planning Commission
Balance Sheet
March 31, 2013**

Other Assets	
220.10 · Agency Vehicle/Equipment	97,869.38
221.10 · Acc. Deprec. Agency Vehicle/Equ	-90,061.86
230.10 · Transit Vehicle	876,092.45
231.10 · Acc. Deprec. Transit Vehicle	-400,528.16
240.10 · Program Equipment	32,862.97
241.10 · Accum Deprec-Program Equipment	-8,877.78
250.10 · Building/Bldg. Improvements	1,298,269.96
251.10 · Accumulated Depr.-Bldgs	-25,395.50
252.10 · Land	103,440.00
Total Other Assets	<u>1,883,671.46</u>
 TOTAL ASSETS	 <u><u>6,425,497.82</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	10,382.85
326.40 · Deferred Revenue-Per Capita	1,001.00
326.79 · Speed Indicators Maintenance	1,645.56
326.80 · Custodial Fund Liability	105.55
355.00 · Accrued Salaries & Vacation	12,405.55
3600 · Short Term Notes Payable	<u>125,276.99</u>
 Total Current Liabilities	 <u>150,817.50</u>
 Long Term Liabilities	
3700 · Long Term Notes Payable	<u>1,255,300.38</u>
 Total Liabilities	 <u>1,406,117.88</u>
 Equity	
3900 · Unreserved local net Assets	192,101.32
3901 · Non-spendable Reserve for Loans	451,309.63
3903 · Assigned to Revolving loan	2,017,662.48
3904 · Investment in property & equipm	1,875,863.95
3905 · GRHTF Net Assets	230,235.86
Net Income to date	<u>252,206.70</u>
Total Equity	<u>5,019,379.94</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>6,425,497.82</u></u>

Southeast Iowa Regional Planning Commission
Statement of Revenues, Expenditures and Changes in Fund Balance
For the One and Nine Months Ended March 31, 2013

	Mar-13	Year-to-Date	FY13 Budget	FY12 Actual	FY11 Actual
Revenues:					
4100 · Bus Fare Revenues					
410.00 · General Public	3,400.30	34,617.50	41,681	44,452	48,826
411.00 · Local Contracts	16,460.55	82,770.52	86,949	84,903	131,694
Total 4100 · Bus Fares	19,860.85	117,388.02	128,630	129,355	180,519
4500 · Federal/State Revenues					
450.00 · EDA Planning Grant	0.00	30,500.00	61,000	61,000	61,000
450.01 · Marketing Grant	0.00	0.00	0	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	54,626	680,251
450.05 · EDA RLF Grant	0.00	354,150.00	0	0	0
451.00 · IDEED COG Assistance	10,294.12	10,294.12	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	0.00	0	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	98,435.00	185,060	214,304	158,306
456.00 · State Transit Assistance (RTA)	20,854.66	228,127.63	214,990	258,331	385,225
457.00 · Federal Transit Assistance (RTA)	0.00	333,242.00	389,856	317,685	333,332
458.00 · Housing Draws	75,161.23	986,066.16	0	1,382,498	817,841
458.01 · IFA Tax Credit Revenues	0.00	3,325.00	0	10,325	11,550
459.00 · State Medicaid	32,568.23	286,656.48	153,065	164,235	148,102
Total 4500 · Federal/State Revenues	138,878.24	2,330,796.39	1,014,265	2,576,149	2,949,989
4600 · Principle on Loans					
461.00 · Principle on Loans	16,144.08	153,619.81	0	466,532	301,937
4700 · Local Revenues					
470.00 · Per Capita Revenue	0.00	128,211.00	127,943	122,793	121,743
471.00 · Cities/Counties	0.00	34,366.00	0	0	24,034
472.00 · Other Contracts	28,186.00	77,220.62	89,088	102,254	297,297
473.00 · Grant Administration	5,729.00	162,474.00	215,250	281,409	460,743
475.00 · Other Contributions	55,000.00	104,599.00	58,398	169,187	81,279
475.01 · Homeowner Contributions	0.00	5,751.00	0	0	0
479.00 · RLF Administration	0.00	0.00	0	80,478	56,442
481.00 · Housing Soft Costs	0.00	0.00	21,000	9,636	5,943
482.00 · Lead Abatement	0.00	19,500.00	0	41,937	1,350
488.00 · Vehicle Reimbursements	469.07	8,002.30	13,850	23,112	23,406
489.00 · Housing Administration	0.00	46,223.33	220,526	110,897	86,815
Total 4700 · Local Revenues	89,384.07	586,347.25	746,055	941,704	1,159,052
4900 · Miscellaneous Revenues					
492.00 · Lease Income	10,161.60	84,254.40	111,139	105,139	49,553
495.00 · Insurance Proceeds	0.00	0.00	0	2,501	0
496.00 · Interest Income (Bank)	744.56	6,635.54	7,309	8,435	10,249
497.00 · Miscellaneous Revenues-Other	26.03	8,565.16	2,000	15,370	16,530
498.00 · Matching Funds	0.00	0.00	104,006	1,650	731,139
Total 4900 · Miscellaneous Revenues	10,932.19	99,455.10	224,454	133,095	807,471
5000-52 RLF Income					
507.00 · Late Payment Fees	0.00	798.00	300	975	1,950
508.00 · Loan Closing Fees	461.00	8,587.50	3,500	2,844	1,875
509.00 · FM RLF Loan Interest Income	0.00	379.65	0	1,773	2,374
510.00 · Henry Co. RLF Interest Income	158.41	1,568.30	0	2,057	3,137
511.01 · EDA RLF I Interest Income	1,375.76	16,740.00	35,000	31,489	37,549
512.00 · Mediapolis HTF Interest Income	86.16	997.01	0	2,067	3,595
513.00 · EDA RLF II Interest Income	1,046.12	4,452.72	7,500	0	0
515.00 · IRP I Loan Interest Income	21.94	1,418.13	5,000	4,859	6,682
516.00 · IRP II Loan Interest Income	0.00	5,918.35	16,000	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	742.12	3,071.83	0	2,436	3,316
520.00 · GRHTF-Loan Interest	50.95	395.22	0	45	0
Total 5000-52 RLF Income	3,942.46	44,326.71	67,300	64,468	80,783
Total Income	279,141.89	3,331,933.28	2,180,705	4,311,302	5,479,751

Southeast Iowa Regional Planning Commission
Statement of Revenues, Expenditures and Changes in Fund Balance
For the One and Nine Months Ended March 31, 2013

	Mar-13	Year-to-Date	FY13 Budget	FY12 Actual	FY11 Actual
Expenditures:					
701.00 · Salaries	72,685.34	732,595.58	963,649	960,569	1,052,364
702.00 · FICA - Employer's Share	5,194.98	52,846.27	70,936	70,336	77,994
703.00 · IPERS - Employer's Share	6,228.87	61,103.15	83,548	75,627	72,495
704.00 · Unemployment	0.00	382.00	500	2,979	9,049
705.00 · Employee Benefits	13,943.17	113,410.78	141,408	133,114	137,510
706.00 · Physicals	281.00	1,283.25	1,200	1,508	1,780
707.00 · Uniform Expense	111.35	913.51	500	2,362	825
708.00 · Drug Testing	59.00	588.50	1,000	375	967
709.00 · Personnel Expenses-Other	82.35	1,270.25	980	3,553	425
710.00 · Payroll services	273.18	2,868.50	4,000	3,487	3,638
712.00 · Advertising	592.51	4,082.94	2,119	1,589	2,701
717.00 · Audit	14,500.00	14,500.00	14,000	14,425	12,750
726.00 · Contractual Expenses-Other	963.95	16,491.78	6,500	164,353	582,750
728.00 · Information Technology	832.50	8,078.10	3,500	11,961	7,811
729.00 · Copier Expense	515.10	3,189.58	6,000	7,545	7,651
730.00 · Legal Expense	0.00	3,728.25	5,500	5,103	24,886
738.00 · Depreciation Expense	0.00	0.00	6,317	14,423	17,361
740.00 · Dues/Subscriptions	409.48	11,598.25	14,750	8,736	16,459
741.00 · Public Notices	406.88	1,491.84	1,700	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	0.00	456.00	700	570	760
747.00 · Equipment under \$5000	0.00	9,679.70	26,225	14,124	16,295
748.00 · Capital Equipment	0.00	156,976.80	158,635	79,518	71,934
749.00 · Principle Expense	2,594.70	45,079.46	53,165	44,901	44,670
750.00 · Lead Testing	630.00	2,307.00	2,000	4,383	1,488
751.00 · Housing	75,301.23	614,847.10	0	1,164,100	579,854
752.00 · Admin. Expense	0.00	39,141.00	0	115,591	67,233
754.00 · Insurance	4,468.30	106,075.07	94,800	96,620	93,119
756.00 · Mortgage Filing Fees	130.00	1,196.50	255	1,274	482
757.00 · Interest Expense	975.16	14,381.93	35,239	34,590	34,974
758.00 · Loan Closing Expense	0.00	0.00	0	85	5
759.00 · Credit Report Exp.	0.00	114.21	250	509	17
760.00 · Hsng Relocation Expense	0.00	0.00	0	937	14,327
766.00 · Bldg. Maintenance & Repair	4,826.51	10,062.92	10,500	13,561	18,985
767.00 · Vehicle Maintenance & Repair	13,406.53	84,376.94	96,451	119,960	123,811
768.00 · Marketing	0.00	4,081.45	5,000	7,948	60
769.00 · Meeting Expense	135.96	1,485.91	3,400	2,570	6,028
782.00 · Printing/Postage	757.52	3,562.11	4,675	6,952	8,347
791.00 · Rent	650.00	4,380.00	5,600	5,411	7,664
806.00 · Supplies	1,543.09	8,702.61	9,650	10,578	15,748
807.00 · Bank Charges	0.00	27.50	42	(35)	87
808.00 · Fuel/Oil	14,610.58	94,405.95	92,263	112,095	111,667
810.00 · Telecommunications	2,748.66	19,767.12	24,861	25,248	22,932
811.00 · Utilities Expense	3,620.67	25,415.47	33,000	30,361	21,801
813.00 · Real Estate Taxes	6,480.00	12,960.00	13,500	54,129	0
815.00 · Mileage Expense	0.00	0.00	0	0	19
816.00 · Travel/Training	541.16	4,596.00	18,100	19,759	13,133
820.00 · Use Allowance	469.07	8,002.30	13,850	23,112	23,406
829.00 · Down Payment Assistance	24,140.00	302,840.00	0	219,828	316,418
830.00 · Participant Loans & Grants	4,610.00	472,358.00	0	177,395	0
850.00 · Marketing Grant Exepditure	0.00	2,025.00	0	0	0
890.00 · Matching Exepditures	0.00	0.00	77,037	0	731,139
900.00 · Indirect Costs	0.00	0.00	0	127,099	(127,099)
Total Expenditures	279,718.80	3,079,726.58	2,107,306	3,997,632	5,306,237
Excess of revenues over expenditures	(576.91)	252,206.70	73,399	313,670	173,514

Regional Transit Authority
Statement of Revenues, Expenditures and Changes in Fund Balance
For the One and Nine Months Ended March 31, 2013



	Mar-13	Year-to-Date	FY13 Budget	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
Revenues:							
4100 · Bus Fare Revenues							
410.00 · General Public	3,400.30	34,617.50	41,681	44,452	48,826	50,916	60,430
411.00 · Local Contracts	16,460.55	82,770.52	86,949	84,903	131,694	306,718	471,355
Total 4100 · Bus Fares	19,860.85	117,388.02	128,630	129,355	180,519	357,634	531,784
4500 · Federal/State Revenues							
456.00 · State Transit Assistance	20,854.66	228,127.63	214,990	258,331	260,046	228,735	217,034
457.00 · Federal Transit Assistance	0.00	333,242.00	389,856	317,685	333,332	396,928	315,519
459.00 · State Medicaid	32,568.23	286,656.48	153,065	164,235	148,102	134,998	124,586
Total 4500 · Federal/State Revenues	53,422.89	848,026.11	757,911	740,251	741,480	760,660	657,139
4700 · Local Revenues							
470.00 · Per Capita Revenue	0.00	49,443.00	49,443	49,443	49,443	49,443	45,523
472.00 · Other Contracts	0.00	0.00	0	0	0	0	0
Total 4700 · Local Revenues	0.00	49,443.00	49,443	49,443	49,443	49,443	45,523
4900 · Miscellaneous Revenues							
495.00 · Insurance Proceeds	0.00	0.00	0	2,501	0	3,201	43
496.00 · Interest Income (Bank)	5.99	53.27	65	64	88	55	57
497.00 · Miscellaneous Revenues-Other	26.03	215.48	2,000	2,628	1,628	4,328	920
498.00 · Matching Funds	0.00	0.00	26,969	0	9,855	0	26,040
Total 4900 · Miscellaneous Revenues	32.02	268.75	29,034	5,192	11,571	7,584	27,060
Total Revenues	73,315.76	1,015,125.88	965,018	924,241	983,013	1,175,321	1,261,506
Expenditures:							
701.00 · Salaries	27,366.77	265,788.98	313,390	314,513	368,634	368,395	358,597
702.00 · FICA - Employer's Share	2,047.07	19,893.37	23,723	23,768	27,924	27,710	27,457
703.00 · IPERS - Employer's Share	2,371.70	23,042.24	27,171	25,368	25,738	24,457	22,518
704.00 · Unemployment	0.00	382.00	500	2,979	0	6,974	9,380
705.00 · Employee Benefits	4,544.08	34,625.91	30,505	31,066	40,891	40,252	25,803
706.00 · Physicals	281.00	1,283.25	1,200	1,508	1,780	1,424	118
707.00 · Uniform Expense	111.35	800.55	500	437	825	2,026	1,194
708.00 · Drug Testing	59.00	588.50	1,000	375	967	1,001	2,023
709.00 · Personnel Expenses-Other	35.31	302.89	580	595	0	100	1,050
712.00 · Advertising	102.00	2,971.86	2,119	1,589	1,968	1,747	3,896
726.00 · Contractual Expenses-Other	255.00	318.75	6,500	6,358	12,914	8,733	9,741
728.00 · Information Technology	0.00	1,655.00	500	898	990	0	0.00
730.00 · Legal Expense	0.00	160.00	1,000	588	5,616	16,378	14,058
738.00 · Depreciation Expense	0.00	0.00	0	0	0	0	0
740.00 · Dues/Subscriptions	0.00	2,273.00	2,500	2,525	2,547	1,356	2,057
741.00 · Public Notices	21.31	21.31	100	20	23	90	279
747.00 · Equipment Under \$5000	0.00	0.00	1,000	405	0	0	17,243
748.00 · Capital Equipment	0.00	156,976.80	158,635	57,267	57,965	207,221	107,998
754.00 · Insurance	4,339.30	59,007.72	50,000	48,892	51,564	69,793	59,100
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	500	234	3,833	0	0
767.00 · Vehicle Maintenance & Repair	13,256.73	81,389.56	91,451	115,842	122,080	115,118	157,507
768.00 · Marketing	0.00	300.00	1,000	1,150	0	0	0
769.00 · Meeting Expense	0.00	71.30	200	99	100	222	193
782.00 · Printing/Postage	0.00	220.70	0	6	837	52	247
791.00 · Rent	650.00	4,350.00	5,600	5,381	5,214	4,976	5,019
806.00 · Supplies	16.55	868.88	500	429	752	267	660
807.00 · Bank Charges	0.00	0.00	0	5	(25)	30	6
808.00 · Fuel/Oil	14,339.51	90,909.92	87,263	106,449	106,784	114,227	136,696
810.00 · Telecommunications	716.62	6,086.64	7,501	7,445	8,657	9,759	7,859
815.00 · Mileage Expense	0.00	0.00	0	0	0	431	529
816.00 · Travel/Training	188.22	1,995.56	4,500	5,570	3,169	5,766	2,881
820.00 · Use Allowance	157.37	1,410.02	2,500	3,662	3,804	6,156	2,728
890.00 · Matching Expenditures	0.00	0.00	0	0	9,855	0	26,040
900. Indirect Costs	12,945.54	121,708.42	143,079	189,092	104,461	104,924	109,133
Total Expenditures	83,804.43	879,403.13	965,018	954,512	969,866	1,139,586	1,112,011
Fund Balance	(10,488.67)	135,722.75	0	(30,272)	13,147	35,734	149,495

Southeast Iowa Regional Planning Commission
Profit Loss by Class
Year to Date thru March 31, 2013

	<u>10 Company Vehicles</u>	<u>20 EDA PG</u>	<u>22 Facility</u>	<u>47 Housing</u>	<u>48 Great River Housing Trust</u>
Ordinary Income/Expense					
Income					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	0.00	30,500.00	0.00	986,066.16	0.00
461.00 · Principle on Loans	0.00	0.00	0.00	6,847.48	7,713.44
4700-48 · Local Revenues	8,002.30	0.00	0.00	87,283.33	91,510.00
4900 · Miscellaneous Revenues	0.00	0.00	84,254.40	129.83	7,264.19
5000-52 · RLF Income	0.00	0.00	0.00	1,097.01	3,153.22
	<u>8,002.30</u>	<u>30,500.00</u>	<u>84,254.40</u>	<u>1,081,423.81</u>	<u>109,640.85</u>
Expense					
700.00 · Personnel Expenses	0.00	77,872.14	0.00	102,407.05	0.00
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	40.14	0.00	66.96	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	0.00
726.00 · Contractual Expenses	0.00	0.00	3,301.05	0.00	795.00
728.00 · Information Technology	0.00	0.00	0.00	1,640.83	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	1,149.00	0.00
740.00 · Dues/Subscriptions	0.00	0.00	0.00	420.00	0.00
741.00 · Public Notices	0.00	14.75	0.00	77.61	108.95
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	1,834.66	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	2,594.70	0.00
750.00 · Lead Testing	0.00	0.00	0.00	2,307.00	0.00
751.00 · Housing	0.00	0.00	0.00	571,966.10	42,881.00
752.00 · Admin. Expense	0.00	0.00	0.00	6,010.00	15,743.00
754.00 · Insurance	3,752.00	0.00	11,508.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	403.00	1.00
757.00 · Interest Expense	0.00	0.00	12,019.44	2,163.15	0.00
759.00 · Credit Report Exp.	0.00	0.00	0.00	0.00	105.75
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	10,062.92	0.00	0.00
767.00 · Vehicle Maintenance & Repair	2,987.38	0.00	0.00	0.00	0.00
768.00 · Marketing	0.00	0.00	0.00	200.00	0.00
769.00 · Meeting Expense	0.00	122.87	0.00	0.00	372.45
782.00 · Printing/Postage	0.00	133.60	0.00	0.00	40.49
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	0.00	23.02	146.38	180.27
807.00 · Bank Charges	0.00	0.00	0.00	27.50	0.00
808.00 · Fuel/Oil	3,496.03	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	180.11	0.00
811.00 · Utilities Expense	0.00	0.00	25,415.47	0.00	0.00
812.00 · Bldg Operation Allocation	0.00	0.00	-15,774.96	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	12,960.00	0.00	0.00
816.00 · Travel/Training	0.00	52.62	0.00	955.22	7.75
820.00 · Use Allowance	26.32	631.79	0.00	444.80	548.03
829.00 · Down Payment Assistance	0.00	0.00	0.00	287,840.00	15,000.00
830.00 · Participant Loans	0.00	0.00	0.00	10,000.00	43,858.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	0.00	27,727.54	0.00	36,340.73	0.00
	<u>10,261.73</u>	<u>106,595.45</u>	<u>59,514.94</u>	<u>1,029,174.80</u>	<u>119,641.69</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(2,259.43)</u>	<u>(76,095.45)</u>	<u>24,739.46</u>	<u>52,249.01</u>	<u>(10,000.84)</u>
SEIRPC adjusted balance (excluding RLF's & GRHTF)	<u>-</u>	<u>(76,095.45)</u>	<u>24,739.46</u>	<u>(75,237.89)</u>	<u>-</u>

Southeast Iowa Regional Planning Commission
Profit Loss by Class
Year to Date thru March 31, 2013

	60 IDOT	71 EDA RLF	72 IRP-I	73.00 FM/KK/HC RLF	76 IRP-II
Ordinary Income/Expense					
Income					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	98,435.00	354,150.00	0.00	0.00	0.00
461.00 · Principle on Loans	0.00	82,340.02	10,275.79	21,927.37	24,515.71
4700-48 · Local Revenues	17,500.00	0.00	0.00	10,299.00	0.00
4900 · Miscellaneous Revenues	0.00	824.05	3,696.31	629.21	0.00
5000-52 · RLF Income	0.00	27,470.22	1,418.13	3,939.33	7,248.80
	<u>115,935.00</u>	<u>464,784.29</u>	<u>15,390.23</u>	<u>36,794.91</u>	<u>31,764.51</u>
Expense					
700.00 · Personnel Expenses	116,125.33	20,184.49	0.00	0.00	0.00
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	41.04	16.83	0.00	0.00	0.00
710.00 · Payroll Services	0.00	0.00	0.00	0.00	0.00
712.00 · Advertising	177.36	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	1,808.98	0.00	0.00	0.00	0.00
728.00 · Information Technology	488.50	210.12	0.00	0.00	0.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00
730.00 · Legal Expense	48.75	856.00	479.75	479.75	512.00
740.00 · Dues/Subscriptions	524.00	0.00	0.00	0.00	0.00
741.00 · Public Notices	65.50	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	1,564.98	275.20	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	20,463.19	0.00	22,021.57
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	17,388.00	0.00
754.00 · Insurance	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	143.00	0.00	7.00	0.00
757.00 · Interest Expense	0.00	0.00	0.00	0.00	0.00
759.00 · Credit Report Exp.	0.00	8.46	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	200.00	0.00	0.00	0.00
769.00 · Meeting Expense	89.88	15.79	0.00	0.00	0.00
782.00 · Printing/Postage	126.95	5.75	5.75	0.00	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	764.06	51.43	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
816.00 · Travel/Training	584.96	310.92	0.00	0.00	0.00
820.00 · Use Allowance	1,979.33	279.82	0.00	50.35	0.00
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	0.00
830.00 · Participant Loans	0.00	418,500.00	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	41,235.60	7,173.25	0.00	0.00	0.00
	<u>165,625.22</u>	<u>448,231.06</u>	<u>20,948.69</u>	<u>17,925.10</u>	<u>22,533.57</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(49,690.22)</u>	<u>16,553.23</u>	<u>(5,558.46)</u>	<u>18,869.81</u>	<u>9,230.94</u>
SEIRPC adjusted balance (excluding RLF's & GRHTF)	<u>(49,690.22)</u>	<u>(1,436.79)</u>	<u>-</u>	<u>-</u>	<u>-</u>

Southeast Iowa Regional Planning Commission
Profit Loss by Class
Year to Date thru March 31, 2013

	<u>80 Indirect Cost Center</u>	<u>85 RTA</u>	<u>Total 90 LOCAL</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
4100 · Bus Fare Revenues	0.00	117,388.02	0.00	117,388.02
4500 · Federal/State Revenues	0.00	848,026.11	13,619.12	2,330,796.39
461.00 · Principle on Loans	0.00	0.00	0.00	153,619.81
4700-48 · Local Revenues	0.00	49,443.00	319,903.75	583,941.38
4900 · Miscellaneous Revenues	0.00	268.75	2,388.36	99,455.10
5000-52 · RLF Income	0.00	0.00	0.00	44,326.71
	<u>0.00</u>	<u>1,015,125.88</u>	<u>335,911.23</u>	<u>3,329,527.41</u>
Expense				
700.00 · Personnel Expenses	149,429.79	343,350.50	148,799.84	958,169.14
704.00 · Unemployment	0.00	382.00	0.00	382.00
706.00 · Physicals	0.00	1,283.25	0.00	1,283.25
707.00 · Uniform Expense	112.96	800.55	0.00	913.51
708.00 · Drug Testing	0.00	588.50	0.00	588.50
709.00 · Personnel Expenses-Other	629.16	302.89	173.23	1,270.25
710.00 · Payroll Services	2,868.50	0.00	0.00	2,868.50
712.00 · Advertising	889.37	2,971.86	44.35	4,082.94
717.00 · Audit	14,500.00	0.00	0.00	14,500.00
726.00 · Contractual Expenses	10,268.00	318.75	0.00	16,491.78
728.00 · Information Technology	2,751.85	1,655.00	1,331.80	8,078.10
729.00 · Copier Expense	3,189.58	0.00	0.00	3,189.58
730.00 · Legal Expense	43.00	160.00	0.00	3,728.25
740.00 · Dues/Subscriptions	6,277.00	2,273.00	2,104.25	11,598.25
741.00 · Public Notices	446.23	21.31	757.49	1,491.84
746.00 · Leased Equipment	456.00	0.00	0.00	456.00
747.00 · Equipment under \$5000	2,390.76	0.00	3,614.10	9,679.70
748.00 · Capital Equipment	0.00	156,976.80	0.00	156,976.80
749.00 · Principle Expense	0.00	0.00	0.00	45,079.46
750.00 · Lead Testing	0.00	0.00	0.00	2,307.00
751.00 · Housing	0.00	0.00	0.00	614,847.10
752.00 · Admin. Expense	0.00	0.00	0.00	39,141.00
754.00 · Insurance	31,807.35	59,007.72	0.00	106,075.07
756.00 · Mortgage Filing Expenses	0.00	0.00	642.50	1,196.50
757.00 · Interest Expense	0.00	0.00	199.34	14,381.93
759.00 · Credit Report Exp.	0.00	0.00	0.00	114.21
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	10,062.92
767.00 · Vehicle Maintenance & Repair	0.00	81,389.56	0.00	84,376.94
768.00 · Marketing	0.00	300.00	3,381.45	4,081.45
769.00 · Meeting Expense	671.78	71.30	141.84	1,485.91
782.00 · Printing/Postage	2,533.15	220.70	495.72	3,562.11
791.00 · Rent	30.00	4,350.00	0.00	4,380.00
806.00 · Supplies	5,258.38	868.88	1,410.19	8,702.61
807.00 · Bank Charges	0.00	0.00	0.00	27.50
808.00 · Fuel/Oil	0.00	90,909.92	0.00	94,405.95
810.00 · Telecommunications	13,357.27	6,086.64	143.10	19,767.12
811.00 · Utilities Expense	0.00	0.00	0.00	25,415.47
812.00 · Bldg Operation Allocation	15,774.96	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	12,960.00
816.00 · Travel/Training	400.76	1,995.56	288.21	4,596.00
820.00 · Use Allowance	367.11	1,410.02	2,264.73	8,002.30
829.00 · Down Payment Assistance	0.00	0.00	0.00	302,840.00
830.00 · Participant Loans	0.00	0.00	0.00	472,358.00
850.00 · Marketing Grant Expenditure	0.00	0.00	2,025.00	2,025.00
900.00 · INDIRECT COSTS	-287,525.88	121,708.42	52,721.11	-619.23
	<u>-23,072.92</u>	<u>879,403.13</u>	<u>220,538.25</u>	<u>3,077,320.71</u>
Excess (deficiency) of revenues over (under) expenditures	<u>23,072.92</u>	<u>135,722.75</u>	<u>115,372.98</u>	<u>252,206.70</u>
SEIRPC adjusted balance (excluding RLF's & GRHTF)	<u>-</u>	<u>135,722.75</u>	<u>115,372.98</u>	<u>73,374.84</u>

Southeast Iowa Regional Planning Commission
Check Register
March 2013

Type	Date	Num	Name	Amount
Check	03/08/2013	25080	Bancard Services	-1,246.35
Check	03/08/2013	25081	CenturyLink	-871.20
Check	03/08/2013	25082	Fastenal	-4.74
Check	03/08/2013	25083	Burlington True Value	-29.23
Check	03/08/2013	25084	Telin Transportation Group	-888.10
Check	03/08/2013	25085	SHOTTENKIRK SUPERSTORE	-9,430.71
Check	03/08/2013	25086	Shottenkirk-Fort Madison	-1,397.92
Check	03/08/2013	25087	Pep Stop	-34.50
Check	03/08/2013	25088	Deni McClinton	-36.35
Check	03/08/2013	25089	Hope Haven	-5.35
Check	03/08/2013	25090	West Payment Center	-279.48
Check	03/08/2013	25091	Fedex	-93.39
Check	03/08/2013	25092	City of Burlington, Iowa	-5,272.05
Check	03/08/2013	25093	City of Mount Pleasant	-2,406.65
Check	03/08/2013	25094	City of Keokuk.	-6,152.90
Check	03/08/2013	25095	Des Moines County Treasurer	-6,480.00
Check	03/08/2013	25096	Carquest Auto Parts	-1.45
Check	03/08/2013	25097	Frank Millard and Company Inc.	-419.61
Check	03/08/2013	25098	Billups Tire and Wheel Center Inc	-118.10
Check	03/08/2013	25099	SEI Properties LLC	-250.00
Check	03/08/2013	25100	Des Moines County Auditor	-9.50
Check	03/08/2013	25101	River Basin Publications	-208.56
Check	03/08/2013	25102	Joe Yocum	-12.25
Check	03/08/2013	25103	Jack Callas	-73.50
Check	03/08/2013	25104	The Burlington Hawk Eye	-645.19
Check	03/08/2013	25105	O'Reilly Automotive, Inc.	-27.98
Check	03/08/2013	25106	SWAILES AUTO SUPPLY INC.	-191.61
Check	03/08/2013	25107	Mike Prottzman Sanitation Inc	-170.00
Check	03/08/2013	25108	Integrated Technology Partners	-58.95
Check	03/08/2013	25109	Louisa County Recorder's Office	-32.00
Check	03/08/2013	25110	St. Luke's Drug & Alcohol Testing	-59.00
Check	03/08/2013	25111	American Country Insurance	-4,339.30
Check	03/08/2013	25112	Fullenkamp Insurance Agency	-129.00
Check	03/08/2013	25113	City of West Burlington.	-71.40
Check	03/08/2013	25114	Huffman Welding and Machine Inc	-41.66
Check	03/08/2013	25115	John D. Morrow	-14,500.00
Check	03/08/2013	25116	Waterworks Car Wash	-23.00
Check	03/08/2013	25117	US Cellular	-35.89
Check	03/08/2013	25118	Pauwels Lawn Care	-650.00
Check	03/08/2013	25119	Louisa Publishing Co.	-64.37
Check	03/08/2013	25120	Dex Media East Inc	-102.00
Check	03/08/2013	25121	Louisa Development Group	-100.00
Check	03/08/2013	25122	Des Moines County Recorder's Office	-27.00
Check	03/08/2013	25123	Schaer Construction	-8,644.00

Southeast Iowa Regional Planning Commission
Check Register
March 2013

Type	Date	Num	Name	Amount
Check	03/08/2013	25124	Schaer Construction	-7,436.00
Check	03/08/2013	25125	Des Moines County Recorder's Office	-27.00
Check	03/08/2013	25126	Commercial Contractors	-8,700.00
Check	03/08/2013	25127	Commercial Contractors	0.00
Check	03/08/2013	25128	Schaer Construction	-7,560.00
Check	03/08/2013	25129	Wright Express Fleet Service	-864.57
Check	03/26/2013	25130	ABC FIRE EXTINGUISHER SALES & SERVS INC	-177.05
Check	03/26/2013	25131	CEC	-2,052.50
Check	03/26/2013	25132	CenturyLink	-1,055.00
Check	03/26/2013	25133	Daily Gate City	-118.83
Check	03/26/2013	25134	David Ford	-75.00
Check	03/26/2013	25135	Deery Brothers Ford Lincoln Inc	-55.50
Check	03/26/2013	25136	Digital Office Solutions	-515.10
Check	03/26/2013	25137	Drake Hardware & Software	-832.50
Check	03/26/2013	25138	Fastenal	-7.94
Check	03/26/2013	25139	Fort Dearborn Life Insurance Company	-851.90
Check	03/26/2013	25140	Frank Millard and Company Inc.	-1,832.00
Check	03/26/2013	25141	Great River Business Health	-188.00
Check	03/26/2013	25142	Hope Haven Area Dev Center	-346.55
Check	03/26/2013	25143	Hy-Vee, Inc	-161.86
Check	03/26/2013	25144	Iowa Finance Authority	-2,920.36
Check	03/26/2013	25145	Iowa Illinois Office Solutions	-737.45
Check	03/26/2013	25146	IPC, Inc.	-400.00
Check	03/26/2013	25147	Jack Callas	-98.00
Check	03/26/2013	25148	Louisa Publishing Co.	-59.50
Check	03/26/2013	25149	Mediacom	-69.95
Check	03/26/2013	25150	Mike Prottzman Sanitation Inc	-85.00
Check	03/26/2013	25151	Nextel	-716.62
Check	03/26/2013	25152	Professional Office Services	-360.15
Check	03/26/2013	25153	Roberts Tire Center Corporation	-867.54
Check	03/26/2013	25154	Telin Transportation Group	-341.27
Check	03/26/2013	25155	Tri-State Medical Group Inc	-93.00
Check	03/26/2013	25156	Waterworks Car Wash	-11.00
Check	03/26/2013	25157	Wemiga Waste Inc	-22.00
Check	03/26/2013	25158	Petty Cash	-168.05
Check	03/26/2013	25159	Commercial Contractors	-9,910.00
Check	03/26/2013	25160	Sofia Torres& Louisa Cty Hab. f/Humanity	-24,140.00
Check	03/26/2013	25161	Wenger Rental LLC	-37,661.23
Check	03/26/2013	25162	Hawkeye Community College	-250.00
Check	03/26/2013	25163	Iowa Association of Housing Officials	-30.00
Check	03/26/2013	25164	Isle Casino Hotel	-184.80
Check	03/26/2013	25165	Fedex	-70.77
				-177,688.23

**Southeast Iowa Regional Planning Commission
Check Register
March 2013**

Type	Date	Num	Name	Amount
Electronic Transfer			Wellmark	-14,293.94
Electronic Transfer			Payroll	-51,424.80
Electronic Transfer			Payroll Taxes	-19,256.25
Electronic Transfer			Payroll Processing Fees	-273.18
Electronic Transfer			Two Rivers Bank - LOC repayment	-37,500.00
Electronic Transfer			Two Rivers Bank - LOC interest	-635.25
Electronic Transfer			Copier Loan Payment	-321.79
Electronic Transfer			Alliant Energy	-3,549.27
Electronic Transfer			Wellmark-Flex Admin Fees	-62.40
Electronic Transfer			IPERS	-10,782.63
				-138,099.51
			TOTAL EXPENDITURES	-315,787.74

Schedule 4

BANCARD Services Credit Card Statement

STATEMENT DATE: 3/28/2013

PAYMENT DUE DATE: 4/22/2013

CHECK# 25168

DATE PAID 4/8/2013

Date	Transaction Description	Expense		Class		Amount	Receipt
		Account#	Type	Class#	Class Name		
MIKE NORRIS							
						TOTAL	0.00
DEBORAH LAUGHLIN							
28-Feb-13	Happy Joe's Pizza	769	Meeting Expense	80	ICC	55.32	yes
05-Mar-13	Happy Joe's Pizza	769	Meeting Expense	80	ICC	21.14	yes
11-Mar-13	Ron Davoo Pizza	769	Meeting Expense	80	ICC	12.25	yes
18-Mar-13	Sentrylink, LLC	709	Personnel Expense	80	ICC	19.95	yes
18-Mar-13	Jimmy John's	769	Meeting Expense	80	ICC	38.58	yes
						TOTAL	147.24
ZACH JAMES							
01-Mar-13	USPS	782	Printing/Postage	60	IDOT	18.15	yes
11-Mar-13	Happy Joe's Pizza	769	Meeting Expense	60	IDOT	90.00	yes
11-Mar-13	Fareway Stores	806	Supplies	60	IDOT	7.98	yes
24-Mar-13	Delta Air	816	Travel/Training	60	IDOT	360.10	yes
						TOTAL	476.23
						TOTAL	0.00
JEFF HANAN							
06-Mar-13	Accurate Analytical	750	Lead Testing	47.56	WBOO	104.00	yes
12-Mar-13	Accurate Analytical	750	Lead Testing	47.56	WBOO	77.00	yes
12-Mar-13	Farm King	806	Supplies	90	Local	106.79	yes
14-Mar-13	Subway - Wapello	816	Travel/Training	90	Local	13.38	yes
20-Mar-13	ChiefArchitect	806	Supplies	47.55	SFNC	1,904.95	yes
						TOTAL	2,206.12
BOB KUSKOWSKI							
01-Mar-13	Jason's Deli - West Des Moines	816	Travel/Training	85	RTA	11.96	yes
15-Mar-13	A-1 Appliance Repair	766	Bldg. Maint.	22	Facility	44.99	yes
25-Mar-13	McDonald's - Cedar Rapids	816	Travel/Training	85	RTA	14.00	yes
						TOTAL	70.95
						TOTAL	0.00
						TOTAL	2,900.54

Southeast Iowa Regional Planning Commission
A/R Aging Summary
March 31, 2013

	Current	1 - 45	46 - 90	> 90	TOTAL
Local:					
City of Keokuk	0.00	5,000.00	0.00	0.00	5,000.00
City of Letts	0.00	0.00	0.00	500.00	500.00
City of New London	0.00	5,000.00	0.00	0.00	5,000.00
City of Oakville	0.00	4,500.00	0.00	0.00	4,500.00
Des Moines County Auditor	0.00	24,586.00	0.00	0.00	24,586.00
EDA	0.00	0.00	0.00	15,131.34	15,131.34
Louisa County Auditor	0.00	5,000.00	0.00	2,284.25	7,284.25
	<u>0.00</u>	<u>44,086.00</u>	<u>0.00</u>	<u>17,915.59</u>	<u>62,001.59</u>
Housing:					
City of Burlington	10,000.00	5,700.00	0.00	0.00	15,700.00
City of Keokuk	5,000.00	0.00	0.00	0.00	5,000.00
City of Mt. Pleasant	2,500.00	0.00	0.00	0.00	2,500.00
City of West Burlington	5,000.00	0.00	0.00	0.00	5,000.00
Community Action of Southeast Iowa	0.00	0.00	0.00	300.00	300.00
Des Moines County Auditor	10,000.00	0.00	0.00	0.00	10,000.00
Downtown Partners	0.00	0.00	0.00	51,440.00	51,440.00
ECIA	0.00	41,229.00	43,750.00	0.00	84,979.00
First Community Bank	0.00	0.00	59,100.00	0.00	59,100.00
Henry County Auditor	5,000.00	0.00	0.00	0.00	5,000.00
Joe Reuther	0.00	0.00	4,500.00	4,500.00	9,000.00
Lee County Auditor	10,000.00	0.00	0.00	0.00	10,000.00
Louisa County Auditor	7,500.00	0.00	0.00	0.00	7,500.00
Wilson Rentals	0.00	0.00	0.00	16,000.00	16,000.00
	<u>55,000.00</u>	<u>46,929.00</u>	<u>107,350.00</u>	<u>72,240.00</u>	<u>281,519.00</u>
RTA:					
Ann Noel	0.00	0.00	25.00	0.00	25.00
Blair House	35.00	37.50	0.00	0.00	72.50
Carol Paper	0.00	30.00	0.00	0.00	30.00
City of Keokuk	0.00	2,125.00	0.00	0.00	2,125.00
CPC - Henry County	795.87	591.43	0.00	0.00	1,387.30
CPC - Henry County (State Cases)	0.00	168.40	0.00	0.00	168.40
CPC - Lee County	1,923.28	1,973.02	0.00	0.00	3,896.30
CPC - Louisa County	82.90	132.64	41.45	0.00	256.99
Des Moines Co Public Health	25.00	25.00	0.00	0.00	50.00
Ginnie Hager	25.00	0.00	0.00	0.00	25.00
Great River Health Systems	0.00	5,000.00	0.00	0.00	5,000.00
Inpropco	0.00	1,250.00	0.00	0.00	1,250.00
Insight Human Services	50.00	0.00	0.00	0.00	50.00
Iowa Medicaid Enterprise	32,568.23	1,020.80	1,274.19	682.65	35,545.87
Judy Jacobs	132.50	113.75	113.75	0.00	360.00
Muscatine Community Services	121.89	78.87	0.00	0.00	200.76
New London Nursing & Rehab	552.50	0.00	0.00	0.00	552.50
Pleasant Manor Care Center	10.00	0.00	0.00	0.00	10.00
Steve Anderson	25.00	25.00	0.00	0.00	50.00
Tammy Wheeler	25.00	25.00	25.00	0.00	75.00
TMS Management Group, Inc.	452.80	345.00	0.00	0.00	797.80
Tri-State Rodeo	0.00	0.00	0.00	1,575.68	1,575.68
UIHC	0.00	15.00	0.00	0.00	15.00
Young House	25.00	0.00	0.00	0.00	25.00
	<u>36,849.97</u>	<u>12,956.41</u>	<u>1,479.39</u>	<u>2,258.33</u>	<u>53,544.10</u>
Total	<u>91,849.97</u>	<u>103,971.41</u>	<u>108,829.39</u>	<u>92,413.92</u>	<u>397,064.69</u>

B.U.S. Update

OB #1



Memo

To: SEIRPC Board of Directors
From: Mike Norris, SEIRPC Executive Director
Date: April 19, 2013
Re: BUS Update

SEIRPC has responded to a City request for information relating to operation of the City's transit service, in draft format.

Developed jointly with staff and the SEIRPC ad hoc transit committee, a draft proposal sets parameters for SEIRPC to contract the service.

A formal presentation has not yet been made to the City council or the SEIRPC board of directors, as the information is in draft format. However, City leadership has received the draft information.

Staff has coordinated meetings with each county's SEIRPC board members to review the information and solicit comments on the process, parameters and possibility of SEIRPC contracting for the service.

In each of the SEIRPC county meetings, there have been excellent questions and comments regarding the information presented. With no current objections from the SEIRPC meetings, staff will plan to present information to the City Council in an early May timeframe.

If you have questions or comments, please let me know.

CDBG Scoring Committee

NB #1



Memo

To: SEIRPC Board of Directors
From: Mike Norris, SEIRPC Executive Director
Date: April 19, 2013
Re: CDBG Scoring Committee

The CDBG Scoring Committee met April 8 to review the background of the CDBG process, and review applications. The next meeting will be held after the Executive Board meeting to finish scoring the applications. Scores will be presented to the SEIRPC full board for acceptance in May.

Staff fielded good questions from the committee about the process, where the process will lead and how our region could potentially use a similar scoring process if the funds were eventually regionalized.

All but two members of the ad hoc scoring committee attended, and those absent have been contacted with meeting information and staff is available for questions or comments.

The next meeting is scheduled for April 25 immediately after the SEIRPC Executive Board meeting.

The Iowa Association of Regional Councils discussed this project at their April meeting, and other COGs feel very positive about the process and the possibilities for the state.

If you have questions or comments, please let me know.

FY2014 Draft Budget

NB#2

The FY2014 Draft Budget is not yet available.

Bid on Property

NB #3



Memo

To: SEIRPC Board of Directors
From: Mike Norris, SEIRPC Executive Director
Date: April 19, 2013
Re: Bid on Property

The SEIRPC board has previously given direction to SEIRPC staff granting ability to acquire homes in the event HOME funds were received for down payment assistance/resale activities.

SEIRPC did not receive HOME funds, and staff is working on other options to use Great River Housing Trust Fund resources with other resources to redevelop homes in southeast Iowa.

There are other opportunities for SEIRPC to acquire homes – using housing trust fund dollars and through Federal Home Loan Bank. HOME funds (a derivative of CDBG) are the other likely source.

Some guidance on a policy for acquiring homes would be welcomed. Staff would like the flexibility to acquire homes as opportunities present, but also wish to inform the SEIRPC Board of the project and situation.

Any discussion or recommendations would be welcomed. Action could be necessary if there is a policy option to present to the full board, or guidance could be useful on future potential transactions.

Position Description

NB #4

**POSITION DESCRIPTION
RECEPTIONIST**

SALARY RANGE: \$10.00 - \$15.00 per hour DOQ

FLSA STATUS: Hourly Non-Exempt

REPORTS TO: Finance Director

MODIFIED: February, 2013

BASIC FUNCTION

This individual is responsible for greeting and assisting the public and Commission employees by determining the nature of the business requests and directing callers to destination. The Receptionist is to provide administrative support for overall Agency operations.

ORGANIZATIONAL RELATIONSHIPS

- A. Line
 - 1. Responsible to the Executive Director for successful performance of assigned duties.

- B. Staff
 - 1. Works closely and proactively with all associates, planners and the Administrative Team to assure the successful performance of assigned job duties and responsibilities.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Serves as office receptionist answering phones using professional etiquette techniques, providing information, and directing callers and visitors to proper destination.

- B. Operates computer programs to produce draft and/or finished copy of submitted documents such as letters, reports, and other material from a variety of internal and external originators from rough drafts, marginal notes, computer-generated copy, or verbal instructions.

- C. Opens and routes incoming mail.

- D. Maintains records of checks received.

- E. Orders and maintains office supplies and equipment.

- F. Performs a variety of clerical duties including preparing and distributing copied information to staff and outside agencies, occasionally assisting with filing, ordering copy machine toner from approved vendor, routing weekly meeting schedules and phoning committee members to inform them of such schedules, ordering and purchasing office coffee supply, maintaining first aid kit supplies, and other duties.
- G. Instructs staff on copier procedures and proper use. Provides ongoing copying assistance to staff and serves as the main point of contact for copier repair issues.
- H. Attends staff meetings.
- I. Prepares mailings.
- J. Serves as main point of contact for phone system and contacts vendor about any disruption in service.
- K. Serves as backup support for SEIBUS Transit Scheduler.
- L. Other duties as requested.

METHODS OF ACCOUNTABILITY

- A. Through informative and professional assistance when dealing with public and Commission co-workers.
- B. Through accurate, professional and error-free documents.
- C. Through oral, written, and graphic reports.
- D. Compliance with Commission policies, procedures and expectations.

STANDARDS OF PERFORMANCE

- A. Technical abilities demonstrated:
 - 1. General office procedures knowledge.
 - 2. Strong knowledge of and skills with standard office equipment.
 - 3. Various administrative functions.
 - 4. Strong knowledge of and skills with computer software.

5. Above average proficiency in operating the telephone console.
 6. Knowledge of proper English, grammar, punctuation, spelling and proofreading skills.
- B. Maintains interpersonal relationships that encourage openness, candor and trust, both internally and outside of the Commission.
 - C. Accessible to co-workers, department and Commission needs.
 - D. Strong verbal communication skills are required to effectively communicate with public and Commission staff.

JOB PERFORMANCE

- A. Timeliness and efficiency for receipt and routing of phone calls and information requests.
- B. Timeliness, adequacy and accuracy of documents.
- C. Overall accuracy and condition of records and files.
- D. Responsiveness and prioritization of clients and staff requests.
- E. Adherence to all Agency policies and procedures.
- F. Proper maintenance of confidential information as applicable.
- G. Acceptance of personal inconvenience for attainment of Commission's goals.

MENTAL AND PHYSICAL REQUIREMENTS

- A. Ability to perform assigned duties with frequent interruptions and time pressures.
- B. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- C. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from individuals and groups of managers, clients, and the general public.
- D. Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions and apply to practical situations.

- E. Ability to work in a seated position for extended periods of time.
- F. Ability to use necessary computer software, hardware and equipment.
- G. Ability to occasionally lift up to 20 pounds at times from the floor.
- H. Ability to maintain a high level of visual attention and mental concentration

WORKING ENVIRONMENT AND CONDITIONS

- A. Performs duties in a well-maintained, well-lighted and temperature-controlled office environment. Noise level is moderate.
- B. While performing the duties of this job, the employee is minimally exposed to the risk of electrical shock.

EDUCATION, TRAINING, AND EXPERIENCE

- A. Requires a minimum degree from an accredited clerical program, or five years experience in a related field.
- B. Training on computer operations, report writing, and interoffice procedures are necessary for the successful completion of work in this position.
- C. Valid Driver's License.

EQUIPMENT AND TOOLS

General office equipment
Telephone console
Personal computer
Printer
Copier
Calculator
Fax Machine

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.