



# Southeast Iowa Regional Planning Commission

August 22, 2013

11:00 a.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. Board Books – Table of Contents	Norris	Board Update
<b>NEW BUSINESS</b>		
1. Bus Liquidation	Norris	Board Action
2. Servers – Authorization for Expenditure	Norris	Board Action
3. SEIRPC Vehicle Loan Authorization	Norris	Board Action
<b>MATTERS FROM THE FLOOR</b>		

# Consent Agenda



## DIRECTOR'S REPORT

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: August 18, 2013

### BUILDING UPDATE

The sidewalk project at the east entrance of the building is complete. The purpose was to correct drainage issues in that area corresponding with leaks in the basement. Staff expects it will help the drainage, as past projects have around the building, vastly reducing leakage in the basement.

Windows will be cleaned as part of annual maintenance.

SEIRPC will be power washing accessible parts of the building to remove bird residue, and environmental staining this fall.

### CHDO UPDATE

SEIRPC has received a response from the IRS for additional information on the CHDO organization. The response from SEIRPC is due August 26. A CHDO board meeting is set for September 19.

### BUS PARKING

Cretex, Inc., has listed the former IPC property at \$2,100,000 including multiple buildings and 70 acres of property. SEIBUS currently leases a small parking area for its buses from Cretex. Staff has made inquiries to Cretex and its listing agent, Mel Foster Realty, to discuss other more permanent options for parking, including purchasing property. This discussion may energize another discussion for a bus parking facility.

### GOLF OUTING

SEIRPC currently has seven full teams registered, with at least three more in the wings. Fifteen entities have registered paid hole sponsorships (\$100 ea) and one has registered as the cart sponsor (\$500). Staff goal is \$6,000 net proceeds for the tournament

### MISCELLANEOUS ITEMS

As chair of the Iowa Association of Regional Councils this year, I have been active in finding a replacement Executive Director, who is taking another position with Iowa Economic Development Authority in August. A partnership with ISU Extension to jointly fund a full-time position is in full swing.

## AGENDA ITEMS – OLD BUSINESS

### 1. Board Books, Board Update:

Staff has prepared a table of contents for the previously discussed board books. A couple items may need additional development, like a succession plan for the Executive Director. Discussion is encouraged on the items in the table of contents.

## AGENDA ITEMS – NEW BUSINESS

1. Bus Liquidation Plan, Board Action: Based on current and projected fleet needs, staff has prepared a bus liquidation plan. Many of the buses on the list have been replaced through the state replacement program, and are awaiting potential duty at the Iowa Fertilizer Plan worksite. If vehicles are not needed at the worksite, staff seeks authorization to dispose of the vehicles according to DOT policy.

2. SEIRPC IT Servers, Board Action: SEIRPC is in need of new servers for IT uses. A proposal for the budget could not be completed in time for the board to consider through the finance committee. The new server will feature upgrades to security and SPAM filters, solve compatibility issues with Exchange servers (used to process mail and calendar items – Extremely important items) and provide safer data backups, increase storage, and provide expandability options.

### 3. SEIRPC Vehicle Loan Authorization, Board Action:

Per budget discussions, SEIRPC seeks to trade in and replace cars in its fleet. Previously, two trades and one new purchase was discussed. Upon further internal discussion, staff seeks to trade in all four cars, and purchase three new cars, reducing the fleet by one. Seeking board authorization to borrow no more than \$25,000 after trade ins for cars, pending officer signatures on loan.

Southeast Iowa Regional Planning Commission  
Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
June 27, 2013

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

Call to order at 12:05 p.m.

### **Agenda Approval**

Motion by Frice to approve the June 27, 2013 agenda, second by Folluo. All Ayes, motion carried.

### **CONSENT AGENDA APPROVAL**

Norris highlighted some areas of the Director's Report, bringing attention to the building update regarding maintenance on the building's emergency systems; improvements to the board room; and completion of the outdoor grading project. Norris stated that he was elected as the 2012-2013 Chair of the Iowa Association of Regional Councils (IARC). Norris further stated that he would like the board members opinion of staff compiling a book for board members containing the agency's plans, policies, organizational information, and budget. Schleisman stated he remembers something similar from the past and would try to locate it. Further discussion showed a consensus of it being a helpful tool, particularly for new board members, and could be posted on the website. Motion by Frice to accept the consent agenda, second by Folluo. All Ayes, motion carried.

### **Old Business:**

1. Housing Acquisition: Norris stated that SEIRPC applied for HOME funds and did not get funded and that our CHDO organization, Southeast Iowa Housing, Inc., is not yet operational as a tax-exempt entity. Norris further stated that at the April Executive Board Meeting staff was directed to come up with some options for SEIRPC to acquire homes as they become available at low risk. Norris presented 3 options for discussion, and the consensus of the board was to favor *option 1: Give staff a limit of the value of home to acquire, and make it subject to a notification process to board members*, as the option to recommend for full board discussion. Folluo suggested the limit start at \$5,000 and see how the full board feels about the possibility of making the limit higher. Norris stated that the \$5,000 would be consistent with our current policy for purchasing. No action necessary.
2. Transportation Alternative Program (TAP) Applications: James stated that at the March Full Board Meeting, the TAP application deadline was extended due to no applications having been received, and that the Friday, June 28<sup>th</sup> deadline would allow time for outreach and education on the process as well. James further stated

that there was interest, and several applications may be received by June 28<sup>th</sup>. James stated that the applications will be scored and a recommendation to the full board will be presented in July. No action necessary.

#### **New Business:**

1. Building and Electrical Inspections: Norris stated that SEIRPC will be submitting an RFQ for persons interested and qualified for building and electrical inspection in southeast Iowa. Norris stated that this is prompted from an ongoing project with Danville, and then will be marketed to other towns, creating another revenue source for SEIRPC. Norris further stated that the position will be contractual to start with a potential for a more formal relationship as projects develop. Schleisman stated that perhaps plumbing could be considered as well. No action necessary.
  
2. Executive Director Evaluation:  
Motion by Frice to go into Closed Session at 12:42 p.m. for the purpose of: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa State Code 21.5 (i), second by Folluo. A roll call vote was taken, all ayes, motion passed.
  
3. Motion by Folluo to go back into Regular Finance Committee Meeting at 12:52 p.m., second by Frice. A roll call vote was taken, all ayes, motion passed. Motion by Folluo to increase the Executive Director's salary by 3% for FY2014, second by Trousil. Norris suggested making it a round figure by increasing his salary by 3.2% bringing the Executive Director increase to \$77,000. Frice made a motion to modify the previous motion to a 3.2% increase, second by Folluo. All ayes, motion passed.

#### **MATTERS FROM THE FLOOR:**

Hanan gave a summary of the RLF Kinsley Inn situation stating that we had proposed a voluntary receivership as opposed to a foreclosure, which would allow the business to stay operational and for it to be more marketable. He stated that neither the SBA nor the bank will help us with costs and we are in the last position for collection. Hanan stated that it would be better if the court appointed a receiver, as if it were to be SEIRPC, we would be responsible for costs (as a voluntary receiver.)

Folluo asked for an objective view as to what kind of process there should be for elected officials to be reviewed noting that it is almost impossible to rate using a 1-5 system. Norris suggested bringing the IARC (Iowa Association of Regional Councils) Executive Director in to discuss this.

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

Meeting adjourned at 1:09 p.m.

Submitted by Debbie Laughlin

\_\_\_\_\_  
Mike Norris, Executive Director

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

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

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

Southeast Iowa Regional Planning Commission  
Special Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
July 25, 2013

Members Present: Brent Schleisman, Sue Frice, Hans Trousil and Gary Folluo,

Members Absent: Mark Huston

Staff Present: Mike Norris, Sara Hecox, and Jeff Hanan

Call to order at 11:31 a.m.

### Agenda Approval

Motion by Trousil to approve the July 25, 2013 agenda, second by Folluo. All Ayes, motion carried.

### New Business:

1. Health Care Options: Norris stated that SEIRPC's healthcare costs have gone up 66% over the last three years. Currently SEIRPC pays for 75% of the premiums of non-bargaining union employees. Union employees get 100% paid single health policy but have to pay the difference from single premiums to family premiums. Norris continued to state that SEIRPC is looking into other options of lowering healthcare costs. Norris further stated that one option would be to join the City of Burlington/County Trust (COBCO) which is partially self-funded and covers approximately 400 employees. Norris stated that COBCO, along with Wellmark, has to accept SEIRPC into the group. Frice questioned if SEIRPC had been accepted into the group yet. Norris stated that a letter has been sent to the board requesting entry into the group and if approved, then their next step would be to work with Wellmark. Schleisman stated that Mount Pleasant uses a self funded group and their increases in premiums have been minimal over the past several years. Folluo asked if other groups had been looked into and Norris stated not yet. The consensus of the board was to continue to proceed with COBCO to see what options SEIRPC would have, but to also shop around for other insurance providers. Schleisman applauded Norris for looking for ways to cut costs for SEIRPC.

Motion to adjourn meeting by Frice.

Second by Folluo. All Ayes

Meeting adjourned at 11:50 a.m.

Submitted by Sara Hecox

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Mike Norris, Executive Director

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Mark Huston, Secretary

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

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



# ***Financial Report***

***July 2013***

***Completed August 15, 2013***

***By Lori Gilpin***



Dear SEIRPC Board:

The accompanying Balance Sheet of Southeast Iowa Regional Planning Commission, as of **July 31, 2013**, and the related Statements of Income and Changes in Financial Position for the one month ended **July 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:** 08/15/13  
**RE:** Financial Summary for the month of July 2013



**PROFIT & LOSS ALL CLASSES**

	Jul-2013	YTD
TOTAL REVENUES :	274,227	274,227
TOTAL EXPENSES :	281,629	281,629
Excess of revenues over expenditures	(7,402)	(7,402)

**PROFIT & LOSS REGIONAL TRANSIT AUTHORITY**

	Jul-2013	YTD
TOTAL REVENUES :	145,385	145,385
TOTAL EXPENSES :	122,841	122,841
Excess of revenues over expenditures	22,544	22,544

CASH BALANCE	UNRESTRICTED	RESTRICTED	
Our Home Rehab Government Chkng		1,867	
Gen'l Government Chkng	459,578	-	
IRP Government Chkng		975,163	
Ft. Madison RLF Government Chkng		189,276	
Henry County RLF Government Chkng		124,760	
Henry County RTA Government Chkng	39,393		
Keokuk RLF Regular Chkng		122,568	
EDA RLF Government Chkng		539,908	
Mediapolis HTF Government Chkng		61,539	
GRHTF Government Chkng		193,643	
<b>TOTAL</b>	<b>498,972</b>	<b>2,208,724</b>	<b>2,707,696</b>

**CUSTOMER ACCOUNTS RECEIVABLE BALANCE**

Current	1-45	46-90	>90	TOTAL
41,486	185,656	81,608	76,860	385,610

**VENDOR ACCOUNTS PAYABLE BALANCE**

Current	1-45	46-90	>90	TOTAL
18,938	2,578	212	0	21,728

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

**ASSETS**

**Current Assets**

**Checking/Savings**

102.01 · Our Home Rehab Gov't Chkng	1,867.37
103.00 · Gen'l Government Checking	459,578.46
104.00 · IRP Government Checking	975,162.87
105.00 · Ft. Madison RLF Gov't Chkng	189,276.11
106.00 · Henry County RLF-Gov't Chkng	124,760.20
107.00 · Henry County (RTA)-Gov't Chkng	39,393.30
109.00 · Keokuk RLF	122,568.05
110.00 · EDA RLF Government Checking	539,908.35
113.00 · Mediapolis HTF Gov't Chkng	61,538.69
115.00 · GRHTF-Gov't Checking	193,642.56

<b>Total Checking/Savings</b>	<u>2,707,695.96</u>
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**Accounts Receivable**

120.00 · Accounts Receivable	<u>385,610.15</u>
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**Other Current Assets**

101.00 · Petty Cash Account	199.95
130.00 · Ft. Madison RLF Receivable	13,056.79
131.00 · Henry County RLF Receivable	72,627.44
132.00 · Our Home Rehab Receivable	13,250.05
133.00 · Mediapolis HTF Receivable	49,969.31
134.00 · EDA RLF I Receivable	428,173.37
135.00 · IRP I Loan Receivable	48,293.74
136.00 · IRP II Loan Receivable	186,707.70
137.00 · Keokuk RLF Receivable	42,975.77
138.00 · GRHTF Receivable	74,679.12
139.00 · EDA RLF II Receivable	674,592.64

<b>Total Other Current Assets</b>	<u>1,604,525.88</u>
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<b>Total Current Assets</b>	<u>4,697,831.99</u>
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**Southeast Iowa Regional Planning Commission  
Balance Sheet  
July 31, 2013**

<b>Other Assets</b>	
220.10 · Agency Vehicle/Equipment	97,869.38
221.10 · Acc. Deprec. Agency Vehicle/Equ	-92,975.46
230.10 · Transit Vehicle	876,092.45
231.10 · Acc. Deprec. Transit Vehicle	-487,464.69
240.10 · Program Equipment	32,862.97
241.10 · Accum Deprec-Program Equipment	-12,518.40
250.10 · Building/Bldg. Improvements	1,298,269.96
251.10 · Accumulated Depr.-Bldgs	-40,514.21
252.10 · Land	103,440.00
<b>Total Other Assets</b>	<u>1,775,062.00</u>
 <b>TOTAL ASSETS</b>	 <b><u><u>6,472,893.99</u></u></b>
 <b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
300.00 · Accounts Payable	21,727.92
2100 · Payroll Liabilities	13,430.54
326.40 · Deferred Revenue-Per Capita	0.00
326.79 · Speed Indicators Mainlevenance	1,645.56
326.80 · Custodial Fund Liability	105.55
355.00 · Accrued Salaries & Vacation	12,546.20
3600 · Short Term Notes Payable	100,410.10
<b>Total Current Liabilities</b>	<u>149,865.87</u>
 <b>Long Term Liabilities</b>	
3700 · Long Term Notes Payable	<u>1,210,015.93</u>
 <b>Total Liabilities</b>	 <u>1,359,881.80</u>
 <b>Equity</b>	
3900 · Unreserved local net Assets	303,053.25
3901 · Non-spendable Reserve for Loans	799,294.32
3903 · Assigned to Revolving loan	2,017,662.48
3904 · Investment in property & equipm	1,770,168.09
3905 · GRHTF Net Assets	230,235.86
Net Income to date	-7,401.81
<b>Total Equity</b>	<u>5,113,012.19</u>
 <b>TOTAL LIABILITIES &amp; EQUITY</b>	 <b><u><u>6,472,893.99</u></u></b>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Year Ended July 31, 2013**

	Jul-2013	Year-to-Date	FY14 Budget	FY13 Actual	FY12 Actual	FY11 Actual
<b>Revenues:</b>						
<b>4100 · Bus Fare Revenues</b>						
410.00 · General Public	4,035.75	4,035.75	48,740	44,262	44,452	48,826
411.00 · Local Contracts	375.00	375.00	94,150	113,038	84,903	131,694
<b>Total 4100 · Bus Fares</b>	<b>4,410.75</b>	<b>4,410.75</b>	<b>142,890</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	0.00	54,900	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	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	0.00	0	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	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	0.00	220,264	132,500	214,304	158,306
456.00 · State Transit Assistance (RTA)	21,555.02	21,555.02	214,098	313,161	258,331	385,225
457.00 · Federal Transit Assistance (RTA)	0.00	0.00	308,588	433,214	317,685	333,332
458.00 · Housing Draws	0.00	0.00	0	1,195,246	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	39,508.02	39,508.02	350,000	391,052	164,235	148,102
<b>Total 4500 · Federal/State Revenues</b>	<b>61,063.04</b>	<b>61,063.04</b>	<b>1,147,850</b>	<b>3,208,503</b>	<b>2,716,149</b>	<b>2,949,989</b>
<b>4600 · Principle on Loans</b>						
461.00 · Principle on Loans	21,641.17	21,641.17	0	207,816	466,532	301,937
<b>4700 · Local Revenues</b>						
470.00 · Per Capita Revenue	160,827.00	160,827.00	159,885	128,211	122,793	121,743
471.00 · Cities/Counties	0.00	0.00	0	16,750	0	24,034
472.00 · Other Contracts	6,250.00	6,250.00	89,416	96,521	102,254	297,297
473.00 · Grant Administration	0.00	0.00	210,750	247,719	281,409	460,743
475.00 · Other Contributions	0.00	0.00	21,010	114,599	37,319	81,279
475.01 · Homeowner Contributions	149.00	149.00	0	37,848	20,566	0
479.00 · RLF Administration	0.00	0.00	0	-	80,478	56,442
481.00 · Housing Soft Costs	0.00	0.00	17,388	26,635	9,737	5,943
482.00 · Lead Abatement	0.00	0.00	0	38,162	41,836	1,350
488.00 · Vehicle Reimbursements	966.71	966.71	17,300	13,293	23,110	23,406
489.00 · Housing Administration	0.00	0.00	201,800	60,564	110,897	86,815
<b>Total 4700 · Local Revenues</b>	<b>168,192.71</b>	<b>168,192.71</b>	<b>717,549</b>	<b>780,302</b>	<b>830,400</b>	<b>1,159,052</b>
<b>4900 · Miscellaneous Revenues</b>						
492.00 · Lease Income	12,711.60	12,711.60	111,139	112,039	105,139	49,553
495.00 · Insurance Proceeds	0.00	0.00	0	-	2,501	0
496.00 · Interest Income (Bank)	817.93	817.93	7,975	8,889	8,435	10,249
497.00 · Miscellaneous Revenues-Other	300.00	300.00	275	8,939	12,941	16,530
498.00 · Matching Funds	0.00	0.00	72,550	-	176,223	731,139
<b>Total 4900 · Miscellaneous Revenues</b>	<b>13,829.53</b>	<b>13,829.53</b>	<b>191,939</b>	<b>129,867</b>	<b>305,239</b>	<b>807,471</b>
<b>5000-52 RLF Income</b>						
507.00 · Late Payment Fees	25.00	25.00	100	1,098	975	1,950
508.00 · Loan Closing Fees	177.00	177.00	7,000	14,587	2,844	1,875
509.00 · FM RLF Loan Interest Income	0.00	0.00	0	480	1,773	2,374
510.00 · Henry Co. RLF Interest Income	320.73	320.73	0	2,467	2,057	3,137
511.01 · EDA RLF I Interest Income	1,735.75	1,735.75	22,200	22,066	31,489	37,549
512.00 · Mediapolis HTF Interest Income	119.82	119.82	0	1,611	2,067	3,595
513.00 · EDA RLF II Interest Income	1,853.05	1,853.05	13,500	9,839	0	0
515.00 · IRP I Loan Interest Income	20.58	20.58	3,448	1,753	4,859	6,682
516.00 · IRP II Loan Interest Income	0.00	0.00	14,700	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	743.98	743.98	0	2,023	2,436	3,316
520.00 · GRHTF-Loan Interest	93.94	93.94	0	543	45	0
<b>Total 5000-52 RLF Income</b>	<b>5,089.85</b>	<b>5,089.85</b>	<b>60,948</b>	<b>65,679</b>	<b>64,468</b>	<b>80,783</b>
<b>Total Income</b>	<b>274,227.05</b>	<b>274,227.05</b>	<b>2,261,176</b>	<b>4,549,466</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 Year Ended July 31, 2013**

	Jul-2013	Year-to-Date	FY14 Budget	FY13 Actual	FY12 Actual	FY11 Actual
<b>Expenditures:</b>						
701.00 - Salaries	61,571.51	61,571.51	1,044,289	1,017,419	960,569	1,052,364
702.00 - FICA - Employer's Share	4,406.15	4,406.15	74,892	73,438	70,336	77,994
703.00 - IPERS - Employer's Share	5,525.62	5,525.62	93,255	85,618	75,627	72,495
704.00 - Unemployment	0.00	0.00	500	382	2,979	9,049
705.00 - Employee Benefits	9,749.90	9,749.90	186,394	166,837	133,183	137,510
706.00 - Physicals	470.00	470.00	1,850	1,565	1,508	1,780
707.00 - Uniform Expense	0.00	0.00	1,250	1,585	2,362	825
708.00 - Drug Testing	118.00	118.00	1,000	799	375	967
709.00 - Personnel Expenses-Other	0.00	0.00	1,150	2,326	3,572	425
710.00 - Payroll services	310.79	310.79	4,000	3,909	3,487	3,638
712.00 - Advertising	0.00	0.00	2,500	4,866	1,589	2,701
717.00 - Audit	0.00	0.00	14,000	14,750	14,425	12,750
726.00 - Contractual Expenses-Other	2,094.95	2,094.95	6,500	29,488	164,353	582,750
728.00 - Information Technology	2,608.75	2,608.75	14,000	14,775	11,961	7,811
729.00 - Copier Expense	274.19	274.19	6,000	6,512	7,545	7,651
730.00 - Legal Expense	1,850.00	1,850.00	7,500	6,896	5,103	24,886
738.00 - Depreciation Expense	0.00	0.00	6,317	2,914	14,423	17,361
740.00 - Dues/Subscriptions	410.00	410.00	16,750	18,486	8,736	16,459
741.00 - Public Notices	227.10	227.10	2,100	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	0.00	0.00	700	760	570	760
747.00 - Equipment under \$5000	0.00	0.00	12,294	17,960	14,124	16,295
748.00 - Capital Equipment	5,400.00	5,400.00	20,000	156,977	79,518	71,934
749.00 - Principle Expense	42,546.82	42,546.82	54,915	45,079	44,901	44,670
750.00 - Lead Testing	0.00	0.00	2,000	2,935	4,383	1,488
751.00 - Housing	10,149.00	10,149.00	0	961,406	1,161,850	579,854
752.00 - Admin. Expense	0.00	0.00	0	39,146	109,581	67,233
754.00 - Insurance	65,376.00	65,376.00	119,800	111,099	96,620	93,119
756.00 - Mortgage Filing Fees	56.00	56.00	355	4,890	1,142	482
757.00 - Interest Expense	14,725.94	14,725.94	32,739	21,876	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	250	114	509	17
760.00 - Hsng Relocation Expense	0.00	0.00	0	-	937	14,327
766.00 - Bldg. Maintenance & Repair	1,701.00	1,701.00	15,500	14,703	13,561	18,985
767.00 - Vehicle Maintenance & Repair	564.88	564.88	115,000	123,304	119,960	123,811
768.00 - Marketing	776.65	776.65	5,400	15,381	7,948	60
769.00 - Meeting Expense	209.79	209.79	2,950	2,622	2,570	6,028
782.00 - Printing/Postage	779.08	779.08	4,875	5,704	6,952	8,347
791.00 - Rent	650.00	650.00	4,800	6,330	5,411	7,664
806.00 - Supplies	587.70	587.70	11,650	18,071	10,578	15,748
807.00 - Bank Charges	5.00	5.00	42	38	(35)	87
808.00 - Fuel/Oil	12,004.97	12,004.97	153,500	142,962	112,095	111,667
810.00 - Telecommunications	2,505.77	2,505.77	26,360	27,009	25,248	22,932
811.00 - Utilities Expense	2,567.45	2,567.45	33,000	32,570	30,361	21,801
813.00 - Real Estate Taxes	0.00	0.00	13,500	12,960	54,129	0
815.00 - Mileage Expense	0.00	0.00	100	-	0	19
816.00 - Travel/Training	439.14	439.14	14,800	8,084	19,759	13,133
820.00 - Use Allowance	966.71	966.71	17,300	13,293	23,112	23,406
829.00 - Down Payment Assistance	30,000.00	30,000.00	0	322,840	219,828	316,418
830.00 - Participant Loans & Grants	0.00	0.00	0	860,198	179,645	0
850.00 - Marketing Grant Exepditure	0.00	0.00	0	5,323	0	0
890.00 - Matching Exepditures	0.00	0.00	72,550	10,000	176,223	731,139
900.00 - Indirect Costs	0.00	0.00	0	-	127,099	(127,099)
<b>Total Expenditures</b>	<b>281,628.86</b>	<b>281,628.86</b>	<b>2,218,627</b>	<b>4,438,515</b>	<b>4,167,801</b>	<b>5,306,237</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(7,401.81)</b>	<b>(7,401.81)</b>	<b>42,549</b>	<b>110,952</b>	<b>344,341</b>	<b>173,514</b>

**Regional Transit Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Year Ended July 31, 2013**



	Jul-2013	Year-to-Date	FY14 Budget	FY13 Actual	FY12 Actual	FY11 Actual	FY10 Actual
<b>Revenues:</b>							
<b>4100 · Bus Fare Revenues</b>							
410.00 · General Public	4,035.75	4,035.75	48,740	44,262	44,452	48,826	50,916
411.00 · Local Contracts	375.00	375.00	94,150	113,038	84,903	131,694	306,718
<b>Total 4100 · Bus Fares</b>	<b>4,410.75</b>	<b>4,410.75</b>	<b>142,890</b>	<b>157,300</b>	129,355	180,519	357,634
<b>4500 · Federal/State Revenues</b>							
456.00 · State Transit Assistance	21,555.02	21,555.02	214,098	313,161	258,331	260,046	228,735
457.00 · Federal Transit Assistance	-	-	308,588	433,214	317,685	333,332	396,928
459.00 · State Medicaid	39,508.02	39,508.02	350,000	391,052	164,235	148,102	134,998
<b>Total 4500 · Federal/State Revenues</b>	<b>61,063.04</b>	<b>61,063.04</b>	<b>872,686</b>	<b>1,137,427</b>	740,251	741,480	760,660
<b>4700 · Local Revenues</b>							
470.00 · Per Capita Revenue	79,904.00	79,904.00	78,962	49,443	49,443	49,443	49,443
472.00 · Other Contracts	-	-	-	-	-	-	-
<b>Total 4700 · Local Revenues</b>	<b>79,904.00</b>	<b>79,904.00</b>	<b>78,962</b>	<b>49,443</b>	49,443	49,443	49,443
<b>4900 · Miscellaneous Revenues</b>							
495.00 · Insurance Proceeds	-	-	-	-	2,501	-	3,201
496.00 · Interest Income (Bank)	7.17	7.17	75	73	64	88	55
497.00 · Miscellaneous Revenues-Other	-	-	275	-	2,628	1,628	4,328
498.00 · Matching Funds	-	-	0	589	-	9,855	0
<b>Total 4900 · Miscellaneous Revenues</b>	<b>7.17</b>	<b>7.17</b>	<b>350</b>	<b>661</b>	5,192	11,571	7,584
<b>Total Revenues</b>	<b>145,384.96</b>	<b>145,384.96</b>	<b>1,094,888</b>	<b>1,344,831</b>	924,241	983,013	1,175,321
<b>Expenditures:</b>							
701.00 · Salaries	23,733.52	23,733.52	394,817	377,934	314,513	368,634	368,395
702.00 · FICA - Employer's Share	1,779.30	1,779.30	29,319	28,276	23,768	27,924	27,710
703.00 · IPERS - Employer's Share	2,140.74	2,140.74	35,257	32,709	25,368	25,738	24,457
704.00 · Unemployment	-	-	500	382	2,979	-	6,974
705.00 · Employee Benefits	3,582.22	3,582.22	63,072	52,911	31,066	40,891	40,252
706.00 · Physicals	470.00	470.00	1,850	1,565	1,508	1,780	1,424
707.00 · Uniform Expense	-	-	1,250	1,358	437	825	2,026
708.00 · Drug Testing	118.00	118.00	1,000	799	375	967	1,001
709.00 · Personnel Expenses-Other	-	-	500	458	595	-	100
712.00 · Advertising	-	-	2,500	3,216	1,589	1,968	1,747
726.00 · Contractual Expenses-Other	-	-	6,500	6,319	6,358	12,914	8,733
728.00 · Information Technology	692.26	692.26	1,000	5,627	898	990	0
730.00 · Legal Expense	-	-	1,000	635	588	5,616	16,378
738.00 · Depreciation Expense	-	-	-	-	-	-	0
740.00 · Dues/Subscriptions	-	-	3,000	2,273	2,525	2,547	1,356
741.00 · Public Notices	-	-	-	21	20	23	90
747.00 · Equipment Under \$5000	-	-	1,500	-	405	-	0
748.00 · Capital Equipment	-	-	-	156,977	57,267	57,965	207,221
754.00 · Insurance	65,376.00	65,376.00	65,000	64,032	48,892	51,564	69,793
766.00 · Bldg. Maintenance & Repairs	-	-	500	-	234	3,833	0
767.00 · Vehicle Maintenance & Repai	236.55	236.55	110,000	119,070	115,842	122,080	115,118
768.00 · Marketing	-	-	1,000	550	1,150	-	0
769.00 · Meeting Expense	-	-	350	244	99	100	222
782.00 · Printing/Postage	3.75	3.75	-	1,122	6	837	52
791.00 · Rent	650.00	650.00	4,800	6,300	5,381	5,214	4,976
806.00 · Supplies	45.20	45.20	500	1,458	429	752	267
807.00 · Bank Charges	5.00	5.00	-	10	5	(25)	30
808.00 · Fuel/Oil	11,548.48	11,548.48	150,000	137,684	106,449	106,784	114,227
810.00 · Telecommunications	962.95	962.95	9,000	8,310	7,445	8,657	9,759
815.00 · Mileage Expense	-	-	-	-	-	-	431
816.00 · Travel/Training	208.25	208.25	4,500	2,818	5,570	3,169	5,766
820.00 · Use Allowance	179.37	179.37	2,500	2,141	3,662	3,804	6,156
890.00 · Matching Expenditures	-	-	-	-	-	9,855	0
900. Indirect Costs	11,109.56	11,109.56	192,118	174,851	189,092	104,461	104,924
<b>Total Expenditures</b>	<b>122,841.15</b>	<b>122,841.15</b>	<b>1,083,333</b>	<b>1,190,051</b>	954,512	969,866	1,139,586
<b>Fund Balance</b>	<b>22,543.81</b>	<b>22,543.81</b>	<b>11,555</b>	<b>154,780</b>	<b>(30,272)</b>	<b>13,147</b>	<b>35,734</b>

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

	<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	0.00	0.00	0.00	0.00
461.00 · Principle on Loans	0.00	0.00	0.00	2,707.70	3,538.45
4700-48 · Local Revenues	966.71	0.00	0.00	0.00	149.00
4900 · Miscellaneous Revenues	0.00	0.00	12,711.60	11.65	341.61
5000-52 · RLF Income	0.00	0.00	0.00	119.82	295.94
	<u>966.71</u>	<u>0.00</u>	<u>12,711.60</u>	<u>2,839.17</u>	<u>4,325.00</u>
<b>Expense</b>					
700.00 · Personnel Expenses	0.00	6,293.42	0.00	8,843.83	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	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	0.00
726.00 · Contractual Expenses	0.00	0.00	2,094.95	0.00	0.00
728.00 · Information Technology	0.00	0.00	0.00	90.00	0.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00
730.00 · Legal Expense	0.00	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00
741.00 · Public Notices	0.00	0.00	0.00	0.00	10.17
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	5,400.00	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	0.00	0.00
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	10,149.00
752.00 · Admin. Expense	0.00	0.00	0.00	0.00	0.00
754.00 · Insurance	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	12.00	27.00
757.00 · Interest Expense	0.00	0.00	5,829.07	495.69	0.00
759.00 · Credit Report Exp.	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	1,701.00	0.00	0.00
767.00 · Vehicle Maintenance & Repair	328.33	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	0.00	0.00	0.00	77.51
782.00 · Printing/Postage	0.00	0.00	0.00	306.78	6.11
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	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	330.90	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	2,567.45	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	0.00	12.00	0.00	130.00	0.00
820.00 · Use Allowance	4.05	63.25	0.00	96.65	8.85
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	30,000.00
830.00 · Participant Loans	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	2,243.09	0.00	3,148.07	0.00
	<u>663.28</u>	<u>8,611.76</u>	<u>12,192.47</u>	<u>18,523.02</u>	<u>40,278.64</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>303.43</u>	<u>(8,611.76)</u>	<u>519.13</u>	<u>(15,683.85)</u>	<u>(35,953.64)</u>
<b>SEIRPC adjusted balance (excluding RLF's &amp; GRHTF)</b>	<u><b>303.43</b></u>	<u><b>(8,611.76)</b></u>	<u><b>519.13</b></u>	<u><b>(15,815.32)</b></u>	<u><b>-</b></u>



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

	<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	0.00	0.00	0.00	0.00	0.00
461.00 · Principle on Loans	0.00	11,153.91	279.68	1,301.89	2,659.54
4700-48 · Local Revenues	6,250.00	0.00	0.00	0.00	0.00
4900 · Miscellaneous Revenues	0.00	116.97	459.91	67.38	0.00
5000-52 · RLF Income	0.00	3,588.80	20.58	475.98	588.73
	<u>6,250.00</u>	<u>14,859.68</u>	<u>760.17</u>	<u>1,845.25</u>	<u>3,248.27</u>
<b>Expense</b>					
700.00 · Personnel Expenses	10,985.02	1,623.40	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	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	0.00
726.00 · Contractual Expenses	0.00	0.00	0.00	0.00	0.00
728.00 · Information Technology	1,650.00	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	616.66	616.67	0.00	616.67
740.00 · Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00
741.00 · Public Notices	19.36	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	0.00	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	20,667.83	0.00	21,878.99
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	0.00	0.00
754.00 · Insurance	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	0.00	0.00
757.00 · Interest Expense	0.00	0.00	4,802.17	0.00	3,591.01
759.00 · Credit Report Exp.	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	17.85	14.07	0.00	0.00	0.00
782.00 · Printing/Postage	71.43	0.00	0.00	0.00	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	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	48.94	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	0.00	0.00	0.00	9.79	0.00
820.00 · Use Allowance	175.08	0.00	0.00	37.70	0.00
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	0.00
830.00 · Participant Loans	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	3,912.31	578.34	0.00	0.00	0.00
	<u>16,879.99</u>	<u>2,832.47</u>	<u>26,086.67</u>	<u>47.49</u>	<u>26,086.67</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(10,629.99)</u>	<u>12,027.21</u>	<u>(25,326.50)</u>	<u>1,797.76</u>	<u>(22,838.40)</u>
<b>SEIRPC adjusted balance (excluding RLF's &amp; GRHTF)</b>	<u>(10,629.99)</u>	<u>873.30</u>	<u>-</u>	<u>-</u>	<u>-</u>

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

Ordinary Income/Expense	<u>80 Indirect Cost Center</u>	<u>85 RTA</u>	<u>90 LOCAL</u>	<u>TOTAL</u>
<b>Income</b>				
4100 · Bus Fare Revenues	0.00	4,410.75	0.00	4,410.75
4500 · Federal/State Revenues	0.00	61,063.04	0.00	61,063.04
461.00 · Principle on Loans	0.00	0.00	0.00	21,641.17
4700-48 · Local Revenues	0.00	79,904.00	80,923.00	168,192.71
4900 · Miscellaneous Revenues	0.00	7.17	113.24	13,829.53
5000-52 · RLF Income	0.00	0.00	0.00	5,089.85
	<u>0.00</u>	<u>145,384.96</u>	<u>81,036.24</u>	<u>274,227.05</u>
<b>Expense</b>				
700.00 · Personnel Expenses	13,163.11	31,235.78	9,108.62	81,253.18
704.00 · Unemployment	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	470.00	0.00	470.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00
708.00 · Drug Testing	0.00	118.00	0.00	118.00
709.00 · Personnel Expenses-Other	0.00	0.00	0.00	0.00
710.00 · Payroll Services	310.79	0.00	0.00	310.79
712.00 · Advertising	0.00	0.00	0.00	0.00
717.00 · Audit	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	0.00	0.00	0.00	2,094.95
728.00 · Information Technology	176.49	692.26	0.00	2,608.75
729.00 · Copier Expense	274.19	0.00	0.00	274.19
730.00 · Legal Expense	0.00	0.00	0.00	1,850.00
740.00 · Dues/Subscriptions	110.00	0.00	300.00	410.00
741.00 · Public Notices	143.04	0.00	54.53	227.10
746.00 · Leased Equipment	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	0.00	0.00	0.00	5,400.00
748.00 · Capital Equipment	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	42,546.82
750.00 · Lead Testing	0.00	0.00	0.00	0.00
751.00 · Housing	0.00	0.00	0.00	10,149.00
752.00 · Admin. Expense	0.00	0.00	0.00	0.00
754.00 · Insurance	0.00	65,376.00	0.00	65,376.00
756.00 · Mortgage Filing Expenses	0.00	0.00	17.00	56.00
757.00 · Interest Expense	0.00	0.00	8.00	14,725.94
759.00 · Credit Report Exp.	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	1,701.00
767.00 · Vehicle Maintenance & Repair	0.00	236.55	0.00	564.88
768.00 · Marketing	0.00	0.00	776.65	776.65
769.00 · Meeting Expense	100.36	0.00	0.00	209.79
782.00 · Printing/Postage	368.76	3.75	22.25	779.08
791.00 · Rent	0.00	650.00	0.00	650.00
806.00 · Supplies	424.27	45.20	118.23	587.70
807.00 · Bank Charges	0.00	5.00	0.00	5.00
808.00 · Fuel/Oil	36.65	11,548.48	40.00	12,004.97
810.00 · Telecommunications	1,542.82	962.95	0.00	2,505.77
811.00 · Utilities Expense	0.00	0.00	0.00	2,567.45
812.00 · Bldg Operation Allocation	0.00	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	0.00
816.00 · Travel/Training	5.00	208.25	74.10	439.14
820.00 · Use Allowance	119.92	179.37	281.84	966.71
829.00 · Down Payment Assistance	0.00	0.00	0.00	30,000.00
830.00 · Participant Loans	0.00	0.00	0.00	0.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	-24,222.15	11,109.56	3,230.78	0.00
	<u>-7,446.75</u>	<u>122,841.15</u>	<u>14,032.00</u>	<u>281,628.86</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>7,446.75</u>	<u>22,543.81</u>	<u>67,004.24</u>	<u>(7,401.81)</u>
<b>SEIRPC adjusted balance (excluding RLF's &amp; GRHTF)</b>	<u>-</u>	<u>22,543.81</u>	<u>67,004.24</u>	<u>56,186.84</u>

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

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
Bill Pmt -Check	07/08/2013	25449	Michael Marsden & Two Rivers Bank & Trust	5,000.00
Bill Pmt -Check	07/15/2013	25450	AdvisorNet Property and Casualty LLC	65,376.00
Bill Pmt -Check	07/15/2013	25451	Bancard Services	1,711.24
Bill Pmt -Check	07/15/2013	25452	Bezoni's True Value	22.92
Bill Pmt -Check	07/15/2013	25453	Billups Tire and Wheel Center Inc	1,138.54
Bill Pmt -Check	07/15/2013	25454	Burlington Kiwanis	110.00
Bill Pmt -Check	07/15/2013	25455	Burlington True Value	2.04
Bill Pmt -Check	07/15/2013	25456	CBIZ-SCC	100.00
Bill Pmt -Check	07/15/2013	25457	CenturyLink	673.96
Bill Pmt -Check	07/15/2013	25458	CenturyLink.	751.81
Bill Pmt -Check	07/15/2013	25459	Chuck Stevens	60.00
Bill Pmt -Check	07/15/2013	25460	City of Burlington, Iowa	5,491.02
Bill Pmt -Check	07/15/2013	25461	City of West Burlington.	75.17
Bill Pmt -Check	07/15/2013	25462	Craftsman Press	259.00
Bill Pmt -Check	07/15/2013	25463	Des Moines County Recorder's Office	27.00
Bill Pmt -Check	07/15/2013	25464	Digital Office Solutions	172.61
Bill Pmt -Check	07/15/2013	25465	Drake Hardware & Software	190.00
Bill Pmt -Check	07/15/2013	25466	Ebert Supply Company	41.88
Bill Pmt -Check	07/15/2013	25467	Embellishments & Designs Inc	176.68
Bill Pmt -Check	07/15/2013	25468	Farmers Elevator & Exchange, Inc.	1,141.89
Bill Pmt -Check	07/15/2013	25469	Friends of Community Field.	250.00
Bill Pmt -Check	07/15/2013	25470	Great River Business Health	470.00
Bill Pmt -Check	07/15/2013	25471	Greater Burlington Partnership	250.00
Bill Pmt -Check	07/15/2013	25472	Holly & Paul Armstrong	271.34
Bill Pmt -Check	07/15/2013	25473	Hope Haven Area Dev Center	340.00
Bill Pmt -Check	07/15/2013	25474	Huffman Welding and Machine Inc	51.73
Bill Pmt -Check	07/15/2013	25475	Integrated Technology Partners	19.95
Bill Pmt -Check	07/15/2013	25476	Iowa Illinois Office Solutions	261.12
Bill Pmt -Check	07/15/2013	25477	Jack Callas	12.25
Bill Pmt -Check	07/15/2013	25478	Jim's Body Shop Inc	612.00
Bill Pmt -Check	07/15/2013	25479	Kelly Slocum & Mediapolis Savings Bank	5,000.00
Bill Pmt -Check	07/15/2013	25480	Keokuk Area Chamber of Commerce.	340.00
Bill Pmt -Check	07/15/2013	25481	Lowell Gaulke	476.00
Bill Pmt -Check	07/15/2013	25482	Lowe's	443.95
Bill Pmt -Check	07/15/2013	25483	Mt. Pleasant Electrical Contractors	3,059.20
Bill Pmt -Check	07/15/2013	25484	National Seminars Training	299.00
Bill Pmt -Check	07/15/2013	25485	O'Reilly Automotive, Inc.	188.39
Bill Pmt -Check	07/15/2013	25486	Pauwels Lawn Care	500.00
Bill Pmt -Check	07/15/2013	25487	Pep Stop	10.00
Bill Pmt -Check	07/15/2013	25488	Pitney Bowes Global Financial Svcs. LLC	152.00
Bill Pmt -Check	07/15/2013	25489	Ruth Boyd	220.50
Bill Pmt -Check	07/15/2013	25490	SEI Properties LLC	250.00
Bill Pmt -Check	07/15/2013	25491	Shottenkirk Superstore	1,612.71

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

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
Bill Pmt -Check	07/15/2013	25492	Swailes Auto Supply Inc.	420.86
Bill Pmt -Check	07/15/2013	25493	Telin Transportation Group	464.87
Bill Pmt -Check	07/15/2013	25494	The Burlington Hawk Eye	231.32
Bill Pmt -Check	07/15/2013	25495	Truck Repair Inc.	4,445.58
Bill Pmt -Check	07/15/2013	25496	UnityPoint Clinic	118.00
Bill Pmt -Check	07/15/2013	25497	US Cellular	35.83
Bill Pmt -Check	07/15/2013	25498	Waterworks Car Wash	10.00
Bill Pmt -Check	07/15/2013	25499	Wemiga Waste Inc	22.00
Bill Pmt -Check	07/15/2013	25500	Winners Circle	10.00
Bill Pmt -Check	07/15/2013	25501	Wright Express Fleet Service	1,189.31
Bill Pmt -Check	07/24/2013	25502	All American Turf Beauty Inc	140.00
Bill Pmt -Check	07/24/2013	25503	Asia Orton& JT Beal and Two Rivers B & T	5,000.00
Bill Pmt -Check	07/24/2013	25504	Brozene Hydraulic Services	1,266.97
Bill Pmt -Check	07/24/2013	25505	Candace Orton and Two Rivers Bank & Trust	5,000.00
Bill Pmt -Check	07/24/2013	25506	Cathy Roberts.	357.65
Bill Pmt -Check	07/24/2013	25507	City of Burlington, Iowa	5,544.36
Bill Pmt -Check	07/24/2013	25508	City of Keokuk.	3,721.72
Bill Pmt -Check	07/24/2013	25509	City of Mount Pleasant	2,153.37
Bill Pmt -Check	07/24/2013	25510	Dave's Lock & Key	63.00
Bill Pmt -Check	07/24/2013	25511	Deery Brothers Ford Lincoln Inc	87.11
Bill Pmt -Check	07/24/2013	25512	Fedex	273.78
Bill Pmt -Check	07/24/2013	25513	Fort Dearborn Life Insurance Company	966.10
Bill Pmt -Check	07/24/2013	25514	Huffman Welding and Machine Inc	32.63
Bill Pmt -Check	07/24/2013	25515	Hy-Vee, Inc	107.35
Bill Pmt -Check	07/24/2013	25516	Iowa Downtown Resource Center	130.00
Bill Pmt -Check	07/24/2013	25517	IPC, Inc.	400.00
Bill Pmt -Check	07/24/2013	25518	Jack Callas	36.75
Bill Pmt -Check	07/24/2013	25519	Jims Lock & Safe	6.25
Bill Pmt -Check	07/24/2013	25520	Joe Yocum	12.25
Bill Pmt -Check	07/24/2013	25521	Josiah& Nicole Nihart and Two Rivers B &T	5,000.00
Bill Pmt -Check	07/24/2013	25522	Louisa Publishing Co.	15.88
Bill Pmt -Check	07/24/2013	25523	Matthew Brueck and MidwestOne Bank	5,000.00
Bill Pmt -Check	07/24/2013	25524	Mediacom	69.95
Bill Pmt -Check	07/24/2013	25525	Nextel	962.95
Bill Pmt -Check	07/24/2013	25526	Petty Cash	140.16
Bill Pmt -Check	07/24/2013	25527	Ruth Boyd	49.00
Bill Pmt -Check	07/24/2013	25528	Schaer Construction	10,149.00
Bill Pmt -Check	07/24/2013	25529	The Secret Garden	2,083.25
				<b>153,329.15</b>
Electronic Payment			Wellmark	17,524.60
Electronic Payment			Payroll	58,390.91
Electronic Payment			Payroll Taxes	21,395.81

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Electronic Payment			Payroll Processing Fees	310.79
Electronic Payment			Two Rivers Bank - LOC interest	495.69
Electronic Payment			Two Rivers Bank - NSF charge (SEIBUS)	5.00
Electronic Payment			Two Rivers Bank - quarterly facility payment	8,961.66
Electronic Payment			Copier Loan Payment	321.79
Electronic Payment			Alliant Energy	2,434.91
Electronic Payment			IPERS	11,141.32
				<b><u>120,982.48</u></b>
			<b>TOTAL EXPENDITURES</b>	<b><u><u>274,311.63</u></u></b>

**BANCARD Services Credit Card Statement**

**STATEMENT DATE:** 7/28/2013  
**PAYMENT DUE DATE:** 8/22/2013  
**CHECK#** 25531  
**DATE PAID** 8/7/2013



Date	Transaction Description	Expense		Class		Amount
		Account#	Type	Class#	Class Name	
<b>MIKE NORRIS</b>						
03-Jul-13	IA City Parking Office IA City	816	Travel/Training	90	LOCAL	2.00
04-Jul-13	Ivy Bake Shoppe West Burlington	769	Meeting Expense	71.01	RLF EDA I	14.07
04-Jul-13	Casey's Burlington	808	Fuel/Oil	60	IDOT	48.94
10-Jul-13	PDI (Professional Developers Ia)	740	Dues/Subscriptions	90	LOCAL	300.00
14-Jul-13	Casey's Burlington	808	Fuel/Oil	80	INDIRECT	36.65
17-Jul-13	Shell Oil West Burlington	808	Fuel/Oil	90	LOCAL	40.00
25-Jul-13	The Broadway West Burlington	769	Meeting Expense	60	IDOT	17.85
<b>TOTAL</b>						<b>459.51</b>
<b>DEBORAH LAUGHLIN</b>						
10-Jul-13	Hy-Vee (funeral plant-David F mom)	806	Supplies	85	RTA	32.10
14-Jul-13	4Imprint (Golf Outing)	768	Marketing	90	LOCAL	436.65
17-Jul-13	Happy Joes Burlington	769	Meeting Expense	48	GRHTF	77.51
21-Jul-13	Hobby Lobby (document frames)	806	Supplies	90	LOCAL	39.90
21-Jul-13	Five Star Pizza Burlington	769	Meeting Expense	80	INDIRECT	73.00
<b>TOTAL</b>						<b>659.16</b>
<b>ZACH JAMES</b>						
02-Jul-13	USPS West Burlington	782	Printing/Postage	60	IDOT	15.33
04-Jul-13	Lowe's Burlington	806	Supplies	90	LOCAL	10.66
12-Jul-13	ESRI Inc (ArcView & ArcPad)	728	Information Technol	60	IDOT	1,650.00
24-Jul-13	Home Depot (recycling bins)	806	Supplies	90	LOCAL	67.67
<b>TOTAL</b>						<b>1,743.66</b>
<b>JEFF HANAN</b>						
18-Jul-13	Ivy Bake Shoppe Ft. Madison	816	Travel/Training	73.05	FM RLF	9.79
<b>TOTAL</b>						<b>9.79</b>
<b>BOB KUSKOWSKI</b>						
<b>TOTAL</b>						<b>0.00</b>
<b>TOTAL</b>						<b>0.00</b>
<b>TOTAL</b>						<b>2,872.12</b>

Hans Trousil

Mike Norris

**Southeast Iowa Regional Planning Commission**  
**Accounts Receivable Aging Summary**  
**July 31, 2013**

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>Local:</b>					
ASAP Grant	0.00	15,250.00	0.00	0.00	15,250.00
City of Burlington	0.00	22,444.00	0.00	0.00	22,444.00
City of Donnellson	0.00	861.00	0.00	0.00	861.00
City of Fort Madison	0.00	9,904.00	0.00	2,544.00	12,448.00
City of Fredonia	0.00	413.00	0.00	0.00	413.00
City of Keokuk	0.00	7,473.00	0.00	5,000.00	12,473.00
City of Letts	0.00	507.00	0.00	500.00	1,007.00
City of Middletown	0.00	463.00	0.00	0.00	463.00
City of Montrose	0.00	852.00	0.00	0.00	852.00
City of New London	0.00	1,521.00	0.00	0.00	1,521.00
City of Oakville	0.00	366.00	0.00	0.00	366.00
City of Olds	0.00	403.00	0.00	0.00	403.00
City of West Point	0.00	897.00	0.00	0.00	897.00
Des Moines County	0.00	6,250.00	0.00	0.00	6,250.00
Des Moines County Auditor	0.00	6,201.00	0.00	0.00	6,201.00
Lee County	0.00	11,667.00	0.00	0.00	11,667.00
Lee County - Fertilizer Plant	0.00	0.00	10,000.00	0.00	10,000.00
Town of Columbus City	0.00	512.00	0.00	0.00	512.00
Town of Mt. Union	0.00	322.00	0.00	0.00	322.00
	0.00	86,306.00	10,000.00	8,044.00	104,350.00
<b>Housing:</b>					
City of Burlington	0.00	10,849.99	0.00	5,700.00	16,549.99
City of Keokuk	0.00	7,684.00	0.00	0.00	7,684.00
Downtown Partners	0.00	0.00	0.00	1,789.00	1,789.00
ECIA	0.00	0.00	67,911.00	42,360.37	110,271.37
	0.00	18,533.99	67,911.00	49,849.37	136,294.36
<b>Great River Housing Trust:</b>					
City of Burlington	0.00	0.00	0.00	5,000.00	5,000.00
City of Keokuk	0.00	0.00	0.00	5,000.00	5,000.00
Louisa County Auditor	0.00	0.00	0.00	7,500.00	7,500.00
	0.00	0.00	0.00	17,500.00	17,500.00
<b>RTA:</b>					
Blair House	52.50	0.00	0.00	0.00	52.50
City of Keokuk	0.00	2,125.00	0.00	0.00	2,125.00
CPC - Lee County	0.00	2,155.40	2,428.97	0.00	4,584.37
CPC - Louisa County	0.00	0.00	405.36	0.00	405.36
Des Moines County Auditor	0.00	25,805.00	0.00	0.00	25,805.00
Ginnie Hager	25.00	25.00	0.00	0.00	50.00
Inpropco	0.00	1,250.00	0.00	0.00	1,250.00
Insight Human Services	25.00	0.00	0.00	0.00	25.00
Iowa Medicaid Enterprise	39,508.02	2,313.96	813.16	986.29	43,621.43
Judy Jacobs	0.00	0.00	0.00	455.00	455.00
Lee County Auditor	0.00	28,978.00	0.00	0.00	28,978.00
Lee County Payee	75.00	0.00	0.00	0.00	75.00
Leroy Kent	0.00	0.00	0.00	25.00	25.00
Louisa Communications Inc.	0.00	9,411.00	0.00	0.00	9,411.00
Loyal Jay Dishler	25.00	0.00	0.00	0.00	25.00
Muscatine Community Services	0.00	100.38	0.00	0.00	100.38
New London Comm. Child Care	475.00	0.00	0.00	0.00	475.00
New London Nursing & Rehab	388.75	0.00	0.00	0.00	388.75
Northwood Group Home	50.00	0.00	0.00	0.00	50.00
State of Iowa	0.00	8,080.00	0.00	0.00	8,080.00
Steve Anderson	0.00	25.00	25.00	0.00	50.00
Tammy Wheeler	0.00	25.00	25.00	0.00	50.00
TMS Management Group, INC.	559.20	369.80	0.00	0.00	929.00
Wonder Years Learning Center	303.00	152.00	0.00	0.00	455.00
	41,486.47	80,815.54	3,697.49	1,466.29	127,465.79
<b>Total</b>	<b>41,486.47</b>	<b>185,655.53</b>	<b>81,608.49</b>	<b>76,859.66</b>	<b>385,610.15</b>

**Southeast Iowa Regional Planning Commission**  
**Accounts Payable Aging Summary**  
**July 31, 2013**

	<b>Current</b>	<b>1 - 45</b>	<b>46 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
<b>ABC Fire Extinguisher Sales &amp; Servs Inc</b>	0.00	0.00	26.80	0.00	26.80
<b>Bancard Services</b>	2,872.12	0.00	0.00	0.00	2,872.12
<b>Billups Tire and Wheel Center Inc</b>	811.80	0.00	0.00	0.00	811.80
<b>Burlington True Value</b>	10.64	0.00	0.00	0.00	10.64
<b>CenturyLink</b>	690.22	0.00	0.00	0.00	690.22
<b>CenturyLink.</b>	212.65	0.00	0.00	0.00	212.65
<b>City of West Burlington.</b>	132.54	0.00	0.00	0.00	132.54
<b>Cray Goddard Miller Taylor &amp; Chelf LLP</b>	1,850.00	0.00	0.00	0.00	1,850.00
<b>Digital Office Solutions</b>	274.19	0.00	0.00	0.00	274.19
<b>Drake Hardware &amp; Software</b>	768.75	0.00	0.00	0.00	768.75
<b>Farmers Elevator &amp; Exchange, Inc.</b>	66.41	0.00	0.00	0.00	66.41
<b>Hope Haven Area Dev Center</b>	438.10	0.00	0.00	0.00	438.10
<b>Hy-Vee, Inc</b>	97.73	0.00	0.00	0.00	97.73
<b>Iowa Illinois Office Solutions</b>	83.18	0.00	0.00	0.00	83.18
<b>Louisa County Recorder's Office</b>	17.00	0.00	0.00	0.00	17.00
<b>Mt. Pleasant Glass</b>	155.71	0.00	0.00	0.00	155.71
<b>O'Keefe Elevator Company</b>	305.00	0.00	0.00	0.00	305.00
<b>O'Reilly Automotive, Inc.</b>	5.69	0.00	0.00	0.00	5.69
<b>Professional Office Services</b>	212.51	0.00	0.00	0.00	212.51
<b>SEIBA</b>	0.00	100.00	0.00	0.00	100.00
<b>Shottenkirk Superstore</b>	2,144.14	2,477.75	0.00	0.00	4,621.89
<b>Siemens Industry, Inc.</b>	1,396.00	0.00	0.00	0.00	1,396.00
<b>Swales Auto Supply Inc.</b>	274.39	0.00	0.00	0.00	274.39
<b>Telin Transportation Group</b>	34.24	0.00	0.00	0.00	34.24
<b>The Burlington Hawk Eye</b>	211.22	0.00	0.00	0.00	211.22
<b>Thermo Scientific Portable Analytical Ins</b>	5,400.00	0.00	0.00	0.00	5,400.00
<b>Truck Repair Inc.</b>	0.00	0.00	185.21	0.00	185.21
<b>Wemiga Waste Inc</b>	22.00	0.00	0.00	0.00	22.00
<b>Wright Express Fleet Service</b>	451.93	0.00	0.00	0.00	451.93
<b>Total</b>	<b>18,938.16</b>	<b>2,577.75</b>	<b>212.01</b>	<b>0.00</b>	<b>21,727.92</b>



# Board Books TOC

OB #1



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, SEIRPC Executive Director  
Date: August 15, 2013  
Re: Board Books

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Previously the Exec Board discussed board books as an item to follow up on for current and future board members.

The table of contents (TOC) was developed to give board members a background of the organization, areas of work, critical documents and typical schedules.

The board books may be effectively utilized by putting on flash drives. In this way, they can be updated with annual documents for current board members convenience.

Please see the proposed table of contents below.

1. Introduction/Letter from Chair-Executive Director
2. Annual Report
3. Bylaws
4. Administrative Procedures and Policies
5. Annual Budget
6. Annual Audit
7. Succession Plan
8. Annual Calendar

Comments, questions, or thoughts welcomed.

# Bus Liquidation

NB #1



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, SEIRPC Executive Director  
Date: August 15, 2013  
Re: Bus Liquidation Plan

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Staff has prepared a bus liquidation plan for the SEIBUS department for board review and authorization.

The SEIBUS fleet currently numbers 29 vehicles. They break down thusly:

- Six lease vehicles
- Six spares
- 12 in regular service for SEIBUS
- Five excess vehicles

Buses are distributed generally in each county they operate in. Each county has a spare, except Louisa, where spares are at the home office. The vehicles to be disposed of are either smaller vehicles not flexible enough for current and projected routes, or have very high mileage.

The disposal process will be:

1. Advertise vehicles on DOT website for other transit agencies
2. Advertise vehicles locally for purchase or parts.

Efforts are still being made to contact the fertilizer plant to evaluate transit needs. If needs are present, the excess buses will remain in temporary service for the plant. If needs are not present, staff will proceed with the disposal process.

# FFY 2014 ROLLING STOCK PLAN

LEE COUNTY			
Lee Cty. #1	012L	2001 International - 29 pass	D
Lee Cty. #3	093	2009 El Dorado - 18 pass	D
Ft. Madison GP	094	2009 El Dorado - 18 pass	G
Lee Cty. #2	095	2009 El Dorado - 18 pass	G
Keokuk / Med. Shuttle	121	2010 El Dorado - 18 pass	G
spare	32L	2003 Ford - 20 pass	G

EXCESS		
061	2006 Supreme - 12 pass	D
062	2006 Supreme - 12 pass	D
063	2006 Supreme - 10 pass	D
973	1997 Supreme - 17 pass	G
991	1999 Supreme - 17 pass	G

HENRY COUNTY			
Henry Cty. CPC	091	2009 Chevy - 28 pass	D
Henry Cty. GP	112	2011 El Dorado - 18 pass	G
only used 3 months	953	1995 Schoolbus - 44 pass	D
spare	111	2012 El Dorado - 18 pass	G
spare	974	1997 Ford - 20 pass	D

DES MOINES COUNTY			
Des Moines Cty. CPC	082	2008 Supreme - 20 pass	D
Med. Shuttle	122	2012 El Dorado - 18 pass	G
Des Moines Cty. CPC/GP	132	2013 El Dorado - 18 pass	G
Des Moines \$ Louisa spare	051	2005 Supreme - 20 pass	D
spare	052	2005 Supreme - 20 pass	D
spare	081	2008 Supreme - 20 pass	D

LOUISA COUNTY			
Louisa Cty. CPC/GP	131	2013 Ford Conversion Van - 10 pass	G

INPROPCO	092	2009 El Dorado - 18 pass	D
Hope Haven	021	2002 Ford Van - 15 pass	G
Hope Haven	031	2003 Ford Van - 15 pass	G
Hope Haven	032	2003 Ford Van - 15 pass	G
WORK FORCE	022	2002 Ford Van - 15 pass	G
MAINTENANCE VAN	013	2001 Dodge Ram Van	G

8/1/2013

# Servers - Authorization For Expenditure

NB#2



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, SEIRPC Executive Director  
Date: August 15, 2013  
Re: IT Servers

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SEIRPC is in need of new IT servers. Replacing the six-year old servers were discussed internally this spring during budget process, and were on the horizon, but not an immediate concern.

Troubling issues have come up with the servers recently and replacement has become a more immediate priority. Issues include: Outdated spam filtration and virus protection; compatibility issues with Exchange calendars and mailboxes; limited storage space; general age and malaise.

The virus protection and Exchange compatibility are of utmost importance. Email has been sporadically going down at inopportune times as well as transfer issues with Exchange calendars – a critical item for SEIBUS.

An updated estimate will be prepared by Drake H/S, SEIRPC's IT provider. Staff estimates the cost in the \$25k range.

The project is being considered a non-competitive bid based on: Drake's intimate knowledge of SEIRPC's IT system (past eight years), their status as sole respondent to the last SEIRPC IT RFQ for the building (moving and setting up the IT system) and their consistent efficiency of service to SEIRPC.

The updated estimate from Drake will be provided either Monday or Tuesday afternoon of the week of August 19.

This item was not budgeted for, but would be charged to the RPC 80 department, or for indirect costs. There is currently slack in the RPC 80 department based on last year's indirect rate and shouldn't negatively impact this year's budget.

Recommend approval.

# SEIRPC Vehicle Loan Authorization

NB #3





# Memo

To: SEIRPC Board of Directors  
 From: Mike Norris, SEIRPC Executive Director  
 Date: August 15, 2013  
 Re: Vehicle loan authorization

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SEIRPC is in the process of changing its company car fleet. Purchased in 2008, the four vehicles have a combined 270,000 miles and are at their trade-in value peak.

Previously, staff had planned to trim the fleet of four vehicles to three by trading in two cars and purchasing one new car, leaving three cars in the fleet.

SEIRPC placed \$20,000 in the capital equipment section of the budget to accommodate the expense of one new car.

Upon further examination, the trade in values of all four cars lend themselves to a full trade-in. In this scenario, all four sedans would be traded and three new cars purchased.

SEIRPC would purchase the three new cars from a local dealer participating in the State of Iowa pricing program.

Staff projects \$24,300 would be needed for a new car loan.

	Trade In	New cost	Loan Req'd
#108 Malibu	7,600	18,500	NEW CAR
#208 Malibu	7,600	18,500	NEW CAR
#308 Impala	8,000	18,500	NEW CAR
#408 Impala	<u>8,000</u>	<u>-</u>	
	31,200	55,500	24,300

Staff requests authorization to pursue a 48-month bank loan in replacing the fleet up to \$25,000, subject to officer signatures.