MAX Transportation Authority Board
Meeting Agenda
Monday, August 29, 2022

1. July 2022 Board Meeting Minutes – Action
2. Opportunity for Public Comment – Please limit public comment to three (3) minutes or less.
3. Marketing Committee
   a) Call Center Summary – Information
4. Executive Committee
   a) MAX Uniform Policy Revision Recommendations – Action
   b) MAX Credit Card Policy Revision Recommendations – Action
   c) FY 2023 Budget Projection and Proposed Budget – Information
   d) Ridership Reports for July 2022 – Information
   e) Financial Reports for July 2022 – Information
   f) Expenditure Reports for July 2022 – Information
   g) LAC Meeting Minutes for August 2022 – Information

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5. Director's Report

Next meeting is Monday, September 26, 2022 at 3:30 p.m.

Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, July 25, 2022
Proposed Minutes

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building - 11660 Greenway Drive, Holland, MI 49424.

Members Present: Chair Russ TeSlaa, Vice-Chair Lyn Raymond, and Secretary/Treasurer Joe Baumann; Board Members Jason Latham, Kristin Myers, Meika Weiss, Jan Steggerda and Kevin Klynstra

Others Present: Lynn McCammon

Members Absent: Al Rios

Staff Present: Elisa Hoekwater, Beth Higgs, Charlie Veldhoff, and Barbara Sonnerville

7.22.1 **Approval of the May 23, 2022 Board Meeting Minutes**
A motion was made by TeSlaa and supported by Baumann to approve the May 23, 2022 board meeting minutes. Motion carried unanimously.

7.22.2 **Public Comment**
There were no public comments.

7.22.3 **Marketing Committee**
Higgs reported that the Employee Appreciation week went well with everyone having plenty of fun, games and treats throughout the week which ended with an employee party on Sunday, July 24th at Hagar Park in Jenison. This year, Hubert Timmer won the "Golden Wheel Award" and Doug Mytton won the "Commitment to Excellence Award".

7.22.3a *Call Center Summary*
There was no discussion.

7.22.4 **Executive Committee**

7.22.4a *Return to Work Program Policy*

Accident Fund is a workers' compensation insurance organization that helps MAX manage risk and minimize loss by helping us to create a safe and productive workplace. In June, Higgs and the MAX Safety Coordinator, Matt Guinn, met with Deb Wiley, the MAX representative from Accident Fund to discuss the MAX safety program. She was impressed with the robust safety program we have in place and the improvements we made over the past two years. The Loss Analysis Report presented to us during the meeting showed that MAX only had 8 work related injuries since 2020, mostly due to slip and fall accidents. During that discussion, it was decided MAX needed a Return-to-Work Program policy. The Return-to-Work Program will provide a temporary work assignment while the employee works with their medical provider through treatment or therapy. A motion was made by Baumann and supported by Latham to approve the policy as written. Motion carried unanimously.

7.22.4b *Proposed Pay Grade 6 Revision*

In March 2022, the MAX Transportation Authority Board approved new pay grades and a new step program. As these changes were made, it was discovered that several employees did not fall into a new step. The Administrative Assistant position now includes additional finance responsibilities which more closely align with coordinating tasks expected of an employee in Grade 6. The position title will be changed to Administrative Coordinator/Finance & Procurement, and relocated from Pay Grade 3 to Pay Grade 6, Step 1. A motion was made by Weiss and supported by TeSlaa to approve the recommended changes as presented. Motion carried unanimously.

7.22.4c *FY2023 Resolution of Intent*

The Michigan Department of Transportation – Office of Passenger Transportation advised that a previously submitted Resolution of Intent for the FY2023 MDOT Annual Grant Application must be revised to reflect adjustments in State, Federal, and Local funds allocated for operating expenses. Based on the funding recommended and the federal funding of $1,250,000 included in federal operating assistance, local funds of $1,813,649 will be required. MDOT-OPT has requested the annual grant application be resubmitted with the revised estimate. A motion was made by TeSlaa and supported by Latham to approve the grant resubmission as written. Motion carried unanimously.

7.22.4d *FY2023 Proposed Budget*

The FY2023 Proposed Budget was presented to the board to allow them time to look it over before the official vote at August board meeting.

7.22.4e *Transit Asset Management (TAM) Plan 4-Year Update*

In July 2016, FTA issued a Final Rule requiring transit agencies to maintain, and document, minimum Transit Asset Management (TAM) standards. MAX's initial TAM Plan was approved by the Authority Board in July 2018. Although vehicle and inventory updates occur on an ongoing basis, staff is seeking *formal* Authority Board approval of the FY2023-2026 TAM Plan four-year update. A motion was made by Weiss and supported by Baumann to approve the TAM plan as written. Motion carried unanimously.

7.22.4f *FY2023 Annual Performance Target Setting*

Transit Asset Management (TAM) Plan Annual Performance Targets are used to assess progress toward achieving strategic goals, to consider tradeoffs and risks in achieving objectives, to communicate with stakeholders, and to help show what direction an agency is heading. For planning purposes, the Annual Performance Targets are formally approved by the MAX Executive Director, and are shared annually with MDOT and the Holland-area MPO, the Macatawa Coordinating Council (MACC). These annual goals are provided to the MAX Authority Board for informational purposes only, no board action needed.

7.22.4g *Ridership Reports for June 2022*

There was no discussion.

7.22.4h *Financial Reports for June 2022*

There was no discussion.

7.22.4i *Expenditure Reports for June 2022*

There was no discussion.

7.22.5 **MAX Director's Report**

Hoekwater reported that the management team has been focusing on driver recruitment and retention. We are in need of around a dozen new drivers before we can successfully reopen the Twilight routes 9 & 10, route 11 to Zeeland Hospital, and Saturday services.

Hoekwater reported that the City of Holland, as our fiscal agent, will be providing more detailed financial reports for the monthly board agenda packets going forward. MAX is also getting ready for the Triennial Audit and will be meeting with the City of Holland beforehand to prepare.

7.22.6 **Adjournment**

A motion was made by Baumann and supported by Latham to adjourn the meeting. Motion carried unanimously.

MEMO

Board Action Item

Date: August 29, 2022

To: MAX Authority Board

From: Elisa Hoekwater, Executive Director
Beth Higgs, Deputy Director

Re: MAX Uniform Policy - Revision 5

MAX staff has recognized the need to revise the current Uniform Program Policy based on shift in duties, and procedural changes to this program. The following reflects the current policy, and recommended revisions.

1. **Current Policy**
   Implementation & Enforcement: Designates the Uniform Specialist/Assistant Operations Manager or Operations Manager to implement the following:

   a. Issuing uniform items and ensuring full compliance with the Uniform Policy.
   b. Ordering uniforms and all related items such as hats, belts, sunglasses.
   c. Maintaining an inventory of uniform items for each employee.

   Recommended Revision
   Human Resource Assistant/Designee or Operations Manager would now responsible for these duties, as well as the following:

   d. Retrieve old and worn uniform pieces from operators when new items are received, as assigned.

2. **Current Policy**
   Implementation & Enforcement: Road Supervisor responsible for the following tasks:

   a. Retrieve old and worn uniform pieces from operators when new items are received, as assigned.

   b. Retrieve Authority-issued uniform items upon an operator's separation from employment with the Authority, as assigned.

   Recommended Revision
   Road Supervisors are not always available to manage these tasks. Any items that worn and in need of replacement would be managed by the Human Resource Assistant/Designee or Operations Manager. Bus Operators, whose employment with MAX has ended, would now return uniforms to Road Supervisor, Dispatch Coordinator or Safety Coordinator.

3. **Current Policy**
   New Hires Uniform Issue: Throughout this section, uniform shirts are referred to as polo shirts.

   Recommended Revision
   Revise polo shirts to in training uniform shirts. This change will offer MAX staff the ability to update new hire uniform shirts without the need of future policy revisions.

Action Request
MAX staff requests Board approval of all recommended revisions to their current Uniform Policy.

UNIFORM POLICY5

Effective Date: 4/1/2010 *Revision 5 Date: 08/29/2022*

I. POLICY STATEMENT

It is the policy of the Authority to require uniforms for all operators and supervisors to promote a positive, professional image to the public, and to provide specific guidelines for the appropriate wearing of uniforms.

II. PURPOSES OF THE POLICY

The purposes of this policy are to ensure:

1. Uniformed employees wear attire that is appropriate for their job function;

2. Employees can be clearly identified as Authority personnel by passengers and the public;

3. A positive and professional image is projected to passengers and the general public.

III. APPLICATION

This Policy applies to all uniformed employees, which includes bus operators (drivers) and road supervisors.

IV. APPROVED UNIFORMED ITEMS

The Authority provides uniforms that are functional and professional and accommodate all four seasons of weather. The Authority reserves the right to change or substitute the style, color and fabric of any, and all uniform pieces as necessary.

New Hires Uniform Issue

New hires will be issued the following "temporary" uniform shirts for the first ninety (90) days of employment:

- Three (3) "in training" uniform shirts
- Choice of either one outerwear coat or rain jacket
- MAX supplied black or navy blue plain front pants
- Employee's own solid black closed toe shoes or boots
- Employee's own solid white or black socks

After successfully completing a 90-day period, **new hires will return the Authority-issued shirts to their immediate supervisor** and will be issued the permanent uniform. New hire "in training" shirts may only be worn by new hires during their introductory period. Employees who are terminated must return all Authority-issued uniform items.

Permanent Uniform Issue

Once bus operators and supervisors successfully complete a 90-day introductory period, they must order permanent uniform items in the specified quantities:

1. Full Time bus operators: Five (5) approved style pants or shorts (any combination at the employee's preference)
2. Full Time bus operators: Five (5) approved style woven shirts (any combination of long or short sleeve at the employee's preference)
3. Part time bus operators: Three (3) approved style pants or shorts (any combination at the employee's preference)
4. Part time bus operators: Three (3) approved style woven shirts (any combination of long or short sleeve at the employee's preference)
5. One additional winter or rain jacket (whichever one was not chosen as a new hire)
6. 1 outer vest OR 1 sweater

Optional uniform items that are approved and may be ordered with uniform allowance or at the employee's expense include:

1. Black or navy knit cap
2. Navy ball cap
3. Navy blue mock turtleneck - may not be worn as a shirt. Must be worn under the uniform
4. Sunglasses/protective eye wear

V. APPROVED WEARING OF UNIFORMS

The following are acceptable combinations of the approved uniform pieces:

1. Approved pants or shorts with the approved long or short sleeve shirt.
2. A solid black belt is required with the pants.
3. Solid black or white socks with closed toe solid black shoes or boots with heels not exceeding 1.5".
4. The uniform shirt (long or short sleeve) must always be worn under the sweater. Sweater may not be worn alone or with only a tee.
5. The optional mock turtleneck may only be worn under the uniform shirt.
6. The approved outer vest may be worn over the shirt or over the shirt and sweater.
7. The Authority issued jacket is to be worn over the approved uniform in cold weather. All other jackets or coats are prohibited.
8. The Authority issued jacket, sweater or vest may be worn over the introductory polo shirt.

VI. UNIFORM VIOLATIONS

The following are specific examples of violations of the Uniform policy. If you are found in violation of the Uniform Policy during visual inspection at the start of your shift, you will be sent home to change and will not be paid for that time. Employees who violate this policy will be subject to discipline, up to and including, termination.

1. Wearing Authority uniforms off-duty is prohibited. Uniforms may only be worn when employees are on duty, traveling to and from work, or representing the Authority at public events or Authority functions.

2. Failure to wear the Authority-issued Identification badge at all times while on duty.

3. Wearing unauthorized badges, buttons, pins, necklaces and lanyards are prohibited.

4. Wearing excessive rings and jewelry, or anything deemed unsafe while driving. Employees may wear one wristwatch.

5. Long or short sleeve t-shirts of any other color than solid navy blue or white, or wearing t-shirts that are frayed, stained, ripped or otherwise unacceptable.

6. Wearing long sleeve t-shirts or the mock turtleneck under short sleeve shirts so that the t-shirt sleeves show.

7. Soiled, stained, ripped/torn, ill-fitting (too tight, baggy, long or short) and thread-bare or worn uniform items are prohibited.

8. Failure to wear socks is prohibited. Socks are required.

9. Wearing socks of any other color than black or white is prohibited.

10. Wearing shoes or boots that are any other color than black. Only black shoes or boots are allowed, and must be lace-up style with a heel no higher than 1.5".

11. Wearing any hat other than the Authority approved knit or baseball hat. A plain black or navy without any logo is acceptable.

12. Belts of any other color than black.

13. Failure to wear underwear or allowing underwear to show. Women must wear bras.

14. Wearing of new hire polo shirts beyond the 3-month introductory period is prohibited. Temporary uniform polo shirts must be returned at the end of the introductory period.

VII. IMPLEMENTATION & ENFORCEMENT

1. The Human Resource Assistant or designee in their absence is responsible for:
   a. Issuing uniform items and ensuring full compliance with the Uniform Policy.

   b. Ordering uniforms and all related items such as hats, belts, sunglasses.

   c. Maintaining an inventory of uniform items for each employee.

   d. Retrieve old and worn uniform pieces from operators when new items are received, as assigned.

2. <u>Road Supervisors</u> are responsible for:
   a. Enforcing uniform compliance bus operators at the beginning of shifts with visual inspections.

b. Notifying bus operators when their uniforms are in non-compliance and documenting non-compliance.

c. Directing operators to order replacement items as needed.

3. Road Supervisor/Dispatch Coordinator/Safety Coordinator are responsible for:
   a. Retrieve Authority-issued uniform items upon an operator's separation from employment with the Authority, as assigned.

4. Bus Operators are responsible for:
   a. Reporting to work in a clean uniform that complies with the Uniform Policy.

   b. Minor mending and repairs (sewing on buttons, mending hems, etc.) to the uniform to ensure its upkeep.

   c. Regular laundering and pressing of garments as necessary for a neat, professional appearance.

   d. Replacing items when specifically directed to do so by their immediate supervisor.

   e. Returning all uniform items to their immediate supervisor when they terminate employment with the Authority.

   f. Alterations to uniforms to accommodate size changes after initial fitting and/or ordering are the responsibility of the employee and will be done at his/her expense, or new items may be ordered with their uniform allowance.

   g. Keeping track of his/her own uniform items. Only employees of MAX may wear issued uniform items.

5. The Authority is responsible for allocating resources to fund the ongoing purchase and replacement of uniform items as the budget allows in order for operators and supervisors to be clearly identified as transit employees and to maintain a neat, professional image in the community.

Acknowledgement Form

EMPLOYEE UNIFORM ACKNOWLEDGEMENT & RECEIPT FORM

I acknowledge receipt of the approved issued uniform items. I understand that all uniform items are the property of the MAX and must be returned as stated in the Employee Handbook in section *713 Uniforms, "Ordering of Uniform Items"*, and that I may be charged for any Uniform items not returned as stated in the Employee Handbook in section *707 Return of MAX Property.*

I have been informed that custom Uniform items are not exchangeable and are more points than listed on the Uniform Order Form.

I understand that it is my responsibility to read and follow the Uniform policy contained in this Handbook and to keep it updated with the latest information that is distributed.

Date: _____

Employee's Name: _____

Employee's Signature: _____

AUTHORITY COPY

Approval by Governing Board

The Macatawa Area Express Board of Directors hereby approves the revisions to the Uniform Policy at the Board meeting held on day 29 of August, 2022.

The undersigned duly qualified Board Chairman of the Macatawa Area Express Transportation Authority certifies the foregoing is true and correct copy of a Uniform Policy adopted at a legally convened meeting of the Macatawa Area Express Transportation Authority held on **August 29, 2022**.

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Russell TeSlaa, Board Chairman – Macatawa Area Express

MEMO

Board Action Item

Date: August 29, 2022

To: MAX Authority Board

From: Elisa Hoekwater, Executive Director
Beth Higgs, Deputy Director

Re: MAX Credit Card Policy

The MAX Credit Card Policy originally drafted in 2009, details its purpose of use, and how it is managed. It also outlines the responsibilities of the MAX Authority Board, Executive Director, and the City of Holland Finance department, designated as the fiscal agent for the Authority.

The following are recommended revisions to current policy.

1. **Current Policy under Section 8**
   Administrator/Legal Counsel Review: The City of Holland Finance Director has determined that this policy as approved by the Macatawa Area Express Transportation Authority Board meets the goals and objectives of the Authority in order to carry out the purposes of this policy.

   Recommended Revision
   Legal Counsel Review/MAX Authority Board Approval: This policy is approved by legal counsel, and adopted by the MAX Authority Board.

2. **Authorized Credit Card Users**
   Staff recommends the following list of credit card authorized users.

   - Executive Director
   - Deputy Director
   - Operations Manager
   - Safety Coordinator
   - Assistant Customer Service and Marketing Manager
   - Procurement Coordinator/Grant Specialist
   - Administrative Assistant/Finance & Procurement
   - Building & Grounds Supervisor
   - Human Resource Assistant

3. **Responsibilities & Procedures**
   A thorough review of the current policy by MAX staff and the City of Holland finance department indicated the need for revisions to responsibilities and procedures. The revised policy presented today reflects those changes.

Action Request

MAX staff requests Board approval to adopt the revised credit card policy as written.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY
CREDIT CARD POLICY
In accordance with P.A. 266 of 1995
Date of Adoption: June 22, 2009
Date of Revision: August 29, 2022

1. **PURPOSE:** The purpose of this policy is:
    a. To govern the use of a Credit Card(s) by the Macatawa Area Express Transportation Authority.
    b. To provide a convenient means for authorized Macatawa Area Express Transportation employees acting on behalf of the Authority to make purchases, while reducing costs associated with processing and paying for these purchases.
2. **AUTHORITY:** The Macatawa Area Express Transportation Authority Board adopting this policy and Public Act 266 of 1995.
3. **APPLICATION:** This policy applies to all Macatawa Area Express Transportation Authority employees.
4. **RESPONSIBILITY:** The MAX Director or his/her designee shall be responsible for the Authority's issuance of the credit card(s), accounting, monitoring, and retrieving and developing and issuing procedures in compliance with the Authority's Credit Card Policy. The MAX Director shall will or his/her designee shall maintain a list of all employees that temporarily "sign out "the Credit Card(s) for use, along with the name of the employee who has been issued temporary use of the credit card, the limit(s) established, the date issued, and the date returned.
5. **DEFINITIONS:** Credit Card: A credit card issued to the Macatawa Area Express Transportation Authority used to acquire goods and services for Authority related purposes.
6. **POLICY:**
    a. 6.1 The Macatawa Area Express Transportation Authority credit card(s) may be used for only an authorized employee of the Authority for the purchase of goods or services for the official business of the Authority, and in accordance with procedures issued by the MAX Director.
    b. 6.2 The MAX Director shall determine the types or categories of goods and services for which the Credit Card(s) may be used to purchase, establish dollar and transaction limitations as necessary, and make any needed revisions.
    c. 6.3 Loss of Stolen Card(s): An employee who has "signed out" a Credit Card is responsible for its protection and custody and shall immediately notify the issuing bank/company and the MAX Director or his/her designee if the Credit Card is lost or stolen.
    d. 6.4 Internal Accounting Controls to Monitor the use of the Macatawa Area Express Transportation Authority Credit Card(s): The MAX Director or his/her designees shall receive from employees that use the credit card, within the time frame specified in the adopted procedures, the original of the vendor's itemized receipt detailing the goods or services purchased, cost, and the date of the purchase.
    e. 6.4.1 Monthly Statement Review: The MAX Director or his/her designee shall review each Credit Card monthly statement as soon as possible to ensure that the transactions comply with this policy. Any transactions that appear on statements, that are not documented with a vendor's receipt, shall immediately be investigated by the MAX Director, along with transactions that do not appear to comply with this policy. The MAX Director will sign the credit card statement and forward to the Accounts payable for payment.

f. 6.4.2 Payment of Credit Card Billings. Consistent with the Macatawa Area Express Transportation Authority Budget Resolution authorizing the payment of bills for ongoing operations of the Authority, the MAX Director shall be authorize to approve the Credit Card bill in order to avoid incurring finance of late charges and not more than thirty days after the initial statement ending date. The total authorized credit limit of the credit card issued by the Macatawa Area Express Transportation Authority shall not exceed 5% of the operating budget for any given fiscal year.

g. 6.5 Unlawful use of Credit Card. Any unauthorized use of the Credit Card(s), noncompliance with the Authority's policy and procedures or State of Michigan's law, Public Act 266 of 1995, will be reported immediately to the MAX Director and could result in the following actions:

    i. Immediate cancellation of Credit Card privileges
    ii. Reimbursement (by direct payroll deduction if necessary) to the Authority for all unauthorized charges, plus interest and penalty; and
    iii. Possible disciplinary and/or legal action, up to and including termination of employment with the Macatawa Area Express Transportation Authority.

7. **ADMINSTRATIVE PROCEDURES:** The administrative procedures for the use of the Credit Card are attached as Exhibit B. The Macatawa Area Express Transportation Authority Board will authorize changes and/or adjustments to the Credit Card policy.
8. **LEGAL COUNSEL REVIEW/MAX AUTHORITY BOARD:** This policy is approved by legal counsel, and adopted by the MAX Authority Board.

Exhibit B

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY CREDIT CARD PROCEDURES
Issued by the MAX Director
Date of Implementation June 22, 2009
Date of Revision: August 29, 2022

In compliance with the Macatawa Area Express Transportation Authority Credit Card Policy and specific criteria outlined in Public Act 266 of 1995, the following procedures have been developed to ensure proper use of the Macatawa Area Express Transportation Authority Credit Cards:

1. For each employee for whom the Credit Card use is requested, a signed acknowledgment of the Credit Card policy to be submitted to the MAX Director.
2. The Credit Card(s) may be used by ONLY the employee to whom a Card has been signed out to
3. The Credit Card(s) should always be treated with a level of care that will reasonably secure the card and account number. The Credit Card(s) shall be kept in an accessible, but secure location, and treated with the same respect as a personal credit card. The Credit Card(s) may not be lent to another person for use.
4. If a credit card is lost or stolen, the cardholder must immediately inform the issuing bank/company and the MAX Director or his/her designee.
5. The Credit Card(s) may only be used for purchases related to official Macatawa Area Express Authority business, such as travel expenses for business related conferences or conventions, incidental materials or supplies, Internet and emergency purchases.
6. Whenever possible, company vehicles should purchase gasoline or diesel fuel through the City of Holland, which is offered at a lower rate than standard fueling stations. If personal vehicles are used for business travel, the mileage will be reimbursed at the standard IRS reimbursement rate.
7. Emergency Purchases: An emergency is an event that represents an immediate and significant threat to the health, safety or welfare of Macatawa Area Express Transportation Authority officials, employees or the public, or represents an immediate and significant threat potentially impairing Authority property. In such cases, if the amount needed to mitigate or respond to the emergency is in excess of the amounts prescribed in Section 7, the MAX Director or his/her designee is to be contacted if possible and upon their approval the limits described in Section 7 will not apply for the sole emergency purchase.
8. Purchase orders are required for all credit card purchases in excess of $1,000 and all other rules of purchasing apply.
9. Unauthorized Acquisitions: The following items are examples of purchases which are considered unauthorized acquisitions with the Credit Card(s):
    a. Personal Purchases
    b. Fuel for personal vehicles. If personal vehicles are used for business purposes, MAX will reimburse employee mileage at the standard IRS reimbursement rate
    c. Items for non-Authority purposes
    d. Cash Advances

e. Traveler's checks
f. Alcoholic Beverages
g. Entertainment
h. Recreation
i. Contracting
j. Professional Fees
k. Services for which a W-9 form is required implying IRS 1099 annual reporting
l. Vehicles
m. Capital Equipment (except with written authorization of the MAX Director or his/her designee specifically for internet transactions)
n. Any purchase prohibited by Authority policy.
o. If uncertain, contact the MAX Director or his/her designee

10. Macatawa Area Express Transportation Authority employees having a problem with a purchased item or billing resulting from the use of a Credit Card should first try to resolve the problem with the vendor that provided the item or service. If a resolution cannot be reached with the vendor, the matter should be turned over to the MAX Director or his/her designee for assistance.
11. Any unauthorized use of the credit card or noncompliance with the Macatawa Area Express Transportation Authority's Credit Card policy or the State of Michigan Public Act 266 of 1995 could result in employee sanctions as specified in the Credit Card policy.
12. Questions with regard to these procedures or Credit Card policies should be directed to the MAX Director.

Specific Responsibilities and Processing Rules

A monthly billing cycle will be established between the Macatawa Area Express Transportation Authority and the issuing bank/company. The City of Holland Finance/Treasurer will make payment on the Credit Card monthly statements by the due date to avoid incurring finance or late charges and not more than thirty days after the initial statement ending date. Employee absences should be anticipated and arrangements put in place so the process flow will not be delayed.

Card "Sign Out" Responsibilities

- Make purchases according to the guidelines established in the policy/procedures
- Accountability for all transactions made against the Credit Card.
- Safeguard the Credit Card and keep the account number confidential.
- Use the Credit Card for Macatawa Area Express business only.
- Resolving disputed charges with the vendor
- No splitting of transactions in order to remain under the Purchase Order requirements.
- No returns for cash. Returns must be credited back to the Credit Card.
- Report a lost or stolen Credit Card immediately to the issuing bank/company and the MAX Director or his/her designee.
- The employee, which includes the MAX Director or his/her designee, that has signed out a Card will obtain a vendor's itemized receipt for each purchase detailing the vendor name, the goods or services purchased, cost, and date of the purchase. If the receipt is lost, it is the employee's

responsibility to contact the vendor for a duplicate receipt. If any of the detail information is not present on the receipt, the employee will write in the missing detail information. As receipts are collected, they are to be attached to an 8.5 X 11-inch piece of white paper in a format ready for scanning (no staples).

- The employee will review the detailed transactions, fill out a "Payment Voucher" and obtain their supervisor's approval on the "Payment Voucher" within one week of use/purchase.
- Purchases made by the MAX cardholders must also fill out a "Payment Voucher", sign/date it, and seek a signature from the employee who manages MAX Transit Procurement.
- At the end of the monthly billing cycle the MAX Director or his/her designee will print a detail report of the cycle prescribed above, sign and date the bottom of the report, and submit the report to the Finance Office.

Authorized Credit Card Users

The following is a list of job positions approved by the MAX Authority Board as authorized credit card users, for the purpose of purchasing goods and services on behalf of MAX Transit. This list shall remain in effect until the MAX Authority Board has approved a revised credit card policy.

- Executive Director
- Deputy Director
- Operations Manager
- Safety Coordinator
- Assistant Customer Service and Marketing Manager
- Procurement Coordinator/Grant Specialist
- Administrative Assistant/Finance & Procurement
- Building & Grounds Supervisor
- Human Resource Assistant

MAX Director Responsibilities

- Recommend which department employees should be issued "sign out" privileges of the Credit Card to streamline efficiency.
- Review all credit card charges with the same scrutiny that regular invoices receive.
- Report immediately to the City of Holland Finance Director any irregularities regarding use of a Credit Card or adherence to the policy and procedures documents.
- Work with MAX Finance Assistant and Card users to reconcile errors and billing disputes once the Card user has exhausted all other avenues for resolutions (vendor, issuing bank)
- Monitor and follow up with MAX Finance Assistant to ensure that no further charges are incurred on an account where the card has been reported as lost or stolen.

Specific Directions-MAX Director

1) The MAX Director will indicate approval on the payment voucher for all Credit Card transactions.

2) The MAX Director will make sure that all detailed Credit Card receipts are turned into the City of Holland Finance office for payment on a monthly basis, specifically marked for payment on a monthly basis, noted as part of the Credit Card statement back-up documentation.

MAX Authority Board Responsibilities

- Review and approve written requests for permanent higher spending limits after the initial levels are established.
- Review Credit Card Policy revision recommendations by staff to adopt as policy if Board approved.

City of Holland Finance Director Responsibilities

- Notify the MAX Director if unauthorized use of the Credit Card is suspected.
- Report annually to the MAX Director on the status of the Macatawa Area Express Credit Card Program through annual finance audit.

Accounts Payable Responsibilities

- Verification that all credit card receipts are signed by the MAX Director or his/her designee, approving the purchase, and authorizing payment.
- To ensure prompt payment to the issuing bank, MAX Director or his/her designee will submit to AP a reconciled bank statement by noon on Tuesday within the time frame of the monthly billing cycle. Avoiding incurring finance charges and late fees.
- Verify that each purchase is assigned to a GL account.
- Post costs to the general ledger. Indicate an invoice number or purchase order number in the check details. Scan and attach each invoice to Laser Fiche in New World.
- Verify that for each purchase over $1,000, MAX has generated a purchase order.
- Ensure that accurate documentation is provided for all Credit Card payments

Approval by Governing Board

The Macatawa Area Express Board of Directors hereby approves the revisions to the Credit Card Policy at the Board meeting held on day 29 of August, 2022.

The undersigned duly qualified Board Chairman of the Macatawa Area Express Transportation Authority certifies the foregoing is true and correct copy of a Credit Card Policy adopted at a legally convened meeting of the Macatawa Area Express Transportation Authority held on **August 29, 2022**.

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Russell TeSlaa, Board Chairman – Macatawa Area Express

Macatawa Area Express Transportation Authority

Credit Card Authorized Users August 29, 2022

The following employees are granted authorization to sign out the Macatawa Area Express Transportation Authority (MAX) credit card. Each employee listed has received a copy of the MAX Transportation Authority Credit Card Policy that addresses proper us, and unlawful use of the credit card. This authorization shall remain in effect until revoked in writing by the MAX Transportation Authority Director. The signature below certifies that those employees have received and reviewed the MAX Credit Card Policy.

Employee Name	Title	Date Authorized	Maximum Dollar Amount	Employee Signature
Elisa Hoekwater	Executive Director	Aug 29, 2022	$5,000.00	
Beth Higgs	Deputy Director	Aug 29, 2022	$5,000.00	
Sue Gorby	Operations Manager	Aug 29, 2022	$2,000.00	
Mark Reese	Procurement Coord.	Aug 29, 2022	$2,000.00	
Shelby Pedersen	Assist CS/Marketing Mgr.	Aug 29, 2022	$2,000.00	
Barbara Sonnerville	Admin Coordinator Finance-Proc	Aug 29, 2022	$2,000.00	
Doug Mytton	Building & Grounds Supervisor	Aug 29, 2022	$2,000.00	
Tawney Valderas	HR Assistant	Aug 29, 2022	$2,000.00	
Matt Guinn	Safety Coordinator	Aug 29, 2022	$500.00	

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MAX Transportation Executive Director *Date*

MEMO

Date: August 25, 2022

To: MAX Executive Committee

From: Elisa Hoekwater, Executive Director

Re: FY 2023 Budget Projection and Proposed Budget

The resolution of intent approved by the Macatawa Area Express Transportation Authority in July notes that MAX is requesting $1,250,000 in federal funds, and $1,648,598 in state local bus operating (LBO) funds. The projected operating expenses in FY 2023 are $5,487,351, which include $4,712,247 which are expenses eligible for reimbursement by the Michigan Department of Transportation. Ineligible expenses include capital depreciation of $735,849, association dues of $717, and $9,620 in other ineligible expenses.

The City of Holland Finance Department is assisting MAX with budget development and long-term planning. During the Board meeting on August 29, we will discuss preliminary budget projections, anticipated LBO allocations and options to reduce expenses and increase revenues through grant awards and local funding opportunities.

This item will be presented for information and discussion. The Macatawa Area Express Transportation Authority Board will be asked to approve a final budget on September 26, 2022.

MACATAWA AREA EXPRESS - MONTHLY RIDERSHIP SUMMARY

(NOTES: Some figures calculated using non-rounded numbers. AUXILIARY ridership includes counts for non-traditional services: Tulip Time Tours, Shuttle, Kertsmarket, etc.)

FIXED ROUTE

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.
ROUTE 1	1,853	1,985	-6.6%	92.7	94.5	-2.0%	0.0	0.0	#DIV/0!
ROUTE 2	2,272	2,084	9.0%	113.6	99.2	14.5%	0.0	0.0	#DIV/0!
ROUTE 3	1,615	1,081	49.4%	80.8	51.5	56.8%	0.0	0.0	#DIV/0!
ROUTE 4	1,595	1,166	36.8%	79.8	55.5	43.7%	0.0	0.0	#DIV/0!
ROUTE 5	1,314	1,476	-11.0%	65.7	70.3	-6.5%	0.0	0.0	#DIV/0!
ROUTE 6	2,212	1,954	13.2%	110.6	93.0	18.9%	0.0	0.0	#DIV/0!
ROUTE 7	1,251	1,174	6.6%	62.6	55.9	11.9%	0.0	0.0	#DIV/0!
ROUTE 8	1,171	865	35.4%	58.6	41.2	42.1%	0.0	0.0	#DIV/0!
ROUTE 11	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
ROUTE 12	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
ROUTE 13	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
ROUTE 14	#REF!	0	#REF!	#REF!	0.0	#REF!	#REF!	0.0	#REF!
AUXILIARY	0	0	#DIV/0!	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
REGULAR	8,693	6,616	31.4%	434.7	315.0	38.0%	0.0	0.0	#DIV/0!
YOUTH	866	413	109.7%	43.3	19.7	119.8%	0.0	0.0	#DIV/0!
SENIOR	1,609	1,429	12.6%	80.5	68.0	18.3%	0.0	0.0	#DIV/0!
ADA	2,115	3,327	-36.4%	105.8	158.4	-33.2%	0.0	0.0	#DIV/0!
TOTAL	**13,283**	**11,785**	**12.7%**	**664.2**	**561.1**	**18.4%**	**0.0**	**0.0**	**#DIV/0!**

	TOTAL MONTHLY BOARDING		
	JUL. '22	JUL. '21	% CHG.
CITY OF HOLLAND	6,648	5,901	12.7%
HOLLAND TWP.	5,523	5,062	9.1%
CITY OF ZEELAND	1,112	822	35.3%
ZEELAND TWP.	0	0	#DIV/0!
PARK TWP.	0	0	#DIV/0!
AUXILIARY	0	0	#DIV/0!

TWILIGHT ROUTE

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.
ROUTE 9	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
ROUTE 10	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
	-	-	-	-	-	-	-	-	-
REGULAR	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
YOUTH	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
SENIOR	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
ADA	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
TOTAL	**0**	**0**	**#DIV/0!**	**0.0**	**0.0**	**#DIV/0!**	**0.0**	**0.0**	**#DIV/0!**

	TOTAL MONTHLY BOARDING		
	JUL. '22	JUL. '21	% CHG.
CITY OF HOLLAND	0	0	#DIV/0!
HOLLAND TWP.	0	0	#DIV/0!

DEMAND RESPONSE

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.
REGULAR	1,136	1,008	12.7%	54.9	46.4	18.3%	7.6	6.8	11.8%
YOUTH	0	27	-100.0%	0.0	1.1	-100.0%	0.0	0.8	-100.0%
SENIOR	96	174	-44.8%	4.8	8.1	-41.4%	0.2	0.8	-75.0%
ADA	2,278	2,180	4.5%	107.9	98.8	9.2%	24.0	21.2	13.2%
TOTAL	**3,510**	**3,389**	**3.6%**	**167.6**	**154.4**	**8.5%**	**31.8**	**29.6**	**7.4%**

	TOTAL MONTHLY BOARDING		
	JUL. '22	JUL. '21	% CHG.
CITY OF HOLLAND	1,999	1,853	7.9%
HOLLAND TWP.	1,105	1,160	-4.7%
CITY OF ZEELAND	175	173	1.2%
ZEELAND TWP.	26	12	116.7%
PARK TWP.	205	191	7.3%
AUXILIARY	0	0	#DIV/0!

NIGHT OWL

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.
REGULAR	160	162	-1.2%	7.6	7.2	5.6%	1.6	2.0	-20.0%
YOUTH	7	0	#DIV/0!	0.3	0.0	#DIV/0!	0.4	0.0	#DIV/0!
SENIOR	14	1	1300.0%	0.5	0.0	#DIV/0!	0.8	0.0	#DIV/0!
ADA	140	177	-20.9%	5.9	7.0	-15.7%	4.4	5.8	-24.1%
TOTAL	**321**	**340**	**-5.6%**	**14.3**	**14.2**	**0.4%**	**7.2**	**7.8**	**-7.7%**

	TOTAL MONTHLY BOARDING		
	JUL. '22	JUL. '21	% CHG.
CITY OF HOLLAND	133	157	-15.3%
HOLLAND TWP.	142	139	2.2%
CITY OF ZEELAND	46	42	9.5%
ZEELAND TWP.	0	2	-100.0%
-	0	0	#DIV/0!

OVERALL RIDERSHIP

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.	JUL. '22	JUL. '21	% CHG.
REGULAR	9,989	7,786	28.3%	497.2	368.7	34.8%	9.2	8.8	4.5%
YOUTH	873	440	98.4%	43.6	20.8	109.4%	0.4	0.8	-50.0%
SENIOR	1,719	1,604	7.2%	85.7	76.2	12.5%	1.0	0.8	25.0%
ADA	4,533	5,684	-20.2%	219.6	264.2	-16.9%	28.4	27.0	5.2%
TOTAL	**17,114**	**15,514**	**10.3%**	**846.0**	**729.9**	**15.9%**	**39.0**	**37.4**	**4.3%**

	TOTAL MONTHLY BOARDING		
	JUL. '22	JUL. '21	% CHG.
CITY OF HOLLAND	8,780	7,911	11.0%
HOLLAND TWP.	6,770	6,361	6.4%
CITY OF ZEELAND	1,333	1,037	28.6%
ZEELAND TWP.	26	14	85.7%
PARK TWP.	205	191	7.3%
AUXILIARY	0	0	#DIV/0!

ON-TIME PERCENTAGE

	JUL. '22	JUL. '21	DIFF. (+/-)
FIXED ROUTE	97.10%	97.20%	-0.10%
DEMAND RESPONSE	99.50%	98.97%	0.53%

SERVICE DAYS

	JUL. '22	JUL. '21
WEEKDAYS	20	21
SATURDAYS	5	5

DISTRIBUTION OF RIDERSHIP

	JUL. '22	JUL. '21	DIFF. (+/-)
FIXED ROUTE	77.61%	75.96%	1.65%
DEMAND RESPONSE	20.51%	21.84%	-1.33%
TWILIGHT	0.00%	0.00%	0.00%
NIGHT OWL	1.88%	2.19%	-0.31%

Macatawa Area Express Ridership by Government Unit

Fiscal Year	Fixed Route													Reservation Service												
	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.		Auxiliary	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.	%	Auxiliary	%
Oct-19	29,615	15,152	51	11,965	40	2,387	8	111	0	0	0	0	0	7,005	3,496	50	2,525	36	427	6	33	0	524	7	0	0
Nov-19	26,277	13,731	52	10,662	41	1,833	7	51	0	0	0	0	0	5,881	2,919	50	2,136	36	351	6	25	0	450	8	0	0
Dec-19	25,808	13,232	51	10,722	42	1,816	7	38	0	0	0	0	0	5,816	2,886	50	2,063	35	351	6	30	1	463	8	23	0
Jan-20	27,883	14,732	53	11,089	40	2,014	7	48	0	0	0	0	0	6,591	3,334	51	2,312	35	387	6	30	0	528	8	0	0
Feb-20	28,534	15,030	53	11,463	40	1,983	7	58	0	0	0	0	0	6,088	3,066	50	2,112	35	373	6	32	1	505	8	0	0
Mar-20	15,727	8,241	52	6,342	40	1,116	7	28	0	0	0	0	0	4,263	2,093	49	1,579	37	292	7	16	0	283	7	0	0
Apr-20	0	0	###	0	###	0	###	0	###	0	###	0	###	2,219	1,148	52	832	37	215	10	2	0	22	1	0	0
May-20	0	0	###	0	###	0	###	0	###	0	###	0	###	2,518	1,274	51	950	38	231	9	7	0	56	2	0	0
Jun-20	0	0	###	0	###	0	###	0	###	0	###	0	###	3,812	1,955	51	1,434	38	314	8	11	0	98	3	0	0
Jul-20	0	0	###	0	###	0	###	0	###	0	###	0	###	4,322	2,127	49	1,767	41	305	7	30	1	93	2	0	0
Aug-20	0	0	###	0	###	0	###	0	###	0	###	0	###	4,856	2,422	50	1,941	40	347	7	50	1	96	2	0	0
Sep-20	0	0	###	0	###	0	###	0	###	0	###	0	###	5,585	3,009	54	2,042	37	405	7	42	1	87	2	0	0
Total	**153,844**	**80,118**	**52**	**62,243**	**40**	**11,149**	**7**	**334**	**0**	**0**	**0**	**0**	**0**	**58,956**	**29,729**	**50**	**21,693**	**37**	**3,998**	**7**	**308**	**1**	**3,205**	**5**	**23**	**0**
Oct-20	0	0	###	0	###	0	###	0	###	0	###	0	###	6,021	3,429	57	2,021	34	430	7	39	1	102	2	0	0
Nov-20	0	0	###	0	###	0	###	0	###	0	###	0	###	4,590	2,543	55	1,547	34	338	7	46	1	116	3	0	0
Dec-20	0	0	###	0	###	0	###	0	###	0	###	0	###	4,193	2,209	53	1,555	37	248	6	47	1	134	3	0	0
Jan-21	0	0	###	0	###	0	###	0	###	0	###	0	###	4,137	2,336	56	1,390	34	231	6	37	1	143	3	0	0
Feb-21	0	0	###	0	###	0	###	0	###	0	###	0	###	4,035	2,347	58	1,323	33	231	6	14	0	120	3	0	0
Mar-21	8,565	4,149	48	3,769	44	647	8	0	0	0	0	0	0	3,995	2,342	59	1,318	33	184	5	12	0	139	3	0	0
Apr-21	9,806	4,682	48	4,448	45	676	7	0	0	0	0	0	0	3,704	2,115	57	1,261	34	167	5	14	0	147	4	0	0
May-21	10,178	4,889	48	4,488	44	801	8	0	0	0	0	0	0	3,228	1,755	54	1,120	35	158	5	18	1	177	5	0	0
Jun-21	11,669	5,973	51	4,983	43	713	6	0	0	0	0	0	0	3,473	1,908	55	1,185	34	175	5	22	1	183	5	0	0
Jul-21	11,785	5,901	50	5,062	43	822	7	0	0	0	0	0	0	3,389	1,853	55	1,160	34	173	5	12	0	191	6	0	0
Aug-21	12,516	6,395	51	5,249	42	872	7	0	0	0	0	0	0	3,513	1,889	54	1,238	35	188	5	21	1	177	5	0	0
Sep-21	13,322	6,685	50	5,607	42	1,030	8	0	0	0	0	0	0	3,441	1,851	54	1,235	36	185	5	20	1	150	4	0	0
Total	**77,841**	**38,674**	**50**	**33,606**	**43**	**5,561**	**7**	**0**	**0**	**0**	**0**	**0**	**0**	**47,719**	**26,577**	**56**	**16,353**	**34**	**2,708**	**6**	**302**	**1**	**1,779**	**4**	**0**	**0**
Oct-21	14,570	7,045	48	6,361	44	1,164	8	0	0	0	0	0	0	3,781	2,051	54	1,341	35	201	5	21	1	167	4	0	0
Nov-21	14,675	7,350	50	6,186	42	1,139	8	0	0	0	0	0	0	3,794	2,052	54	1,267	33	178	5	23	1	202	5	72	2
Dec-21	13,965	6,982	50	5,859	42	1,124	8	0	0	0	0	0	0	3,534	1,896	54	1,233	35	181	5	34	1	190	5	0	0
Jan-22	13,236	6,604	50	5,527	42	1,105	8	0	0	0	0	0	0	3,349	1,826	55	1,162	35	162	5	31	1	168	5	0	0
Feb-22	15,720	7,830	50	6,461	41	1,429	9	0	0	0	0	0	0	3,587	1,892	53	1,273	35	213	6	25	1	184	5	0	0
Mar-22	19,155	9,846	51	7,665	40	1,644	9	0	0	0	0	0	0	4,061	2,152	53	1,456	36	218	5	27	1	208	5	0	0
Apr-22	16,385	8,401	51	6,696	41	1,288	8	0	0	0	0	0	0	3,637	2,017	55	1,236	34	203	6	22	1	159	4	0	0
May-22	13,863	6,880	50	5,605	40	1,378	10	0	0	0	0	0	0	3,764	2,131	57	1,187	32	222	6	27	1	183	5	14	0
Jun-22	14,556	7,250	50	6,110	42	1,196	8	0	0	0	0	0	0	3,966	2,254	57	1,229	31	228	6	31	1	224	6	0	0
Jul-22	13,283	6,648	50	5,523	42	1,112	8	0	0	0	0	0	0	3,510	1,999	57	1,105	31	175	5	26	1	205	6	0	0
Aug-22	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Sep-22	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Total	**149,408**	**74,836**	**50**	**61,993**	**41**	**12,579**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**36,983**	**20,270**	**55**	**12,489**	**34**	**1,981**	**5**	**267**	**1**	**1,890**	**5**	**86**	**0**

Macatawa Area Express Ridership by Government Unit

Fiscal Year	Twilight Fixed Route					Night Owl Service									Total Service												
	Total Rides	City of Holland	%	Holland Twp.	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.	%	Auxiliary	%
Oct-19	669	333	50	336	50	426	155	36	203	48	68	16	0	0	37,715	19,136	51	15,029	40	2,882	8	144	0	524	1	0	0
Nov-19	624	299	48	325	52	381	140	37	160	42	81	21	0	0	33,163	17,089	52	13,283	40	2,265	7	76	0	450	1	0	0
Dec-19	639	323	51	316	49	346	114	33	148	43	84	24	0	0	32,609	16,555	51	13,249	41	2,251	7	68	0	463	1	23	0
Jan-20	741	387	52	354	48	383	114	30	176	46	93	24	0	0	35,598	18,567	52	13,931	39	2,494	7	78	0	528	1	0	0
Feb-20	790	417	53	373	47	356	132	37	153	43	71	20	0	0	35,768	18,645	52	14,101	39	2,427	7	90	0	505	1	0	0
Mar-20	500	219	44	281	56	260	86	33	114	44	60	23	0	0	20,750	10,639	51	8,316	40	1,468	7	44	0	283	1	0	0
Apr-20	0	0	###	0	###	0	0	###	0	###	0	###	0	###	2,219	1,148	52	832	37	215	10	2	0	22	1	0	0
May-20	0	0	###	0	###	58	48	83	7	12	3	5	0	0	2,576	1,322	51	957	37	234	9	7	0	56	2	0	0
Jun-20	0	0	###	0	###	295	167	57	121	41	7	2	0	0	4,107	2,122	52	1,555	38	321	8	11	0	98	2	0	0
Jul-20	0	0	###	0	###	351	174	50	174	50	3	1	0	0	4,673	2,301	49	1,941	42	308	7	30	1	93	2	0	0
Aug-20	0	0	###	0	###	413	207	50	206	50	0	0	0	0	5,269	2,629	50	2,147	41	347	7	50	1	96	2	0	0
Sep-20	0	0	###	0	###	413	181	44	227	55	5	1	0	0	5,998	3,190	53	2,269	38	410	7	42	1	87	1	0	0
Total	**3,963**	**1,978**	**50**	**1,985**	**50**	**3,682**	**1,518**	**41**	**1,689**	**46**	**475**	**13**	**0**	**0**	**220,445**	**113,343**	**51**	**87,610**	**40**	**15,622**	**7**	**642**	**0**	**3,205**	**3**	**23**	**0**
Oct-20	0	0	###	0	###	485	193	40	278	57	6	1	8	2	6,506	3,622	56	2,299	35	436	7	47	1	102	2	0	0
Nov-20	0	0	###	0	###	351	130	37	200	57	16	5	5	1	4,941	2,673	54	1,747	35	354	7	51	1	116	2	0	0
Dec-20	0	0	###	0	###	265	115	43	133	50	6	2	11	4	4,458	2,324	52	1,688	38	254	6	58	1	134	3	0	0
Jan-21	0	0	###	0	###	314	119	38	171	54	24	8	0	0	4,451	2,455	55	1,561	35	255	6	37	1	143	3	0	0
Feb-21	0	0	###	0	###	354	135	38	183	52	36	10	0	0	4,389	2,482	57	1,506	34	267	6	14	0	120	3	0	0
Mar-21	0	0	###	0	###	417	184	44	194	47	39	9	0	0	12,977	6,675	51	5,281	41	870	7	12	0	139	1	0	0
Apr-21	0	0	###	0	###	353	149	42	147	42	57	16	0	0	13,863	6,946	50	5,856	42	900	6	14	0	147	1	0	0
May-21	0	0	###	0	###	335	162	48	125	37	45	13	3	1	13,741	6,806	50	5,733	42	1,004	7	21	0	177	1	0	0
Jun-21	0	0	###	0	###	357	173	48	134	38	50	14	0	0	15,499	8,054	52	6,302	41	938	6	22	0	183	1	0	0
Jul-21	0	0	###	0	###	340	157	46	139	41	42	12	2	1	15,514	7,911	51	6,361	41	1,037	7	14	0	191	1	0	0
Aug-21	0	0	###	0	###	393	187	48	146	37	58	15	2	1	16,422	8,471	52	6,633	40	1,118	7	23	0	177	1	0	0
Sep-21	0	0	###	0	###	374	157	42	152	41	64	17	1	0	17,137	8,693	51	6,994	41	1,279	7	21	0	150	1	0	0
Total	**0**	**0**	**###**	**0**	**###**	**4,338**	**1,861**	**43**	**2,002**	**46**	**443**	**10**	**32**	**1**	**129,898**	**67,112**	**52**	**51,961**	**40**	**8,712**	**7**	**334**	**0**	**1,779**	**1**	**0**	**0**
Oct-21	0	0	###	0	###	387	184	48	146	38	55	14	2	1	18,738	9,280	50	7,848	42	1,420	8	23	0	167	1	0	0
Nov-21	0	0	###	0	###	403	207	51	134	33	60	15	2	0	18,872	9,609	51	7,587	40	1,377	7	25	0	202	1	72	0
Dec-21	0	0	###	0	###	403	190	47	148	37	61	15	4	1	17,902	9,068	51	7,240	40	1,366	8	38	0	190	1	0	0
Jan-22	0	0	###	0	###	347	144	41	137	39	64	18	2	1	16,932	8,574	51	6,826	40	1,331	8	33	0	168	1	0	0
Feb-22	0	0	###	0	###	368	172	47	118	32	78	21	0	0	19,675	9,894	50	7,852	40	1,720	9	25	0	184	1	0	0
Mar-22	0	0	###	0	###	490	252	51	170	35	68	14	0	0	23,706	12,250	52	9,291	39	1,930	8	27	0	208	1	0	0
Apr-22	0	0	###	0	###	485	224	46	173	36	87	18	1	0	20,507	10,642	52	8,105	40	1,578	8	23	0	159	1	0	0
May-22	0	0	###	0	###	392	168	43	156	40	67	17	1	0	18,019	9,179	51	6,948	39	1,667	9	28	0	183	1	14	0
Jun-22	0	0	###	0	###	408	183	45	164	40	57	14	4	1	18,930	9,687	51	7,503	40	1,481	8	35	0	224	1	0	0
Jul-22	0	0	###	0	###	321	133	41	142	44	46	14	0	0	17,114	8,780	51	6,770	40	1,333	8	26	0	205	1	0	0
Aug-22	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Sep-22	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Total	**0**	**0**	**###**	**0**	**###**	**4,004**	**1,857**	**46**	**1,488**	**37**	**643**	**16**	**16**	**0**	**190,395**	**96,963**	**51**	**75,970**	**40**	**15,203**	**8**	**283**	**0**	**1,890**	**1**	**86**	**0**

Historical Ridership FY2000-FY2021
6,792,889

Historical Ridership Through FY2022
6,983,284

Macatawa Area Express Transportation Authority

Meeting Date: August 29, 2022	**Agenda Item:**
Subject: Financial Reports for 07/31/2022–Unaudited	**Prepared By**: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

Attached are Budget Performance Reports for the ten months ended July 31, 2022 (83.33% of year). The reports reflect the activities of the MAX as well as Capital. The reports reflect the Board-Approved mid-year budget amendments.

Revenues

Operating revenues for the first ten months totaled $2,894,383.60, or 26% of budget. The lower than anticipated amount is primarily a timing difference as a large portion of the revenues are not received until the end of the fiscal year. Property Tax revenues began in July and $247,988.99, or 21% of the budgeted amount, has been received. Federal Operating grant revenues are received mid-late September, and State Reimbursed PPT Tax Loss payments are typically received near the end of the fiscal year. MAX did resume fare collections at the beginning of May after two years of providing fare-free services.

Expenses

Operating expenses for the ten months ended July 31, 2022 totaled $6,241,314, or 61% of budget. MAX was required to repay the State Infrastructure Bank (SIB) loan, including interest, that was taken out in FY2020 in the current fiscal year and this expense is reflected in the transactions for Department 171. Payroll expenses have increased in the current year over the prior year as MAX has implemented a new step program with revisions to pay grades, as well as revising their Paid Time Off policy. Offsetting the increases is lower capital expenditures which primarily reflects timing of projects/purchases.

Grant Activity

- ✓ Federal Operating Grant Revenue: $0 of $1,185,225 budgeted has been received. MAX receives Federal Operating grant revenues toward the end of the fiscal year, generally mid-late September.
- ✓ State Operating Grant Revenue (received at the beginning of each month) - $1,352,520 of $1,724,616 budgeted has been received through July 31, 2022.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - $134,887 has been received for the first and second quarter grant reimbursements.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - $5,819 has been received for the first and second quarter grant reimbursements.
- ✓ CARES Operating Grant - $2,711,726 allocated to MAX of which $2,450,000 has been recognized over the past three years. The remaining balance is $261,726,

Capital grant reimbursements have increased in the current fiscal year compared to the prior year, partly due to MAX renovating both the Depot and Greenway facilities, including the installation of an elevator at their Greenway location.

Budget by Organization Report

Through 07/31/22
Prior Fiscal Year Activity Excluded
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **103 - General Fund**									
REVENUE									
Department **000 - General Revenues**									
INTEREST AND RENTS	10,000.00	(7,500.00)	2,500.00	795.81	.00	2,976.84	(476.84)	119	2,178.41
OTHER	2,000.00	(1,000.00)	1,000.00	20.09	.00	66.24	933.76	7	6,094.27
Department **000 - General Revenues** Totals	$12,000.00	($8,500.00)	$3,500.00	$815.90	$0.00	$3,043.08	$456.92	87%	$8,272.68
Department **537 - Routine Transit Operations**									
Division **4 - General**									
TAXES	1,129,500.00	64,711.00	1,194,211.00	219,510.11	.00	247,988.99	946,222.01	21	29,145.92
STATE REVENUE SHARING	88,878.00	.00	88,878.00	.00	.00	1,238.05	87,639.95	1	.00
CHARGES FOR SERVICE	296,593.00	(149,346.00)	147,247.00	19,300.15	.00	57,524.30	89,722.70	39	4,598.00
INTEREST AND RENTS	16,000.00	.00	16,000.00	1,315.35	.00	13,057.28	2,942.72	82	12,738.80
OTHER	33,900.00	.00	33,900.00	466.91	.00	1,278.32	32,621.68	4	28,918.30
GAIN ON DISPOSAL OF CAPITAL ASSETS	15,000.00	.00	15,000.00	2,675.00	.00	20,858.40	(5,858.40)	139	12,145.75
LOAN PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division **4 - General** Totals	$1,579,871.00	($84,635.00)	$1,495,236.00	$243,267.52	$0.00	$341,945.34	$1,153,290.66	23%	$87,546.77
Division **5 - Grants**									
FEDERAL GRANTS	2,458,951.00	4,558,448.00	7,017,399.00	.00	.00	992,423.00	6,024,976.00	14	1,086,861.00
STATE GRANTS	1,827,616.00	743,113.00	2,570,729.00	138,207.16	.00	1,407,457.22	1,163,271.78	55	1,507,825.94
Division **5 - Grants** Totals	$4,286,567.00	$5,301,561.00	$9,588,128.00	$138,207.16	$0.00	$2,399,880.22	$7,188,247.78	25%	$2,594,686.94
Division **6 - Operating Assistance**									
CHARGES FOR SERVICE	335,000.00	(111,995.00)	223,005.00	.00	.00	146,356.96	76,648.04	66	94,828.49
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division **6 - Operating Assistance** Totals	$335,000.00	($111,995.00)	$223,005.00	$0.00	$0.00	$146,356.96	$76,648.04	66%	$94,828.49
Division **N - New Freedom**									
TAXES	.00	.00	.00	.00	.00	.00	.00	+++	103,892.00
CHARGES FOR SERVICE	.00	.00	.00	.00	.00	3,158.00	(3,158.00)	+++	.00
Division **N - New Freedom** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$3,158.00	($3,158.00)	+++	$103,892.00
Division **T - Trolley**									
CHARGES FOR SERVICE	800.00	.00	800.00	.00	.00	.00	800.00	0	.00
Division **T - Trolley** Totals	$800.00	$0.00	$800.00	$0.00	$0.00	$0.00	$800.00	0%	$0.00
Department **537 - Routine Transit Operations** Totals	$6,202,238.00	$5,104,931.00	$11,307,169.00	$381,474.68	$0.00	$2,891,340.52	$8,415,828.48	26%	$2,880,954.20
REVENUE TOTALS	$6,214,238.00	$5,096,431.00	$11,310,669.00	$382,290.58	$0.00	$2,894,383.60	$8,416,285.40	26%	$2,889,226.88
EXPENSE									
Department **171 - Management & Administration**									
PERSONNEL SERVICES	327,430.00	54,620.00	382,050.00	28,576.05	.00	266,590.57	115,459.43	70	197,897.47
OTHER CURRENT EXPENDITURES	391,500.00	41,600.00	433,100.00	42,281.95	14,700.00	323,431.08	94,968.92	78	366,585.17
DEBT SERVICE	.00	56,124.00	56,124.00	.00	.00	1,470,810.38	(1,414,686.38)	2621	.00
Division **N - New Freedom**									
PERSONNEL SERVICES	.00	19,027.00	19,027.00	.00	.00	14,292.80	4,734.20	75	12,852.29
OTHER CURRENT EXPENDITURES	.00	22,754.00	22,754.00	.00	.00	16,875.21	5,878.79	74	21,423.05

Budget by Organization Report

Through 07/31/22
Prior Fiscal Year Activity Excluded
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **103 - General Fund**									
EXPENSE									
Department **171 - Management & Administration**									
Division **N - New Freedom**									
DEBT SERVICE	.00	.00	.00	.00	.00	3,159.73	(3,159.73)	+++	.00
Division **N - New Freedom** Totals	$0.00	$41,781.00	$41,781.00	$0.00	$0.00	$34,327.74	$7,453.26	82%	$34,275.34
Department **171 - Management & Administration** Totals	$718,930.00	$194,125.00	$913,055.00	$70,858.00	$14,700.00	$2,095,159.77	($1,196,804.77)	231%	$598,757.98
Department **266 - Customer Service & Marketing**									
PERSONNEL SERVICES	435,285.00	92,800.00	528,085.00	42,524.27	.00	343,451.60	184,633.40	65	293,845.19
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division **M - Mobility Grant**									
PERSONNEL SERVICES	.00	70,000.00	70,000.00	1,160.51	.00	10,615.85	59,384.15	15	40,929.02
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division **M - Mobility Grant** Totals	$0.00	$70,000.00	$70,000.00	$1,160.51	$0.00	$10,615.85	$59,384.15	15%	$40,929.02
Division **N - New Freedom**									
PERSONNEL SERVICES	.00	25,308.00	25,308.00	.00	.00	18,083.94	7,224.06	71	16,784.49
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division **N - New Freedom** Totals	$0.00	$25,308.00	$25,308.00	$0.00	$0.00	$18,083.94	$7,224.06	71%	$16,784.49
Department **266 - Customer Service & Marketing** Totals	$435,285.00	$188,108.00	$623,393.00	$43,684.78	$0.00	$372,151.39	$251,241.61	60%	$351,558.70
Department **537 - Routine Transit Operations**									
PERSONNEL SERVICES	2,535,674.00	220,721.00	2,756,395.00	206,453.35	.00	1,958,275.45	798,119.55	71	1,771,415.70
OTHER CURRENT EXPENDITURES	569,200.00	45,262.00	614,462.00	80,547.43	.00	603,855.34	10,606.66	98	279,232.87
Division **N - New Freedom**									
PERSONNEL SERVICES	.00	147,337.00	147,337.00	12,052.92	.00	155,557.73	(8,220.73)	106	145,766.84
OTHER CURRENT EXPENDITURES	.00	33,068.00	33,068.00	.00	.00	30,492.86	2,575.14	92	16,129.25
Division **N - New Freedom** Totals	$0.00	$180,405.00	$180,405.00	$12,052.92	$0.00	$186,050.59	($5,645.59)	103%	$161,896.09
Division **T - Trolley**									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division **T - Trolley** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Department **537 - Routine Transit Operations** Totals	$3,104,874.00	$446,388.00	$3,551,262.00	$299,053.70	$0.00	$2,748,181.38	$803,080.62	77%	$2,212,544.66
Department **591 - Transit Maintenance**									
PERSONNEL SERVICES	278,132.00	(54,179.00)	223,953.00	16,472.66	.00	160,129.63	63,823.37	72	215,431.34
OTHER CURRENT EXPENDITURES	367,500.00	97,503.00	465,003.00	22,906.91	1,010.00	374,587.64	89,405.36	81	264,331.46
Division **N - New Freedom**									
PERSONNEL SERVICES	.00	16,158.00	16,158.00	.00	.00	8,620.03	7,537.97	53	12,806.42
OTHER CURRENT EXPENDITURES	.00	21,348.00	21,348.00	.00	.00	20,998.65	349.35	98	15,080.43
Division **N - New Freedom** Totals	$0.00	$37,506.00	$37,506.00	$0.00	$0.00	$29,618.68	$7,887.32	79%	$27,886.85
Department **591 - Transit Maintenance** Totals	$645,632.00	$80,830.00	$726,462.00	$39,379.57	$1,010.00	$564,335.95	$161,116.05	78%	$507,649.65

Budget by Organization Report

Through 07/31/22
Prior Fiscal Year Activity Excluded
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **103 - General Fund**									
EXPENSE									
Department **CAP - Capital Outlay**									
CAPITAL OUTLAY	533,706.00	4,863,080.00	5,396,786.00	24,705.54	616,827.70	461,485.51	4,318,472.79	20	89,378.40
Department **CAP - Capital Outlay** Totals	$533,706.00	$4,863,080.00	$5,396,786.00	$24,705.54	$616,827.70	$461,485.51	$4,318,472.79	20%	$89,378.40
EXPENSE TOTALS	$5,438,427.00	$5,772,531.00	$11,210,958.00	$477,681.59	$632,537.70	$6,241,314.00	$4,337,106.30	61%	$3,759,889.39
Fund **103 - General Fund** Totals									
REVENUE TOTALS	6,214,238.00	5,096,431.00	11,310,669.00	382,290.58	.00	2,894,383.60	8,416,285.40	26%	2,889,226.88
EXPENSE TOTALS	5,438,427.00	5,772,531.00	11,210,958.00	477,681.59	632,537.70	6,241,314.00	4,337,106.30	61%	3,759,889.39
Fund **103 - General Fund** Totals	$775,811.00	($676,100.00)	$99,711.00	($95,391.01)	($632,537.70)	($3,346,930.40)	$4,079,179.10		($870,662.51)
Grand Totals									
REVENUE TOTALS	6,214,238.00	5,096,431.00	11,310,669.00	382,290.58	.00	2,894,383.60	8,416,285.40	26%	2,889,226.88
EXPENSE TOTALS	5,438,427.00	5,772,531.00	11,210,958.00	477,681.59	632,537.70	6,241,314.00	4,337,106.30	61%	3,759,889.39
Grand Totals	$775,811.00	($676,100.00)	$99,711.00	($95,391.01)	($632,537.70)	($3,346,930.40)	$4,079,179.10		($870,662.51)

Expense Budget Performance Report

Fiscal Year to Date 07/31/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**103 - General Fund**									
Department	**171 - Management & Administration**									
	EXPENSE									
710701.0	Payroll-Regular General	205,000.00	41,900.00	246,900.00	16,872.68	.00	184,977.87	61,922.13	75	132,087.70
710701.25	Payroll-Regular Human Resources	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	.00
710709.0	Payroll - Overtime General	1,000.00	(500.00)	500.00	.00	.00	391.78	108.22	78	1,600.58
711702	Payroll - Paid Time Off	15,500.00	1,500.00	17,000.00	4,109.25	.00	16,000.33	999.67	94	11,957.81
711703	Payroll - Holidays	4,200.00	3,000.00	7,200.00	1,138.72	.00	5,037.77	2,162.23	70	3,144.18
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	.00	.00	+++	628.20
711712	Special Pay - One Time	.00	250.00	250.00	.00	.00	236.37	13.63	95	701.52
711714	Safety Incentive	800.00	.00	800.00	.00	.00	329.95	470.05	41	576.70
711716.1	Insurance Health	32,000.00	.00	32,000.00	2,183.74	.00	23,570.80	8,429.20	74	28,566.21
711716.2	Insurance Dental	2,000.00	500.00	2,500.00	147.42	.00	1,678.50	821.50	67	1,862.65
711716.4	Insurance Vision	600.00	.00	600.00	44.98	.00	462.15	137.85	77	394.90
711717	Insurance - Life & AD&D	.00	300.00	300.00	24.09	.00	234.41	65.59	78	276.66
711718	Retirement Contribution	15,222.00	2,778.00	18,000.00	1,821.96	.00	12,681.19	5,318.81	70	797.82
711720	Insurance - Income Protection	2,500.00	500.00	3,000.00	220.48	.00	2,190.53	809.47	73	2,302.61
712715	Employer FICA/Medicare Contribution	19,408.00	1,092.00	20,500.00	1,669.68	.00	15,577.75	4,922.25	76	11,207.79
712724	Workers Comp Insurance	1,200.00	3,300.00	4,500.00	343.05	.00	3,221.17	1,278.83	72	1,792.14
721730	Postage	300.00	400.00	700.00	407.97	.00	772.41	(72.41)	110	187.10
721740.0	Operating Supplies General	10,000.00	2,000.00	12,000.00	930.97	.00	12,526.25	(526.25)	104	8,955.07
721740.TECH	Operating Supplies Equipment IT	10,000.00	(3,000.00)	7,000.00	1,169.27	.00	6,442.53	557.47	92	14,853.01
721905	Photocopies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
722801.9000	Contractual-Promotions/Printing Printing	8,000.00	1,500.00	9,500.00	.00	.00	745.92	8,754.08	8	1,158.99
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	50,000.00	.00	50,000.00	616.00	.00	21,132.87	28,867.13	42	28,445.40
722801.9080	Contractual-Promotions/Printing Publishing-News Media	3,500.00	5,000.00	8,500.00	630.00	.00	5,207.52	3,292.48	61	3,431.29
722803.9	Contractual-Human Resources Flex Benefits	2,100.00	300.00	2,400.00	134.00	.00	1,800.37	599.63	75	1,595.42
722803.10	Contractual-Human Resources Employee Assistance	1,000.00	.00	1,000.00	.00	.00	884.19	115.81	88	914.00
722804	Contractual-Legal	10,000.00	(6,000.00)	4,000.00	202.50	.00	2,524.45	1,475.55	63	9,453.02
722805.1	Contractual-Finance/Property Independent Audit	12,000.00	.00	12,000.00	.00	.00	10,477.06	1,522.94	87	10,209.36
722805.4	Contractual-Finance/Property Financial Service Fees	10,000.00	.00	10,000.00	1,311.41	.00	8,644.96	1,355.04	86	7,064.58
722805.12	Contractual-Finance/Property Accounting & Collections	85,000.00	.00	85,000.00	.00	.00	74,345.84	10,654.16	87	80,258.92
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	1,000.00	.00	1,000.00	118.75	.00	880.39	119.61	88	795.79
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	600.00	100.00	700.00	90.00	.00	658.65	41.35	94	541.08
722809.41	Contractual-Miscellaneous Services	75,000.00	20,000.00	95,000.00	23,273.00	14,700.00	79,532.89	767.11	99	95,581.02
723850.0	Communications Telephone	10,000.00	(2,000.00)	8,000.00	670.69	.00	5,495.13	2,504.87	69	6,562.64
723850.CELL	Communications Cellular	10,000.00	2,000.00	12,000.00	871.65	.00	8,311.77	3,688.23	69	8,592.58
723860	Travel, Conf, Seminars	10,000.00	2,500.00	12,500.00	.00	.00	7,312.56	5,187.44	59	1,118.50
723920.1	Public Utilities Depot	25,000.00	.00	25,000.00	5,398.81	.00	21,672.42	3,327.58	87	20,571.96

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**103 - General Fund**									
Department	**171 - Management & Administration**									
	EXPENSE									
723920.2	Public Utilities Greenway	30,000.00	4,000.00	34,000.00	1,945.71	.00	22,036.30	11,963.70	65	17,880.45
723955.0	Miscellaneous General	2,000.00	500.00	2,500.00	.00	.00	1,091.10	1,408.90	44	235.29
723955.11	Miscellaneous Internet Ticket Sales	.00	.00	.00	82.36	.00	144.34	(144.34)	+++	56.56
723955.55	Miscellaneous Election Cost	.00	.00	.00	.00	.00	.00	.00	+++	33,575.39
723960	Education & Training	1,500.00	1,500.00	3,000.00	230.00	.00	3,717.56	(717.56)	124	1,352.98
723961	Dues & Subscriptions	15,000.00	5,000.00	20,000.00	24.30	.00	12,628.16	7,371.84	63	11,682.10
723963.1	Write-Offs Uncoll Accts Receivable	.00	.00	.00	.00	.00	.00	.00	+++	16.88
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	45.07	(45.07)	+++	46.28
723964.2	Refunds Property Tax Prior Years	.00	800.00	800.00	1,251.02	.00	2,756.23	(1,956.23)	345	574.01
723969	Employee Events	8,000.00	7,000.00	15,000.00	2,923.54	.00	11,644.14	3,355.86	78	875.50
740991.0	Principal Payment General	.00	.00	.00	.00	.00	1,417,847.00	(1,417,847.00)	+++	.00
740995.0	Interest Payment General	.00	56,124.00	56,124.00	.00	.00	52,963.38	3,160.62	94	.00
	EXPENSE TOTALS	$718,930.00	$152,344.00	$871,274.00	$70,858.00	$14,700.00	$2,060,832.03	($1,204,258.03)	238%	$564,482.64
Division	**N - New Freedom**									
	EXPENSE									
710701.0	Payroll-Regular General	.00	19,027.00	19,027.00	.00	.00	10,109.13	8,917.87	53	8,904.50
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	22.59	(22.59)	+++	75.46
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	705.70	(705.70)	+++	640.19
711703	Payroll - Holidays	.00	.00	.00	.00	.00	232.23	(232.23)	+++	171.10
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	.00	.00	+++	46.25
711712	Special Pay - One Time	.00	.00	.00	.00	.00	13.63	(13.63)	+++	48.48
711714	Safety Incentive	.00	.00	.00	.00	.00	20.05	(20.05)	+++	23.30
711716.1	Insurance Health	.00	.00	.00	.00	.00	1,280.19	(1,280.19)	+++	1,783.26
711716.2	Insurance Dental	.00	.00	.00	.00	.00	91.53	(91.53)	+++	114.41
711716.4	Insurance Vision	.00	.00	.00	.00	.00	24.95	(24.95)	+++	24.88
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	12.60	(12.60)	+++	14.54
711718	Retirement Contribution	.00	.00	.00	.00	.00	653.79	(653.79)	+++	46.77
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	118.43	(118.43)	+++	121.27
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	835.46	(835.46)	+++	735.43
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	172.52	(172.52)	+++	102.45
721730	Postage	.00	.00	.00	.00	.00	21.38	(21.38)	+++	12.79
721740.0	Operating Supplies General	.00	.00	.00	.00	.00	701.40	(701.40)	+++	507.01
721740.TECH	Operating Supplies Equipment IT	.00	.00	.00	.00	.00	314.30	(314.30)	+++	1,043.58
722801.9000	Contractual-Promotions/Printing Printing	.00	.00	.00	.00	.00	47.08	(47.08)	+++	85.11
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	.00	22,754.00	22,754.00	.00	.00	1,263.81	21,490.19	6	1,751.10
722801.9080	Contractual-Promotions/Printing Publishing-News Media	.00	.00	.00	.00	.00	275.84	(275.84)	+++	183.42

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Fund	**103 - General Fund**									
Department	**171 - Management & Administration**									
Division	**N - New Freedom**									
	EXPENSE									
722803.9	Contractual-Human Resources Flex Benefits	.00	.00	.00	.00	.00	100.52	(100.52)	+++	95.85
722803.10	Contractual-Human Resources Employee Assistance	.00	.00	.00	.00	.00	55.81	(55.81)	+++	50.00
722804	Contractual-Legal	.00	.00	.00	.00	.00	142.55	(142.55)	+++	636.25
722805.1	Contractual-Finance/Property Independent Audit	.00	.00	.00	.00	.00	622.94	(622.94)	+++	690.64
722805.4	Contractual-Finance/Property Financial Service Fees	.00	.00	.00	.00	.00	444.53	(444.53)	+++	410.79
722805.12	Contractual-Finance/Property Accounting & Collections	.00	.00	.00	.00	.00	4,486.68	(4,486.68)	+++	4,874.96
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	.00	.00	.00	.00	.00	45.86	(45.86)	+++	52.48
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	.00	.00	.00	.00	.00	34.44	(34.44)	+++	34.90
722809.41	Contractual-Miscellaneous Services	.00	.00	.00	.00	.00	3,332.57	(3,332.57)	+++	5,086.16
723850.0	Communications Telephone	.00	.00	.00	.00	.00	290.38	(290.38)	+++	398.80
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	447.38	(447.38)	+++	509.38
723860	Travel, Conf, Seminars	.00	.00	.00	.00	.00	434.75	(434.75)	+++	50.63
723920.1	Public Utilities Depot	.00	.00	.00	.00	.00	978.74	(978.74)	+++	1,060.63
723920.2	Public Utilities Greenway	.00	.00	.00	.00	.00	1,200.24	(1,200.24)	+++	1,046.75
723955.0	Miscellaneous General	.00	.00	.00	.00	.00	62.90	(62.90)	+++	17.32
723955.11	Miscellaneous Internet Ticket Sales	.00	.00	.00	.00	.00	3.91	(3.91)	+++	3.91
723955.55	Miscellaneous Election Cost	.00	.00	.00	.00	.00	.00	.00	+++	1,836.79
723960	Education & Training	.00	.00	.00	.00	.00	209.44	(209.44)	+++	76.92
723961	Dues & Subscriptions	.00	.00	.00	.00	.00	743.71	(743.71)	+++	850.60
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	2.84	(2.84)	+++	3.68
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	92.84	(92.84)	+++	17.79
723969	Employee Events	.00	.00	.00	.00	.00	518.37	(518.37)	+++	34.81
740995.0	Interest Payment General	.00	.00	.00	.00	.00	3,159.73	(3,159.73)	+++	.00
	EXPENSE TOTALS	$0.00	$41,781.00	$41,781.00	$0.00	$0.00	$34,327.74	$7,453.26	82%	$34,275.34
	Division **N - New Freedom** Totals	$0.00	($41,781.00)	($41,781.00)	$0.00	$0.00	($34,327.74)	($7,453.26)	82%	($34,275.34)
	Department **171 - Management & Administration** Totals	($718,930.00)	($194,125.00)	($913,055.00)	($70,858.00)	($14,700.00)	($2,095,159.77)	$1,196,804.77	231%	($598,757.98)
Department	**266 - Customer Service & Marketing**									
	EXPENSE									
710701.0	Payroll-Regular General	270,000.00	70,000.00	340,000.00	26,415.72	.00	217,554.42	122,445.58	64	193,367.17
710707.0	Payroll-Temporary Help General	.00	14,000.00	14,000.00	.00	.00	7,818.12	6,181.88	56	46.57
710709.0	Payroll - Overtime General	.00	200.00	200.00	.00	.00	208.86	(8.86)	104	737.11
711702	Payroll - Paid Time Off	13,000.00	1,200.00	14,200.00	1,925.88	.00	11,403.86	2,796.14	80	8,427.38
711703	Payroll - Holidays	7,000.00	.00	7,000.00	1,476.40	.00	5,996.26	1,003.74	86	4,850.83
711705	Payroll - Bereavement	.00	100.00	100.00	.00	.00	363.56	(263.56)	364	220.55
711712	Special Pay - One Time	.00	100.00	100.00	.00	.00	94.55	5.45	95	1,653.04

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Fund	**103 - General Fund**									
Department	**266 - Customer Service & Marketing**									
	EXPENSE									
711714	Safety Incentive	1,500.00	.00	1,500.00	.00	.00	707.17	792.83	47	864.41
711716.1	Insurance Health	90,000.00	.00	90,000.00	6,445.30	.00	52,428.21	37,571.79	58	54,527.32
711716.2	Insurance Dental	5,000.00	.00	5,000.00	429.86	.00	3,432.48	1,567.52	69	3,300.78
711716.4	Insurance Vision	1,200.00	.00	1,200.00	131.44	.00	1,053.54	146.46	88	962.48
711717	Insurance - Life & AD&D	.00	800.00	800.00	72.27	.00	601.41	198.59	75	492.21
711718	Retirement Contribution	17,400.00	1,900.00	19,300.00	2,419.51	.00	14,637.11	4,662.89	76	2,863.94
711720	Insurance - Income Protection	3,000.00	1,500.00	4,500.00	432.65	.00	3,674.88	825.12	82	2,703.60
712715	Employer FICA/Medicare Contribution	22,185.00	1,000.00	23,185.00	2,183.74	.00	17,915.64	5,269.36	77	15,243.35
712724	Workers Comp Insurance	5,000.00	2,000.00	7,000.00	591.50	.00	5,561.53	1,438.47	79	3,584.45
	EXPENSE TOTALS	$435,285.00	$92,800.00	$528,085.00	$42,524.27	$0.00	$343,451.60	$184,633.40	65%	$293,845.19
Division	**M - Mobility Grant**									
	EXPENSE									
710701.0	Payroll-Regular General	.00	70,000.00	70,000.00	1,079.93	.00	8,230.65	61,769.35	12	30,337.04
710701.1	Payroll-Regular Drivers	.00	.00	.00	.00	.00	.00	.00	+++	3.00
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	.00	.00	+++	263.06
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	.00	.00	+++	1,119.78
711703	Payroll - Holidays	.00	.00	.00	.00	.00	.00	.00	+++	1,065.52
711712	Special Pay - One Time	.00	.00	.00	.00	.00	.00	.00	+++	250.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	1,000.21	(1,000.21)	+++	2,539.63
711716.2	Insurance Dental	.00	.00	.00	.00	.00	67.41	(67.41)	+++	156.73
711716.4	Insurance Vision	.00	.00	.00	.00	.00	23.33	(23.33)	+++	53.37
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	57.12	(57.12)	+++	45.09
711718	Retirement Contribution	.00	.00	.00	.00	.00	484.19	(484.19)	+++	2,220.02
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	75.58	(75.58)	+++	404.33
712715	Employer FICA/Medicare Contribution	.00	.00	.00	80.58	.00	677.36	(677.36)	+++	2,471.45
	EXPENSE TOTALS	$0.00	$70,000.00	$70,000.00	$1,160.51	$0.00	$10,615.85	$59,384.15	15%	$40,929.02
	Division **M - Mobility Grant** Totals	$0.00	($70,000.00)	($70,000.00)	($1,160.51)	$0.00	($10,615.85)	($59,384.15)	15%	($40,929.02)
Division	**N - New Freedom**									
	EXPENSE									
710701.0	Payroll-Regular General	.00	25,308.00	25,308.00	.00	.00	11,495.60	13,812.40	45	11,081.15
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	459.98	(459.98)	+++	3.43
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	12.33	(12.33)	+++	53.13
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	569.67	(569.67)	+++	420.47
711703	Payroll - Holidays	.00	.00	.00	.00	.00	269.66	(269.66)	+++	245.73
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	22.70	(22.70)	+++	13.45
711712	Special Pay - One Time	.00	.00	.00	.00	.00	5.45	(5.45)	+++	96.96
711714	Safety Incentive	.00	.00	.00	.00	.00	42.83	(42.83)	+++	35.59

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Fund	**103 - General Fund**									
Department	**266 - Customer Service & Marketing**									
Division	**N - New Freedom**									
	EXPENSE									
711716.1	Insurance Health	.00	.00	.00	.00	.00	2,763.30	(2,763.30)	+++	3,248.93
711716.2	Insurance Dental	.00	.00	.00	.00	.00	180.47	(180.47)	+++	193.68
711716.4	Insurance Vision	.00	.00	.00	.00	.00	55.43	(55.43)	+++	55.97
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	31.81	(31.81)	+++	29.25
711718	Retirement Contribution	.00	.00	.00	.00	.00	736.54	(736.54)	+++	67.58
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	195.02	(195.02)	+++	169.23
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	945.26	(945.26)	+++	865.03
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	297.89	(297.89)	+++	204.91
	EXPENSE TOTALS	$0.00	$25,308.00	$25,308.00	$0.00	$0.00	$18,083.94	$7,224.06	71%	$16,784.49
	Division **N - New Freedom** Totals	$0.00	($25,308.00)	($25,308.00)	$0.00	$0.00	($18,083.94)	($7,224.06)	71%	($16,784.49)
	Department **266 - Customer Service & Marketing** Totals	($435,285.00)	($188,108.00)	($623,393.00)	($43,684.78)	$0.00	($372,151.39)	($251,241.61)	60%	($351,558.70)
Department	**537 - Routine Transit Operations**									
	EXPENSE									
710701.1	Payroll-Regular Drivers	1,000,000.00	(10,000.00)	990,000.00	84,522.34	.00	781,231.06	208,768.94	79	730,578.49
710701.2	Payroll-Regular Other Operations	313,601.00	61,399.00	375,000.00	22,883.97	.00	268,035.69	106,964.31	71	209,026.66
710701.3	Payroll-Regular Dispatch	150,592.00	(40,592.00)	110,000.00	10,872.96	.00	85,122.04	24,877.96	77	85,600.67
710707.1	Payroll-Temporary Help Drivers	.00	95,000.00	95,000.00	4,968.02	.00	72,545.55	22,454.45	76	103,200.02
710707.2	Payroll-Temporary Help Other Operations	22,000.00	13,000.00	35,000.00	2,559.30	.00	24,102.73	10,897.27	69	14,086.91
710709.1	Payroll - Overtime Drivers	70,000.00	(5,600.00)	64,400.00	3,325.37	.00	42,175.56	22,224.44	65	39,431.10
710709.2	Payroll - Overtime Other Operations	15,000.00	15,000.00	30,000.00	3,637.81	.00	25,332.26	4,667.74	84	12,924.48
710709.3	Payroll - Overtime Dispatch	15,000.00	(1,950.00)	13,050.00	744.97	.00	8,079.29	4,970.71	62	7,912.26
711702	Payroll - Paid Time Off	75,000.00	108,350.00	183,350.00	8,562.32	.00	61,104.69	122,245.31	33	53,135.64
711703	Payroll - Holidays	34,413.00	5,587.00	40,000.00	6,347.04	.00	30,950.45	9,049.55	77	25,344.12
711705	Payroll - Bereavement	1,000.00	.00	1,000.00	303.36	.00	825.29	174.71	83	678.14
711712	Special Pay - One Time	.00	850.00	850.00	.00	.00	990.72	(140.72)	117	13,546.18
711714	Safety Incentive	12,500.00	(2,500.00)	10,000.00	.00	.00	4,008.13	5,991.87	40	6,791.09
711716.1	Insurance Health	427,416.00	.00	427,416.00	29,215.86	.00	292,841.05	134,574.95	69	281,977.27
711716.2	Insurance Dental	28,312.00	.00	28,312.00	2,171.78	.00	21,648.12	6,663.88	76	18,794.35
711716.4	Insurance Vision	7,937.00	.00	7,937.00	654.37	.00	6,483.43	1,453.57	82	5,402.86
711717	Insurance - Life & AD&D	3,500.00	.00	3,500.00	295.90	.00	2,861.92	638.08	82	2,503.43
711718	Retirement Contribution	134,823.00	(24,823.00)	110,000.00	9,182.26	.00	76,864.36	33,135.64	70	15,390.96
711720	Insurance - Income Protection	32,532.00	5,000.00	37,532.00	2,283.41	.00	26,045.22	11,486.78	69	20,288.76
711725	Compensated Absences Adjustment	24,611.00	.00	24,611.00	.00	.00	.00	24,611.00	0	.00
712715	Employer FICA/Medicare Contribution	127,437.00	2,000.00	129,437.00	10,964.81	.00	99,220.24	30,216.76	77	91,974.56
712723	Unemployment Comp Insurance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	4,615.08
712724	Workers Comp Insurance	35,000.00	.00	35,000.00	2,957.50	.00	27,807.65	7,192.35	79	28,212.67

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Fund	**103 - General Fund**									
Department	**537 - Routine Transit Operations**									
	EXPENSE									
721742	Anti-Freeze & Oil	1,200.00	.00	1,200.00	471.71	.00	1,946.84	(746.84)	162	945.88
721744.UNIF	Clothing Uniforms	20,000.00	1,000.00	21,000.00	1,297.71	.00	12,481.07	8,518.93	59	5,062.80
721748.0	Gasoline General	300,000.00	50,000.00	350,000.00	42,893.43	.00	245,110.24	104,889.76	70	108,658.93
721939.3	Vehicle Maintenance Tires	40,000.00	(5,000.00)	35,000.00	4,108.58	.00	19,160.34	15,839.66	55	3,968.55
722803.6	Contractual-Human Resources Drug/Alcohol Testing	12,000.00	(2,000.00)	10,000.00	265.00	.00	6,437.71	3,562.29	64	6,877.68
723860	Travel, Conf, Seminars	6,000.00	1,000.00	7,000.00	.00	.00	5,643.76	1,356.24	81	.00
723910.0	Commercial Insurance Premiums General	175,000.00	.00	175,000.00	31,511.00	.00	307,586.98	(132,586.98)	176	153,477.56
723910.1	Commercial Insurance Premiums Depot	15,000.00	(5,000.00)	10,000.00	.00	.00	226.40	9,773.60	2	240.47
723945.W	Parking Rental Payments Westshore	.00	.00	.00	.00	.00	.00	.00	+++	1.00
723964.3	Refunds Operating Assistance PY	.00	5,262.00	5,262.00	.00	.00	5,262.00	.00	100	.00
	EXPENSE TOTALS	$3,104,874.00	$265,983.00	$3,370,857.00	$287,000.78	$0.00	$2,562,130.79	$808,726.21	76%	$2,050,648.57
Division	**N - New Freedom**									
	EXPENSE									
710701.1	Payroll-Regular Drivers	.00	147,337.00	147,337.00	8,598.18	.00	80,511.02	66,825.98	55	77,063.58
710701.2	Payroll-Regular Other Operations	.00	.00	.00	.00	.00	14,715.40	(14,715.40)	+++	12,114.47
710701.3	Payroll-Regular Dispatch	.00	.00	.00	.00	.00	7,406.85	(7,406.85)	+++	5,109.42
710707.1	Payroll-Temporary Help Drivers	.00	.00	.00	.00	.00	1,299.48	(1,299.48)	+++	258.71
710707.2	Payroll-Temporary Help Other Operations	.00	.00	.00	.00	.00	1,294.26	(1,294.26)	+++	642.80
710709.1	Payroll - Overtime Drivers	.00	.00	.00	215.33	.00	3,004.58	(3,004.58)	+++	6,450.00
710709.2	Payroll - Overtime Other Operations	.00	.00	.00	.00	.00	1,300.17	(1,300.17)	+++	751.68
710709.3	Payroll - Overtime Dispatch	.00	.00	.00	.00	.00	438.85	(438.85)	+++	490.88
711702	Payroll - Paid Time Off	.00	.00	.00	1,914.72	.00	6,143.68	(6,143.68)	+++	5,688.19
711703	Payroll - Holidays	.00	.00	.00	508.16	.00	2,654.76	(2,654.76)	+++	3,461.87
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	32.73	(32.73)	+++	48.80
711712	Special Pay - One Time	.00	.00	.00	.00	.00	59.28	(59.28)	+++	903.82
711714	Safety Incentive	.00	.00	.00	.00	.00	241.87	(241.87)	+++	258.91
711716.1	Insurance Health	.00	.00	.00	.00	.00	15,850.44	(15,850.44)	+++	16,611.58
711716.2	Insurance Dental	.00	.00	.00	.00	.00	1,170.61	(1,170.61)	+++	1,093.71
711716.4	Insurance Vision	.00	.00	.00	.00	.00	350.44	(350.44)	+++	313.37
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	154.82	(154.82)	+++	128.69
711718	Retirement Contribution	.00	.00	.00	.00	.00	4,082.72	(4,082.72)	+++	337.05
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	1,431.79	(1,431.79)	+++	1,046.26
712715	Employer FICA/Medicare Contribution	.00	.00	.00	816.53	.00	11,924.53	(11,924.53)	+++	11,380.26
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	1,489.45	(1,489.45)	+++	1,612.79
721742	Anti-Freeze & Oil	.00	.00	.00	.00	.00	91.76	(91.76)	+++	54.90
721744.UNIF	Clothing Uniforms	.00	.00	.00	.00	.00	657.89	(657.89)	+++	310.56
721748.0	Gasoline General	.00	33,068.00	33,068.00	.00	.00	10,856.99	22,211.01	33	6,803.56

Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**103 - General Fund**									
Department	**537 - Routine Transit Operations**									
Division	**N - New Freedom**									
	EXPENSE									
721939.3	Vehicle Maintenance Tires	.00	.00	.00	.00	.00	918.35	(918.35)	+++	262.77
722803.6	Contractual-Human Resources Drug/Alcohol Testing	.00	.00	.00	.00	.00	372.79	(372.79)	+++	450.32
723860	Travel, Conf, Seminars	.00	.00	.00	.00	.00	356.24	(356.24)	+++	.00
723910.0	Commercial Insurance Premiums General	.00	.00	.00	.00	.00	17,225.33	(17,225.33)	+++	8,229.44
723910.1	Commercial Insurance Premiums Depot	.00	.00	.00	.00	.00	13.51	(13.51)	+++	17.70
	EXPENSE TOTALS	$0.00	$180,405.00	$180,405.00	$12,052.92	$0.00	$186,050.59	($5,645.59)	103%	$161,896.09
	Division **N - New Freedom** Totals	$0.00	($180,405.00)	($180,405.00)	($12,052.92)	$0.00	($186,050.59)	$5,645.59	103%	($161,896.09)
	Department **537 - Routine Transit Operations** Totals	($3,104,874.00)	($446,388.00)	($3,551,262.00)	($299,053.70)	$0.00	($2,748,181.38)	($803,080.62)	77%	($2,212,544.66)
Department	**591 - Transit Maintenance**									
	EXPENSE									
710701.0	Payroll-Regular General	166,974.00	(66,974.00)	100,000.00	7,411.11	.00	71,906.10	28,093.90	72	124,023.47
710707.0	Payroll-Temporary Help General	5,000.00	27,500.00	32,500.00	2,724.00	.00	23,486.73	9,013.27	72	4,355.25
710709.0	Payroll - Overtime General	3,000.00	15,500.00	18,500.00	1,287.48	.00	15,150.87	3,349.13	82	2,793.94
711702	Payroll - Paid Time Off	9,000.00	(1,000.00)	8,000.00	112.00	.00	3,538.32	4,461.68	44	8,258.19
711703	Payroll - Holidays	4,000.00	(2,000.00)	2,000.00	377.60	.00	1,766.87	233.13	88	3,356.52
711705	Payroll - Bereavement	.00	173.00	173.00	.00	.00	162.47	10.53	94	424.42
711712	Special Pay - One Time	.00	.00	.00	.00	.00	.00	.00	+++	1,403.04
711714	Safety Incentive	1,200.00	(600.00)	600.00	.00	.00	329.95	270.05	55	675.42
711716.1	Insurance Health	52,000.00	(22,000.00)	30,000.00	2,272.06	.00	23,209.76	6,790.24	77	48,156.52
711716.2	Insurance Dental	4,000.00	(500.00)	3,500.00	162.62	.00	1,707.60	1,792.40	49	3,502.49
711716.4	Insurance Vision	1,200.00	.00	1,200.00	47.32	.00	491.16	708.84	41	994.37
711717	Insurance - Life & AD&D	300.00	.00	300.00	16.06	.00	150.13	149.87	50	265.91
711718	Retirement Contribution	11,278.00	(3,278.00)	8,000.00	726.09	.00	5,415.12	2,584.88	68	1,974.55
711720	Insurance - Income Protection	1,800.00	.00	1,800.00	120.48	.00	1,078.23	721.77	60	1,667.32
712715	Employer FICA/Medicare Contribution	14,380.00	(1,000.00)	13,380.00	877.79	.00	8,557.87	4,822.13	64	10,443.54
712724	Workers Comp Insurance	4,000.00	.00	4,000.00	338.05	.00	3,178.45	821.55	79	3,136.39
721740.8	Operating Supplies Cleaning Materials	20,000.00	(1,000.00)	19,000.00	1,800.11	.00	13,413.26	5,586.74	71	7,666.20
721740.18	Operating Supplies Repair Parts	.00	.00	.00	.00	.00	1,391.11	(1,391.11)	+++	.00
721931.1	Building & Grounds Maintenance Depot	18,000.00	20,000.00	38,000.00	1,046.36	.00	22,900.76	15,099.24	60	10,513.72
721931.2	Building & Grounds Maintenance Greenway	25,000.00	1,000.00	26,000.00	1,145.42	1,010.00	20,661.73	4,328.27	83	16,894.41
721932.1	Mechanical Maintenance Depot	5,000.00	(4,500.00)	500.00	.00	.00	.00	500.00	0	676.92
721933.1	Equipment Maintenance Radio Maintenance	1,000.00	(500.00)	500.00	.00	.00	349.05	150.95	70	640.72
721933.2	Equipment Maintenance Office Equipment	7,500.00	500.00	8,000.00	587.06	.00	6,341.55	1,658.45	79	6,102.97
721939.1	Vehicle Maintenance Mechanical	250,000.00	63,503.00	313,503.00	17,921.96	.00	264,321.56	49,181.44	84	196,465.98
721939.4	Vehicle Maintenance Bodywork	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
721939.6	Vehicle Maintenance Graphics	4,000.00	(1,000.00)	3,000.00	290.00	.00	1,246.84	1,753.16	42	968.68

Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**103 - General Fund**									
Department	**591 - Transit Maintenance**									
	EXPENSE									
722808.1	Contractual-Buildings & Grounds Depot Janitoral	3,000.00	.00	3,000.00	.00	.00	308.23	2,691.77	10	.00
722808.4	Contractual-Buildings & Grounds Depot Lawn Care	1,000.00	9,000.00	10,000.00	116.00	.00	5,385.11	4,614.89	54	681.85
722808.5	Contractual-Buildings & Grounds Depot Snow Removal	30,000.00	10,500.00	40,500.00	.00	.00	38,268.44	2,231.56	94	23,720.01
	EXPENSE TOTALS	$645,632.00	$43,324.00	$688,956.00	$39,379.57	$1,010.00	$534,717.27	$153,228.73	78%	$479,762.80
Division	**N - New Freedom**									
	EXPENSE									
710701.0	Payroll-Regular General	.00	16,158.00	16,158.00	.00	.00	3,870.05	12,287.95	24	7,468.36
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	1,247.07	(1,247.07)	+++	224.25
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	829.90	(829.90)	+++	138.92
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	206.37	(206.37)	+++	480.01
711703	Payroll - Holidays	.00	.00	.00	.00	.00	82.73	(82.73)	+++	183.00
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	9.69	(9.69)	+++	30.22
711712	Special Pay - One Time	.00	.00	.00	.00	.00	.00	.00	+++	96.96
711714	Safety Incentive	.00	.00	.00	.00	.00	20.05	(20.05)	+++	24.58
711716.1	Insurance Health	.00	.00	.00	.00	.00	1,256.20	(1,256.20)	+++	2,926.75
711716.2	Insurance Dental	.00	.00	.00	.00	.00	92.68	(92.68)	+++	210.14
711716.4	Insurance Vision	.00	.00	.00	.00	.00	26.63	(26.63)	+++	59.54
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	8.07	(8.07)	+++	14.57
711718	Retirement Contribution	.00	.00	.00	.00	.00	281.91	(281.91)	+++	57.50
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	57.63	(57.63)	+++	91.23
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	460.81	(460.81)	+++	621.09
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	170.24	(170.24)	+++	179.30
721740.8	Operating Supplies Cleaning Materials	.00	.00	.00	.00	.00	696.51	(696.51)	+++	392.86
721740.18	Operating Supplies Repair Parts	.00	.00	.00	.00	.00	87.81	(87.81)	+++	.00
721931.1	Building & Grounds Maintenance Depot	.00	.00	.00	.00	.00	1,311.59	(1,311.59)	+++	637.73
721931.2	Building & Grounds Maintenance Greenway	.00	.00	.00	.00	.00	1,168.89	(1,168.89)	+++	776.89
721932.1	Mechanical Maintenance Depot	.00	.00	.00	.00	.00	.00	.00	+++	38.08
721933.1	Equipment Maintenance Radio Maintenance	.00	.00	.00	.00	.00	21.45	(21.45)	+++	44.28
721933.2	Equipment Maintenance Office Equipment	.00	.00	.00	.00	.00	344.66	(344.66)	+++	366.70
721939.1	Vehicle Maintenance Mechanical	.00	21,348.00	21,348.00	.00	.00	14,767.93	6,580.07	69	11,095.25
721939.6	Vehicle Maintenance Graphics	.00	.00	.00	.00	.00	55.16	(55.16)	+++	71.32
722808.1	Contractual-Buildings & Grounds Depot Janitoral	.00	.00	.00	.00	.00	17.77	(17.77)	+++	.00
722808.4	Contractual-Buildings & Grounds Depot Lawn Care	.00	.00	.00	.00	.00	311.27	(311.27)	+++	18.15
722808.5	Contractual-Buildings & Grounds Depot Snow Removal	.00	.00	.00	.00	.00	2,215.61	(2,215.61)	+++	1,639.17
	EXPENSE TOTALS	$0.00	$37,506.00	$37,506.00	$0.00	$0.00	$29,618.68	$7,887.32	79%	$27,886.85
	Division **N - New Freedom** Totals	$0.00	($37,506.00)	($37,506.00)	$0.00	$0.00	($29,618.68)	($7,887.32)	79%	($27,886.85)
	Department **591 - Transit Maintenance** Totals	($645,632.00)	($80,830.00)	($726,462.00)	($39,379.57)	($1,010.00)	($564,335.95)	($161,116.05)	78%	($507,649.65)

Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **103 - General Fund**										
Department **CAP - Capital Outlay**										
	EXPENSE									
730975	Buildings & Structures	.00	.00	.00	24,016.00	41,709.00	24,016.00	(65,725.00)	+++	.00
730975.10	Buildings & Structures Grant MI-2021-010	.00	250,000.00	250,000.00	.00	.00	92,257.96	157,742.04	37	.00
730975.26	Buildings & Structures Grant MI-2018-026	.00	77,038.00	77,038.00	689.54	.00	77,727.83	(689.83)	101	11,099.00
730975.39	Buildings & Structures Grant MI-2020-039	.00	839,196.00	839,196.00	.00	.00	28,545.00	810,651.00	3	10,803.96
730975.P6	Buildings & Structures Grant 2017-0084/P6	.00	9,038.00	9,038.00	.00	.00	.00	9,038.00	0	.00
730977	Machinery & Equipment	.00	.00	.00	.00	9,400.00	61,087.35	(70,487.35)	+++	.00
730977.10	Machinery & Equipment Grant MI-2021-010	.00	269,448.00	269,448.00	.00	.00	15,731.85	253,716.15	6	.00
730977.26	Machinery & Equipment Grant MI-2018-026	21,948.00	.00	21,948.00	.00	1,270.00	9,855.08	10,822.92	51	.00
730977.33	Machinery & Equipment Grant MI-2019-033	10,000.00	8,108.00	18,108.00	.00	.00	1,016.24	17,091.76	6	114.98
730977.39	Machinery & Equipment Grant MI-2020-039	82,041.00	31,991.00	114,032.00	.00	1,847.00	9,560.20	102,624.80	10	67,360.46
730981	Vehicle	.00	.00	.00	.00	562,601.70	61,942.80	(624,544.50)	+++	.00
730981.10	Vehicle Grant MI-2021-010	.00	3,377,793.00	3,377,793.00	.00	.00	.00	3,377,793.00	0	.00
730981.21	Vehicle Grant MI-2017-021	24,717.00	.00	24,717.00	.00	.00	4,746.00	19,971.00	19	.00
730981.26	Vehicle Grant MI-2018-026	75,000.00	.00	75,000.00	.00	.00	74,999.20	.80	100	.00
730981.39	Vehicle Grant MI-2020-039	320,000.00	.00	320,000.00	.00	.00	.00	320,000.00	0	.00
730981.P6	Vehicle Grant 2017-0084/P6	.00	468.00	468.00	.00	.00	.00	468.00	0	.00
	EXPENSE TOTALS	$533,706.00	$4,863,080.00	$5,396,786.00	$24,705.54	$616,827.70	$461,485.51	$4,318,472.79	20%	$89,378.40
	Department **CAP - Capital Outlay** Totals	($533,706.00)	($4,863,080.00)	($5,396,786.00)	($24,705.54)	($616,827.70)	($461,485.51)	($4,318,472.79)	20%	($89,378.40)
	Fund **103 - General Fund** Totals	$5,438,427.00	$5,772,531.00	$11,210,958.00	$477,681.59	$632,537.70	$6,241,314.00	$4,337,106.30		$3,759,889.39
	Grand Totals	$5,438,427.00	$5,772,531.00	$11,210,958.00	$477,681.59	$632,537.70	$6,241,314.00	$4,337,106.30		$3,759,889.39

Revenue Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**103 - General Fund**									
Department	**000 - General Revenues**									
	REVENUE									
480665	Investment Income	10,000.00	(7,500.00)	2,500.00	795.81	.00	2,976.84	(476.84)	119	2,178.41
490692.0	Miscellaneous General	2,000.00	(1,000.00)	1,000.00	20.09	.00	66.24	933.76	7	6,094.27
	REVENUE TOTALS	$12,000.00	($8,500.00)	$3,500.00	$815.90	$0.00	$3,043.08	$456.92	87%	$8,272.68
	Department **000 - General Revenues** Totals	$12,000.00	($8,500.00)	$3,500.00	$815.90	$0.00	$3,043.08	$456.92	87%	$8,272.68
Department	**537 - Routine Transit Operations**									
Division	**4 - General**									
	REVENUE									
400402	Property Tax	1,100,000.00	64,711.00	1,164,711.00	217,874.10	.00	242,915.52	921,795.48	21	24,806.75
400423	Service Charge in Lieu of Taxes	3,000.00	.00	3,000.00	453.18	.00	2,134.89	865.11	71	2,669.85
400437.0	Property Taxes IFT IFT Levy - General	25,000.00	.00	25,000.00	1,180.50	.00	1,180.50	23,819.50	5	367.08
400445	Interest & Penalties (Taxes)	1,500.00	.00	1,500.00	2.33	.00	1,758.08	(258.08)	117	1,302.24
440573	State-Reim Local PPT Tax Loss	88,878.00	.00	88,878.00	.00	.00	1,238.05	87,639.95	1	.00
460627	Charges for Services Rendered	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
460644.1	Concessions & Commissions Bus Signage-Advertising Commiss	10,000.00	.00	10,000.00	5,431.00	.00	13,257.50	(3,257.50)	133	4,598.00
460651.1B	Use & Admissions Fees Fares-Bus Fleet Rental	2,500.00	(2,500.00)	.00	.00	.00	.00	.00	+++	.00
460651.1D	Use & Admissions Fees Fares-Demand/Response	80,000.00	(51,346.00)	28,654.00	3,846.80	.00	9,327.90	19,326.10	33	.00
460651.1F	Use & Admissions Fees Fares-Fixed Route	40,759.00	.00	40,759.00	4,179.15	.00	13,946.10	26,812.90	34	.00
460651.1H	Use & Admissions Fees Fares-ADA Reserved	90,000.00	(90,000.00)	.00	.00	.00	.00	.00	+++	.00
460651.1Q	Use & Admissions Fees Fares-Youth Monthly	12,834.00	.00	12,834.00	.00	.00	.00	12,834.00	0	.00
460651.1R	Use & Admissions Fees Fares-Adult Monthly	10,000.00	.00	10,000.00	2,085.00	.00	9,390.00	610.00	94	.00
460651.1S	Use & Admissions Fees Fares-Daily Pass	6,000.00	.00	6,000.00	101.20	.00	761.30	5,238.70	13	.00
460651.1T	Use & Admissions Fees Fares-Tickets	2,000.00	(2,000.00)	.00	.00	.00	.00	.00	+++	.00
460651.1W	Use & Admissions Fees Fares-Tulip Time	3,500.00	(3,500.00)	.00	.00	.00	.00	.00	+++	.00
460651.1X	Use & Admissions Fees Fares-Student Pass	9,000.00	.00	9,000.00	276.00	.00	483.00	8,517.00	5	.00
460651.1DW	Use & Admissions Fees Fares-Reduced Demand/Response	.00	.00	.00	180.00	.00	400.00	(400.00)	+++	.00
460651.1FD	Use & Admissions Fees Fares-Reduced Monthly (Fixed/DR)	.00	.00	.00	3,060.00	.00	8,160.00	(8,160.00)	+++	.00
460651.1FR	Use & Admissions Fees Fares-Reduced Fixed Route	.00	.00	.00	81.00	.00	1,048.50	(1,048.50)	+++	.00
460651.1WP	Use & Admissions Fees Fares-Adult Weekly	.00	.00	.00	60.00	.00	750.00	(750.00)	+++	.00
480669.C	Rental Bus / Motor Coach	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
480669.D	Rental Amtrak	15,000.00	.00	15,000.00	1,315.35	.00	13,057.28	1,942.72	87	12,738.80
490683.1	Reimbursements Michigan Transit Pool	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	27,127.30
490685.1	Recoveries Insurance	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	1,791.00
490692.0	Miscellaneous General	100.00	.00	100.00	.50	.00	(.83)	100.83	-1	.00
490692.C	Miscellaneous Court Recovery Fee	3,800.00	.00	3,800.00	.00	.00	.00	3,800.00	0	.00
490692.E	Miscellaneous Lost Eligible Pass	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
490694	Cash Short/Over	.00	.00	.00	466.41	.00	1,279.15	(1,279.15)	+++	.00

Revenue Budget Performance Report

Fiscal Year to Date 07/31/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**103 - General Fund**									
Department	**537 - Routine Transit Operations**									
Division	**4 - General**									
	REVENUE									
570674	Sale of Fixed Assets	15,000.00	.00	15,000.00	2,675.00	.00	20,858.40	(5,858.40)	139	12,145.75
	REVENUE TOTALS	$1,579,871.00	($84,635.00)	$1,495,236.00	$243,267.52	$0.00	$341,945.34	$1,153,290.66	23%	$87,546.77
	Division **4 - General** Totals	$1,579,871.00	($84,635.00)	$1,495,236.00	$243,267.52	$0.00	$341,945.34	$1,153,290.66	23%	$87,546.77
Division	**5 - Grants**									
	REVENUE									
540536.1	Federal Operating (Current Year)	1,185,225.00	64,775.00	1,250,000.00	.00	.00	.00	1,250,000.00	0	.00
540536.3	Federal CARES Act	861,726.00	.00	861,726.00	.00	.00	600,000.00	261,726.00	70	900,000.00
540536.4	Federal Mobility Management	.00	56,000.00	56,000.00	.00	.00	4,655.00	51,345.00	8	32,146.00
540536.6	Federal New Freedom	.00	285,000.00	285,000.00	.00	.00	134,887.00	150,113.00	47	67,760.00
540536.8	Federal Capital Outlay	412,000.00	4,152,673.00	4,564,673.00	.00	.00	252,881.00	4,311,792.00	6	86,955.00
550570.1	State Operating (Current Year)	1,724,616.00	.00	1,724,616.00	135,252.00	.00	1,352,520.00	372,096.00	78	1,437,180.00
550570.2	State Operating (Prior Year)	.00	.00	.00	.00	.00	.00	.00	+++	62,608.00
550570.4	State Mobility Management	.00	14,000.00	14,000.00	.00	.00	1,164.70	12,835.30	8	8,037.94
550570.8	State Capital Outlay	103,000.00	729,113.00	832,113.00	2,955.16	.00	53,772.52	778,340.48	6	.00
	REVENUE TOTALS	$4,286,567.00	$5,301,561.00	$9,588,128.00	$138,207.16	$0.00	$2,399,880.22	$7,188,247.78	25%	$2,594,686.94
	Division **5 - Grants** Totals	$4,286,567.00	$5,301,561.00	$9,588,128.00	$138,207.16	$0.00	$2,399,880.22	$7,188,247.78	25%	$2,594,686.94
Division	**6 - Operating Assistance**									
	REVENUE									
460627.1	Charges for Services Rendered Zeeland City	100,000.00	(38,968.00)	61,032.00	.00	.00	46,083.71	14,948.29	76	27,857.62
460627.2	Charges for Services Rendered Park Township	205,000.00	(70,827.00)	134,173.00	.00	.00	98,017.25	36,155.75	73	63,237.00
460627.9	Charges for Services Rendered Zeeland Twp	10,000.00	(2,200.00)	7,800.00	.00	.00	2,256.00	5,544.00	29	2,110.08
460627.IN	Charges for Services Rendered MAX Share-Sale Mtr Coach Tickets	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	1,623.79
	REVENUE TOTALS	$335,000.00	($111,995.00)	$223,005.00	$0.00	$0.00	$146,356.96	$76,648.04	66%	$94,828.49
	Division **6 - Operating Assistance** Totals	$335,000.00	($111,995.00)	$223,005.00	$0.00	$0.00	$146,356.96	$76,648.04	66%	$94,828.49
Division	**N - New Freedom**									
	REVENUE									
400402	Property Tax	.00	.00	.00	.00	.00	.00	.00	+++	103,892.00
460651.1D	Use & Admissions Fees Fares-Demand/Response	.00	.00	.00	.00	.00	3,158.00	(3,158.00)	+++	.00
	REVENUE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$3,158.00	($3,158.00)	+++	$103,892.00
	Division **N - New Freedom** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$3,158.00	($3,158.00)	+++	$103,892.00
Division	**T - Trolley**									
	REVENUE									
460651.2	Use & Admissions Fees Trolley Fares	800.00	.00	800.00	.00	.00	.00	800.00	0	.00
	REVENUE TOTALS	$800.00	$0.00	$800.00	$0.00	$0.00	$0.00	$800.00	0%	$0.00
	Division **T - Trolley** Totals	$800.00	$0.00	$800.00	$0.00	$0.00	$0.00	$800.00	0%	$0.00

Revenue Budget Performance Report

Fiscal Year to Date 07/31/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**103 - General Fund**									
Department	**537 - Routine Transit Operations** Totals	$6,202,238.00	$5,104,931.00	$11,307,169.00	$381,474.68	$0.00	$2,891,340.52	$8,415,828.48	26%	$2,880,954.20
Fund	**103 - General Fund** Totals	$6,214,238.00	$5,096,431.00	$11,310,669.00	$382,290.58	$0.00	$2,894,383.60	$8,416,285.40		$2,889,226.88
Grand Totals		$6,214,238.00	$5,096,431.00	$11,310,669.00	$382,290.58	$0.00	$2,894,383.60	$8,416,285.40		$2,889,226.88

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)

AP Check dt 7/7/22

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-711716.1	MERCANTILE BANK OF MICHIGAN - ACH	2022-00000207	MAX - EMPLOYER CONTRIBUTION HSA 7/1/22-12/31/22	1,400.00
103-171-721740.0	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	42.66
103-171-721740.TECH	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	457.94
103-171-722801.9010	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	65.59
103-171-722801.9080	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	357.69
103-171-722803.10	PINE REST CHRISTIAN MENTAL HEALTH SERVICES	INV118097	MAX - ANNUAL BILLING FOR EAP AND ANNUAL ADMIN FEE	940.00
103-171-722809.41	SURPRENANT, VERNA	4046	MAX - 6/22 WINDOW CLEANING - INTERIOR AND EXTERIOR	300.00
		4108	DEPOT CLEANING SERVICES	1,350.00
103-171-723850.0	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	636.38
103-171-723860	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	455.48
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2022-00000210	MAX	10.75
103-171-723920.2	HOLLAND CHARTER TOWNSHIP	2022-00000211	MAX	23.35
		2022-00000212	MAX	170.36
103-171-723960	INTERURBAN TRANSIT PARTNERSHIP	2022-00000213	BUS SYSTEM SAFETY COURSE FROM TSI	230.00
103-171-723961	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	839.17
103-171-723969	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	893.50
103-537-711716.1	MERCANTILE BANK OF MICHIGAN - ACH	2022-00000207	MAX - EMPLOYER CONTRIBUTION HSA 7/1/22-12/31/22	4,550.00
103-537-721744.UNIF	LEMON FRESH LAUNDRY & DRYCLEANING CENTERS, INC	142483	MAX - VESTS THAT WERE CLEANED	8.20
103-591-721740.8	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	79.96
103-591-721931.1	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	217.00
103-591-721931.2	ENERTEMP INC	22-561	MAX - REPAIRS	495.00
	HOLLAND CITY TREASURER	2022-0050	MAX - BUILDING AND GROUNDS MTCE 5/22	69.66
	LAKESHORE IRRIGATION, LLC	40770	MAX - SPRINKLING SERVICES	12.50
	VANGUARD FIRE & SECURITY SYSTEMS, INC.	IN00418496	MAX - GREENWAY INSPECTIONS	347.00
103-591-721933.2	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	5020764497	MAX - COPIER MTCE	378.00
103-591-722808.4	BOSCH'S LANDSCAPE & LAWN SPECIALTIES INC	514818	MAX - FERTILIZER APP #2	270.00
103-CAP-730977	COMSOURCE INC	880000030-1	RADIO COMMUNICATION SYSTEM INCLUDING SOFTWARE AND ANTENNA	46,861.00
	FIFTH THIRD BANK-CC ACH	2022-00000209	MAX - MAY 2022 CC STMT	938.35
103-CAP-730981	FOX PLAINFIELD LLC	2022-00000206	2022 RAM 4X4 PICK UP	46,174.00
750-210231.D	ICMA RETIREMENT TRUST - 457	2022-00000214	DEF-ICMA% - Deferred Comp - ICMA %*	1,397.19
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2022-00000215	HSA-ADD - HSA Additional Contribution	495.26
750-210231.K	AFLAC	2022-00000208	MAX - JUNE 2022 INSURANCE PREMIUM	836.00
		2022-00000219	REMAINING $.40 FOR JUNE PREMIUM	0.40
750-210231.M	MERS - ACH	2022-00000216	PENSION - Pension - Original*	7,569.12
Grand Total				**118,871.51**

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)

AP Check dt 7/14/22

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-722801.9010	**MIDWEST COMMUNICATIONS, INC**	536887-2	MAX - ADS	400.00
		536888-2	MAX - ADS	200.00
103-171-722803.9	**KUSHNER & COMPANY INC**	81943	MAX- FSA PLAN 6/22	134.61
103-171-722809.41	**CCS TECHNOLOGIES, INC**	151822	MAX - MANAGED SERVICES	799.00
		152008	DELL POWEREDGE 1 YR SUPPORT FOR TWO R220 SERVERS	1,280.00
103-171-723920.2	**HOLLAND BOARD OF PUBLIC WORKS**	2022-00000220	MAX - ACCT 77533918-00	40.00
103-537-722803.6	**BRITT CHIROPRACTIC**	150	MAX - AGILITY TEST HEARD	125.00
	HOLLAND MEDI CENTER	112593	MAX - NEW EMPLOYEE TESTING	811.25
103-591-721931.1	**KENDALL ELECTRIC INC.**	S111799010.001	MAX - SUPPLIES	18.77
	NEW DAWN LINEN SERVICE, LLC	9678	MAX - RUGS	41.55
103-591-721931.2	**KERKSTRA ENVIRONMENTAL SERVICES INC,**	18963	MAX - CLEANED ALL FLOOR DRAINS	770.00
	WESTENBROEK MOWER INC	793338	MAX - EQUIPMENT SUPPLIES	120.97
Grand Total				**4,741.15**

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)

AP Check dt 7/21/22

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-712724	ACCIDENT FUND	2022-00000224	MAX	343.05
103-171-721730	PITNEY BOWES INC	2022-00000229	MAX	407.97
103-171-722801.9080	ZEELAND RECORD	1036566	MAX - ADS	100.00
103-171-722804	MILLER, JOHNSON, SNELL & CUMMISKEY P.L.C.	1837989	MAX - LEGAL	202.50
103-171-722808.2	REPUBLIC SERIVCES #240	0240-008826676	MAX - REFUSE	118.75
103-171-722808.3	REPUBLIC SERIVCES #240	0240-008826676	MAX - REFUSE	90.00
103-171-722809.41	REHMANN TECHNOLOGY SOLUTIONS LLC	RTS10606	MAX - DIRECT CIRCUITS	569.00
	ROUTEMATCH SOFTWARE INC - ACH	7683	ANNUAL TECHNICAL, MAINTENANCE AND HOSTING FEES	17,175.00
103-171-723850.CELL	VERIZON WIRELESS	9910872457	MAX - CELL SERVICES	871.65
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2022-00000226	MAX - UTILITIES	2,373.01
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2022-00000225	MAX	1,028.92
		2022-00000226	MAX - UTILITIES	175.00
103-171-723964.2	COUNTY OF OTTAWA TREASURER	113912	MAX - DUE FROM AUTHORITIES 4/22-6/22	1,251.02
103-171-723969	INFLATABLE FRENZY LLC	2022-00000227	MAX - BOUNCE HOUSE	150.00
	MYTTON, DOUGLAS	2022-00000228	MAX - COMMITMENT TO EXCELLENCE AWARD WINNER	400.00
	TIMMER, HUBERT	2022-00000230	MAX - GOLDEN WHEEL AWARD WINNER	400.00
103-266-712724	ACCIDENT FUND	2022-00000224	MAX	591.50
103-537-712724	ACCIDENT FUND	2022-00000224	MAX	2,957.50
103-537-721744.UNIF	CHROMATIC GRAPHICS INC	64144	MA X- EMBROIDERY	140.00
		64180	MAX - EMBROIDERY	18.00
103-537-721748.0	HOLLAND CITY TREASURER	2022-23	MAX - JUNE 2022 FUEL	42,893.43
103-591-712724	ACCIDENT FUND	2022-00000224	MAX	338.05
103-591-721740.8	ARNOLD SALES	1372457	MAX - SUPPLIES	566.31
		1372466	MAX - SUPPLIES	35.34
		1373035	MAX - SUPPLIES	123.47
103-591-721931.1	GUARDIAN ALARM OF MICHIGAN INC	22150567	MAX - ALARM MONITORING 8/9/22-11/8/22	181.05
	INDUSTRIAL SAFETY LLC	0201116	MAX - SUPPLIES	668.00
103-591-721931.2	HOLLAND CITY TREASURER	2022-060	MAX - BLDG AND GROUNDS MTCE 6/22	13.50
103-591-721933.2	APPLIED IMAGING INC	2002263	MAX - COPIER SERVICES	209.06
103-591-721939.1	HOLLAND CITY TREASURER	2022-037	MAX - JUNE MAINTENANCE CHARGES	17,749.16
750-210231.D	ICMA RETIREMENT TRUST - 457	2022-00000221	DEF-ICMA% - Deferred Comp - ICMA %*	1,385.85
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2022-00000222	HSA-ADD - HSA Additional Contribution	495.26
750-210231.M	MERS - ACH	2022-00000223	PENSION - Pension - Original*	10,903.94
Grand Total				**104,925.29**

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)

AP Check dt 7/28/22

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-711717	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	24.09
103-171-711720	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	220.48
103-171-723920.1	**SEMCO ENERGY - ACH**	2022-00000235	MAX - JULY READINGS	651.95
103-171-723920.2	**HOLLAND CHARTER TOWNSHIP**	2022-00000233	MAX	23.35
		2022-00000234	MAX	402.20
	SEMCO ENERGY - ACH	2022-00000235	MAX - JULY READINGS	61.24
103-171-723969	**BENCH, DAN**	2022-00000231	MAX - REIMBURSEMENT FOR SUPPLIES FOR COOK OUT	32.18
103-266-711717	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	72.27
103-266-711720	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	432.65
103-537-711717	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	295.90
103-537-711720	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	2,283.41
103-537-721744.UNIF	**CHROMATIC GRAPHICS INC**	64212	MAX- JACKET WITH EXPRESS SHIPPING	108.03
		64213	MAX - JACKET AND EMBROIDEERY AND EXPRESS SHIPPING	134.03
103-537-721939.3	**TREDROC TIRE SERVICES LLC**	75000107622	MAX - TIRE SUPPLIES	244.77
103-591-711717	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	16.06
103-591-711720	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	120.48
103-591-721931.1	**NEW DAWN LINEN SERVICE LLC**	10523	MAX - RUGS	41.55
103-591-721939.1	**K&R TRUCK REPAIR**	R201087694.01	MAX - TOWING	172.80
103-591-721939.6	**ZEELAND RECORD**	1036574	MAX - RAM 2500 ID # AND DECALS AND INSTALLATION	290.00
750-210231.H	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	3,730.47
750-210231.L	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	903.22
750-210231.V	**GUARDIAN**	2022-00000232	MAX - AUGUST 2022 DENTAL,LIFE,STD,LTD, VISION	1,118.84
Grand Total				**11,379.97**

LAC Meeting

August 4th, 2022 - Virtual & In-Person Meeting

Attendees

Members: Ken Deur, Amy Florea and Martha Zahn

Absent: Elizabeth Schultz (Chair) and Yew-Meng Koh

MAX Staff: Shelby Pedersen, Elisa Hoekwater

Welcome - Introductions & Approval of Minutes

Approval of July LAC Meeting Minutes

- ➔ Motion to Approve: Martha Zahn Second: Ken Deur

Mobility Updates - Shelby/Elisa

Senior Transportation Discussions

- ➔ Conversations with Fillmore Township have shown an interest in a senior shuttle at Hidden Creek Community off of 32nd. We're hoping to continue discussions with them in hopes to have a shuttle/special run style trip we can set up within our future.

Marketing Updates - Shelby

MAX Employee Events

- ➔ This year Green Commute is looking a little different at MAX! Every Friday in August the MAX team will pull a winner from the entries to win FREE fixed route rides for a month! Passengers can enter by calling in , on Facebook or in person at the depot.

Hiring Efforts

- ➔ Our hiring advertising & efforts are still continuing! Now running a radio ad through iHeart Media set to run for two weeks. We are still in need of more drivers on our team, as well as some help in utilities and buildings & grounds. As always, please send recommendations our way!

Director Update - Elisa

- MAX has spent a lot of time reviewing and finalizing our budget to make sure we are prepared for upcoming fiscal years
- The MAX team is currently working to prepare for our triennial review coming this fall. The triennial happens about every three years, when a team from the Federal Transit Administration (FTA) reviews MAX's policies and procedures to make sure MAX is compliant. Last triennial MAX had minimal infractions that have been worked towards to remedy. We are hopeful for another good review!

Safety Update - Matt

Safety Report

- Drivers have had a great year so far, working diligently to avoid the preventable accidents and incidents on the bus

Driver Update

- Currently 3 trainees working their way through the training system
  - 2 of them are testing on 8/4 in the afternoon with expectations of passing
  - 1 will be testing in the very near future

Construction Update

- RTE 5 continues to be the biggest construction riddled route this year
  - Pine Ave. & S. Washington work in progress
- Road construction projects will most likely continue to pop up here and there throughout the end of the construction season (October)

Next Meeting Agenda

September 1st, 2022

Now on Teams Meeting:

Join on your computer or mobile app

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