



**MAX Transportation Authority Board
Meeting Agenda
Thursday, December 29, 2022
Second Floor Conference Room,
11660 Greenway Dr., Holland, MI 49424**

1. September 2022 Board Meeting Minutes – Information
 2. Opportunity for Public Comment – Please limit public comment to three (3) minutes or less
 3. Executive Committee
 - a) Revisions to MAX Policy 308 Group Insurance Benefits – Action
 - b) Revisions to MAX Employee Handbook – Action
 - c) Renewal of Five-Year Marketing Contract – Action
 - d) Consent Approval for Receipt of Private Donation – Action
 - e) Upgrade to Financial Software – Action
 - f) Renewal of Lease with Amtrak – Action
 - g) Addendum to Lease with City of Holland – Information
 - h) 2023 MAX Board Meeting Schedule – Information
 - i) FY2022 Equal Employment Opportunity (EEO) Program Annual Review – Information
 - j) Ridership Reports – Information
 - k) Financial Reports for Sept-Oct 2022 – Information
 - l) Expenditure Reports for Sept-Oct-Nov 2022 – Information
 4. Marketing Committee
 - a) Call Center Summary – Information
 5. Director’s Report
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Next meeting is Monday, January 23, 2023 at 3:30 p.m.



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, September 26, 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, Al Rios, Kevin Klynstra, and Abraham Hernandez

Others Present: Lynn McCammon

Members Absent: Kristin Myers, Jan Steggerda, and Meika Weiss

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

9.22.1 Approval of the August 26, 2022 Board Meeting Minutes

A motion was made by Baumann and supported by Latham to approve the August 26, 2022 board meeting minutes. Motion carried unanimously.

9.22.2 Public Comment

There were no public comments.

9.22.3 Marketing Committee

Higgs reported that the Marketing Committee attended an event at Benjamin's Hope, where the instant print camera photos were a huge hit! They will be attending a craft fair at the Momentum Center as well.

The Marketing Committee is still focused on driver recruitment and retention. Higgs also gave a brief update on the construction timeline for the renovations at Greenway. Most of the work should be completed by mid-November.

9.22.3a Call Center Summary

There was no discussion.

9.22.4 Executive Committee

9.22.4a *FY 2022 Year End Budget Amendments*

The FY2022 Year End Budget amendments were presented for information and discussion. A motion was made by Rios and supported by Latham to approve the final FY22 budget amendments as written. Motion carried unanimously.

9.22.4b *FY 2023 Proposed Budget*

A motion was made by Baumann and supported by Latham to open the floor to the public for comment on the FY23 Proposed Budget. Motion carried unanimously. There was no public present for the discussion. A motion was made by Baumann and supported by Latham to close the floor to the public for comment on the FY23 Proposed Budget. Motion carried unanimously.

As discussed during the August meeting of the Macatawa Area Express Transportation Authority, MAX has requested \$1,250,000 in federal funds, and \$1,648,598 in state local bus operating (LBO) funds for the 2023 fiscal year. The projected expenses in FY 2023 are \$5,487,351, including \$4,712,247 which are operating 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.

A detailed operating budget with revenues and expenses for FY 2023 was presented for information and discussion. State operating assistance is expected to decline, as MAX is anticipating \$1,648,598 in State LBO funds, which is 34.8688% of the eligible expenses of \$4,712,247. The budget was prepared to account for a decrease of 22% in total operating expenses and a decrease of 12% in MDOT operating grant revenue. A motion was made by Baumann and supported by Rios to approve the FY 2023 Proposed Budget as written. Motion carried unanimously.

9.22.4c *Ridership Reports for August 2022*

There was no discussion.

9.22.4d *Financial Reports for August 2022*

There was no discussion.

9.22.4e *Expenditure Reports for August 2022*

There was no discussion.

9.22.5 MAX Director's Report

Hoekwater reported that MAX has been awarded several new grants that will fund a replacement for the RouteMatch dispatching software as well as a new electronic ticketing system. Hoekwater also received a grant to attend a Leadership Class.

9.22.6 Adjournment

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

MEMO

Board Action Item

Date: December 5, 2022

To: MAX Authority Board

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

Re: Policy 308 Group Insurance Benefits Revision

Policy 308 “Group Insurance Benefits” of the MAX Employee Handbook states that a new full time employee will become eligible for health benefits on the first day of the calendar month after 90 days. This policy originated in 2010, but has changed over time. MAX now offers health benefits for new employees joining the administrative staff on the first day of the calendar month after 30 days, and new bus operators receive benefits on the first day of the calendar month after 60 days.

All positions at MAX are vital to this organization; therefore, employees should be treated equally. MAX staff recommends a change to this policy that would offer health benefits to all new full time employees on the first day of the calendar month after 30 days.

Action Request

MAX staff requests Board approval to adopt the revised Group Insurance Benefits policy as written.

308 Group Insurance Benefits

Effective Date: 4/1/2010 Rev2 Date: 11/28/2022

The Authority provides a comprehensive group insurance package for regular full-time employees. A new employee will become eligible on the first day of the calendar month after 30 Days. The plans cover the following:

1. Health coverage (including hospital, medical and surgical benefits, as well as dental and vision benefits) for eligible employees and dependents. The Authority will pay a portion of the health insurance premium applicable to the employee for the employee and dependent coverage elected by the employee, and the employee will also pay a portion. The percentage will be determined annually and will be available in the annual benefits summary. The employee's share of the premium may be paid on a pre-tax payroll deduction basis pursuant to the Authority's Section 125 Pre-Tax Premium Plan.
2. Life insurance, with accidental death and dismemberment insurance, for eligible employees. The Authority offers a basic life insurance plan for eligible employees. Eligible employees may also purchase additional supplemental life insurance for themselves. The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.
3. The Authority offers short-term disability (STD) benefits for eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness.

Group coverage is provided according to the master plan and/or group insurance contract. Each participant will receive information which summarizes the benefits, eligibility rules and required employee contributions. We hope to always provide these benefits. However, the Authority reserves the right to change or terminate these benefits at any time. In any situation where insurance or other benefits are provided, the terms of the insurance policy or benefit plan control regardless of any statement contained in this Handbook.

According to government rules and regulations (such as COBRA), an employee or dependent whose hospital, surgical, medical and dental coverage ends may be eligible to continue this coverage subject to certain conditions and requirements. Questions regarding continuation may be directed to the Human Resources representative.

Approval by Governing Board

The Macatawa Area Express Board of Directors hereby approves the revisions to Policy 308 Group Insurance Benefits as written, at the Board meeting held on day 19 day of December 2022.

The undersigned duly qualified Board Chairman of the Macatawa Area Express Transportation Authority certifies the foregoing is true and correct copy of Policy 308 Group Insurance Benefits adopted at a legally convened meeting of the Macatawa Area Express Transportation Authority held on **December 19, 2022**.

Russell TeSlaa, Board Chairman – Macatawa Area Express

MEMO

Board Action Item

Date: December 29, 2022

To: MAX Authority Board

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

Re: Employee Handbook and PTO Policy Revisions

During a recent review of the MAX employee handbook, staff recognized procedural changes and outdated information since the last revisions approved in 2014. Once a thorough review was completed, attorney Alexander Dombrow with Miller Johnson conducted a full review of our handbook to advise on language and changes to law since 2014.

The attached outline describes the revisions recommended by staff, and the attorney. We ask that the Board review the final draft presented today, and approve all revisions to the handbook and policies as written.

Also included in the handbook is the PTO Policy, approved by the Board in March of 2022. Staff is recommending a change to the PTO Chart as shown below, changing the 6 month PTO for new salary employees from 12 days to 5 days. Once the employee reaches one year, they receive an additional 7 days of PTO, receiving a total of 12 days at one year.

Years of Service	Hourly Employees	Salary Employees
6 months	3 days	5 days
1 year	7 days	7 days
2 years	12 days	17 days
3-4 years	12 days	17 days
5-9 years	17 days	22 days
10+ years	22 days	27 days

Action Request

MAX staff requests the Board to approve the Employee Handbook and policy revisions as written, based on attorney review. Staff also recommends the revision to the PTO policy, adjusting the amount of PTO days for new salary employees at 6 months and one year.

MAX Transit Employee Handbook Recommended Revisions

December 29, 2022

Page	Policy Number or Section	Policy Name	Reason for Revision
2	31	"Employment Requirements Contractual Provisions"	Attorney recommended-Change to "Employment Requirements" current title implies the handbook is a contract between employee and employer. It is not a binding contract. All mention of a contract deleted
7	101	"Employee Relationship"	Attorney recommended-Change to "Employment Relationship"
7	103	"Equal Employment Opportunity"	Attorney recommended- added language more inclusive of all types of discrimination
8	104	New Policy "Americans with Disabilities (ADA) Act"	Attorney recommended-add new ADA policy. Move some ADA info from EEO policy
	104-113	Renumbered policies	Due to adding new ADA Policy - see above
9	106	"Family Relationships in the Workplace"	Attorney recommended-Specified types of relationships. Also requires employee to disclose existing dating or other family relationships
	107	"Employee Medical Examination"	Attorney recommended-add language that exams are conditional post job offer
12	112	"Job Posting"	MAX Staff recommendation- Revised internal job posting from 2 to 7 days. This is how we currently manage
14	114	"Use of Volunteers"	Attorney ammended to comply with current FLSA law
20	209	"Performance Evaluation"	Attorney recommended- include language that Its at the sole discretion of MAX to provide merit-based pay adjustment
23	301	"Paid Medical Leave Act"	Added to comply with 2019 enacted State law
26	307	"Paid Time Off (PTO)"	Revised handbook to reflect March 2022 Board approved PTO policy. Also add Paid Medical Leave Act to this section. MAX <u>recommend</u> change PTO chart for 6 - 1 year PTO. Review details of revision in Board Action memo included in todays Board packet.
29	308	"Group Insurance Benefits"	Will revise handbook based on Board approval of this policy
31	311	"Flexible Spending Account (FSA)"	Attorney revised to comply with current contribution limits

MAX Transit Employee Handbook Recommended Revisions
Continued - Page 2

Page	Policy Number or Section	Policy Name	Reason for Revision
39	504	"Attendance for Bus Operators"	MAX Staff recommendation-revisions to attendance point system. Changed tardy notification requirement from 15 mins to 30 mins. Added - Arriving later than original tarty notification 1 1/2 pts. There are issues when someone will notify dispatch they will be 15 minutes late, but arrive an hour or more later.
42	508	"Smoking Policy"	MAX recommendation-added vaping/marijuana use as prohibited
43	510	"Overtime" Policy	Attorney recommendation-eliminate following language to avoid promises of OT. "We will always attempt to distribute overtime assignments fairly among all employees who are qualified to perform the required work."
43	512	"Use of Vehicles, Equipment and Facility"	Attorney recommended-add "impaired driving" to "If your job duties require driving a vehicle, you are expected to assume full responsibility for observance of all traffic laws, including speed limits, impaired driving and parking laws."
45	515	"Visitors in the Workplace"	Attorney recommended-delete "The Authority will assist its employees to safeguard their property while at work."
50	518	"Workplace Monitoring"	Attorney recommended-Add "The Authority reserves the right to monitor employees' workplace activity in any other way permitted by law."
53	523	"Reduction in Workforce"	Attorney recommended- Deleted circumstances of layoffs
53	601	"Family and Medical Leave (FMLA)"	Attorney recommended-Update language to current law
64	703	"Drug & Alcohol Use"	Attorney recommended- add The use of illegal drugs is prohibited for all employees at all times, whether or not conducting Authority business or on Authority premises.
72		"Prohibited Substances and Drug-free Workplace Policy"	Policy was attorney reviewed and Board approved August 23, 2022

INTRODUCTION

20 Employee Welcome

Whether you are a new hire or a veteran employee and regardless of your job function, all Authority employees serve as ambassadors for the MAX transit system. Everything we say and do reflect on the public's perception, trust, and support of our organization. This is important because the Authority is a governmental agency funded by taxpayer dollars. As employees of the Authority, we are public stewards responsible and accountable for providing the highest level of customer service with efficiency and integrity.

This Employee Handbook will help you better understand your working relationship with the Authority. The success of this relationship enables all of us to meet the many challenges we face. We hope that the concern we have for every employee is reflected in the way each of you deals with your fellow employees, our customers and the general public.

The Authority wants each employee to enjoy a challenging and rewarding career with us. This Handbook outlines the main features of our employment policies and benefits. Your employment is "at will," meaning that you have the right to terminate your employment with the Authority with or without cause or notice at any time, and the Authority retains the same right. The terms of this Handbook are not intended to be construed as contractual, except as explicitly provided for elsewhere in the Handbook.

Your individual contribution is important for the Authority. We hope that you find your employment with the Authority fulfilling. You should take great pride in knowing that you are part of an organization that provides a vital public service to residents, as well as significant economic, energy conservation, and environmental benefits to our community.

30 Handbook Application

This Handbook applies to all employees of the Authority. If you have questions regarding whether a specific provision of the Handbook applies to you, contact your immediate supervisor.

The policies contained in this Handbook are effective immediately upon their formal adoption by the Authority. This Handbook supersedes and takes precedence over all other handbooks, prior and existing policies, procedures, manuals, representations, contracts, or agreements, whether written or verbal. From time to time, the Authority may find it necessary to modify, delete or add policies or benefits described in this Handbook. Notice of any such changes will be provided to employees prior to their effective date. Employees are expected to update their copy of the Handbook when revisions are distributed.

31 Employment Requirements

None of the language in this Handbook is intended to establish, nor is it to be construed to constitute a contract between the Authority and any of its employees for either employment or the providing of any terms, conditions, compensation or benefit of employment.

By accepting or continuing employment with the Authority and/or signing the acknowledgement/receipt for this Handbook, you agree to follow all of the requirements listed in this section:

1. **Authority to Contract.** No official, employee, or representative of the Authority, other than the Authority's Board, has any authority to enter into any agreement for employment for any specific or definite period of time, or to make any agreement contrary to the terms of this Handbook. Any such agreement must be made in writing and signed by the Director to be effective.
2. **Modification and Relation to Plans.** The Authority reserves the right at any time to modify or amend these policies, procedures, and benefits in any manner which it believes to be in its and its employees' best interests. In addition, in any situation where insurance, retirement, or other benefit plans are concerned, the terms of the official plan documents will control, regardless of any statements contained in the Handbook to the contrary.
3. **Confidentiality of Authority Information.** All records, papers, information, documents, and software to which you may have access in the course of your employment are considered confidential, and you will treat them as strictly confidential during and after your employment. When your employment terminates, or when requested by the Authority, you will return all Authority property in your possession, including any reports, papers, work product, documents, electronic files, records, information and software owned by or created on behalf of the Authority or containing confidential Authority information. You will not, directly or indirectly, during or after your employment, disclose to any person or organization any confidential information acquired in the course of your employment with the Authority, nor use such information for the benefit of any person or organization other than in the proper performance of your job duties on behalf of the Authority.
4. **Reimbursement.** If you owe the Authority any amounts at the time your employment ends, because of unpaid loans, unreturned property, your identification badge, or other items, the Authority will deduct and withhold those amounts from your wages, Paid Time Off (PTO), or any other pay you may be due at the time your employment terminates.

5. **Limitation on Claims.** To the extent allowed by applicable law, any lawsuit against the Authority and/or its employees, officials, or agents arising out of your employment or termination of employment, including but not limited to claims arising under state or federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by the statute, whichever is shorter. You expressly waive any statute of limitation that exceeds this time limit.
6. **Consent to Monitoring and Interception of Telephone and Computer Use.** By using Authority equipment and systems, such as information technology and communications systems, you consent to the Authority monitoring your communications and other use of these as authorized by law, whenever the Authority determines that a business reason warrants monitoring.
7. **Governing Law and Severability.** All provisions of this Handbook and any disputes arising out of this Handbook shall, in all respects, be governed by the laws of the State of Michigan. If any of the above provisions are determined to be invalid or unenforceable, the other provisions remain valid and enforceable in accordance with their respective terms, and any such invalid or unenforceable provision shall be deemed to be modified with retroactive effect to render such provision valid and enforceable.

32 Handbook Revisions

This Handbook may be revised at the sole discretion of the Authority. However, no one is authorized to make changes to the terms of this Handbook, except through written revision adopted by the Authority's Board. No officer, employee, agent, or other representative of the Authority has any power to create, modify, or enter into any agreement for employment or relating to terms and conditions of employment, including termination, except the Board through a written and signed amendment to this Handbook. Any representation by any other person or in any other manner is without authority and is not valid.

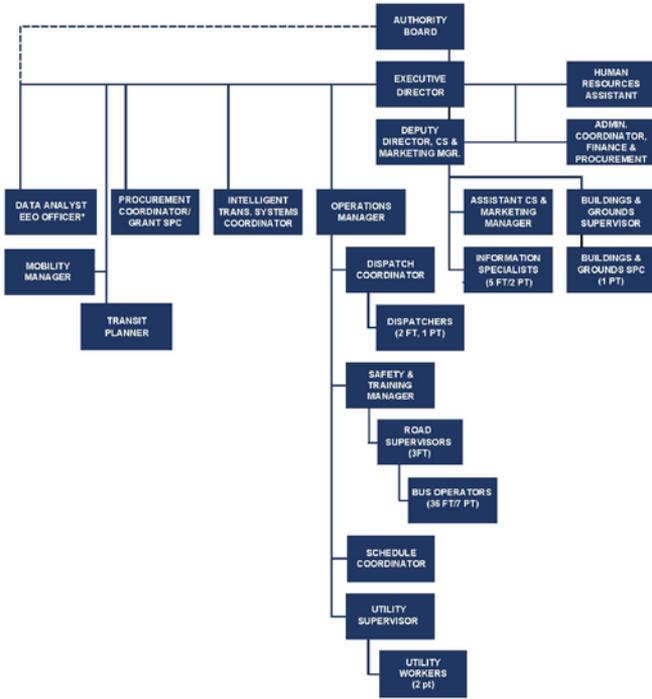
40 Organizational Structure and Chart

As an employee of the MAX Transportation Authority, it is beneficial to understand our organizational structure.

Macatawa Area Express (MAX) is a non-profit public transit system governed by an Authority. The Authority was formed by the City of Holland and Holland Charter Township under Public Act 196 on July 1, 2006, to help ensure stable, long-term funding for the transit system through a transit millage. Prior

to the Authority's formation, the City of Holland had operated the transit system since the 1970s when it provided "Dial-A-Ride" services.

Organizational Chart: Last Updated December 2022



*Data Analyst reports to Authority Board for EEO matters, reports to Executive Director for all other areas

Currently, the Authority is governed by seven voting members and three non-voting members who serve as the Board of Directors. The Board is comprised of three (3) appointees from each of the two local governments (the City of Holland and Holland Township), one (1) representative from the Macatawa Area Coordinating Council, one (1) student representative, and two (2) ex-officio non-voting board members representing the City of Zeeland and Park Township; which contracts for services with the Authority. Board members are appointed by their local governments to provide oversight for the transit system's policies, procedures, services and programs. Staff is responsible for the day-to-day operations.

The Authority Board has monthly meetings, which are open to the public, media and employees. The meeting schedule is publicly posted at the MAX office at the Padnos Transportation Center and also on MAX's website. Meetings are scheduled for the 4th Monday of the month at 3:30 p.m. at the Padnos Transportation Center. Meeting times are subject to change at the discretion of the Authority.

41 Mission, Vision and Values

MISSION STATEMENT

The mission of the Authority is to create a sustainable transportation system to be used by all residents of the Macatawa area with linkages to other transit systems

VISION STATEMENT

Enhanced mobility and community access that offer efficient and attractive transportation options for the citizens of the Macatawa area.

OUR KEY VALUES

- Integrity
- Competence
- Trust
- Knowledge
- Community
- Accountability

60 Customer Relations

Effective Date: 4/1/2010

Revision Date: 3/25/2019

As employees of a government agency, we are public stewards and accountable to all of our customers. Our customers are very important to us. Every employee represents the Authority to customers and the public. Our customers judge all of us by how we treat them. One of the highest priorities at the Authority is to help any customer or potential customer. You are expected to be courteous, friendly, prompt, competent, and helpful to customers at all times.

Your contacts with the public, your telephone manners, and any communications you send to customers reflect not just on you, but also on the professionalism of the Authority. Good customer relations can build community support for the transit system and increased customer satisfaction and loyalty. We currently provide customer relations and services training to all employees who have frequent customer contact.

EMPLOYMENT POLICIES

101 Employment Relationship

Effective Date: 4/1/2010

Revision Date: 12/26/2022

Any successful business relationship must be voluntary and based on mutual benefit and respect. Accordingly, the Authority recognizes an employee's right to terminate his/her employment at any time without cause or notice, and the Authority retains the same right. Employment with the Authority is "at will." Employees are not under any express or implied contract of employment for either a definite or indefinite length of time.

102 Open Door Policy

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is the policy of the Authority to encourage open, honest and constructive communications among everyone in the organization. Good communication involves promptly raising matters of concern with someone willing to listen and respond. Good communication keeps people informed, and will help solve problems, giving each person a chance to present ideas for improvement and to seek assistance when needed. The Authority is committed to this "open door" policy.

Your immediate supervisor is normally the first person that you should speak with about a problem, concern, complaint, idea or suggestion. You may also discuss any matter of concern with Human Resources. If it is not practical or appropriate to discuss the matter with your immediate supervisor or Human Resources, you may speak directly to any member of management.

103 Equal Employment Opportunity (EEO)

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is the policy of the Authority to prohibit unlawful discrimination in its personnel practices. The Authority prohibits discrimination based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, height, weight, marital or familial status, genetic information, disability, veteran status, or any other protected class as defined by applicable law. The Authority's Equal Employment Opportunity (EEO) policy applies to all employment actions—including but not limited to—recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation. The Authority will, however, hire only those individuals who are legally authorized to work in the United States.

All applicants and employees have a right to file complaints alleging discrimination. Complaints should be reported to the Data Analyst, the Authority's designated EEO Officer. Any complaint of discrimination will be investigated thoroughly and promptly; retaliation against an individual who

files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated. Supervisors, employees, or agents of the Authority found to have violated this policy, prompt and appropriate remedial action will be taken—up to and including termination.

In this Handbook and other Authority communications, the pronouns he, she, his, him, her, etc. are used only for convenience. These should in no way be interpreted as referring to any one particular gender of employee.

104 Americans with Disabilities Act (ADA)

The Authority is committed to the fair and equal employment of individuals with disabilities under state and federal law, including the Americans with Disabilities Act (ADA) and the Michigan Persons with Disabilities Civil Rights Act. The Authority will provide medically necessary reasonable accommodations to qualified employees with a disability to enable the employee to perform the job's essential functions unless the accommodation(s) causes the Authority to incur an undue hardship or the employee is a direct threat to their own safety or the safety of others. Employees who believe that they need a reasonable accommodation to perform the essential functions of their job should make a request to the HR Manager as soon as possible. Michigan law requires that the request be submitted within 182 days from when the employee knew or reasonably should have known they may need an accommodation. The Authority treats all medical information and records as strictly confidential.

105 Business Ethics and Conduct

Effective Date: 4/1/2010

Revision Date: 3/25/2019

We expect the Authority employees to be ethical in their conduct. It affects our reputation and success. The Authority requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our customers' trust. Employees owe a duty to the Authority, our customers, and the general public to act in ways that will earn the continued trust and confidence of the public.

As an organization, the Authority will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the MAX Director for advice and consultation.

It is the responsibility of every Authority employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including termination of employment.

106 Family Relationships in the Workplace

Effective Date: 4/1/2010

Revision Date: 3/25/2019

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a child, sibling, parent, niece, nephew, cousin or other family member. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship.

Our policy is that an employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person. The Authority also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions. The Authority requires that all employees disclose any existing dating or familial relationships with other employees to their immediate supervisor and Human Resources immediately.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, the Authority will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

107 Employee Medical Examinations

Effective Date: 11/1/2010

Revision Date: 3/25/2019

The Authority may require a potential employee to have a pre-employment medical examination as a condition of a job offer to the potential employee.

The exam helps ensure that you are able to perform your duties and comply with all state and federal transportation regulations.

We will choose the health professional and pay for the examination. Starting the job depends on whether the applicant satisfactorily completes the exam.

Periodic physical exams shall be required of all safety sensitive employees (bus operators, utility workers, road supervisors). If we ask you to take an exam, we will schedule it for a reasonable day and time, and at no expense to you.

We keep any medical information separate from your other personnel information to protect your privacy. Only people who have a legitimate business need to know may see medical information. The Authority will comply with the requirements of the ADA when requesting any employee submit to a medical exam.

108 Immigration Law Compliance

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at the Authority is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave the Authority and are rehired, you must complete another Form I-9 if the previous I-9 with the Authority is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

109 Conflicts of Interest

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of the Authority to follow the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact the MAX Director.

An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of the Authority that might result in a personal gain for you or for one of your relatives.

For conflicts of interest, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative even though they are not related by blood or marriage.

We do not automatically assume that there is a conflict of interest if you have a relationship with another company. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell the MAX Director as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which the Authority does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving the Authority.

110 Outside Employment

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is hoped that you will never need to work another job while working for the Authority. All of your attention, energies, and skills are needed to perform the job for which you have been hired. However, any employee who is considering supplemental employment must make sure the following conditions exist:

1. There is no conflict of interest between the Authority job and the proposed outside work;
2. The outside work will not interfere with the employee's Authority work schedule;
3. The outside work will not interfere with the quality and quantity of the employee's Authority work;
4. Activities away from the Authority will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work different hours or overtime.

Any outside employment must receive the prior written approval of your supervisor or department head.

111 Confidentiality and Non-Disclosure

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is very important to the Authority that we protect our confidential business information. Confidential information includes, but is not limited to customer lists or private information, operations data such as trip sheets, financial and billing information, schedules, dispatch logs, and personnel information.

You may be asked to sign a non-disclosure agreement as a condition of your employment. Upon separation of employment, an employee must return all documents, records, or any property that belongs to the Authority or is related to Authority business.

If you improperly use or disclose confidential information, you will be subject to disciplinary action, up to and including termination and legal action. This applies even if you do not get any benefit from releasing the information.

112 Job Posting

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Our job posting program gives you the opportunity to show your interest in open jobs and to advance within the Authority according to your skills and experience. In general, we post all regular, full-time job openings, although the Authority reserves its right to not post a particular opening.

Job openings will be posted on the employee bulletin board, in the email system and/or on the MAX website, and will remain open for seven (7) days. Each job posting notice will include the dates of the posting period, job title, department, location, pay ranges and classifications, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, submit a job posting application to Human Resources or complete an application online at MAX's website (www.catchamax.org.)

Job posting is a way to inform you of open jobs. It is also a way for the hiring manager to find out about qualified and interested applicants. In addition to posting, the Authority may use other recruiting sources to fill open jobs.

113 Public and Media Relations

Effective Date: 11/1/2010

Revision Date: 3/25/2019

As a governmental agency, the Authority and its programs, services and plans are of interest to the general public and news media. In order to foster a favorable and professional relationship with the media, due diligence must be taken to ensure that information originating from the Authority is accurate, complete, reflects the official position of the organization and is released in a timely manner.

Official Spokespersons

To help ensure the orderly release of consistent and accurate information to the news media, the Authority has designated the Marketing and Customer Service manager as the primary "spokesperson." The MAX Director also serves as spokesperson.

The spokespersons will coordinate, clear and approve information with internal managers, department heads or the Director as appropriate, prior to release to the media to ensure accuracy. This process prevents misunderstandings, misinterpretations, and confusion as once misinformation is reported, it is very difficult and sometimes impossible to make a full correction and change public perceptions based on false information.

Employees contacted by news media are prohibited from making any comments or statements and must immediately report the media contact to their immediate supervisor. Authority managers and department heads are responsible for immediately informing the Marketing and Customer Service Manager of any media inquiries and the nature of their call, as well as the presence of any media crews on MAX buses or on Authority premises.

The spokesperson is responsible for responding to media inquiries, arranging interviews with managers, scheduling news conferences, issuing official news releases and statements to the media and public, and responding to Freedom of Information Act (FOIA) requests. The spokesperson may also support and coach other managers to respond to news media with information that has been approved for release.

Information Allowed for Public/Media Release

Employees may provide the public and news media with general, ordinary information about the transit system, such as number of bus routes, frequency of routes and locations, services, fares, etc. Any information that is contained in our Master Bus Schedules or posted on our website is public information that may be shared with the news media and public.

If you have any doubt about speaking to the news media or releasing information, contact your immediate supervisor or the Marketing and Customer Service Manager.

Media Inquiries of Non-Authority Issues

If the news inquiry pertains to a personal matter of an employee and is not Authority-related, the employee is prohibited from speaking with the news media while on duty. The Authority also will not arrange for media to speak with the employee after work hours.

Media Access

Members of the news media are invited and welcome to learn more about our public transit system specifically and the benefits of public transportation in general.

News media must contact the Marketing and Customer Service Manager in advance of their visit so that we can gather requested information, and arrange tours, bus rides, or passenger and staff interviews, if requested.

For the safety and privacy of our passengers and employees, still or video photography is prohibited without prior approval by the Authority and signed waivers are required from all individuals involved.

We are willing to assist reporters, photographers and videographers in accessing our buses, passengers and premises for interviews and background footage, but we need to make arrangements in advance with employees and passengers.

114 Use of Volunteers

Effective Date: 11/1/2010

Revision Date: 3/25/2019

The Authority welcomes and encourages members of the public to serve as volunteers, providing valuable assistance to enhance and improve our transit programs and services. Volunteers, in turn, can receive valuable work experience that enhances their skills and self-fulfillment by serving others.

The use of volunteers provides opportunities and meaningful tasks for members of the community who wish to contribute their time and talents to support their local public transportation system. This policy provides guidelines to authority employees who recruit, screen, accept, train, supervise, monitor and recognize volunteers.

Definition of “Volunteer”

Volunteers are individuals, groups, or student interns who are acting for or on behalf of the Authority and who freely choose to perform services, tasks or functions for public service, religious or humanitarian objectives, without any compensation or the expectation of compensation or any financial reward. Volunteers may not engage in any commercial activities of the Authority.

Authority employees also may serve as volunteers provided that their volunteer service is:

1. Initiated by the employee;
2. Offered voluntarily without the expectation of compensation, and;
3. Involves non-commercial work that is outside their normal scope of duties and outside their normal work hours with the Authority.

Family members of staff are allowed to volunteer with the Authority as long as their service is offered freely and voluntarily. Minor children (under 18 years) must have the consent of their employee parent/guardian.

Recruitment and Selection of Volunteers

Volunteer opportunities will be identified and volunteer position descriptions developed by appropriate Authority management. Volunteer descriptions will include the tasks and activities, skills or knowledge requirements, work hours and conditions and hopes and expectations. Every effort will be made to match the volunteer's interests and skills to the Authority's needs.

Prospective volunteers will be required to complete and submit a Volunteer Application to the Authority. All volunteer applicants must pass a criminal background check before they are cleared for service. Volunteers who do not agree to the background check may be refused assignment. This cost will be paid by the Authority.

Volunteers under the age of 18 must have their parent/guardian's written consent and approval before being accepted as volunteers.

The Authority selects volunteers without regard to race, color, religion, gender, age, national origin, veteran status, disability or other protected status under state and federal laws.

Volunteer Responsibilities

Volunteers are only permitted to perform services, tasks or functions that are approved in writing by the Authority so that they are acting for or on behalf of the Authority. Failure to have written authority to perform any services, tasks or function will expose a volunteer to liability that they would not be protected for.

Length of Service

The Authority accepts the services of volunteers with the understanding that such service is at the sole discretion of the Authority. Volunteers typically are asked to commit to a volunteer project for a minimum period of 12 months (1 year). The length of service for student interns shall be defined by the sponsoring college's or university's internship program. In certain circumstances and at the discretion of the Authority, volunteers may serve for a shorter duration for special projects or one-time events.

Confidentiality

Volunteers may be given Confidential Information. "Confidential Information" is defined as any and all information concerning the transit operations of the Authority, its manner of operation, its plans, procedures, and data, including but not limited to customer and financial information. Volunteers shall not directly or indirectly disclose or communicate the Confidential Information to any person, firm, or corporation in any manner whatsoever.

Assigned Worksite and Workspace

Supervisors of volunteers will be responsible for establishing an appropriate workstation for volunteer use prior to the enrollment of volunteers. This workstation should contain necessary facilities, equipment, and space to enable volunteers to perform their duties.

Dress Code

As volunteers for the Authority, persons are responsible for presenting a good public image. Volunteers shall dress appropriately for the conditions and performance of their duties in accordance with Authority's Appearance and Dress Policy. Volunteers are required to wear their Authority-issued photo ID while working on their volunteer assignment.

Safety

The safety of volunteers is important to the Authority. Volunteers are expected to comply with the Authority's Workplace Safety Policy, and their supervisors are responsible for ensuring they receive proper training and instructions on safety measures as they relate to their tasks. Volunteers who

are injured or who are involved in an accident during their volunteer assignment must report the accident immediately to their supervisor.

Release of Liability

In the Volunteer Agreement, all volunteers will be required to release the Authority, its directors, officers, employees, and agents from claims they have or may have in the future.

Volunteer Agreement

All accepted volunteers will be required to sign a Volunteer Agreement, which outlines intentions, expectations and conditions of both the Authority and the volunteer to avoid any misunderstandings or disputes. Volunteers

under the age of 18 must have a Volunteer Agreement signed by their parent/guardian. Volunteers understand that either they or the Authority may, at any time and for whatever reason, decide to end the volunteer relationship. As a courtesy, the party terminating the volunteer relationship should give at least ten (10) business days' notice.

Assignment, Training and Orientation

Volunteers will be assigned to a supervisor or manager, who is responsible for coordinating, monitoring and overseeing volunteer activities. The manager or supervisor is responsible for ensuring volunteers assigned to their area are given instructions, training and orientation. Orientation will include an overview of Authority policies and procedures that are applicable to them.

Volunteer Oversight

Managers and supervisors with volunteers assigned to them will be responsible for monitoring volunteer activities and performance, and tracking and reporting service hours logged on a weekly basis. Volunteers should be given regular, ongoing feedback on their performance. Volunteers should feel free to approach their supervisor to discuss any problems or areas of concern, and supervisors should work to resolve any issues.

Volunteers also have a responsibility to the Authority. They are expected to adhere to all Authority policies and procedures, perform their assignments to the best of their abilities, report at the specified times, and adhere to all Authority policies.

By signing the Volunteer Agreement, they acknowledge receiving and reviewing all Authority policies and procedures and agree to comply in all respects with such policies and procedures.

Volunteers are prohibited from taking any action or making statements which might affect or obligate the Authority without prior approval from the appropriate manager or their supervisor. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, the donating of goods or services, or any agreements involving contractual or other financial obligations.

Reporting Volunteer Hours

Authority employees with volunteers assigned to them will be responsible for tracking and reporting volunteer hours on a weekly basis. A Volunteer Time Sheet will be completed weekly by the volunteer and submitted to their supervisor. The supervisor will keep a record of all hours logged by each volunteer and will submit quarterly reports to the Transit Director. Volunteer records shall be accorded the same confidentiality as staff personnel records.

Volunteer Recognition

The Authority recognizes the valuable gifts that volunteers provide by contributing their time and talent to better our transit system. To celebrate their contributions, Authority volunteers will be recognized at least annually to highlight their service. Authority employees responsible for volunteer supervision also are encouraged to undertake ongoing methods of recognition on a regular basis throughout the year. Recognition efforts can range from verbal and written letters of thanks to presenting volunteers with service award certificates and/or token gifts of appreciation and public recognition.

EMPLOYMENT STATUS & RECORDS

201 Employment Categories

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is important that you understand the employment classification system at the Authority and know your category. This helps you determine your employment status and eligible benefits. If you have questions or are not sure about your job classification, see your supervisor.

Depending on your job, you are either nonexempt or exempt from certain federal and state wage and hour laws. If you are nonexempt, you are entitled to overtime pay under federal and state laws. If you are an exempt employee, you are excluded from federal and state wage and hour laws. Your exempt or nonexempt category may be changed only with written notification by the Authority management.

These employment classifications do not mean guaranteed employment as you became an employee voluntarily at will. You may terminate your employment at any time, with or without cause or advance notice, and so can the Authority, in accordance with federal and state laws. In addition to being nonexempt or exempt, an employee's position is placed in a category depending on the hours work and benefits received:

1. **REGULAR FULL-TIME** employees who are not assigned to a temporary or introductory period AND are regularly scheduled to work a full-time schedule of at least 30 hours per week. In most cases, regular full-time employees are eligible for all the Authority benefit programs, subject to the terms, conditions, and limitations of each benefit program.
2. **PART-TIME** employees are either scheduled to work on a temporary basis or are regularly scheduled to work less than 29 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for any Authority benefit programs, unless otherwise indicated in the official plan document of a specific benefit program.
3. **INTRODUCTORY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Authority is appropriate. When employees satisfactorily complete the 60-day introductory period, they will be informed of their new employment category.

202 Access to Personnel Files

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of the Authority. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. If you wish to review your own file, contact your immediate supervisor. You will need to give advance notice if you wish to see your file. You may review your file generally, not more than two times a year, and only when a representative of the Authority is present.

203 Employment Reference Checks

Effective Date: 4/1/2010

Revision Date: 3/25/2019

To ensure that individuals who join the Authority are well qualified and have a strong potential to be productive and successful, it is the policy of the Authority to check the employment references of all applicants.

Your immediate supervisor will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position.

No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 Personnel Data Changes

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is important that the Authority have certain personal information about you in our records. You are required to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other related information. We also need to have information about who to contact in case of an emergency. To change your personal information or ask questions about what information is required, contact your immediate supervisor.

205 Introductory Period

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority has an introductory period for new employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

The introductory period for all new and rehired employees is the first 60 calendar days after their hire date. If you are absent for a significant amount

of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your job performance. This could happen either during or at the end of the introductory period. When employees satisfactorily complete the introductory period, they are assigned to the “regular” employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law. They may also be eligible for the other Authority benefit programs, subject to the terms and conditions of each benefit plan’s official plan document. Be sure to review the information for each benefit plan to see the exact requirements.

Although satisfactory completion of the introductory period may entitle you to certain benefits referred to in this Handbook, it does not alter any rights regarding termination. The completion of the introductory period should not be considered a contract of continuous employment or work hours.

208 Employment Applications

Effective Date: 04/01/2010

Revision Date: 3/25/2019

We rely on the accuracy of the information on your employment application, and expect that you and your references give true information during the hiring process and employment. If we find that information is misleading, false, or omitted on purpose, we may reject an applicant from further consideration or terminate employment.

209 Performance Evaluation

Effective Date: 04/01/2010

Revision Date: 3/25/2019

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. You and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

We may, at in our sole discretion, give merit-based pay adjustments to employees to recognize truly superior employee performance. These adjustments are based on a number of factors including the information documented by the formal performance evaluations. Nothing in this section requires the provision of a merit-based pay adjustment.

210 Job Descriptions

Effective Date: 04/01/2010

Revision Date: 3/25/2019

We try to have accurate job descriptions for all jobs at the Authority. A job description includes the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and

responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and in considering reasonable accommodations for individuals with disabilities.

The hiring manager prepares a job description that is approved by the MAX Director when a new job is created. We review existing job descriptions and change them when a job changes. You can help by making sure that your job description is accurate and describes your job duties.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact your immediate supervisor.

211 Salary Administration

Effective Date: 4/1/2010

Revision Date: 3/25/2019

We have a salary administration program at the Authority. The salary administration program helps us have consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

Compensation for each job is based on several factors. The factors include, but are not limited to, job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data (how other employers pay their employees). We periodically review our salary administration program and may change it as necessary.

If you have a question about compensation in your area or for your job, talk with your supervisor. If you have a question about the Authority's salary administration, contact the MAX Director.

213 Social Security Number Privacy

Effective Date: 4/1/2010

Revision Date: 3/25/2019

All employees are required to have a Social Security Number (SSN) in order to be employed by the Authority so that we can make accurate tax reporting. However, the Authority takes each employee's privacy very seriously, and will protect, to the extent practicable, the confidentiality of SSNs that are obtained by or provided to the Authority and its employees, officials, agents and representatives in the course of employees' employment, activities, or services performed on behalf of the Authority.

Documents containing SSNs shall be kept in confidential files. Except as required by necessary and legitimate business purposes, no employee is permitted to have access to SSNs (including documents containing SSNs) or to keep, view, use, copy, disclose or distribute another person's SSN. One who accesses an SSN for necessary and legitimate business purposes is prohibited from using or accessing the SSN in a manner that may permit an unauthorized individual to view, use or access the number.

When documents containing SSNs are no longer needed and are to be discarded, such documents will be disposed of in a manner that ensures the confidentiality of the SSNs. The Authority has developed a practice of shredding, electronically deleting, or otherwise disposing of confidential records, including those containing SSNs.

Violation of this policy is subject to disciplinary action, up to and including termination of employment.

217 New Employee Orientation and Training

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority requires all employees to successfully complete an initial training and orientation program. The Authority may also periodically require refresher training or recertification to which attendance is mandatory.

Successful completion of the initial designated training as well as refresher training shall be a condition of continued employment. Training within the individual departments (administration, operations, maintenance, customer service, marketing, etc.) will be conducted under the direction of the department's manager.

EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority gives eligible employees many benefits beyond those required by laws.. You may have to pay part or all of the cost for some benefits, but the Authority fully pays for many others. It is important to know your employment category, as this will determine for which benefits you qualify.

This Handbook contains policies describing some of the Authority's benefit programs. Specific information on health and dental insurance plans and retirement savings plans are found in a separate Summary Plan Description, which will be provided to you once you are eligible to participate in the plan. You may ask your supervisor for copies of these documents.

The following benefit programs are available to eligible employees:

- Qualified Retirement Plan - Defined Contribution
- Bereavement/Funeral Leave
- Employee Assistance Program (EAP)
- Family Leave
- Flexible Spending Account
- Free Fixed Route Bus Rides
- Group Insurance (health, life, vision and dental)
- Paid Holidays
- Jury Duty Leave
- Medical Leave
- Military Leave
- Paid Time Off (PTO)
- Paid Medical Leave (PML)
- Personal Leave

The Authority recognizes the importance of providing benefits for its eligible employees and the value of these benefits. In the event information contained in this Handbook differs from that in the summary plan descriptions, the terms of the insurance policy or benefit plan's official plan document shall prevail. The Authority reserves the right at any time to alter, modify, amend or terminate these policies and benefits in any manner which it believes to be in its best interest.

302 Holidays

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority gives time off to all employees on the following holidays:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)

- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

If any of the above holidays falls on a Saturday or Sunday, the Authority may schedule another day off as the holiday or provide holiday pay for the day on which the holiday falls. The Authority will normally announce the holiday schedule at least one week before the holiday week.

To qualify for holiday pay, employees must have worked their full scheduled hours, or have used Paid Time Off (PTO) scheduled more than one week in advance, on both the last scheduled working day before the holiday and the first scheduled working day after the holiday. Holiday pay will be awarded effective after the employees start date.

An employee who is on layoff, leave of absence or disability leave, or who is otherwise not scheduled to work at the time the holiday occurs, or who is receiving paid time off under any other policy or benefit, is not eligible for holiday pay.

Holiday pay for an hourly employee will always be a straight eight hours, no matter what the employee would have been originally scheduled to work that day. Holiday pay for a salaried employee is included in the regular salary rate.

An hourly employee eligible for holiday pay who is scheduled to work on a paid holiday will receive one and one-half (1½) times the regular rate for all hours worked plus holiday pay. An employee scheduled to work on a holiday who fails to do so will forfeit holiday pay unless the employee has a reason acceptable to the Authority.

We do not count holiday paid time off as hours worked when calculating overtime.

303 Free Fixed Route Bus Rides

Effective Date: 4/1/2010

Revision Date: 3/25/2019

One benefit extended to all Authority employees is that they are allowed unlimited rides on the fixed routes for free. Employees must show their Authority identification to the driver upon boarding. Family members and friends of employees are not allowed to ride for free. Only employees receive this benefit. The Authority reserves the right to revoke this benefit at any time for employees who fail to abide by transit system rules.

304 Work-Related Injuries

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and allows us to investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither the Authority nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

305 Jury Duty

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Any employee who is involuntarily called to serve on a jury panel will be allowed time off to serve. Your job will be protected for you while you are serving.

The Authority encourages you to do your duty as a good citizen if called. Because jury duty reimbursement may not equal your normal income, and so that doing your duty as a good citizen does not impose a financial burden on you and your family, your jury payment will be supplemented to equal your normal straight-time pay by the Authority for a period of up to twenty (20) business days. Any extension of this benefit beyond this twenty (20) day limit will be at the sole discretion of the Authority. Naturally, any transportation or lodging allowances paid by the court can be kept by you to cover those expenses.

All time spent on jury duty must be substantiated with an official court document indicating dates served and amount of jury pay. If you are released from jury duty prior to the end of the work day, you must return to the Authority to finish the workday.

306 Benefits Continuation (COBRA)

Effective Date: 11/01/2010

Revision Date: 3/25/2019

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets eligible employees and their dependents to choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at the Authority's group rates plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

307 Paid Time Off (PTO)

Effective Date: 11/1/2010

Revision Date: 3/25/2019

The Authority provides Paid Time Off (PTO) to eligible employees. PTO is an all-purpose time-off policy that may be used for vacation, illness or injury of you or family members, and personal business. PTO combines traditional vacation and sick leave, and also includes

PTO Regular Full-Time Employees

Regular full-time employees are eligible for PTO. The amount of PTO you receive each year depends on how long you have been employed and whether you are an exempt or non-exempt employee. PTO is awarded annually to each employee on the, and the amount of PTO earned is determined by status and years of service (*Refer to PTO Chart*).

Years of Service	Hourly Employees	Salary Employees
6 months - 1 year	3 days	12 days
1 years	7 days	12 days
2 years	12 days	17 days
3-4 years	12 days	17 days
5-9 years	17 days	22 days
10+ years	22 days	27 days

We calculate the length of your eligible service on the basis of a "benefit year." A "benefit year" is the 12-month period that begins when you start earning PTO. Leaves of absence may affect your PTO accrual. Refer to the Leave of Absence policy for details.

PTO – Regular Part-Time Employees

Part-time employees receive three (3) days PTO 6 months following their initial hire date. They will receive three (3) days each year on their anniversary date.

You can request to use PTO after it is earned. You may not take less than 1 hour of PTO at a time.

Paid Medical Leave (PML)

Effective March 29, 2019, The Paid Medical Leave (PML) Act 369 states that any non-exempt employee who has worked an average of 25 hours or more per week in a calendar year is eligible to receive the Paid Medical Leave benefit.

Eligible non-exempt employees will accrue PML at a rate of 1 hour for every 35 actual hours worked; however, to the Authority will not allow accrual of over 1 hour in a calendar week or more than 40 hours in a benefit year. The Paid Time Off (PTO) benefit provided by the MAX Authority includes the PML benefit.

New MAX employees eligible for PML will begin accruing hours immediately; however will not begin receiving the benefit until the 60th calendar day after commencing employment. PML must be used in 1-hour increments as outlined in the PTO policy, unless pre-approved by the employee's immediate supervisor.

PML eligible employees may use this benefit for the following:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to health care emergency

- The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency
- The employee's or his or her family member's exposure to communicable disease that would jeopardize the health of others as determined by health authorities or health care provider

For domestic violence and sexual assault situations, employees may use PML for the following:

- Medical care of psychological or other counseling
- Receiving services from a victim services organization
- Relocation
- Obtaining legal services
- Participation in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

Unscheduled PTO

If you need to be absent from work unexpectedly (illness) or decide that you would like time off for personal or other reasons, you should contact your supervisor at least one (1) hour before the scheduled start of your workday. No advance notice is required for leave taken pursuant to the Michigan Paid Medical Leave law described above.

Taking unplanned PTO is subject to your immediate supervisor's approval, based on staffing needs and other relevant circumstances, and may be denied. The Authority reserves the right to require proof of necessity for unplanned PTO. Your supervisor must also be contacted on each additional day of an unexpected absence.

Scheduled PTO

To schedule planned PTO, employees must complete and submit a PTO Request Form to their supervisor as far in advance as possible, as PTO is granted on a first come-first approved basis. Advance submission of your PTO request increases the chances that your dates will be approved so that you can make plans. Each request will be reviewed based on a number of factors, including operational needs and staffing requirements (i.e. Tulip Time).

You will be paid for PTO at your base pay rate as of the time of the absence. PTO pay does not include overtime or any other forms of compensation.

If you use PTO for an extended absence because of an illness or injury, you also must apply for any other available compensation and benefits, such as workers' compensation (*if work related*). Your PTO will be used to supplement any payments that you are eligible for from workers' compensation or the Authority-provided disability insurance programs. The

combination of these disability payments and your PTO may not be more than your normal pay.

Carrying Over PTO – Capping of PTO

If you do not use your available PTO by the end of the benefit year, you may carry over the unused PTO to the next benefit year. **PTO time is capped at 240 hours** (6 weeks for regular full-time employees). This is done to ensure that employees take time off from work, which is necessary for your mental and physical well-being and to ensure optimum job performance.

If the total amount of your unused PTO reaches the "cap" amount of 240 hours, you temporarily stop accruing PTO. When you use PTO again and your total accrued PTO amount falls below the 240-hour cap, you will start accruing PTO again.

Employees who separate from their employment in good standing will be paid for any unused PTO that has been earned through the last day of work.

308 Group Insurance Benefits

Effective Date: 4/1/2010

Rev2 Date: 3/25/2019

The Authority provides a comprehensive group insurance package for regular full-time employees. A new employee will become eligible on the first day of the calendar month after 30 Days. The plans cover the following:

1. Health coverage (including hospital, medical and surgical benefits, as well as dental and vision benefits) for eligible employees and dependents. The Authority will pay a portion of the health insurance premium applicable to the employee for the employee and dependent coverage elected by the employee, and the employee will also pay a portion. The percentage will be determined annually and will be available in the annual benefits summary. The employee's share of the premium may be paid on a pre-tax payroll deduction basis pursuant to the Authority's Section 125 Pre-Tax Premium Plan.
2. Life insurance, with accidental death and dismemberment insurance, for eligible employees. The Authority offers a basic life insurance plan for eligible employees. Eligible employees may also purchase additional supplemental life insurance for themselves. The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.
3. The Authority offers short-term disability (STD) and long-term disability (LTD) benefits for eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness.

Group coverage is provided according to the master plan and/or group insurance contract. Each participant will receive information which summarizes the benefits, eligibility rules and required employee contributions. We hope to always provide these benefits. However, the Authority reserves the right to change or terminate these benefits at any time. In any situation where insurance or other benefits are provided, the terms of the insurance policy or benefit plan control regardless of any statement contained in this Handbook.

MAX Transit participates in a wellness program to lower insurance premiums for its employees. Employees can participate in the MAX Wellness Program beginning December 1 through November 30 to recognize a lower premium. If they do not complete the wellness program, their insurance premium costs will increase.

According to government rules and regulations (such as COBRA), an employee or dependent whose hospital, surgical, medical and dental coverage ends may be eligible to continue this coverage subject to certain conditions and requirements. Questions regarding continuation may be directed to the Human Resources representative.

309 Reserved

Effective Date:

Revision Date:

310 Employee Assistance Program (EAP)

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Employee Assistance Program (EAP) can help you to cope with personal problems that might be affecting your work life or personal life. The EAP offers counseling services to you and your immediate family members to help deal with problems such as alcohol or drug abuse, marital or family tensions, financial or legal troubles, and emotional distress. The EAP can help analyze the problem, give counseling and, if necessary, refer you to community or private services for long-term help. Regular full time employees are eligible to use the EAP. EAP covers three (3) free visits, the others are subject to costs that coincide with insurance.

The EAP is strictly confidential and keeps all your information private. The EAP cannot release the information you give them unless you approve it in writing. If you talk with the EAP, it will not be recorded in your personnel file.

There is no charge for you to talk to an EAP counselor because the Authority pays for the EAP. If the EAP counselor thinks that more counseling is needed, the counselor will tell you what other services are available and if the costs will be covered by our health plan. If you get counseling from people outside the EAP, you will be responsible for paying for any costs that are not covered by health insurance. We encourage you to talk with the EAP if you are having problems in your life.

311 Flexible Spending Account (FSA)

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority provides a Flexible Spending Account (FSA) for uncovered health care costs and dependent care expenses. Eligible employees must enroll in the program to participate and re-enroll each year.

The Authority will deduct money from your wages before taxes are calculated, and deposit it into your FSA. You can then use the money in your FSA to pay for health care and dependent care expenses. Because we take the FSA contributions from your pay before taxes, there is less tax taken out.

Regular full time employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

When enrolling, employees should calculate what they anticipate their expenses will be for the next year to determine how much to contribute to the FSA. Human Resources can provide a worksheet that will help you calculate your annual out-of-pocket expenses.

You may contribute up to \$3,050 dollars to your health care FSA and up to \$5,000 to your dependent care FSA (\$2,500 if you are married and filing separately) for the 2023 plan year. These amounts are periodically updated by the IRS for rising costs. You can only contribute to the FSA by having the money taken directly out of your wages before taxes.

If you do not use all the money in your FSA by the end of the plan year, you will lose that money, so you do not want to contribute more than you expect you will need. If you use all of your FSA and terminate from the Authority before you have contributed the full amount you elected for the year, you will be required to pay back the balance owed, which may be deducted from your final paycheck.

More details about our Flexible Spending Account (FSA) program are in the Summary Plan Description. If you have questions about the FSA program you may contact the MAX Human Resources Department.

312 Unemployment Insurance

Effective Date: 4/1/2010

Revision Date: 3/25/2019

In accordance with state laws, the Authority provides unemployment insurance benefits. In order to receive the unemployment insurance benefit, an employee must be eligible in accordance with the terms and conditions of the state law.

313 Reserved

Effective Date:

Revision Date:

314 Reserved

Effective Date:

Revision Date:

315 Employee Recognition Program

Effective Date: 11/1/2010

Revision Date: 3/25/2019

It is the policy of the Authority to establish a formal Employee Recognition Program as well as informal recognition activities to give employees positive feedback on their performance reinforce positive behaviors and promote excellence and teamwork.

The Authority will periodically evaluate recognition awards and programs for their effectiveness, and reserves the right to revise, eliminate or create new awards as deemed necessary by management.

The Employee Recognition Program is intended to motivate, recognize and reward employees for behaviors and performance that promote excellence throughout the organization, improve service and efficiencies, and create a positive working environment. This policy defines the types of awards, selection criteria and process, and frequency of the established award.

This Policy applies to all Authority employees. For purposes of this policy, exemption status has no bearing on eligibility for receiving awards.

Definitions

“Management Team” is the Authority’s group of managers that includes the Transit Director, Deputy Director, Operations Manager, Data Analyst/EEO Officer, Safety and Training Manager, and Mobility Manager. “Year” is defined as the beginning of the fiscal year, which begins October 1 and ends September 30.

Awards

“Xtra Mile” Recognition

This is an “on the spot” recognition that is given by any Authority employee to another Authority employee for going above and beyond normal job expectations. The initiating employee completes an “Xtra Mile” form. The original copy is given to the employee being recognized and the copy is sent to his/her supervisor. All employees receiving Xtra Mile recognition are eligible to be in a monthly drawing for a small gift from the Authority.

“Roadworthy” Safe Driving Award

Bus operators may earn this award annually for achieving a perfect driving record defined as:

- No personal or work-related driving accidents
- No personal or work-related traffic citations
- No instances of incomplete pre- or post-vehicle inspection reports

Regular (non-introductory) bus operators are eligible to earn the Road Worthy Safe Driving Award pin annually for having a perfect driving record. Operators will receive an award pin and certificate on or near their anniversary date.

“Golden Wheel” Employee of the Year Award

The “Golden Wheel” Employee of the Year is an annual award given by the Authority to one regular status employee selected by the Management Team that meets nomination criteria and exceeds expectations in many areas consistently throughout the year. Criteria include excellence in the following areas:

- Productive and efficient
- Takes initiative for improvements
- Dependable/reliable
- Teamwork and works well with coworkers and customers
- Follows policies, procedures, rule and regulations
- Practices workplace safety
- Positive attitude
- Customer service oriented
- Trustworthy and works with the highest integrity

Golden Wheel Award winners will have their name placed on an awards plaque, and receive a certificate and a gift from the Authority.

TIMEKEEPING/PAYROLL

401 Timekeeping

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Nonexempt employees are responsible for accurately recording the hours they work. The law requires the Authority to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits.

"Time worked" means all the time that nonexempt employees spend actually performing their assigned work. If you are a nonexempt employee, you must accurately record the time you start and stop assigned work, when you start and end any meal periods or split shifts, and any time you are away from the workplace for personal reasons.

Before you work any overtime, you must always get advance approval. Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination.

If you are a nonexempt employee, you should not start working before your scheduled start time. You are prohibited from starting work earlier or working later without your supervisor's approval.

402 Paydays

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Pay periods are two weeks in length, and employees are paid bi-weekly every other Thursday. The workweek is defined as a seven (7) day period which ends on Sunday at 12:00 a.m. Each paycheck includes pay for all work performed through the end of the previous pay period.

If a payday falls on a weekend or holiday, you will be paid on the last work day before that payday. If you are on vacation on payday, you will get your paycheck when you return.

The Authority offers a direct deposit program for your convenience. Direct deposit means that we will deposit your pay directly into your bank account if you authorize it. Contact your benefits coordinator or Human Resources for a Direct Deposit Authorization Form.

403 Employment Termination

Effective Date: 4/1/2010

Revision Date: 3/25/2019

When employees terminate their employment, an exit interview may be scheduled. At the exit interview, your immediate supervisor will review your benefits, benefits conversion rights, repayment of any outstanding debt to

the Authority and return of Authority property. You may also make suggestions or complaints and ask questions.

Employees terminated from employment are required to return all Authority property, including keys, identification badges, credit cards, files and other materials upon leaving Authority property.

Your final paycheck earned will be paid out according to the Authority's regular biweekly pay schedule. Employees receive their final pay in accordance with applicable state laws.

Your benefits are affected by termination in several ways. All accrued and/or vested benefits that are due and payable upon termination will be paid out in accordance with applicable law and the terms of the applicable plan document. You may be allowed to continue some benefits by paying for them yourself (see COBRA). You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

404 Administrative Pay Corrections

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is the Authority's policy and practice to pay employees in compliance with federal and state laws. The Authority prohibits improper deductions from employee wages and is prepared to correct any mistakes or improper deductions. Employees who believe any mistakes or improper deductions have been made to their pay should report their concerns immediately to the Human Resource Manager or Assistant. The Authority will make any corrections it deems to be required as soon as reasonably possible.

405 Pay Deductions

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Deductions from each employee's pay are made for taxes, as required by law. Your paycheck will show the amounts withheld for local, state and federal income taxes, and also the amount withheld for Federal Social Security tax ("FICA").

In addition to your FICA withholding, the Authority contributes an equal amount of FICA tax on your behalf to fund your Social Security benefits. Other deductions from your paycheck will be made as required by law, which may include court-ordered garnishments or child support. Deductions also may be made for elective benefits as authorized by the employee.

WORK CONDITIONS AND HOURS

501 Workplace Safety

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Our workplace safety program is a top priority at the Authority, but our success depends on everyone being alert and committed. We want the Authority to be a safe and healthy place for employees, customers, and visitors. The Safety and Training Manager is responsible for implementing, administering, monitoring, and evaluating the safety program.

Employees and supervisors receive workplace safety training. The training covers possible safety and health hazards as well as safe work practices and procedures to eliminate or reduce hazards.

We attempt to regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Labels have been placed on containers of certain potentially hazardous chemicals by their manufacturers. These labels identify the chemical in the container along with the appropriate hazard warnings and the name of the manufacturer. Removal of these labels is prohibited as they are required by law for your safety. The Authority maintains a Material Safety Data Sheet (MSDS) for each potentially hazardous chemical used in the workplace. These MSDS identify chemicals and provide other information relating to spill procedures, personal protection, and health data. MSDS are available to all employees upon request. All appropriate employees will be trained in the use of hazardous chemicals they come into contact with in the course of their job. Questions concerning hazardous chemicals in the workplace or MSDS should be directed to the Safety and Training Manager or your immediate supervisor.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell your supervisor, another supervisor, or the Safety and Training Manager. We want you to know that you can report any concerns about workplace safety anonymously and without fear of reprisal.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate the Authority safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include, but are not limited to, causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

You must also report immediately any injury while on the job, no matter how minor it might seem. When you report it quickly, we can investigate the accident promptly in accordance with laws, and start insurance and worker's compensation processing, if necessary.

502 Work Schedules

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Work schedules are set by the Authority, depending on the nature of your job. Your supervisor will inform you of your specific work schedule and hours. From time to time, employees may be required to work days or hours other than scheduled for the operation of the transit system.

Flexible scheduling, or flextime, is available to some employees. Flextime lets you vary the times you start and end work each day within certain time limits. To have flextime, you and your supervisor must agree on the schedule together. Before we can approve flextime, we will also look at our staffing needs, your performance, and the needs of your job. If you are interested in flextime, talk with your supervisor.

503 Attendance and Punctuality

Effective Date: 4/1/2010

Revision Date: 8/21/2019

It is the policy of the Authority to encourage habits of good attendance and punctuality on the part of its employees. The Authority recognizes that circumstances beyond your control may cause you to be absent from work for all or part of a day. However, all absences must be charged to paid time off or compensatory time off, as appropriate, or another form of authorized leave.

Unauthorized absences or tardiness will not be tolerated and may result in disciplinary action up to and including termination.

When your absence from work is unavoidable, your supervisor or department head must be notified prior to the start of your scheduled work shift but no later than one (1) hour prior to the start of your shift. Explain the reason for your absence or tardiness and if and when you expect to arrive at work.

If your absence is to continue beyond the first day, you must notify your supervisor or department head on a daily basis unless other arrangements have been made. You will be considered as having voluntarily quit if you are absent for three (3) consecutive working days without reporting to us, unless you have satisfactory reasons both for the absence and for the failure to report your absence.

Regular attendance and punctuality are important factors in your work performance. Your attendance record is considered in matters such as wage increases, promotions and transfers. It is expected that you will be in regular attendance since irregular attendance interferes with the productive efforts of your fellow employees and scheduled commitments of the Authority.

504 Attendance Policy for Bus Operators

Effective Date: 12/01/2010

Revision Date: 12/26/2022

As a public transit system with time-sensitive operations, it is essential and required that Authority employees report to work and on time on the days they are scheduled to work, and to required meetings. To encourage good attendance, the Authority has adopted a point system for occurrences of tardiness and absenteeism along with progressive discipline measures.

The purpose of this policy is to improve attendance in order to minimize scheduling problems, reduce overtime costs, and allow for smooth operations. Attendance and tardiness cause service and scheduling problems as well as force the Authority to pay overtime for hours that would normally be paid at straight time. As a public entity funded by tax dollars, the Authority is obligated to operate the transit system in the most cost-effective and efficient manner as possible.

Last minute scheduling changes due to absenteeism or tardiness also create additional work and stress for staff that are called to fill in for the absent or late employee.

The Attendance Policy is designed to clearly communicate procedures for reporting absences or tardiness, and the consequences for unexcused tardiness and absences that may lead to disciplinary action, up to and including termination.

This policy applies to all bus operator positions.

Definitions

Excused Absence: Absences are excused when a Request for Paid Time Off Form is submitted to and approved by the Dispatch Coordinator and Human Resource Assistant at least two weeks in advance to the requested PTO date. Absences, tardiness and leaving prior to the end of the scheduled shift are considered unexcused, unless they are the result of:

- Family Medical Leave Act absence
- Military leave
- Approved Paid Time Off (PTO)
- Paid Medical Leave (PML)
- Jury or witness duty
- Work-related injury leave
- Bereavement leave requested and authorized

Unexcused Absence: Absence from scheduled work that has not been pre-approved PTO; leaving before the end of a scheduled shift without prior

approval; and failure to provide proof for claimed illness resulting in unapproved absence from work lasting longer than one day.

Rolling 12-month period: An employee's individual 12-month period that begins on the date of his or her last occurrence under this policy.

Policy and Procedures

The Authority has adopted a point system for occurrences of tardiness, failure to give notice of tardiness or absence, and unexcused absences. Points are awarded for each infraction or occurrence and may be combined, possibly resulting in multiple points being received.

1. Notification of Absence

Employees who will be absent from their scheduled shift are required to notify their supervisor or dispatch using the designated methods at least one (1) hour prior to the start of their shift.

Notification of absence (regardless of call time)	1 pt
No notification of absence/No show for shift (No call/no Show)	3 pts

2. Notification of Tardiness

Employees who will be tardy are required to notify their supervisor or dispatch using designated methods at least 15 minutes prior to the start of their shift.

Notification of tardiness more than 30 minutes before shift	½ pt
No notification of tardiness, or notification less than 15 min. before shift	1 pt
Arriving later than original tardy notification	1 ½ pts

3. Unexcused Absences

Any time an employee informs their supervisor that they will not be reporting to work as scheduled for any reason is considered an unexcused absence. Failure to attend mandatory meetings also is considered an unexcused absence as are leaving work early before the end of their shift.

Employees are allowed one (1) absence due to illness (sick day) during a rolling year without penalty points. Any subsequent absences from work (for sickness or otherwise) will be considered unexcused, and will count as one (1) occurrence for each day missed, unless proof of a medical visit is provided to management. Management reserves the right to require proof of illness or circumstances from any employee who fails to report to work when they are scheduled.

One (1) unexcused absence due to illness per rolling year	0 pt
Unexcused absences without medical visit proof	1 pt
Unexcused leaving early (regardless of length of time)	1 pt
Unexcused absence at required meeting	1 pt

4. Disciplinary Measures

When an employee accumulates four (4) occurrence points within a rolling 12-month period, the employee will receive a first written warning.

When an employee accumulates six (6) occurrence points within a rolling 12-month period, the employee will receive a second written warning and will be scheduled by management for 2 days off without pay. Available PTO may not be used for the days off without pay.

When an employee accumulates eight (8) occurrence points within a rolling 12-month period, the employee will be subject to termination.

New employees are expected to demonstrate good attendance habits and reliability during their 60-day introductory period. When an introductory employee accumulates two (2) occurrence points within the 60-day period, the employee will receive a written warning. When an introductory employee accumulates four (4) occurrence points, the employee will be subject to termination. Points will drop off after a rolling 12-month period.

The progressive discipline policy for attendance does not guarantee that every step will necessarily be followed in each individual case. Depending on the circumstances of an individual situation, the Authority reserves the right to take any disciplinary action it considers appropriate, up to and including termination of employment. Discipline under this policy is separate from and in addition to the work rules.

505 Parking

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Employees are expected to park in the employee parking lot spaces provided at Authority facilities or other public lots nearby. Employees are prohibited from parking in 15-minute, or visitor spaces and will be subject to disciplinary action.

Employees are advised to always remove anything of value from their car and roll up all windows and lock the door. The Authority is not responsible for the security of your vehicle while on our premises.

506 Communications to Employees

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The MAX Authority issues both temporary and permanent communications to inform employees about policy and procedure changes, benefits information, job opportunities, and other work-related items. Depending on the nature of the notice, employees may receive communications from management many different ways:

- Written communications placed in their employee mailbox
- Memos and notices posted on Authority bulletin boards in common areas
- Shared verbally through Authority or department meetings
- Through e-mail communications to the employee's Authority email address
- Accessed through a secure location on the Authority's website or shared drive on the server
- The Authority's e-newsletter

The Authority may post notices, announcements and other items of interest and importance on employee bulletin boards. Employees are required to read information posted on the Bulletin Boards. Employees may post items on bulletin boards with permission from their immediate supervisor. The Authority reserves the right to add and remove materials from the bulletin board at their discretion, and to remove dated materials placed there by employees.

The Authority may also distribute written communications to employees, which require receipt and acknowledgement by employees. Employees may be required to sign and date a receipt and acknowledge participation in meetings, training, activities or programs and submit these to their supervisor.

Occasionally attendance at meetings or training will be required to ensure the transfer of information to employees. We will provide as much advance notice as possible for these meetings. Employees are expected to attend all mandatory meetings. Unexcused absence from required meetings will result in the use of unscheduled Paid Time Off and will result in disciplinary action.

507 Use of Phone and Mail Systems

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority's telephones are reserved for business use only. It is important that the phone lines remain open so that customers and others doing business with us can easily contact Authority personnel.

We do understand that there are times when employees may need to place or receive personal calls. Employees should use their best judgment and limit as much as possible their use of the phone for personal calls. Employees who use Authority phones excessively for personal reasons will have this privilege revoked and may be subject to discipline, up to and including termination.

This policy also applies to any Authority-issued cell phones. Cell phones should not be used for personal calls. Landline and cell phone bills may be reviewed to ensure this policy is being followed.

The MAX Authority prohibits the use of any cell phone while operating an Authority vehicle. Employees are prohibited from using a cell phone, regardless of whether it is their personal phone or an Authority-issued cell phone, while operating an Authority vehicle. If you need to make a call, safely pull over to the side of the road and place the vehicle in park before answering or placing a call. Use of any cell phone while operating an Authority vehicle will immediately result in discipline, up to and including termination.

Always use proper telephone etiquette. All employees are expected to speak courteously and professionally in a pleasant tone, repeat information as needed, and only hang up after the caller hangs up. Authority calls may be recorded for quality assurance purposes.

508 Smoking Policy

Effective: 4/1/2010

Revised: 3/25/2019

The Authority has established a Smoking Policy that is consistent with all local, county, state and federal laws. The Authority prohibits smoking or vaping in the workplace except in locations that are specifically designated as Smoking Areas. Smoking marijuana is prohibited on all MAX property.

The Authority prohibits smoking or vaping within 25 feet of our facilities, buildings, bus shelters, and buses. This is consistent with the Smoking Ban Regulation adopted by Ottawa County. Smoking and vaping is prohibited in all Authority vehicles, including official service vehicles and buses. This policy applies to all Authority employees.

Violation of this policy by employees may result in disciplinary action, up to and including termination.

509 Rest & Lunch Periods

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Minor (under eighteen (18) years of age) Employees: If you are a minor employee, meaning you are under the age of eighteen (18), you will have one (1) thirty (30) minute break of uninterrupted rest if you work more than five (5) continuous hours.

Regular Employee: If you are regular, nonexempt employee, you will have one (1) hour of unpaid time for lunch if you work more than nine (9) continuous hours.

510 Overtime

Effective Date: 4/1/2010

Revision Date: 3/25/2019

There may be times when the Authority cannot meet its operating requirements or other needs during regular working hours and may require employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment. The overtime rate is 1.5 times an employee's regular rate of pay.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor..

Nonexempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Overtime pay is based on the actual hours worked. For this reason, paid time off and holiday pay are not counted when calculating overtime pay.

Exempt employees are expected to work all hours required to perform their job and are not paid overtime.

As an option to paying overtime, the Authority may offer non-exempt employees Compensatory Time Off (CTO). See the CTO Policy for details.

If you do refuse to work scheduled overtime or if you work overtime without first getting your supervisor's approval, you may be subject to disciplinary action, up to and including possible termination of employment.

512 Use of Equipment, Vehicles and Facilities

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Proper use and maintenance of equipment and vehicles provided by the Authority to assist you in accomplishing your job duties are the responsibilities of all employees. When you use the Authority property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be missing, damaged, defective, or need maintenance or repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Equipment includes, but is not limited to: computers and their contents and documents, telephones, fax machines, copiers, scanners, printers, video, still or digital cameras, document storage devices and drives, postage machines, bulletin boards, hand and power tools, vehicles, and facility maintenance equipment and machines (snow blowers, lawn mowers, leaf blowers, etc.).

Authority vehicles should be used in place of your own personal car for Authority business whenever possible. Authority equipment, vehicles and facilities are not intended for personal use by employees, unless authorized by the MAX Director. Family members and friends not employed by the Authority are prohibited from riding with you in any Authority vehicle. Authority vehicles may not be used for transportation to and from personal business.

If your job duties require driving a vehicle, you are expected to assume full responsibility for observance of all traffic laws, including speed limits, impaired driving and parking laws. Seat belts must be worn at all times when driving or riding in a vehicle and cell phones may not be used when driving. Employee driving records are subject to evaluation at any time by the Authority.

513 Vehicle Accidents

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is the policy of the Authority to give its employees clear instructions on how to properly respond to accidents involving Authority vehicles.

Vehicle accidents must be reported no matter how minor they might seem. Accidents might include damage to parked vehicles, structures or other objects, collisions, body damage or scrapes, and slide-offs.

Authority employees involved in an accident must immediately report the accident to Dispatch and/or your immediate supervisor, as well as the police. Note the time, location and details of the incident, and determine if you or any passengers are injured or need medical attention.

If your vehicle is blocking traffic and can be driven, move it to the side of the road to allow traffic and emergency vehicles to get through. Insist that all parties and property involved remain at the scene until police arrive, and obtain their names, contact information, and driver's and vehicle license numbers.

Do not admit fault, apologize to anyone, or promise to offer restitution of any sort for damages or injuries. Fault will be determined by law enforcement based on the report of facts.

You will be required to complete an Incident Report fully and return it to your supervisor.

514 Emergency Closings

Effective Date: 4/1/2010

Revision Date: 3/25/2019

There may be times when emergencies, such as severe weather, fires, floods, power failures, etc. disrupt normal business operations at the Authority. We may even decide to cease operations if conditions are severe, and close during working hours. In the event we close, we may contact local radio and television stations to post our closing. Your immediate supervisor also may notify you at home. Operations staff will be directed to the MAX hotline for emergency closing updates at 616-928-2499.

When we are officially closed due to emergency conditions, you will not be paid for the time off. However, you may request to use any available Paid Time Off (PTO) that you have available.

There may also be some times when we ask employees in essential operations to work on a day when we are officially closed due to an emergency. If we ask you to work on a day when we are officially closed, we will pay you your regular pay.

515 Visitors in the Workplace

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Only visitors who are properly authorized may be on the Authority premises. This helps to maintain safety standards, safeguard employee and customer welfare, protect property and facilities, guard confidential information, and reduce potential distractions and disturbances. The Authority cannot guarantee or assume responsibility for the personal belongings of its personnel.

AUTHORITY EMPLOYEE ACCESS

Authority employees upon hiring may be issued keys or access cards/codes for their use which are not to be loaned or disclosed to any other employee or person except by authorization of the MAX Director, your supervisor or department head. No employee shall have a key or access card duplicated or have an unauthorized key or access card in their possession. An employee with an unauthorized or duplicate key or access card in his possession will be subject to discipline up to and including termination.

MAX Authority Board will be issued photo ID cards, which they are to wear when visiting MAX facilities. Volunteers and people serving on MAX committees will be asked to sign the Visitor's Registry at the front reception area and will be issued a temporary Visitor Pass.

VISITS BY FAMILY AND FRIENDS

Family members or friends of employees who come to the workplace for a personal visit must enter at the main entrance and check in at the front reception desk, where the employee will meet them. If you have personal

visitors, you are responsible for their conduct and safety while on Authority premises, and that their visit does not disrupt other employees.

VISITORS, VENDORS AND SERVICE PROVIDERS

Vendors, service providers and companies doing business with the Authority may be issued keys or access cards/codes to gain temporary access to designated areas (waste bins, vending areas, cleaning supplies, etc.), which must be returned to Authority personnel upon completion of their task or visit.

Visitors with business to conduct with Authority personnel are required to report to the reception area at the main entrance, sign in, and receive a Visitor's Pass, which is to be worn while on Authority premises. Visitors are to wait in the reception area until they are met by the person with whom they are meeting. Visitors may not walk unescorted through Authority facilities.

If you see an unauthorized person on Authority premises, it is important that you challenge this person's reason for being on Authority property and ask for their Visitor's Pass or company identification badge. Notify your supervisor if you see any unidentified persons or suspicious activity on Authority premises. The safety and security of public transit facilities is a responsibility of all Authority personnel.

516 Mileage & Expense Reimbursement

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Employees are expected to use an Authority vehicle when conducting business on behalf of the Authority. We will reimburse employees for mileage on their personal vehicles for travel necessitated by an employee's job duties only if authorized in advance by their immediate supervisor. Reimbursement will be at the Authority's current approved mileage rate when a mileage form is submitted.

The Authority also will reimburse employees who spend their own money to purchase goods or services for Authority purposes at the request or with the approval of their immediate supervisor. Receipts and acceptable documentation of expenses are required for reimbursement.

Any meal allowance for Authority employees may not exceed \$60 and excludes alcoholic beverages. For annual travel rates, refer to michigan.gov/dtmb

517 Information Technology Use

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority owns and operates various computer systems, which are provided for use by employees to perform their jobs. All users are responsible for seeing that these facilities are used in an effective, ethical, and lawful manner. The procedures and principles presented in this policy apply to all

Authority employees, elected officials, volunteers and other affiliates who use Authority-provided computer systems, regardless of the user's location when accessing the network. For purposes of this policy, the term "employee" includes all of the preceding categories.

This policy sets forth generally applicable policies that apply when employees use the information systems and equipment provided by the Authority. Violations of this policy are subject to discipline, up to and including termination. Persons who use Authority systems or equipment for defamatory, illegal, or fraudulent purposes, or who break into unauthorized areas of the Authority's systems, may also be subject to civil liability and criminal prosecution.

Use of Authority Equipment

All Authority property, including computers, e-mail, voicemail, internet service, telephone systems, fax machines, wire services, and other equipment and services, is provided for business use. Limited, occasional use of these Authority systems for personal, non-business purposes is permitted. Employees must demonstrate good judgment in this use. Personal use of Authority systems must be limited to non-working time, and must not be disruptive to the work of any employee. Also, use of Authority systems for promoting, buying or selling goods or services, or group solicitations, is prohibited, since these types of activities are limited to posting on the bulletin boards specifically designated for this purpose. Equipment may not be modified in any way except by authorized personnel.

Security

All users of Authority systems are required to maintain the security and integrity of Authority systems and information from access by unauthorized persons. Workspaces and equipment must not be left unattended in a manner that could permit any unauthorized person to obtain unauthorized access. Authorized use must be only with the user's own log-in, password, or other access device. Users may not share log-ins, passwords, or access devices with any other person, except when business needs require and an appropriate manager has given written authorization.

Authority Access and Monitoring

Employees should not assume that electronic communications are private. Security procedures, such as passwords, are designed to control access to Authority systems, not to guarantee the personal privacy or confidentiality of any message or document. Employees should keep personal records and information at home, as the Authority does not provide privacy or confidentiality of non-business information stored in files (electronic or hard copy) at work.

The Authority reserves the right to access and review everything on all information systems and equipment, including directories, diskettes, files, data bases, e-mail messages, voicemail messages and any data stored or used in connection with Authority information systems. Electronic files that

have been deleted or erased may remain stored in the Authority's computer or telephone systems. The Authority retains the right to access such information for as long as it may be obtained from any source, even after it has been deleted or erased. All e-mail messages are archived and stored on an Authority server pursuant to the Authority's retention policies.

The Authority monitors individual use patterns (telephone numbers dialed, web sites accessed, call lengths, etc.) to evaluate the optimum utilization of technology resources, and to detect patterns of use that could suggest improper or illegal activity. The Authority may employ web filtering and block websites based on categories determined by the Authority.

Each employee who uses Authority communication systems, by doing so, consents to the Authority monitoring his or her communications over those systems, as authorized by law, when the Authority finds that a business reason warrants it.

E-mail Communications and Internet Use

The Authority strictly prohibits the use of information and communication systems for any communication or activity which is obscene, pornographic, profane, abusive, defamatory, derogatory, discriminatory, a violation of any civil or criminal law or statute, or a violation of any Authority policy or standard. If a user has any question about whether a particular use or communication is improper, it is the user's responsibility to ask an appropriate supervisor before engaging in the activity.

Revealing Authority business information, employee or customer by e-mail or the internet is prohibited. Any other messages that may adversely affect the Authority, its customers, the public or employees are also prohibited. Internet and e-mail may not be used for personal gain, personal business, or advancement of personal views. No one should make any on-line statement about the Authority except as expressly authorized by senior management. If you have any question about whether a particular use is improper, ask an appropriate supervisor before engaging in the activity.

Communicating anonymously or by an assumed name is prohibited. E-mail messages should be written in a professional manner. Consider your routing list carefully and exercise the same care you would with any written document before sending an electronic message.

Delete or archive unwanted and obsolete messages. It is each employee's responsibility to keep their mailboxes manageable and up to date. All messages are archived automatically.

If you receive an e-mail message from an unknown sender, delete the message to prevent viruses and other risks to Authority information systems. If you receive a message that was not intended for you, inform the sender immediately and delete the message from your mailbox.

Users of Authority equipment may not access any external or public computer or network, except for specific business purposes with express authorization by a supervisor. Any user who is authorized to connect to any outside computer or network is obligated to take all necessary measures to ensure the security of the Authority's systems and information. Employees may not install, add, or download any other computer software to Authority systems without prior approval by the Authority.

Employees may not:

- Monitor or intercept anything on the Authority's computer system without authorization
- Obtain unauthorized access to any part of the Authority's information system
- Use Authority systems to obtain unauthorized access to any other computer or system
- Use anyone else's log-ins or passwords without Authority permission
- Use Authority systems in a way that has the purpose or effect of concealing or disguising the user's identity

Software

The Authority has acquired rights to use certain software programs on the Authority's communication and information systems for business purposes. Software is protected by copyright law. The Authority's right to use software is subject to license agreements with the publisher or seller of the software. Those license agreements generally prohibit users from copying, selling, loaning, or giving away software, or using or duplicating it in any way that is not expressly authorized by the license agreement. Therefore, any software that is available through the Authority's information systems may not be used in any way other than in the regular course of Authority business.

Only Information Systems personnel or agents contracted by them may install or remove software or hardware on any Authority computer system. Information Systems personnel may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.

Portable Devices

The Authority may provide employees with portable technology, including laptop computers, cell phones, and personal digital assistants (PDAs), in order to support Authority business. Such portable technology is to be used solely by the employee and solely for the benefit of the Authority. Upon termination of employment, or upon request by the Authority, each employee must immediately return to the Authority all equipment which is Authority property or contains any confidential or proprietary information belonging to the Authority or its clients/customers or the public. Employees are strictly prohibited from using any portable technology for Authority business unless the portable technology is owned and provided by the Authority, or authorized by the Executive Director. Use of non-Authority-owned laptop computers, cell phones, PDAs, or other portable technology for Authority business, including the access, sharing, or retrieval of information from Authority systems, is not permitted.

Telecommuting

Any employee working from home or telecommuting will be required to sign an agreement stating the terms under which he or she will be permitted to telecommute, and creating reasonable protections for the use and transmittal of Authority information.

Publishing to the Internet

Only Information Systems Personnel and assigned Authority personnel should publish to the Internet. This ensures that the information being released about the Authority is appropriate and projects a positive image of the Authority.

518 Workplace Monitoring

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is the policy of the Authority to monitor the workplace through telephone, video surveillance, Global Positioning Systems (GPS), Automated Vehicle Location technology and other devices and technology for the sake of quality control, employee safety, security, and customer satisfaction.

Employees who regularly speak with customers will have their telephone conversations monitored or recorded for quality assurance purposes to help us identify training needs and performance problems.

We reserve the right to monitor computer activities and data that are stored on Authority computer systems, and to find, read or print any data that is written or electronically sent and received.

The Authority also uses video surveillance in public, non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

GPS and other tracking devices installed on Authority vehicles is used to measure on-time performance, productivity, customer service, and efficiency. The Authority reserves the right to monitor employees' workplace activity in any other way permitted by law.

519 Workplace Violence Prevention

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority is committed to preventing workplace violence and making our workplace a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at any time.

Authority employees are expected to treat co-workers, including supervisors and temporary employees, with courtesy and respect at all times. Fighting verbally or physically, playing tricks on others, and behaving in any manner that might endanger other people is strictly prohibited. The Authority does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods. We do not permit any act of harassment that is based on an individual's race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, disability, veteran status, or other protected class.

You should immediately report threats or acts of violence with as many details as you can recall to your supervisor or management. You should also immediately report any suspicious person or activities to a supervisor. Never place yourself in danger. If you see or hear trouble or a disturbance, do not try to see what is happening or try to intervene and stop it. Call a supervisor immediately.

The Authority will promptly and completely investigate all reports of violent acts or threats of violence, all suspicious people and activities. We will protect the identity of any person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to complete our investigation.

Firearms, weapons, and other dangerous or hazardous devices and substances are prohibited on Authority vehicles and premises. We reserve the right to search all Authority owned or leased vehicles, as well as all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering or located on Authority property where circumstances concerning the enforcement of this policy or other work rules and procedures warrant. Any employee failing/refusing a search or committing acts or threats of violence will be subject to discipline, up to and including termination.

520 Licensing

Effective Date: 4/1/2010

Revision Date: 3/25/2019

All employees who operate or maintain Authority vehicles must have in their possession at all times a valid and appropriate Michigan Driver's License. Revenue vehicle operators (maintenance, utility workers, and bus drivers) must maintain a Commercial Driver's License (CDL) with the proper endorsements and designations.

Bus drivers must have their Class B CDL with a Chauffeur, P (passenger) and air brake endorsement. Taking the driver tests are to be done off duty, this includes the written and the driving portions.

It is the employee's responsibility to renew their operator's license and any required endorsements before expiration. Renewing licenses and/or endorsements must be done off duty. Having a valid unrestricted driver's license is a condition of your employment for bus operators, and mechanics. Employees with expired licenses or having inadequate licenses or endorsements are subject to disciplinary action, up to and including termination.

521 Moving Violations and DUIs

Effective Date: 4/1/2010

Revision Date: 3/25/2019

All safety sensitive employees (operators, utility workers, road supervisors and mechanics) are required to report to their supervisor or Department Head any moving traffic violations they receive while operating an Authority vehicle or their personal vehicle within 24 hours of occurrence or within a reasonable amount of time if there are circumstances that delay the reporting (hospitalization, holiday, etc.)

These classifications of employees also must report any impaired/drug driving charge or conviction received from driving their personal vehicle or an Authority vehicle.

Failure to report moving violations and DUIs in a timely manner to your supervisor may result in disciplinary action, up to and including termination of employment.

522 Transfers

Effective Date: 4/1/2010

Revision Date: 3/25/2019

At times the Authority may transfer employees from one job and/or department to another, either at their own request or as a result of a decision by management. These transfers may be temporary or permanent. Such transfers allow for the more efficient use of personnel throughout the Authority.

523 Reduction in Workforce

Effective Date: 4/1/2010

Revision Date: 3/25/2019

It is the Authority's goal to maintain full staffing levels and employment for everyone. Inasmuch as possible and feasible, the Authority will layoff employees after other options are considered, including a reduced work schedules for all or most of the workforce. However, there may be times when layoffs become unavoidable. Layoffs may be implemented Authority-wide, or in one or more departments or job classifications. In the event layoffs become necessary, the Authority will determine which employees will be affected based upon a number of factors, including: ClassificationNeed

- Department
- Employee qualifications
- Employee productivity and/or performance
- Employee attitude
- Employee attendance and punctuality

The specific method or manner of a workforce reduction and subsequent recall is at the sole discretion of the Authority. The duties performed by an employee scheduled for layoff may be reassigned to other employees. No Paid Time Off (PTO), holidays, or other benefits will accrue while an employee is on layoff status. LEAVES OF ABSENSE

601 Family and Medical Leave Act (FMLA)

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority will provide eligible employees with unpaid leave for covered family and medical reasons, in compliance with the Family and Medical Leave Act (FMLA).

Eligibility

Employees are eligible only if they have been employed for at least one year, have worked at least 1,250 hours over the previous 12 months, and work at a covered location. A location is covered if at least 50 employees of the Authority work within a 75-mile radius.

Basic Leave Entitlement

Eligible employees may take up to a total of 12 work weeks of leave in any 12-month period for the following reasons:

1. The birth and care of an employee's newborn child.
2. The placement with an employee of a child for adoption or foster care;

3. Care for a spouse, parent or child with a serious health condition;
4. Care for employee's own serious health condition that prevents the employee from working; or
5. Address certain qualifying exigencies resulting from a spouse, parent, son or daughter who is either (1) a member of a regular component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country, or (2) a member of a reserve component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country under a call or order to active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment and reintegration briefings.

The amount of FMLA leave time an employee has available (for the above reasons) on any given date is equal to 12 weeks minus the amount the employee has used in the preceding 12 months.

Service Member Family Leave

Eligible employees may take up to 26 weeks of FMLA leave during a single 12-month period to care for a spouse, parent, son, daughter or next of kin who is a covered service member. A covered service member is either: (1) a member of the Armed Forces who is undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness, or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces at any time during the 5 years preceding the date on which the veteran underwent that medical treatment, recuperation, or therapy. The term "serious injury illness" means an injury or illness that was incurred or aggravated in the line of duty or, in the case of a veteran, was incurred or aggravated in the line of active duty and manifested itself either before or after the service member became a veteran. During the single 12-month period, the employee is entitled to a total of 26 weeks of FMLA leave for all qualifying reasons.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either:

1. Inpatient care in a hospital, hospice, or residential medical care facility, or
2. Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from

participating in work, school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:

- a. a period of incapacity of more than 3 consecutive full calendar days combined with
 - at least two (2) visits to a health care provider within certain time frames, or
 - one (1) visit to a health care provider within a certain time frame and a regimen of continuing treatment;
- b. incapacity due to pregnancy;
- c. incapacity due to a chronic condition that requires at least two visits to a health care provider per year for treatment; or
- d. permanent or long-term incapacity, or conditions requiring multiple treatments

Use of Leave

When medically necessary, leave may be taken on an intermittent basis or by arranging a reduced work schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Authority's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employee's Responsibility to Give Notice of Need for Leave

Employees must notify their supervisor and Human Resources of any need to take FMLA leave (including any absence, late arrival, or early leaving related to FMLA leave). Employees must give this notice at least 30 days in advance of a foreseeable need for FMLA leave. If it is impossible to give 30 days advance notice, employees must notify their supervisor and the Human Resources Department as soon as practicable. Employees must follow all Authority rules for calling in to report absence, tardiness, or early leaving.

Whenever requesting FMLA leave, employees must provide sufficient information for their supervisor and Human Resources to determine whether the leave qualifies as FMLA leave and the anticipated timing and duration of the leave. Employees must also inform their supervisor and Human Resources if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Once an employee has requested FMLA leave, the Authority will inform the employee whether he or she is eligible to take FMLA leave and explain the employee's rights and responsibilities under FMLA. After the employee returns all required forms, the Authority will inform the employee whether or not the leave will be designated as FMLA leave.

Medical Certification

When the Authority requests it, an employee must provide complete and sufficient certification from a health care provider verifying the need for leave (at the employee's expense). The Authority will provide a form for this purpose. In most cases, a "doctor's note" will not be accepted as appropriate medical certification. The employee must return the completed certification form to the Authority within 15 days. Failure to do so may result in the delay and/or denial of FMLA leave. The Authority may require subsequent opinions from a different health care provider (at the Authority's expense). The Authority may also require periodic re-certifications of the need for leave.

Contact with the Authority during the Leave

While on FMLA leave, employees are required to report to Human Resources regarding their status and intention to return to work. Likewise, it may be necessary for the Authority to contact an employee for those reasons. If the employee cannot be reached at the phone number on file with the Authority and the leave is in excess of 5 working days, the employee must provide a telephone number and address at which they can be contacted.

Wages and Insurance Benefits during FMLA Leave

Wages are not paid during FMLA leave. The Authority will maintain the employee's health coverage (including dental and vision if available) under any group health plan for covered FMLA leave as long as the employee maintains his or her contributions during the leave.

Using Paid Leave Time during FMLA Leave

An employee taking FMLA leave may elect to use paid leave (vacation, sick leave, personal leave, or paid time off) that the employee has available under the Authority's policies. In order to use paid leave during FMLA leave, the employee must comply with the Authority's policies concerning paid leave. The Authority may require that the employee use available paid leave. Whether or not paid leave is available, all time off which is covered by FMLA will be charged against the employee's yearly FMLA allowance.

Returning to Work

Before returning to work from a leave due to the employee's own serious health condition, the employee must provide medical verification of his/her fitness for duty. The Authority will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking intermittent or reduced work schedule leave, the Authority may require a certification of fitness to return to duty under certain circumstances.

Upon return from FMLA leave, most employees will be returned to their original position or an equivalent one, with equivalent pay, benefits and other employment terms. Use of FMLA leave will not result in the loss of any

benefit that accrued prior to the start of the leave. Employees will not continue to accrue benefits while taking FMLA leave.

Termination of FMLA Leave

An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

- The employment relationship would have terminated if the employee had not taken FMLA leave;
- The employee informs the Authority of his/her intent not to return from leave;
- The employee fails to return from leave with the necessary certification;
- The employee continues on unapproved leave after exhausting his or her FMLA leave entitlement;
- The employee fraudulently obtains FMLA leave or makes material misrepresentation(s) in order to receive leave to which the employee would not otherwise be entitled;
- While on FMLA leave, the employee engages in conduct that is inconsistent with the need for leave (e.g. engaging in recreational activities while on leave to care for a family member; engaging in activities demonstrating that the employee is not incapacitated while on leave for the employee's own serious health condition); or
- While on FMLA leave, the employee begins employment with another employer or engages in self-employment that demonstrates that the employee is no longer unable perform their normal work for the Authority.

Enforcement

Any employee who believes that his or her rights under the FMLA have been violated is to report this immediately to Director of Human Resources. Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint. The FMLA also states that employees can file a complaint with the U.S. Department of Labor or in an appropriate court.

602 Unpaid Personal Leave

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Eligible employees may ask for an unpaid personal leave of absence of up to one (1) year to fulfill personal obligations.

Regular full-time employees are eligible to request personal leave only after they have completed 180 calendar days of service. If you wish to take a personal leave, give a written request to your supervisor as far in advance as possible.

The decision whether to grant a request for personal leave and the duration of the personal leave are within the sole discretion of the Authority. We will look at each request individually. The business priorities of the Authority must come first. We will make our decision based on a number of factors such as our business needs, workload, and staffing requirements during the requested time period.

Subject to the terms, conditions, and limitations of the applicable plans, the Authority will provide health insurance benefits until the end of the month in which the personal leave begins. At that time, you will be responsible for the full cost of the benefits in order for coverage to continue. When you return from personal leave, the Authority will again provide those benefits according to the applicable plans.

Your benefits, such as PTO or holiday benefits, will not accrue during a personal leave. When you return from leave, the benefits will start accruing again.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, the Authority cannot guarantee that you will be reinstated in all cases, nor can it guarantee that, if you are reinstated, you will have the same hours and/or bid line.

If you do not come back to work promptly at the end of a personal leave, we will assume that you have resigned.

603 Bereavement/Funeral Leave

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority provides paid funeral leave to regular full-time employees in the unfortunate event of a death of an immediate family member or current/former employee of the Authority. On request, the employee will be granted a leave of absence and compensated for straight time scheduled hours lost for the days before and day of the funeral. If additional time off is needed, the employee may use accrued Paid Time Off (PTO) or may request unpaid personal leave.

The following is the amount of allotted days for specified relatives:

- Up to five (5) days for a current spouse or dependent child
- Up to three (3) days for a parent, a non-dependent child, a sibling, mother-in-law or father-in-law or a son-in-law or daughter-in law.
- One (1) day for a sister-in-law, brother-in-law, grandparents or other relative living in employee's current household.
- For any relative not listed above or a fellow employee or former employee, time will be allowed to attend the funeral, but cannot exceed one (1) day.

For an exempt employee, funeral pay is included in the regular salary and the use of Paid Time Off (PTO) is not mandated. For an hourly paid employee, funeral pay is based on the employee's scheduled work hours missed at their straight-time hourly rate.

Funeral leave and pay are meant to provide for an employee who needs to be absent due to the death in the immediate family or of a current or former employee of the Authority. Time off and pay will be granted only when it is consistent with this purpose.

Employees will be paid for ONLY the days that they are absent. If you do not choose to take the full amount granted, you will not be compensated for them, and may not be saved as PTO for future use. Employees will only be paid for the hours they would have worked on the days taken off.

604 Military Leave

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority will grant a military leave of absence for the purpose of serving in the military uniformed services, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and other applicable state and federal laws. You will not be paid for military leave; however, you may use any Paid Time Off (PTO) you have accrued.

If you intend to enter the military for active duty, please contact your immediate supervisor or the Director. EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Employee Conduct and Work Rules

Effective Date: 4/1/2010

Revision Date: 3/25/2019

All Authority employees are required to always conduct themselves in a manner that reflects a positive image for the Authority. Employees are expected to perform their duties safely with honesty and integrity. Below is a list of prohibited behaviors and employee conduct rules that all employees are expected to adhere to. The list of rules is not all-inclusive, and the Authority reserves the right to change, add and revise these as it deems appropriate and necessary.

Violation of any guidelines and rules, or failure to perform assigned duties, may subject employees to discipline, up to and including termination with or without cause, prior notice, warning or discipline, depending on the seriousness of the violation in the sole judgment of the Authority.

Insubordination and Related Misconduct

Failure or refusal to follow instructions or orders from a supervisor, disrespect toward a supervisor, neglect of duty, failure or refusal to carry out job duties or assignments, or other forms of insubordination.

Dishonesty and Related Misconduct

Theft of any amount or dishonesty of any kind is prohibited. This includes, but is not limited to, lying, falsification (either written or verbal) of personnel records or official Authority records or reports, or withholding information in an Authority investigation.

Improper Treatment of Others and Related Misconduct

- a. Discrimination or reprisal against an employee, participant in an Authority program or activity, citizen, or other person(s) doing business with the Authority because of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, disability, veteran status, or other protected class.
- b. Violating the Authority's Harassment and Employee Dignity Policy.
- c. Interfering with the work of another employee, including, but not limited to, restricting production or influencing another to do so.
- d. Discourteous treatment of fellow employees, customers, vendors, citizens or visitors.
- e. Engaging in abusive, intimidating, threatening or coercive treatment, either physical and/or mental, of another employee or the public on Authority time or premises.
- f. Engaging in offensive, immoral, indecent or illegal conduct, or using offensive language toward the public, or in public, or toward Authority officers or employees, while on or off duty.
- g. Making or publishing false, vicious or malicious statements concerning anyone.

Misuse of Authority Property and Records and Related Misconduct

- a. Carelessness or negligence relating to, or misuse or intentional destruction of, Authority property or monies or another employee's property.
- b. Misuse or removal of any Authority record of any nature, or disclosing such record or confidential information without proper authorization.
- c. Violating the Authority's Computer Acceptable Use Policy.
- d. Unauthorized use of Authority vehicles, machines, tools and/or equipment.
- e. Accessing Authority facilities or being present on Authority property without authorization.

- f. Excessive or improper time spent for personal purposes, or excessive or improper personal use of phones, computers, equipment or other technology.
- g. Removal or defacing of any material on Authority bulletin boards or posting of unauthorized materials.

Unsafe Acts and Related Misconduct

- a. Horseplay.
- b. Provoking, instigating or participating in a fight on Authority time or premises.
- c. Failure to observe safety rules and common safety practices.
- d. Smoking in an unauthorized area.
- e. Failure to report any job-related accidents or injuries to a supervisor as soon as possible.
- f. Failure to report damage, defects or hazardous conditions relating to Authority property or an Authority vehicle to a supervisor as soon as possible.
- g. Any deliberate or careless conduct endangering the safety of oneself or others.
- h. Unauthorized carrying, use or possession of fireworks, firearms, explosives or weapons while on duty or on Authority property.

Absenteeism, Sick Leave Abuse and Related Misconduct

- a. Abuse of sick leave, habitual absenteeism or other forms of leave.
- b. Failure to report known or anticipated late arrival in advance of the employee's work shift.
- c. Failure to report absence within an hour of the start of the employee's work shift.
- d. Quitting work or leaving the duty area without authorization.
- e. Habitual or excessive tardiness or leaving early.
- f. Absence from work without authorized leave.

Illegal and Unethical Acts and Related Misconduct

- a. Using, or threatening or attempting to use personal or political influence in an effort to secure promotion, leave of absence, transfer or change of grade, pay or character of work, or other advantage.
- b. Inducing, or attempting to induce, any employee in the service of the Authority to act in violation of the law or any departmental or Authority rule, policy, regulation or order.
- c. Accepting any fee, gift or other considerations of value as an Authority employee for personal gain or preferential treatment.

- d. Conviction or violation of any criminal or penal statute or ordinance.
- e. Engaging in actions which constitute a conflict of interest toward the Authority or adversely affect the Authority's regard or reputation in the community.

Misuse of Authority Motor Vehicles and Related Misconduct

- a. Failure to operate a motor vehicle safely, receiving a motor vehicle violation, not wearing a seat belt or being an at-fault driver in an accident.
- b. Operating a vehicle in a reckless manner, driving at excessive speed, driving under the influence of alcohol or illegal drugs or drugs that impair driving ability, leaving the scene of an accident, carrying unauthorized passengers, or gross negligence while operating a vehicle.
- c. Unnecessarily allowing Authority vehicles or equipment to idle or leaving keys in Authority vehicles or leaving equipment unattended.
- d. Using authority owned vehicles for personal use without prior authorization from Executive Director or designee.

Improper Personal Behavior and Related Misconduct

- a. Vending, soliciting, distributing literature, circulating a petition, or collecting contributions on the Authority's time or premises without prior authorization from the MAX Director or other appropriate official.
- b. Failure to maintain a work appearance that is appropriate to an employee's job duties.
- c. Sleeping on the job.
- d. Violating the Authority's Prohibited Substances Policy.

Other Misconduct

Violation of departmental rules or other official regulations, policies, orders or rules of the Authority are considered misconduct.

702 Employee-Customer Interactions

Effective Date: 4/1/2010

Revision Date: 3/25/2019

As a government entity accountable to the public's trust, all Authority employees must conduct themselves with the utmost professionalism at all times while on duty representing the Authority.

In the interest of preserving public trust and to ensure the safe and orderly operation of the transit system, Authority employees are prohibited from initiating, developing or advancing relationships of a personal/sexual nature with customers/passengers while on duty. Further, employees are strongly

discouraged from having personal relationships with customers on their personal time as this could lead to problems in the workplace.

An employee's personal relationship with an individual whom he/she serves presents the potential for interfering with or preventing the employee from performing his/her job satisfactorily or in a professional manner. This can create a distraction to the employee and, therefore, create a safety threat to passengers, other employees, motorists and the general public.

Maintaining a strictly professional relationship with customers, passengers and the public prevents the potential for and/or appearance of any favoritism, preferential treatment, personal gain, or other actions that may otherwise undermine the Authority's public image, and the safe and orderly operation of the transit system.

Likewise, passengers who use the Authority's services and come into contact with Authority employees are required to conduct themselves in an appropriate manner at all times. Sexual harassment, stalking, suggestive or sexual advancements or comments made by either Authority employees or passengers/customers will not be tolerated. Authority customers who violate these conduct rules will face sanctions that may include, but are not limited to, denial of service and possible legal action.

While it is impossible to set forth every act or behavior that may jeopardize the good order and safe operations of the Authority, examples of inappropriate/questionable relations or interactions between Authority employees and customers prohibited while employees are on duty include:

- Excessive talking about personal issues
- Any comments of a sexual or intimate nature
- Dating of customers/passengers
- Shared living arrangements
- Private business dealings
- Lending or borrowing of money
- Buying and/or giving of gifts of any kind or of any value
- Commercial solicitations or sales
- Participation in games of chance, lotteries, sports betting or other gambling activities with customers
- Any conversations, words, gestures, acts or behaviors of a sexual nature, including suggestive comments and sexual innuendos
- Inappropriate, excessive physical touching or sexual touching
- Disclosure of personal contact information including home address, home phone number, and personal e-mail address.

Anyone who observes or suspects an act of misconduct, neglect, exploitation, or inappropriate fraternization between employees and customers is expected to immediately report the situation or incident and complete and submit a written report. All reports will be promptly investigated and, when appropriate, submitted to legal authorities.

This policy is not intended to discourage appropriate professional interaction with passengers. Employees are expected to ensure that our passengers are treated with dignity, respect and kindness so that they feel welcome to use our services. However, our utmost priority is to ensure the safety and well-being of employees and passengers and orderly operation of the transit system.

Employees who violate this policy will receive disciplinary action, up to and including termination.

703 Drug and Alcohol Use

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority is committed to being a drug-free, healthy, and safe workplace. As such, the Authority has developed a policy to ensure the safety of employees, customers and the public, protect our property and enhance transit system security.

You are required to come to work in a mental and physical condition that will allow you to satisfactorily perform your duties.

As such, Authority employees may not use, possess, distribute, dispense, sell or be under the influence of alcohol or illegal drugs and Marijuana while on duty, conducting Authority business, or on Authority premises (buildings, grounds and vehicles).

Employees may use legally prescribed drugs on the job only if they do not impair your ability to perform the functions of your job effectively and safely without endangering yourself or others. It is the employee's responsibility to be aware of how the drug affects their mental and physical abilities, any possible side effects, and to report this to your supervisor.

You also will be required to take a pre-employment drug test, and are subject to random drug testing while on the job. Sobriety is a condition of employment. The use of illegal drugs is prohibited for all employees at all times, whether or not conducting Authority business or on Authority premises. Testing will be performed by qualified independent medical professionals selected by the Authority, and employees will be taken to and from the testing center.

The Authority encourages any employee who thinks they might have a drug or alcohol problem to use the confidential Employee Assistance Program (EAP) that we offer.

Violation of this policy will result in disciplinary action up to and including termination. We also may require that as a condition of employment that you participate in drug or alcohol counseling and treatment.

For specific information about this policy, please refer to the “Prohibited Substances and Drug-Free Workplace Policy.”

705 Harassment Policy

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority has a zero tolerance policy for harassment or discrimination in the workplace, whether engaged in by fellow employees, by supervisors or managers, or by customers, citizens, vendors, or other non-employees who conduct business with the Authority.

Harassment for any discriminatory reason is prohibited by state and federal laws. We believe every employee has the right to work in an environment free from unlawful harassment and discrimination.

The Authority prohibits unlawful harassment and other unprofessional or discourteous actions. We expect all employees to conduct themselves with civility and respect for the dignity of all other employees, as well as customers, citizens, vendors, and visitors. Any employee who violates this policy is subject to discipline, up to and including, termination. Unlawful harassment includes:

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is unlawful sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Examples of prohibited actions and statements include derogatory or vulgar comments regarding a person's gender, sexually suggestive language, remarks about a person's anatomy, threats of physical harm, and distribution of written or graphic sexual materials. Also prohibited are nude pictures, sexually oriented magazines or posters, and other words or pictures of a sexually suggestive nature. Prohibited actions include touching another person in a sexually suggestive way or in a gender/sexual location, and physical contact such as hitting and pushing or threats to take such action.

Racial/National Origin Harassment

Hostile, intimidating, or offensive actions by a person based on an individual's racial or ethnic origin, or incitement to commit such conduct including, but not limited to, derogatory comments, racial jokes, slurs, epithets, graffiti, or physical acts.

Other Unlawful Harassment

Unwelcome verbal, physical, or other conduct that creates an intimidating, hostile, or offensive working environment based on legally protected status or activities. Such conduct includes, but is not limited to, derogatory comments, jokes, slurs, epithets, graffiti, gestures, displays, touching, or other physical acts.

Reporting Harassment

Any person who believes to have been the subject of harassment or discrimination should report it immediately to a supervisor or the Director. If you feel uncomfortable or it would be inappropriate making a report to your direct supervisor, contact Human Resources or another department head.

It is important that you not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. The Authority will promptly investigate and take corrective and preventative actions, which may include discipline up to and including termination of the instigator.

With this policy, all employees are expected to act in a responsible and professional manner to establish a working environment that supports employee dignity and is free from discrimination.

706 Personal Appearance & Dress Code

Effective Date: 4/1/2010

Revision Date: 3/25/2019

As an Authority employee, your appearance, neatness and personal cleanliness directly reflect on our public image. When you are on duty or representing the Authority, you and your clothing or uniform should always appear neat and clean. All employees are expected to attend to their personal hygiene by bathing regularly, using deodorant, and ensuring their hair maintained in presentable manner.

Uniformed employees are responsible for ensuring their uniform items are neat, clean, pressed, and worn in the correct manner as outlined in the Authority's "Appearance Standards and Uniform Policy."

Non-uniformed and office employees are required to dress in a manner that is professional and appropriate for the duties of their job in terms of functionality and appearance. Non-uniformed office staff who interacts with customers/public may wear jeans on casual Fridays, or when completing

physical or dirtier tasks that require casual work clothes. Jeans may not be thread-worn, ripped, stained, low-cut or severely faded.

No dress code can cover all contingencies so employees are asked to use good judgment in their choice of clothing for work. Unacceptable and inappropriate office attire includes, but is not limited to: low cut tops and/or lingerie; revealing or sheer/see-through clothing; midriff, halter and tube tops; spaghetti strap and strapless tops; skirts or dresses higher than mid-thigh; beach apparel; shorts; sweatshirts and sweatpants; and any top that has potentially offensive images or words. If you are unsure if your clothing will be appropriate, ask your supervisor. Employees who report in inappropriate clothing or uniform will be asked to leave work to change their clothing and will be unpaid for their time away from work. Discipline for reporting to work in inappropriate attire or uniform may include a verbal or written warning, and possible termination for repeat violations.

707 Return of Property

Effective Date: 4/1/2010

Revision Date:

The Authority may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You may not borrow property without permission, nor may you loan out Authority property to other non-Authority employees for their use.

You must return all Authority promptly if asked. If you terminate from employment, you must return all the Authority property immediately.

If you do not return our property and as law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

708 Resignation

Effective Date: 4/1/2010

Revision Date: 3/25/2019

Resignation means that you voluntarily terminate your employment at the Authority. If you decide to resign, we would like you to give us a written resignation in advance of the date you are leaving.

If you are a nonexempt employee, please advise us at least two (2) weeks before the date you will leave. If you are an exempt employee, please tell us at least four (4) weeks before the date you will leave.

Giving us advance notice helps your co-workers because work will need to be reassigned until your position is filled or tasks reassigned. Employees who give advance notice of their resignation will be scheduled for an exit interview to help us understand why you are resigning. You also will be given information on changes to your benefits at the exit interview.

709 Security and Access to Authority Premises

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority requires a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. We prohibit the possession, transfer, sale, or use of these materials on our premises.

We may provide you with desks, lockers, and other storage devices for your use and convenience, but these are always the sole property of the Authority. Because they are our property, we may allow our representatives or authorized agents to inspect them at any time, either with or without advance notice. We may also inspect any items that we find inside them.

The Authority will assist its employees in safeguarding their personal property while at work. However, the Authority cannot guarantee or assume responsibility for the personal belongings of its personnel.

Authorized personnel are issued keys or access cards/codes to enter restricted areas. Keys or access cards/codes may not be loaned or disclosed to any other employee or person except by authorization of the MAX Director, your supervisor or the Department Head. Employees who are found to have unauthorized or duplicated key or access cards/codes in their possession will be disciplined, up to and including termination.

To discourage theft and the unauthorized possession of property that belongs to the Authority, and our employees, visitors, and customers, we may inspect anyone entering or exiting our premises and/or packages or other belongings they carry with them. Employees who do not wish to have their belongings inspected should not bring them on our premises.

710 Solicitations

Effective Date: 4/1/2010

Revision Date: 3/25/2019

In the interest of efficiency, the Authority has strict guidelines pertaining to internal and external solicitations to avoid disruption of our operations and annoyance to our employees. The following must be observed without exception:

1. Solicitations by an employee to co-workers during the working hours of either employee on behalf of any individual, organization, club or cause is prohibited.
2. Distribution of any literature, pamphlets, notices, memos or other materials to an employee during working hours for either employee or at any time in any working area is prohibited.

“Working hours” or “working time” does not include scheduled rest and lunch breaks. Solicitations by non-employees pertaining to non-Authority business are prohibited at all times on Authority premises, except for Authority-sponsored programs.

711 Complaint Resolution

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority encourages an open and frank atmosphere in which problems, complaints, suggestions and questions receive timely responses from management. The Authority is committed to a fair and orderly system with specific steps for resolving employee disputes or complaints, which could include disciplinary action or the interpretation or application of policies in this Handbook. This policy does not affect employee status as defined in this Handbook, including the Employment Relationship section.

Step 1

An employee who has a dispute must schedule a meeting with his/her immediate supervisor to attempt to solve the issue. The supervisor will respond verbally within five (5) working days of the initial meeting. This step may be skipped by employees if there is an aggravated problem that would be inappropriate to take to their supervisor.

Step 2

If the employee wishes to pursue the matter, he/she must schedule a meeting with the Director and attempt to resolve the problem. At the meeting, or within five (5) working days after the meeting, the Director will verbally respond to the employee. The Director will keep a written record of the response.

Step 3

If not resolved at Step Two and the employee wishes to further pursue the matter, he/she is to submit the dispute/complaint in writing to the Executive Committee within one (1) week after Step Two is completed, but no later than two (2) weeks after the events that prompted the complaint.

The written complaint should state what happened and when, the policy or procedure in question, and the resolution sought. Within two (2) weeks after receiving the written complaint, the Executive Committee will schedule a conference and discuss the complaint with the employee. Within two (2) working days after the conference, the Executive Committee will provide a decision in writing to the employee.

Step 4

If the employee is not satisfied with the Executive Committee's answer, and wishes to escalate the issue, the employee must submit a written response to the MAX Transportation Authority Board within one (1) week after receiving the Step 3 answer, stating the reason why the response is not acceptable.

Within one (1) week, the Authority Board, or its designated representative, will schedule a conference with the parties involved. Within one (1) week after the conference, the Authority Board will provide a written decision to the employee. This decision will be final and binding.

Time Limitations

Time limits may be extended by mutual agreement in writing. Late appeals at any step may be filed only upon showing good cause in writing for the delay. Any unanswered dispute/complaint not appealed within the time limits will be considered settled on the basis of the last answer. The Authority will try to respond to the dispute/complaint; however, if the Authority fails to respond at any step within the specified time limits, the employee may appeal to the next step of the procedure.

Closed Meetings

To the extent permitted by applicable law, the above meetings shall be closed to the public only if the involved employee so requests.

712 Workplace Etiquette

Effective Date: 4/1/2010

Revision Date: 3/25/2019

The Authority can be a better place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying others. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use common sense, the problem can be resolved. We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help you get along with others. If you have comments or suggestions about workplace etiquette, talk to your supervisor or the MAX Director.

- Avoid public accusations or criticisms of co-workers in front of other employees. Address these issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Do not insert yourself or comments into conversations or issues that are not of your concern.

- Do not speak too loudly to yourself so that others can hear your concerns, comments or thoughts. This can be very disruptive to others who might think you are speaking to them.
- Be conscious of how your voice travels, and try to lower your volume when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Try not to block walkways or common areas while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.

ADDENDUM

PROHIBITED SUBSTANCES AND DRUG-FREE WORKPLACE POLICY

Effective Date: 4/1/2010

Revision Date: 8/23/2021

1.0 Overview

MAX is dedicated to providing safe, dependable, and economical transportation services to our transit system passengers. MAX employees are the most valuable resource, and it is our goal to provide a healthy, satisfying work environment which promotes personal opportunities for growth. In meeting these goals, it is our policy to

- (1) Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- (2) Create a workplace environment free from the adverse effects of drug and alcohol substance abuse or misuse;
- (3) Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and marijuana;
- (4) To encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

2.0 Purpose of Policy

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transit industry. The Federal Transit Administration (FTA) of the U.S. Department of Transportation has enacted 49 CFR Part 655 that mandate urine drug testing and evidential breath alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive positions when there is a positive result. The U.S. Department of Transportation (DOT) has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the DOT has enacted 49 CFR Part 29 "The Drug-Free Workplace Act of 1988", which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. This policy incorporates those requirements for

employees at MAX, which became effective on January 1, 1995 and August 1, 2001. All drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Note: Portions of this policy are not FTA-mandated, but reflect Macatawa Area Express Transportation Authority's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. All Macatawa Area Express Transportation Authority employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Operations Manager no later than five days after such conviction.

3.0 Covered Employees (Employee Categories Subject to Testing)

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operate revenue service vehicles including when not in revenue service
- Operate non-revenue service vehicles that require drivers to hold a CDL

- Dispatch or control revenue service vehicles
- Maintain revenue service vehicles or equipment used in revenue service
- Provide security and carry a firearm

These categories include supervisors who may (at any time) perform these functions. Supervisors of employees in these categories who do not themselves perform these functions are excluded.

4.0 Participation as a Requirement of Employment

Participation in MAX's prohibited substance abuse testing program is a requirement of each safety-sensitive employee, and therefore, is a condition of employment. Pursuant to the Drug-Free Workplace Act of 1988, an employee must notify the employer in writing of his or her conviction for a violation of any criminal drug statute no later than five calendar days after such conviction.

5.0 Prohibited Behavior

Any employee is prohibited from engaging in or unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace consistent with Drug-Free Workplace Act of 1988. **Any safety-sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty, shall be suspended from job duties pending an investigation and verification of condition. Employees found to be under the influence of prohibited substances or who fail to pass a drug or alcohol test, shall be removed from duty and subject to disciplinary action.** A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance or alcohol in the body above the minimum thresholds defined in 49 CFR Part 40.

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

6.0 Consequences for Use of Drugs and Misuse of Alcohol

FTA rules mandate that a safety-sensitive employee who refuses to submit to a test, has a verified positive drug result, has an alcohol concentration of 0.04 or greater, or has an alcohol concentration of 0.02 or greater but less than 0.04, must be removed immediately from his or her safety-sensitive function. The rules further mandate referral to a Substance Abuse Program (SAP) for evaluation for any safety-sensitive employee who has a verified positive drug test result, an alcohol concentration of 0.04 or greater, or refuses to submit to a test. **Any employee with a confirmed positive drug or alcohol test or any employee refusing drug or alcohol testing, will be “subject to disciplinary action including, but not limited to termination of employment.”**

FTA policy notes that following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Treatment/Discipline

Per Macatawa Area Express Transportation Authority policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) and may be **disciplined up to termination of employment.**

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. **MAX policy specifies that an employee who has a confirmed alcohol concentration of 0.02 or greater but less than 0.04 will be removed from his/her position for eight hours unless a retest results in a concentration measure of less than 0.02 and may be subject to disciplinary action, including, but not limited to termination of employment.**

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or

her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

7.0 Circumstance for Testing

Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40. An alcohol test result of less than 0.02 is required before an employee can first perform safety-sensitive functions. If a pre-employment alcohol test is cancelled, the individual will be required to undergo another test with a result of less than 0.02 before performing safety-sensitive functions.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.²

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Macatawa Area Express Transportation Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the

appearance, behavior, speech, or body odors of the covered employee that are consistent with possible drug use and/or alcohol misuse. Supervisors shall prepare a written record documenting the probable drug and/or alcohol misuse.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Macatawa Area Express Transportation Authority using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

² When there is a “dilute specimen” (specimen contains creatinine or specific gravity values that do not match human urine) or what is otherwise considered a “Non-negative specimen” (such as when reported as adulterated, substituted, and/or invalid), the MRO will communicate with the employee and will instruct MAX what action is needed.

- (1) the accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the

covered employee can be completely discounted as a contributing factor to the accident

- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Macatawa Area Express Transportation Authority using the best information available at the time of the decision, will be tested.³

Following an accident, if the covered employee is not administered an alcohol test within 2 hours following the accident, the Supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the accident, MAX Supervisor shall cease attempts to administer an alcohol test and maintain the record. Following an accident, the employee is required to be drug tested as soon as practicable but within 32 hours of the accident.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. Any employee who leaves the scene of the accident without authorization prior to submission to drug and alcohol testing **may be deemed by MAX to have refused to submit to the test and their employment will be terminated.**

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be

made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the

³ Testing needs to be done under “direct observation”.

selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. Any return-to-duty drug testing will be directly observed. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

Follow-up Testing

Any safety sensitive employee who has committed a DOT drug or alcohol regulation violation and seeks to resume the performance of safety sensitive functions, must complete a follow-up testing plan. This plan is a written follow-up plan established by a certified Substance Abuse Professional (SAP) and requires completion of recommendations of the SAP for education and treatment, and a testing plan.⁴

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP.

There will be a minimum of six unannounced follow-up drug and/or alcohol tests during the first 12- month period, based on the plan as written by the SAP. These tests will be scheduled by MAX on dates of our choosing, with no advance notice. The SAP may require a greater number of follow-up tests during the first 12-month period of safety-sensitive duty (e.g., The SAP may require one test a month during the 12-month period; The SAP may require two tests per month during the first 6-month period and one test per month during the final 6-month period). The SAP may also require follow-up tests during the 48 months of safety-sensitive duty following this first 12- month period.⁵

A covered employee may only be subject to follow-up alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after

⁴ 40.281 (c)(1) (vi)

⁵ 40.307 (d) (2)

The employee has ceased performing such functions. A covered employee may be subject to follow-up drug testing anytime while on duty. All follow-up drug tests will be directly observed. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

8.0 Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Macatawa Area Express Transportation Authority will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Macatawa Area Express Transportation Authority guarantees that the split specimen test will be conducted in a timely fashion.

Any employee who questions the results of a required drug test under this policy may request that the split specimen be tested. This test must be conducted at a different testing DHHS-certified laboratory. The test must be conducted on the split specimen that was provided at the same time as the primary specimen. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40. The employee's request for a re-test must be made to the Medical Review Officer (MRO) within 72 hours of notice of the initial test result. **The employee will ultimately be responsible for the cost of the testing of the split specimen.** Employee payment will not be a condition of the timely analysis of the sample.

9.0 Testing Procedures

Confidentiality of records of substance abuse testing will be maintained in accordance with 49 CFR Part 655. Test results may be released only under the following circumstances:

- Upon written request, an employee may obtain copies of records pertaining to his or her use of prohibited drugs, including any records pertaining to his or her drug tests.
- MAX shall disclose data for its substance abuse program when requested by the Secretary of Transportation or any DOT agency with regulatory authority over MAX or any of its employees
- MAX is required to permit access to all facilities utilized in complying with the requirements of its DOT mandated substance abuse program to the Secretary of Transportation or any DOT agency with regulatory authority over MAX or any of its employees.
- When requested by the National Transportation Safety Board as part of an accident investigation, MAX shall disclose information related to its administration of a drug test following the accident under investigation.
- Records related to substance abuse testing of an employee shall be made available to a subsequent employer upon receipt of a written request from the employee. Subsequent disclosure by MAX is permitted only as expressly authorized by the terms of the employee's request.
- MAX may disclose information required to be maintained as part of its substance abuse policy which pertains to an employee, either to the employee or to the decision maker in a lawsuit, grievance, or other proceeding initiated by or on the behalf of the

individual, and arising from the results of a drug/alcohol test administered under the DOT's required drug and alcohol testing program.

- MAX shall release information regarding an employee's record as directed by specific, written consent of the employee authorizing release of the information to an identified person.

10.0 Testing Procedures

As required by applicable regulations (49 CFR 40.47), individuals will be required to submit to a direct observed collection without advance notice under the following conditions:

- 40.67(c)(3): The temperature on the original specimen was out of range
- 40.67(c)(4): The original specimen appeared to have been tampered with
- 40.67(a)(1): The laboratory reported to the Medical Review Officer (MRO) that a specimen is invalid, and the MRO reported to MAX that there was not an adequate medical explanation for the result
- 40.67(a)(2): The Medical Review Officer (MRO) reported to MAX that the original positive, adulterated, or substituted result had to be cancelled because the test of the split specimen could not be performed
- 40.67(a)(3): The laboratory reported to the Medical Review Officer (MRO) that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to MAX as negative-dilute and that a second collection must take place under direct observation
- 40.67(b): ... The drug test is a return-to-duty test or a follow-up test.

11.0 Behavior That Constitutes a Refusal to Submit to a Test

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Macatawa Area Express Transportation Authority.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An

employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.

- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Macatawa Area Express Transportation Authority for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Macatawa Area Express Transportation Authority's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

12.0 Behavior That Constitutes a Refusal to Submit to a Test

MAX recognizes a commitment to any employee who may seek assistance with a substance abuse problem outside the scope of the testing program. Accordingly, any employee who suspects that he or she may have a substance abuse problem is encouraged to use available resources before the problem impacts his/her employment status.

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Drug and Alcohol Program Manager or Human Resource Personnel, who will refer the individual to a substance abuse counselor for evaluation and treatment.

It is MAX's policy to allow employees who voluntarily seek assistance via a substance abuse counselor outside the scope of the testing program to use all earned benefits, including any available health insurance benefits, paid time off, short term disability (not to exceed the term of the available insurance), and unpaid leave of absence necessary while obtaining help for a substance abuse problem. The provision will not apply to any employee who tests positive through the testing program.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

Identification of Substance Abuse Counselor or Therapist available locally is attached. This list is to be used as a resource and is not to be considered inclusive. Those individuals wishing to obtain services under benefits provided by health insurance should use only those services covered under their health provider benefits.

13.0 Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Drug and Alcohol Program Manager or Human Resource Personnel. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

14.0 Drug & Alcohol Program Contacts

Primary Designated Employer Representative:

Tawney Valderas

Human Resource Assistant

Macatawa Area Express

11660 Greenway Dr.

Holland, MI 49424

(616) 294-5183

t.valderas@catchamax.org

Alternate Designated Employer Representative:

Pam Pedersen

Dispatch Coordinator

Macatawa Area Express

11660 Greenway Dr.

Holland, MI 49424

(616) 928-2482

p.pedersen@catchamax.org

Acknowledgement Forms

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT & RECEIPT FORM

I acknowledge receipt of the Authority's Employee Handbook. I understand that this current version of the Employee Handbook is applicable to my employment and that any previous contracts, policies, or representations relating to my employment are no longer in effect, having been replaced by this Handbook.

I understand that no one is authorized to make changes to the policies and terms of this Handbook, except through written changes/revisions to the contents of this Handbook that have been approved by the Authority Board of Directors. Further, I agree that the contractual portions of this Handbook as set forth in the Handbook as set forth in the Contractual Provisions section are binding on me and the Authority.

I understand that it is my responsibility to read and follow the policies 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 Employee Handbook Rev6 and all policies within as written, at the Board meeting held on day 29 day of December 2022.

The undersigned duly qualified Board Chairman of the Macatawa Area Express Transportation Authority certifies the foregoing is true and correct copy of the MAX Transit Employee Handbook and its policies adopted at a legally convened meeting of the Macatawa Area Express Transportation Authority held on **December 29, 2022**.

Russell TeSlaa, Board Chairman – Macatawa Area Express

MEMO

Board Action Item

Date: December 29, 2022

To: MAX Authority Board

From: Beth Higgs, Deputy Director

Re: Tailored Marketing & Sales LLC – Five year contract

Since 2008, MAX has partnered with Tailored Marketing & Sales LLC to provide individuals, businesses and organizations access to billboard advertising; leasing spaces on the exterior and interior of MAX vehicles. The 55% of the revenue we receive through these ads helps to support our operating expenses, along with other funding sources.

The renewal contract presented to the Board, defines the responsibilities of both parties, as well as the terms and conditions of the contract. Past contacts with Tailored Marketing have been for a period of three (3) years however, we recommend extending the contract to five (5) years from January 1, 2023 – December 31, 2028. As outlined in the contract, either party may terminate the Agreement upon sixty (60) days written notice.

Action Request

MAX staff requests Board approval to renew the contract between Tailored Marketing & Sales LLC and MAX Transit, extending the contract for a period of five (5) years.

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement, made this 29 day of December, 2022, is between the Macatawa Area Express Transportation Authority, a public transportation authority of 171 Lincoln Ave, Suite 20, Holland, Michigan, 4942, referred to as “MAX,” and Tailored Marketing & Sales, L.L.C. of Holland, Michigan 49423, referred to as “Contractor.” The effective date of this Agreement is January 1, 2023.

Background

The MAX operates a public transportation system in the City of Holland, Zeeland, Zeeland Township, and Holland Township. To raise revenue for the transit system, the MAX desires to sell advertising space on its vehicles (the “Transportation Vehicles”). The Contractor sells advertising space for transit systems. The parties acknowledge that advertising on vehicles invokes the First Amendment rights under the United States and Michigan Constitutions of the individuals, businesses, and organizations that advertise on the Transportation Vehicles. The MAX and the Contractor desire to enter into this Agreement based on its terms and conditions.

Therefore, the parties agree as follows:

Terms

1. **Appointment.** As provided in this Agreement, MAX hereby selects Contractor to serve as the exclusive marketing representative of MAX in accordance with the terms and conditions of this Agreement.
2. **Term.** The term of this Agreement shall be for a five (5) year period from January 1, 2023 to December 31, 2028. Notwithstanding, either party may terminate the Agreement upon sixty (60) days written notice. MAX and the Contractor have the option to extend this Agreement for a five (5) year period with written agreement from both parties prior to the end of the term of this Agreement.
3. **Description of Services.** Contractor shall be responsible for the sale of billboard advertising space in and upon all transportation vehicles used for regularly scheduled transit operations. All business matters including, but not limited to, sales, billings, collection of fees, allocation of space, and inventory of advertiser billboards shall be the responsibility of Contractor.
4. **Definition of “Advertising Space.”** “Advertising space” is defined as the display frames on the exterior of MAX buses that are designed to hold commercial advertising signage. It also includes an adhesive decal that is temporarily fastened to the outer skin of a bus, known as “wraps.” MAX buses are equipped with either mini queen-street side (size 22” x 78”) or modified queen-curb side (size 30” x 88”) on the curb and/or street side(s) of the bus. The Contractor shall not install any advertising which covers vehicle windows (except for perforated see-through vinyl decals), or in any way interferes with the safe operation and general maintenance of the bus. MAX reserves the right to add to or eliminate vehicles from its inventory without permission from the Contractor and without any penalty to MAX. The MAX also reserves the right to change or modify the physical

appearance of its vehicles for safety and/or other reasons without permission or remuneration to the Contractor for either reduction in the salable space or the reduction in time of bus availability when the vehicles are removed from service for repairs or maintenance.

5. Interior Billboard Advertising. The interior billboard spaces on vehicles are dedicated to public service announcements by non-profit organizations as provided under the MAX's Billboard Advertising Policy. The Contractor is responsible for the coordination of use of billboard space by non-profit agencies, and the production of interior signs (if needed) at a reasonable cost. Interior PSA billboards are intended to have a display time of at least 90 days, and must be replaced and rotated at least twice yearly. MAX will refer all inquiries about interior billboard messages to Contractor.

6. Advertising Contracts. Contractor shall provide the MAX with copies of all signed advertising contracts within 10 business days of signed contract. Advertisers shall make payments for advertising space directly to Contractor within their agreed upon payment schedule. The published advertising rate may be discounted by the Contractor only upon prior approval and written agreement by MAX. Any reductions from the established rate card by Contractor to an advertiser will be deducted from the Contractor's commissions, but MAX shall be guaranteed its 55 percent revenue.

7. Removal of Advertising. The Contractor shall install and remove bus advertising according to the terms and schedules of the advertising sales contracts. The Contractor shall remove advertising within 30 days of the end date, or MAX may remove advertising left in frames beyond the leased agreement date and charge the Contractor for staff time to remove outdated advertising. This fee will be added to the revenue amount owed by the Contractor to MAX at the end of the quarter.

8. Advertising Policy. Advertisements displayed under the terms of this Agreement shall be in compliance with the MAX Advertising Policy and Guidelines (the "Policy"). The Contractor further acknowledges that advertising space shall not be "targeted" to a specific geographic location in the MAX's service area. Any advertisements not in compliance with the Policy shall be immediately removed.

9. Storage and Inventory of Advertising Signage. The Contractor shall be responsible for keeping a current and detailed inventory of billboard signs by advertiser, location (by vehicle number or storage location), size and message. MAX shall provide the Contractor with an appropriate designated location for storing billboard signage at its Greenway Drive operations facility and provide building access to Contractor. The Contractor shall be responsible for maintaining the cleanliness of the area to the standards of the MAX at its sole discretion. MAX is not responsible for the management, inventory, loss or damage to advertisers' billboards.

10. Independent Contractor Status and Scope of MAX. Contractor shall act at all times as an independent contractor and nothing contained herein shall be construed to create the relation of principal and agent or employer and employee, between MAX and Contractor. Contractor shall be responsible for the sale of advertising space on behalf of MAX. However, Contractor shall have no authority to sign or enter into any contracts on behalf of MAX other than for advertising space.

11. Fees for Services, Revenue Payments, and Late Fees. Contractor will receive fifty percent (45%) of net revenues received from sold advertising space, provided the Contractor manages both exterior commercial advertising as well as non-profit interior billboard placement.

Net revenue is defined as gross revenues from the sale of advertising space. In the event advertising rates are discounted by the Contractor, the Contractor shall deduct the amount of the discount from the Contractor's share of revenues. MAX will be guaranteed its share of 55% revenues. Any non-collectable revenues will be excluded in the distribution of net revenues to MAX. The Contractor will remit 50% of net revenues payable on the 1st business day after the end of the quarter. The Quarterly payment schedule is as follows:

1st Quarter – October 1-December 31 – **Payment Due on or before January 2**

2nd Quarter – January 1-March 31 – **Payment Due on or before April 1**

3rd Quarter – April 1-June 30 – **Payment Due on or before July 1**

4th Quarter – July 1-September 30 – **Payment Due on or before October 1**

The Contractor will be subject to a late fee of 3 percent of the quarterly revenue payment if submitted after the due date. This fee will be added to the revenue amount owed by the Contractor to MAX for the current quarter.

In the event this Agreement is terminated by either parties, with the Contractor, the Contractor will continue to receive its share the revenue from contracts that were entered into prior to the termination date and will continue to pay MAX for its share of the revenue.

12. Expenses. Contractor will be responsible for all expenses directly connected with the marketing, sale, collection, and management of advertising space. The Contractor or advertiser will be responsible for the installation and removal of advertising materials. The contractor will install and remove advertising for MAX free of charge. MAX will pay for the production costs of its advertising.

13. Indemnification. Contractor agrees at all times during the course of this Agreement to hold harmless and fully indemnify MAX, its officers, agents, and employees from and against all claims and demands and resulting losses, liabilities, judgments, costs, damages, or expenses, including attorneys fees in defending such claims, which MAX, its officers, agents, and employees may sustain arising from, or in any way incidental to, the exercise of operations under the terms of this Agreement by Contractor or subcontractors or agents employed or retained by Contractor during the term of this Agreement.

14. Termination. Upon a default under or a termination of this Agreement, all fees generated from the sale of advertisements that have been entered into after the default or termination date shall be owed and paid to the MAX.

15. Prohibited Interests. Contractor agrees that no officer or employee of MAX during his or her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

16. Non-Discrimination. In connection with the performance of this Agreement, Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, handicap, or national origin. Contractor shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, sex, handicap, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other compensation; and selection for training, including apprenticeship.

17. Disadvantaged and Women Business Enterprise. In connection with the performance of this Agreement, Contractor shall cooperate with MAX in meeting its commitments and goals with regard to maximum utilization of disadvantaged and women business enterprises and will use its best efforts to insure the disadvantaged and women business enterprises shall have the maximum practicable opportunity to compete for subcontract work under this Agreement.

18. Compliance with Laws. Contractor shall keep itself fully informed of and shall at all times comply with local, state, and federal laws, rules and regulations applicable to the Agreement and the work done hereunder.

19. Binding Effect. This Agreement shall be binding to the benefit of the respective successors and assigns of the parties.

20. Insurance. The Contractor shall maintain such insurance as will protect it from claims under Workers' Compensation Acts and other employee benefit acts; from claims for damages because of bodily injury, including death, to its employees and all others and from claims for damages to property; any or all of which may arise out of or result from the Contractor's operations under the Agreement, or from any subcontractor or anyone directly or indirectly employed by either of them. Worker's compensation insurance shall be in the amount and coverage required by the State of Michigan to protect it from claims under the Worker's Compensation Act and other employee benefit acts. The Contractor shall secure General comprehensive liability insurance, including bodily injury and death, and property damage insurance in the minimum amount of \$1,000,000 per occurrence. The MAX, its officers, agents, and employees shall be named as an additional insured in respect to all liability insurance policies. The Contractor shall require its insurance carrier, with respect to all insurance policies required by this contract, to waive all rights of subrogation against MAX, its directors, officers, agents, and employees. The certificate shall further provide that the coverage represented by the certificate shall not be amended, modified, materially altered, or changed unless thirty (30) days advance notice is provided to the Library prior to cancellation, termination, or material change of any policy of insurance. All certificates of insurance shall clearly state that all applicable requirements have been satisfied, including certifications that the policies are of the "occurrence" type. Certificates of such insurance shall be filed with the MAX prior to the start of the Agreement and are attached as **Exhibit A**.

21. Advertising Rights for Unsold Space. MAX retains the right to use any available and unsold space on the exterior or interior of vehicles to promote the transit system's brand,

programs, services and special events. MAX shall be responsible for producing billboards at its own expense, but the Contractor agrees to install and remove them as directed as part of this Agreement.

“Unsold advertising space” is defined as any exterior space on MAX vehicles that has not been committed to fulfill advertising contracts for leased space. Unsold advertising space used by MAX for its own marketing promotions shall be made available to the Contractor within sixty (60) days of a written request by the Contractor for that space. Unsold space will only be surrendered by MAX for use by advertisers in the event no other unsold space is available.

22. Trade-Out Advertising. MAX reserves the right to trade out any unsold advertising space on vehicles in exchange for goods or services of equal value. The Contractor will be notified in writing of any trade-out arrangement made by MAX with another party or company and the duration of the agreement. Unsold advertising space used by MAX in a trade-out agreement shall be made available to the Contractor within 60 days of a written request by the Contractor for that space. Unsold space will only be surrendered by MAX for use by advertisers in the event no other unsold space is available.

23. Contractor Use of Unsold Space. The Contractor may use up to three (3) unsold advertising spaces to promote billboard sales or its own promotions free of charge (i.e. Senior Expo). Space used free of charge by the Contractor will be surrendered immediately for use by paid advertisers in the event no other space is available.

24. Display Advertising Maintenance. The Contractor will be responsible for the maintenance, repair, rotation, and updating of all advertising displays. This work will be performed at the MAX Operations facility located at 11660 Greenway Drive, Holland, MI 49424.

25. Display Fixture Ownership and Maintenance. MAX shall assume the expense of purchasing and maintaining all advertising frames, racks, and moldings. MAX shall not be responsible for providing any specialty hooks, springs, clips, or other devices used to hold advertising cards or any other advertising materials (including advertising boards), which shall be furnished and maintained by the Contractor at the Contractor’s expense.

26. Design Assistance. The Contractor shall provide to customers of the advertising space and MAX, as required, advice and assistance regarding advertising design and production at a reasonable rate.

27. Wrap Buses. The Contractor agrees to notify MAX in the event an advertiser wishes to lease a full bus wrap. Full bus wrap contracts shall be for a minimum of one (1) year, with the option to renew annually. All design and production expenses of the bus wrap ad will be at the advertiser’s expense. After its removal, the advertiser will be responsible for repairing or restoring at their expense any surface area of the bus that may have been damaged by the adhesive wrap. If MAX is required to restore the vehicle to its original condition, the Contractor will be required to pay the cost at MAX’s prevailing rate plus thirty percent (30%) overhead.

28. Financial Requirements for Records, Audits and Reports.

a. Contractor shall keep true and accurate records of all transactions pertaining to this Agreement. Such records shall be open to audit by MAX or its authorized representatives during normal business hours at the offices of the Contractor. Copies of all executed advertising contracts shall be furnished by the Contractor to MAX. All records pertaining to this Agreement shall be retained by the Contractor for a minimum of three (3) year after the expiration date of each contract year. Upon request, the Contractor shall provide the MAX with any other information necessary to support the determination of net revenue.

b. Monthly Reports. The Contractor shall provide MAX with: 1) A Monthly Revenue Report showing sold advertising space by customer, month and amount; and 2) A Current Billboard Inventory Report of sold and unsold billboard by vehicle and location on vehicle.

29. Accidental Damage. MAX will provide a clean, protected storage area for advertising materials to protect them from damage. MAX is not responsible for the replacement and/or repair of advertising materials as a result of normal wear or damage that occurs while advertising materials are displayed in vehicle frames.

30. Protection of Intellectual Property. The Contractor warrants that the goods used and services provided under this Agreement do not infringe on any patent, trade name, trademark, copyright or trade secret and agrees to defend, indemnify and hold the MAX, its officers, agents, and employees, and its successors and assigns, harmless from and against any and all liabilities, loss, damage or expense, including, without limitation, court costs and reasonable attorneys' fees, arising out of any infringement or claims of infringement of any patent, trade name, trademark, copyright or trade secret by reason of the sale or use of any goods purchased under the Agreement.

31. Covenant against Gratuities. The Contractor warrants that he or she has not offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any official or employee of the MAX with a view toward securing favorable treatment in the awarding, amending, or evaluating performances of the Agreement.

32. Assignability. The terms and provisions of the Agreement documents shall be binding upon the MAX and the Contractor and their respective partners, successors, heirs, executors, administrators, assigns and legal representatives. The rights and obligations of the Contractor under the Agreement may not be transferred, assigned, sublet, mortgaged, pledged or otherwise disposed of or encumbered in any way without the MAX's prior written consent. The Contractor may subcontract to the installation and removal of the advertising boards to other firms or parties, but only after having first obtained the written approval by the MAX of the subcontractor.

33. Entire Agreement. This Agreement represents the entire and integrated agreement between MAX and the Contractor and supersedes all prior negotiations, representations, or

agreements, either written or oral. This Agreement may be changed only by written additions, deletions, or modifications signed by the parties to this Agreement.

34. Governing Law. This Agreement shall be governed and controlled by the laws of the State of Michigan as to interpretation, enforcement, validity, construction, and effect, and in all other respects.

IN WITNESS WHEREOF, the parties hereto have fully signed this Agreement on the day and year first above written.

MACATAWA AREA EXPRESS

Dated: _____, 2022

By _____
Russ TeSlaa, Chairperson

TAILORED MARKETING & SALES, LLC

Dated: _____, 2022

By _____
Julie Taylor, President

MEMO

Board Action Item

DATE: December 23, 2022
TO: MAX Authority Board
FROM: Elisa Hoekwater, Executive Director
SUBJECT: Consent Approval for Receipt of Private Donation – Action

Background

The Macatawa Area Express Transportation Authority is designated as a beneficiary of a Declaration of Trust, dated May 31, 2019. As one of the charities named in this Trust, MAX is to receive a payment after income taxes, legal fees and all other administrative expenses are paid. This is a private donation estimated to be \$500,000.

The attorney representing the Trust has requested approval of a Waiver and Consent form, communicating that the Macatawa Area Express Transportation Authority Board consents to the proposed settlement agreement and order. The action requested is to authorize Elisa Hoekwater, Executive Director, to sign the Waiver and Consent form, on behalf of the Macatawa Area Express Transportation Authority. The Macatawa Area Express Transportation Authority has also been asked to agree to maintain the terms of this Agreement in confidence except as may be required by law.

MEMO

Board Action Item

DATE: December 28, 2022
TO: MAX Authority Board
FROM: Elisa Hoekwater, Executive Director
SUBJECT: Replacement of Financial Accounting Software

As Fiscal Agent for Macatawa Area Express Transportation Authority, the City of Holland has communicated interest in replacing the financial software that both organizations now use. The current product needs improvement and has limited support. The City reviewed options to upgrade to a newer product with the same vendor, and also looked at the system now used for tax collection and all building related modules. City staff have asked about our interest in upgrading the financial system and offered to facilitate this process.

Approximately \$67,000 was originally invested by MAX to purchase the New World accounting software. The asset should be fully depreciated by the time the new financial system is implemented. With regards to the upgraded financial system, the total cost to MAX will be \$63,195 plus an annual service fee of \$13,720.

Once approved by the MAX Authority Board, we will have to request an amendment to the Transportation Improvement Program – which typically takes 1 – 2 months for approval by all of the agencies.

Staff recommends Board approval of the proposal to replace the current accounting software system

MEMO

Board Action Item

Date: December 29, 2022

To: MAX Authority Board

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

Re: Amtrak Lease Agreement

The current lease agreement with Amtrak for the use of the depot property is due to expire this month. To offer time to draft and finalize a new agreement, staff is requesting the Boards approval to extend the existing lease agreement through March of 2023.

MAX staff is working through details of a new agreement with Amtrak on matters such as a share in cost for a security guard at the depot and an increase to the annual lease amount. In recent months, it has become apparent that the annual lease amount of \$16,178.83 paid to MAX to cover such services as maintenance and upkeep of the depot, snow removal, and cleaning services, no longer covers those expenses.

A second meeting with Amtrak is tentatively scheduled for January. Once all matters are settled, a new lease will be presented to the Board for approval in April.

Action Request

MAX staff requests Board approval to extend the existing Amtrak lease agreement from December 2022 – March of 2023.

SECOND AMENDMENT TO LEASE AGREEMENT
(Holland, Michigan)

This Second Amendment to Easement Agreement (“Second Amendment”) is made this _____ day of _____, _____ by and between Macatawa Area Express Transportation Authority (“Lessor”) and National Railroad Passenger Corporation (“Lessee”). The Lessor and the Lessee shall hereinafter be referred to collectively as the “Parties.”

BACKGROUND

- A. Lessee and the City of Holland entered into a station lease agreement which commenced on January 1, 1993, as amended (“Agreement”) pursuant to which the City of Holland leased to Lessee space at the Holland Depot located at 171 Lincoln Avenue, Holland, Michigan; and
- B. The City of Holland assigned its interest in the Agreement to Lessor, and such assignment was effective as of July 1, 2007; and
- C. The term of the Agreement will expire on December 31, 2022; and
- D. Lessor and Lessee are currently in negotiations of the terms of a new lease; and
- E. Lessor and Lessee desire to extend the term of the Agreement to provide additional time to negotiate the terms of a new lease.

NOW THEREFORE, for and in consideration of the covenants and obligations hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties intending to be legally bound hereby agree as follows:

- 1. Incorporation of Recitals. The foregoing recitals are hereby incorporated by reference. All capitalized terms used herein and not otherwise defined in this Second Amendment shall have the same meaning as in the Agreement.
- 2. Extensions. The term of the Agreement shall be extended for three (3) months beginning January 1, 2023 and ending March 31, 2023, unless sooner terminated in accordance with the terms of the Agreement.
- 3. Non-Waiver. Except as expressly amended hereby, the Agreement shall remain unmodified and in full force and effect. The term “Agreement” shall mean the Agreement as amended hereby, and as the parties may amend it from time to time.

IN WITNESS THEREOF, the undersigned, intending to be legally bound hereby, have executed this Second Amendment to the Lease Agreement as of the day and year first written above.

Witness: Lessor:
Macatawa Area Express Transportation Authority

_____ By: _____ (Seal)
Name: _____
Title: _____

Witness: Lessee:
National Railroad Passenger Corporation

_____ By: _____ (Seal)
Name: Christopher W. Hartsfield
Title: Assistant Vice President, Properties

ADDENDUM TO LEASE

This Addendum is made on this ___ day of _____, 2022 by in between the **City of Holland**, (the “MAX”) a Michigan municipal corporation of 270 S. River Ave., Holland, Michigan 49423 and the **Macatawa Area Express (MAX) Transportation Authority**, a public transportation authority under Act 196 of 1986 of 171 Lincoln Ave., Holland, Michigan 49423.

1. **Background.** The MAX leases the property at 171 Lincoln Ave. (the “Premises”) from the City pursuant to a lease dated July 1, 2007 (the “Lease”). The Lease obligates the MAX to maintain the Premises in accordance with state and federal law. The Department of Justice (the “DOJ”) has required that the Premises to be updated to restore compliance with the requirements of the Americans with Disabilities Act and regulations thereunder.
2. **DOJ Requirements.** Attached to this Addendum is a copy of the agreement that the Department of Justice requires that the City, as property owner, sign (the “DOJ Agreement”).
3. **MAX Compliance.** The MAX shall perform each and all of the requirements under the attached DOJ Agreement in a timely manner. A “timely manner” means within the tome allowed by the DOJ Agreement.
4. **Costs.** As provided in the Lease, the cost of compliance with the DOJ Agreement shall be paid by the MAX. The MAX may seek grants to pay for the cost of compliance. The City shall assist the MAX in applying for grants.
5. **Remedy for Default.** In the event that the MAX fails to perform as required above in a timely manner, it consents to the City accessing the property and performing the requirements and shall reimburse the City for all of costs incurred by the City to comply with the DOJ Agreement and incurred as a result of the MAX’s failure to comply.
6. **Amendments.** No amendments to this Addendum shall be valid unless set forth in writing and signed by the parties.
7. **Complete Agreement.** This Addendum and the Lease are the complete agreement between the parties relating to the Premises.

{Signatures on next page}

Lease Addendum
City-MAX
Signature page

Dated: _____, 2022

Dated: _____, 2022

Approved as to form by

Vince L. Duckworth,
City Attorney
Dated: _____, 2022

Dated: _____, 2022

City of Holland

Nathan Bocks, Mayor

Kathy Grimm, City Clerk

**Macatawa Area Express (MAX)
Transportation Authority**

By: _____,
Its: _____



MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY BOARD

2023 Meeting Schedule

Monday, January 23, 2023
Monday, February 27, 2023
Monday, March 27, 2023
Monday, April 24, 2023
Monday, May 22, 2023
Monday, June 26, 2023
Monday, July 24, 2023
Monday, August 28, 2023
Monday, September 25, 2023
Monday, October 23, 2023
Monday, November 27, 2023
Monday, December 18, 2023 *NOTE change in date due to holiday

All Board meetings are held at 3:30 p.m. EST at the Padnos Transportation Center, 171 Lincoln Ave., Ste. 20, Holland, MI 49423. The Board meetings are open to the public and a public comment period is provided at each Board meeting.

Special Board meetings may be scheduled throughout the year. Notice of special board meetings will be placed at the Padnos Transportation Center 48 hours prior to the meeting. Information is also available on our website: www.catchamax.org

If you require special accommodations, please call 616-355-1010 ten (10) days prior to the Board meeting.

Barbara Sonnerville
Macatawa Area Express Transportation Authority
171 Lincoln, Suite 20
Holland, MI 49423
616- 355-1010
616-928-2491
b.sonnerville@catchamax.org

MEMO

Date: November 3, 2022
To: Macatawa Area Express (MAX) Transportation Authority Board
From: Charles Veldhoff, MAX Staff/EEO Officer
Re: FY2022 Equal Employment Opportunity (EEO) Program Annual Review

EEO works to ensure fairness in the workplace and in maintaining a representative workforce reflective of the local community. The summaries below are based on data compiled during the two (2) most recent FYs 2021-2022, broken down by each EEO reporting category.

Area Labor Comparison:

RACE: The proportion of minority staff increased from 20.0% to 24.6%; minority representation remained well above the average minority area labor representation rate of 17.1%.

WOMEN: The total number of female staff increased from 24 to 25 staff members; the proportion of *Women* increased from 34.3% to 36.2%, remaining below the overall female area labor representation of 46.2%.

Hires:

RACE: The hiring rate across all job categories for minorities was 36.4% versus 27.0% for *Whites*. Analysis of the *Administrative Support* job category did reveal a slight potential adverse impact among *Hispanics*. Although no potential adverse impact is believed to be occurring, this area will be monitored into FY2023.

WOMEN: No potential adverse impacts were identified through analysis.

Promotions/Transfers:

RACE: No potential adverse impacts were identified through analysis.

WOMEN: Although the low numbers make analysis more difficult, the recent rate at which *Women* received a promotion or transfer—20.0%—was below the rate expected with an average representation rate of 35.3%. Applications for promotion or transfer—at 28.6%—falls slightly below the expected rate. While no adverse impact is believed to be occurring, this area will be closely monitored into FY2023.

Disciplinary:

RACE: For FYs2021-2022, minority groups across all job categories receiving disciplinary measures was *Black* at 10.0% (*Blacks* represent 1.4% of the average MAX workforce), *Hispanic* at 17.5% (*Hispanics* represent 18.0% of the average MAX workforce), and *White* at 72.5% (*Whites* represent 77.7% of the average MAX workforce). Further review shows *Minorities* within *Service & Maintenance* receiving a higher-than-expected rate of *Suspension Without Pay* (at 40.0%) and *Termination* (at 33.3%); following analysis, a potential adverse impact specifically affecting *Blacks* may be indicated and will be monitored closely into FY2023.

WOMEN: Analysis shows *Women* made up 40.0% of overall disciplinary measures, versus representing 35.3% of the average MAX workforce. For *Service & Maintenance Workers*, *Women* are shown receiving much higher-than-expected rates of *Verbal Warning* (at 53.3%) and *Suspension Without Pay* (at 60.0%). Furthermore, comparing FY2021 versus FY2022, the rates at which *Women* received disciplinary measures within this job category increased from 28.6% to 54.6%; although two (2) female staff accounted for 37.5% of all measures attributed to *Women*, a potential adverse impact affecting *Women* may be indicated and will be monitored into FY2023.

(CONTINUED ON NEXT PAGE)

Involuntary Terminations:

RACE: With the low numbers involved making analysis more difficult, Minorities represented 28.6% (2 out of 7 terminations) in FY2021, but 50.0% (2 out of 4 terminations) in FY2022, for an average rate of 39.3% across the two most recent fiscal years. Although overall involuntary terminations decreased from 7 to 4, MAX’s average minority workforce during FYs2021-2022 was 22.3%, indicative of a potential adverse impact; this rate will be monitored closely into FY2023.

WOMEN: No potential adverse impacts were identified through analysis.

Voluntary Separations:

RACE: No potential adverse impacts were identified through analysis.

WOMEN: No potential adverse impacts were identified through analysis.

Training (w/Promotion Potential):

RACE: No potential adverse impacts were identified through analysis.

WOMEN: Although no potential adverse impacts are believed to be occurring, that rate at which *Women* participate in training opportunities with promotion potential is marginal following analysis.

Supplemental Information:

Key review items and takeaways for FY2022:

- The racial/ethnic makeup of MAX’s staff remains well-representative of the community.
- Female bus operator counts have stabilized with 9 drivers being reported in both FY2021 and FY2022. For FY2022, 22.0% of MAX’s drivers were *Women*; nationally, 4.5% of all transit bus drivers are female (Zippia.com). MAX has not seen a comparative rate since FY2018 when 35.6% of drivers were *Women*. In 2016 when EEO recordkeeping began, 43.5% of drivers were *Women*.
- Additional efforts for encouraging/increasing *Women* for training opportunities (with promotion potential), and additionally as *applicants* for promotion or transfer opportunities.
- The turnover rate continues to trend in a positive direction, now just slightly above the U.S. average:

The term “Employee Turnover Rate” refers to the percentage of employees who leave an organization during a specific period-of-time. Businesses and organizations usually include voluntary resignations, dismissals, and retirements in their turnover calculations; internal movements such as promotions or transfers are typically not included.

$$\text{Annual Turnover Rate \%} = \frac{\text{No. of Employees who left}}{[(\text{FY start} + \text{FY end no. of Employees}) / 2]} \times 100$$

MAX Employee Turnover Rates - Last Seven (7) Fiscal Years

FY2022	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016
17.3%	26.6%	28.4%	29.3%	29.9%	34.8%	35.5%

According to the *U.S. Bureau of Labor Statistics*, the average turnover rate in the U.S. is about 12% - 15% annually.

The final item of information included with this review (see attached) documents MAX’s annual EEO-related compliance verifications and various staff reviews completed over the course of FY2022.

The complete *Equal Employment Opportunity (EEO) Program*—updated for FY2023—is available for review on MAX’s website.

Equal Employment Opportunity (EEO) Program Annual Review for FY2022

The following verification checklist was completed as part of the annual EEO review cycle:

1. Annual EEO Review (FY2020-2021 info/data) w/MGT. Committee: ***Due to COVID, email review sent—January 4, 2022; main points revisited at MS Teams MGT. Meeting—January 12, 2022.***
2. Annual EEO Review (FY2020-2021 info/data) with Authority Board: ***COMPLETED—December 27, 2021***
3. Written reminder to office staff, outlining EEO Program
 - a. Copy saved to file: ***COMPLETED—January 10, 2022***
4. Written reminder to managers & supervisors, outlining EEO responsibilities
 - a. Copy saved to file: ***COMPLETED—January 11, 2022***
5. Submission of EEO Program to potential recruitment agencies.
 - a. Emails saved to file: ***COMPLETED—December 15, 2021***
6. EEO Information Audit
 - a. Federal & State Labor Law Poster w/MAX Contact Info.
 - i. Padnos Transp. Center: ***2022 POSTER VERIFIED—April 20, 2022***
 - ii. Greenway OPS. Building: ***2022 POSTER VERIFIED—April 20, 2022***
 - b. Policy Statement Posting
 - i. Padnos Trans. Center: ***MISSING/REPLACED—April 27, 2022***
 - ii. Greenway Operations Building: ***VERIFIED—September 14, 2022***
 - c. Website information: ***COMPLETED—December 27, 2021; September 14, 2022***
 - d. EEO Statement on employment application/website hiring page: ***VERIFIED—April 20, 2022***
 - e. EEO orientation packet info: ***VERIFIED—April 20, 2022***
7. EEO staff review during Safety Meetings
 - a. Due to a COVID uptick at MAX, Safety Meetings including the annual EEO review were twice cancelled during Summer 2022. A TEAMS video for viewing all meeting information in small groups was recorded at 1:00PM on ***Wednesday, September 14, 2022.***
 - b. Presentation(s) to staff: ***COMPLETED VIA RECORDED VIDEO DUE TO COVID—September 14, 2022***
 - c. Handouts saved to file: ***COMPLETED VIA INTEROFFICE MAIL DUE TO COVID—September 14, 2022***
 - d. Sign-in sheets saved to file: Viewing sessions with each attendee signing-in were conducted in late September and early October—see document: ***EEO Review Safety Meeting Sign-In Sheets FY2022.***
8. EEO statement posted annually in agency newsletter
 - a. Copy of newsletter saved to file: ***COMPLETED—January 2022 ISSUE***

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				TOTAL MONTHLY BOARDING		
	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.		NOV. '22	NOV. '21	% CHG.
ROUTE 1	2,060	2,399	-14.1%	98.1	114.2	-14.1%	0.0	0.0	#DIV/0!	CITY OF HOLLAND HOLLAND TWP. CITY OF ZEELAND ZEELAND TWP. PARK TWP. AUXILIARY	7,158	7,350	-2.6%
ROUTE 2	2,083	2,536	-17.9%	99.2	120.8	-17.9%	0.0	0.0	#DIV/0!		5,363	6,186	-13.3%
ROUTE 3	1,835	1,487	23.4%	87.4	70.8	23.4%	0.0	0.0	#DIV/0!		1,178	1,139	3.4%
ROUTE 4	1,394	1,457	-4.3%	66.4	69.4	-4.4%	0.0	0.0	#DIV/0!		0	0	#DIV/0!
ROUTE 5	1,446	1,885	-23.3%	68.9	89.8	-23.3%	0.0	0.0	#DIV/0!				
ROUTE 6	2,218	2,353	-5.7%	105.6	112.0	-5.7%	0.0	0.0	#DIV/0!		0	0	#DIV/0!
ROUTE 7	1,423	1,359	4.7%	67.8	64.7	4.7%	0.0	0.0	#DIV/0!				
ROUTE 8	1,240	1,199	3.4%	59.0	57.1	3.4%	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	8,295	9,006	-7.9%	395.0	428.9	-7.9%	0.0	0.0	#DIV/0!				
YOUTH	754	553	36.3%	35.9	26.3	36.5%	0.0	0.0	#DIV/0!				
SENIOR	2,049	1,416	44.7%	97.6	67.4	44.8%	0.0	0.0	#DIV/0!				
ADA	2,601	3,700	-29.7%	123.9	176.2	-29.7%	0.0	0.0	#DIV/0!				
TOTAL	13,699	14,675	-6.7%	652.3	698.8	-6.7%	0.0	0.0	#DIV/0!				

TWILIGHT ROUTE	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING				TOTAL MONTHLY BOARDING		
	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.		NOV. '22	NOV. '21	% CHG.
ROUTE 9	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!	CITY OF HOLLAND HOLLAND TWP.	0	0	#DIV/0!
ROUTE 10	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/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!				

DEMAND RESPONSE	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING				TOTAL MONTHLY BOARDING		
	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.		NOV. '22	NOV. '21	% CHG.
REGULAR	372	1,445	-74.3%	16.2	67.0	-75.8%	7.8	9.5	-18.4%	CITY OF HOLLAND HOLLAND TWP. CITY OF ZEELAND ZEELAND TWP. PARK TWP. AUXILIARY	1,442	2,052	-29.7%
YOUTH	5	1	400.0%	0.2	0.0	#DIV/0!	0.0	0.3	-100.0%		1,223	1,267	-3.5%
SENIOR	151	166	-9.0%	7.2	7.9	-9.0%	0.0	0.3	-100.0%		170	178	-4.5%
ADA	2,638	2,182	20.9%	120.7	99.5	21.3%	25.8	23.3	10.5%		27	23	17.4%
TOTAL	3,166	3,794	-16.6%	144.4	174.4	-17.2%	33.5	33.4	0.3%		229	202	13.4%
											75	72	4.2%

NIGHT OWL	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING				TOTAL MONTHLY BOARDING		
	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.		NOV. '22	NOV. '21	% CHG.
REGULAR	189	188	0.5%	8.6	8.5	0.8%	2.3	2.3	-2.2%	CITY OF HOLLAND HOLLAND TWP. CITY OF ZEELAND ZEELAND TWP.	172	207	-16.9%
YOUTH	0	5	-100.0%	0.0	0.2	-100.0%	0.0	0.0	#DIV/0!		153	134	14.2%
SENIOR	2	0	#DIV/0!	0.1	0.0	#DIV/0!	0.0	0.0	#DIV/0!		49	60	-18.3%
ADA	184	210	-12.4%	8.1	9.0	-10.1%	3.5	5.0	-30.0%		1	2	-50.0%
TOTAL	375	403	-6.9%	16.8	17.7	-5.3%	5.8	7.3	-21.2%				

OVERALL RIDERSHIP	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING				TOTAL MONTHLY BOARDING		
	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.	NOV. '22	NOV. '21	% CHG.		NOV. '22	NOV. '21	% CHG.
REGULAR	8,856	10,639	-16.8%	419.8	504.4	-16.8%	10.0	11.7	-14.5%	CITY OF HOLLAND HOLLAND TWP. CITY OF ZEELAND ZEELAND TWP. PARK TWP. AUXILIARY	8,772	9,609	-8.7%
YOUTH	759	559	35.8%	36.1	26.6	35.9%	0.0	0.3	-100.0%		6,739	7,587	-11.2%
SENIOR	2,202	1,582	39.2%	104.9	75.3	39.3%	0.0	0.3	-100.0%		1,397	1,377	1.5%
ADA	5,423	6,092	-11.0%	252.7	284.7	-11.3%	29.3	28.3	3.4%		28	25	12.0%
TOTAL	17,240	18,872	-8.6%	813.5	891.0	-8.7%	39.3	40.6	-3.3%		229	202	13.4%
											75	72	4.2%

	ON-TIME PERCENTAGE			SERVICE DAYS			DISTRIBUTION OF RIDERSHIP		
	NOV. '22	NOV. '21	DIFF. (+/-)	NOV. '22	NOV. '21		NOV. '22	NOV. '21	DIFF. (+/-)
FIXED ROUTE	97.7%	97.5%	0.2%	21	21	FIXED ROUTE	79.46%	77.76%	1.70%
DEMAND RESPONSE	98.9%	99.6%	-0.7%	4	4	DEMAND RESPONSE	18.36%	20.10%	-1.74%
						TWILIGHT	0.00%	0.00%	0.00%
						NIGHT OWL	2.18%	2.14%	0.04%

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-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	14,959	7,810	52	6,044	40	1,105	7	0	0	0	0	0	0	4,154	2,319	56	1,335	32	208	5	32	1	260	6	0	0
Sep-22	14,129	7,342	52	5,555	39	1,232	9	0	0	0	0	0	0	3,797	2,117	56	1,272	34	176	5	23	1	209	6	0	0
Total	178,496	89,988	50	73,592	41	14,916	8	0	0	0	0	0	0	44,934	24,706	55	15,096	34	2,365	5	322	1	2,359	5	86	0
Oct-22	13,577	7,232	53	5,146	38	1,199	9	0	0	0	0	0	0	3,476	1,836	53	1,224	35	187	5	25	1	204	6	0	0
Nov-22	13,699	7,158	52	5,363	39	1,178	9	0	0	0	0	0	0	3,166	1,442	46	1,223	39	170	5	27	1	229	7	75	2
Dec-22	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jan-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Feb-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Mar-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Apr-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
May-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jun-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jul-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Aug-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Sep-23	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Total	27,276	14,390	53	10,509	39	2,377	9	0	0	0	0	0	0	6,642	3,278	49	2,447	37	357	5	52	1	433	7	75	1

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-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	3	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	###	427	203	48	173	41	50	12	1	0	19,540	10,332	53	7,552	39	1,363	7	33	0	260	1	0	0	
Sep-22	0	0	###	0	###	365	160	44	159	44	45	12	1	0	18,291	9,619	53	6,986	38	1,453	8	24	0	209	1	0	0	
Total	0	0	###	0	###	4,796	2,220	46	1,820	38	738	15	18	0	228,226	116,914	51	90,508	40	18,019	8	340	0	2,359	1	86	0	
Oct-22	0	0	###	0	###	373	174	47	149	40	49	13	1	0	17,426	9,242	53	6,519	37	1,435	8	26	0	204	1	0	0	
Nov-22	0	0	###	0	###	375	172	46	153	41	49	13	1	0	17,240	8,772	51	6,739	39	1,397	8	28	0	229	1	75	0	
Dec-22	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Jan-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Feb-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Mar-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Apr-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
May-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Jun-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Jul-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Aug-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Sep-23	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Total	0	0	###	0	###	748	346	46	302	40	98	13	2	0	34,666	18,014	52	13,258	38	2,832	8	54	0	433	1	75	0	

Historical Ridership FY2000-FY2022
7,021,115

Historical Ridership Through FY2023
7,055,781

Macatawa Area Express Transportation Authority

Meeting Date: October 24, 2022

Agenda Item:

Subject: Financial Reports for 09/30/2022–Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The Macatawa Area Express Transportation Authority's fiscal year ended on September 30, 2022. Activity related to FY2022 will continue to be recorded through mid-November as revenues and expenses must be reported in the fiscal year earned or incurred. Attached are Budget Performance Reports for the twelve months ended September 30, 2022 which reflect the year-end amendments approved at the September board meeting. The reports are unaudited and will continue to change in the upcoming weeks as additional transactions are recorded for FY2022.

Revenues

Operating revenues currently total \$4,865,479, or 43% 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 \$1,126,569 or 94% of the budgeted amount, has been received. Federal Operating grant revenues, as well as State Reimbursed PPT Tax Loss payments typically received near the end of the fiscal year, have yet to be received.

Expenses

Operating expenses to date for the year ended September 30, 2022 totaled \$7,569,349, or 66% 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 \$1,250,000 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) - \$1,623,027 of \$1,724,616 budgeted has been received through September 30, 2022.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - \$213,750 has been received for the first, second, and third quarter grant reimbursements.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - \$9,455 has been received for the first, second, and third quarter grant reimbursements.
- ✓ CARES Operating Grant - \$2,711,726 allocated to MAX of which the full amount has been recognized over the past three years.

Capital revenues do not reflect fiscal year activity. Reimbursement requests are currently outstanding at the time of this report. The information will be reviewed and recorded when it becomes available.



Budget by Organization Report

Through 09/30/22
 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	(6,000.00)	4,000.00	1,088.21	.00	5,008.34	(1,008.34)	125	2,391.39
OTHER	2,000.00	(1,000.00)	1,000.00	5,135.00	.00	5,201.24	(4,201.24)	520	6,094.27
Department 000 - General Revenues Totals	\$12,000.00	(\$7,000.00)	\$5,000.00	\$6,223.21	\$0.00	\$10,209.58	(\$5,209.58)	204%	\$8,485.66
Department 537 - Routine Transit Operations									
Division 4 - General									
TAXES	1,129,500.00	65,211.00	1,194,711.00	398,238.46	.00	1,126,569.81	68,141.19	94	869,044.04
STATE REVENUE SHARING	88,878.00	.00	88,878.00	.00	.00	1,238.05	87,639.95	1	89,147.51
CHARGES FOR SERVICE	296,593.00	(144,346.00)	152,247.00	25,316.40	.00	101,872.65	50,374.35	67	10,692.00
INTEREST AND RENTS	16,000.00	.00	16,000.00	1,315.35	.00	15,687.98	312.02	98	15,305.34
OTHER	33,900.00	.00	33,900.00	727.24	.00	4,311.43	29,588.57	13	28,933.30
GAIN ON DISPOSAL OF CAPITAL ASSETS	15,000.00	6,000.00	21,000.00	.00	.00	20,858.40	141.60	99	14,067.60
LOAN PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 4 - General Totals	\$1,579,871.00	(\$73,135.00)	\$1,506,736.00	\$425,597.45	\$0.00	\$1,270,538.32	\$236,197.68	84%	\$1,027,189.79
Division 5 - Grants									
FEDERAL GRANTS	2,458,951.00	4,558,448.00	7,017,399.00	539,574.00	.00	1,611,502.00	5,405,897.00	23	2,491,571.00
STATE GRANTS	1,827,616.00	743,113.00	2,570,729.00	161,283.93	.00	1,823,714.15	747,014.85	71	2,015,269.45
OTHER	.00	5,000.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Division 5 - Grants Totals	\$4,286,567.00	\$5,306,561.00	\$9,593,128.00	\$700,857.93	\$0.00	\$3,435,216.15	\$6,157,911.85	36%	\$4,506,840.45
Division 6 - Operating Assistance									
CHARGES FOR SERVICE	335,000.00	(131,995.00)	203,005.00	.00	.00	146,356.96	56,648.04	72	142,092.30
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 6 - Operating Assistance Totals	\$335,000.00	(\$131,995.00)	\$203,005.00	\$0.00	\$0.00	\$146,356.96	\$56,648.04	72%	\$142,092.30
Division N - New Freedom									
TAXES	.00	.00	.00	.00	.00	.00	.00	+++	142,953.00
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)	+++	\$142,953.00
Division T - Trolley									
CHARGES FOR SERVICE	800.00	(800.00)	.00	.00	.00	.00	.00	+++	.00
Division T - Trolley Totals	\$800.00	(\$800.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 537 - Routine Transit Operations Totals	\$6,202,238.00	\$5,100,631.00	\$11,302,869.00	\$1,126,455.38	\$0.00	\$4,855,269.43	\$6,447,599.57	43%	\$5,819,075.54
REVENUE TOTALS	\$6,214,238.00	\$5,093,631.00	\$11,307,869.00	\$1,132,678.59	\$0.00	\$4,865,479.01	\$6,442,389.99	43%	\$5,827,561.20
EXPENSE									
Department 171 - Management & Administration									
PERSONNEL SERVICES	327,430.00	29,620.00	357,050.00	55,743.44	.00	352,487.81	4,562.19	99	267,649.63
OTHER CURRENT EXPENDITURES	391,500.00	51,746.00	443,246.00	21,290.71	1,950.00	358,460.28	82,835.72	81	424,733.44
DEBT SERVICE	.00	1,473,971.00	1,473,971.00	.00	.00	1,470,810.38	3,160.62	100	.00
Division N - New Freedom									
PERSONNEL SERVICES	.00	19,027.00	19,027.00	.00	.00	14,292.80	4,734.20	75	18,027.10



Budget by Organization Report

Through 09/30/22
 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									
OTHER CURRENT EXPENDITURES	.00	22,754.00	22,754.00	.00	.00	16,875.21	5,878.79	74	27,220.47
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%	\$45,247.57
Department 171 - Management & Administration Totals	\$718,930.00	\$1,597,118.00	\$2,316,048.00	\$77,034.15	\$1,950.00	\$2,216,086.21	\$98,011.79	96%	\$737,630.64
Department 266 - Customer Service & Marketing									
PERSONNEL SERVICES	435,285.00	54,170.00	489,455.00	60,506.23	.00	448,234.53	41,220.47	92	368,147.32
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division M - Mobility Grant									
PERSONNEL SERVICES	.00	70,000.00	70,000.00	1,036.06	.00	12,385.37	57,614.63	18	42,941.25
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	\$1,036.06	\$0.00	\$12,385.37	\$57,614.63	18%	\$42,941.25
Division N - New Freedom									
PERSONNEL SERVICES	.00	25,308.00	25,308.00	.00	.00	18,083.94	7,224.06	71	22,428.86
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%	\$22,428.86
Department 266 - Customer Service & Marketing Totals	\$435,285.00	\$149,478.00	\$584,763.00	\$61,542.29	\$0.00	\$478,703.84	\$106,059.16	82%	\$433,517.43
Department 537 - Routine Transit Operations									
PERSONNEL SERVICES	2,535,674.00	186,071.00	2,721,745.00	338,406.87	.00	2,511,405.80	210,339.20	92	2,256,371.58
OTHER CURRENT EXPENDITURES	569,200.00	143,811.00	713,011.00	5,134.16	.00	649,992.98	63,018.02	91	363,390.40
Division N - New Freedom									
PERSONNEL SERVICES	.00	147,337.00	147,337.00	17,424.86	.00	185,827.25	(38,490.25)	126	184,250.46
OTHER CURRENT EXPENDITURES	.00	33,068.00	33,068.00	.00	.00	30,492.86	2,575.14	92	21,876.12
Division N - New Freedom Totals	\$0.00	\$180,405.00	\$180,405.00	\$17,424.86	\$0.00	\$216,320.11	(\$35,915.11)	120%	\$206,126.58
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	\$510,287.00	\$3,615,161.00	\$360,965.89	\$0.00	\$3,377,718.89	\$237,442.11	93%	\$2,825,888.56
Department 591 - Transit Maintenance									
PERSONNEL SERVICES	278,132.00	(54,179.00)	223,953.00	27,578.65	.00	204,170.86	19,782.14	91	260,590.33
OTHER CURRENT EXPENDITURES	367,500.00	97,503.00	465,003.00	61,686.34	.00	469,862.60	(4,859.60)	101	355,773.13
Division N - New Freedom									
PERSONNEL SERVICES	.00	16,158.00	16,158.00	.00	.00	8,620.03	7,537.97	53	16,492.12
OTHER CURRENT EXPENDITURES	.00	21,348.00	21,348.00	.00	.00	20,998.65	349.35	98	21,869.59
Division N - New Freedom Totals	\$0.00	\$37,506.00	\$37,506.00	\$0.00	\$0.00	\$29,618.68	\$7,887.32	79%	\$38,361.71
Department 591 - Transit Maintenance Totals	\$645,632.00	\$80,830.00	\$726,462.00	\$89,264.99	\$0.00	\$703,652.14	\$22,809.86	97%	\$654,725.17



Budget by Organization Report

Through 09/30/22
 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 890 - Contingencies Appropriation									
CONTINGENCIES	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	.00
Department 890 - Contingencies Appropriation Totals	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0%	\$0.00
Department CAP - Capital Outlay									
CAPITAL OUTLAY	533,706.00	4,863,080.00	5,396,786.00	145,550.78	846,253.49	793,187.74	3,757,344.77	30	135,787.15
Department CAP - Capital Outlay Totals	\$533,706.00	\$4,863,080.00	\$5,396,786.00	\$145,550.78	\$846,253.49	\$793,187.74	\$3,757,344.77	30%	\$135,787.15
EXPENSE TOTALS	\$5,473,427.00	\$7,200,793.00	\$12,674,220.00	\$734,358.10	\$848,203.49	\$7,569,348.82	\$4,256,667.69	66%	\$4,787,548.95
Fund 103 - General Fund Totals									
REVENUE TOTALS	6,214,238.00	5,093,631.00	11,307,869.00	1,132,678.59	.00	4,865,479.01	6,442,389.99	43%	5,827,561.20
EXPENSE TOTALS	5,473,427.00	7,200,793.00	12,674,220.00	734,358.10	848,203.49	7,569,348.82	4,256,667.69	66%	4,787,548.95
Fund 103 - General Fund Totals	\$740,811.00	(\$2,107,162.00)	(\$1,366,351.00)	\$398,320.49	(\$848,203.49)	(\$2,703,869.81)	\$2,185,722.30		\$1,040,012.25
Grand Totals									
REVENUE TOTALS	6,214,238.00	5,093,631.00	11,307,869.00	1,132,678.59	.00	4,865,479.01	6,442,389.99	43%	5,827,561.20
EXPENSE TOTALS	5,473,427.00	7,200,793.00	12,674,220.00	734,358.10	848,203.49	7,569,348.82	4,256,667.69	66%	4,787,548.95
Grand Totals	\$740,811.00	(\$2,107,162.00)	(\$1,366,351.00)	\$398,320.49	(\$848,203.49)	(\$2,703,869.81)	\$2,185,722.30		\$1,040,012.25



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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										
710701.0	Payroll-Regular General	205,000.00	41,900.00	246,900.00	41,382.19	.00	246,729.55	170.45	100	175,426.45
710701.25	Payroll-Regular Human Resources	28,000.00	(28,000.00)	.00	.00	.00	.00	.00	+++	.00
710709.0	Payroll - Overtime General	1,000.00	(500.00)	500.00	.00	.00	391.78	108.22	78	1,587.06
711702	Payroll - Paid Time Off	15,500.00	4,500.00	20,000.00	2,829.28	.00	21,669.33	(1,669.33)	108	17,030.50
711703	Payroll - Holidays	4,200.00	3,000.00	7,200.00	1,317.28	.00	6,355.05	844.95	88	4,060.06
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	250.00	.00	779.95	20.05	97	755.97
711716.1	Insurance Health	32,000.00	.00	32,000.00	4,261.05	.00	30,131.38	1,868.62	94	35,320.60
711716.2	Insurance Dental	2,000.00	500.00	2,500.00	336.43	.00	2,170.03	329.97	87	2,248.01
711716.4	Insurance Vision	600.00	.00	600.00	104.76	.00	614.66	(14.66)	102	479.37
711717	Insurance - Life & AD&D	.00	300.00	300.00	24.09	.00	282.59	17.41	94	329.72
711718	Retirement Contribution	15,222.00	2,778.00	18,000.00	1,580.75	.00	16,150.16	1,849.84	90	3,646.99
711720	Insurance - Income Protection	2,500.00	500.00	3,000.00	220.48	.00	2,631.49	368.51	88	2,742.09
711725	Compensated Absences Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	5,813.27
712715	Employer FICA/Medicare Contribution	19,408.00	1,092.00	20,500.00	3,437.13	.00	20,781.25	(281.25)	101	14,898.99
712724	Workers Comp Insurance	1,200.00	3,300.00	4,500.00	.00	.00	3,564.22	935.78	79	1,980.83
721730	Postage	300.00	600.00	900.00	18.30	.00	790.71	109.29	88	242.95
721740.0	Operating Supplies General	10,000.00	6,000.00	16,000.00	396.35	.00	14,345.88	1,654.12	90	12,611.35
721740.TECH	Operating Supplies Equipment IT	10,000.00	(2,000.00)	8,000.00	.00	.00	4,675.74	3,324.26	58	21,517.36
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	793.00	.00	1,538.92	7,961.08	16	1,291.73
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	50,000.00	.00	50,000.00	208.00	.00	22,565.07	27,434.93	45	31,111.92
722801.9080	Contractual-Promotions/Printing Publishing-News Media	3,500.00	5,000.00	8,500.00	80.00	.00	5,843.90	2,656.10	69	3,699.91
722803.9	Contractual-Human Resources Flex Benefits	2,100.00	300.00	2,400.00	130.61	.00	2,069.22	330.78	86	1,840.73
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	1,426.50	.00	3,950.95	49.05	99	9,447.58
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	922.87	.00	10,628.42	(628.42)	106	8,395.23
722805.12	Contractual-Finance/Property Accounting & Collections	85,000.00	.00	85,000.00	5,096.91	.00	79,442.75	5,557.25	93	93,267.75
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	1,000.00	.00	1,000.00	190.44	.00	1,155.47	(155.47)	116	1,088.54
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	600.00	300.00	900.00	209.70	.00	966.73	(66.73)	107	813.68
722809.41	Contractual-Miscellaneous Services	75,000.00	20,000.00	95,000.00	2,296.00	1,950.00	85,332.14	7,717.86	92	105,266.74
723850.0	Communications Telephone	10,000.00	(2,000.00)	8,000.00	.00	.00	6,133.33	1,866.67	77	8,352.67
723850.CELL	Communications Cellular	10,000.00	2,000.00	12,000.00	871.26	.00	10,054.68	1,945.32	84	10,216.43
723860	Travel, Conf, Seminars	10,000.00	2,500.00	12,500.00	.00	.00	8,696.92	3,803.08	70	2,360.68



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Fund 103 - General Fund										
Department 171 - Management & Administration										
EXPENSE										
723920.1	Public Utilities Depot	25,000.00	.00	25,000.00	5,193.82	.00	27,394.33	(2,394.33)	110	26,385.89
723920.2	Public Utilities Greenway	30,000.00	4,000.00	34,000.00	2,135.84	.00	25,735.51	8,264.49	76	22,260.97
723955.0	Miscellaneous General	2,000.00	500.00	2,500.00	57.68	.00	1,367.78	1,132.22	55	382.62
723955.11	Miscellaneous Internet Ticket Sales	.00	500.00	500.00	203.44	.00	582.61	(82.61)	117	56.56
723955.55	Miscellaneous Election Cost	.00	.00	.00	.00	.00	.00	.00	+++	33,575.39
723960	Education & Training	1,500.00	3,500.00	5,000.00	1,000.00	.00	5,472.56	(472.56)	109	1,487.43
723961	Dues & Subscriptions	15,000.00	5,000.00	20,000.00	.00	.00	12,652.46	7,347.54	63	11,874.65
723963.1	Write-Offs Uncoll Accts Receivable	.00	.00	.00	.00	.00	.00	.00	+++	16.88
723963.2	Write-Offs Uncoll Property Taxes	.00	46.00	46.00	.00	.00	45.07	.93	98	(3,308.85)
723964.2	Refunds Property Tax Prior Years	.00	3,000.00	3,000.00	.00	.00	2,756.23	243.77	92	556.79
723969	Employee Events	8,000.00	7,000.00	15,000.00	59.99	.00	12,901.65	2,098.35	86	8,796.50
740991.0	Principal Payment General	.00	1,417,847.00	1,417,847.00	.00	.00	1,417,847.00	.00	100	.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	\$1,555,337.00	\$2,274,267.00	\$77,034.15	\$1,950.00	\$2,181,758.47	\$90,558.53	96%	\$692,383.07
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	12,061.86
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	22.59	(22.59)	+++	88.98
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	705.70	(705.70)	+++	1,049.58
711703	Payroll - Holidays	.00	.00	.00	.00	.00	232.23	(232.23)	+++	269.62
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)	+++	44.03
711716.1	Insurance Health	.00	.00	.00	.00	.00	1,280.19	(1,280.19)	+++	2,312.05
711716.2	Insurance Dental	.00	.00	.00	.00	.00	91.53	(91.53)	+++	146.92
711716.4	Insurance Vision	.00	.00	.00	.00	.00	24.95	(24.95)	+++	32.01
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	12.60	(12.60)	+++	20.69
711718	Retirement Contribution	.00	.00	.00	.00	.00	653.79	(653.79)	+++	281.17
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	118.43	(118.43)	+++	172.23
711725	Compensated Absences Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	317.73
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	835.46	(835.46)	+++	1,011.23
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	172.52	(172.52)	+++	124.27
721730	Postage	.00	.00	.00	.00	.00	21.38	(21.38)	+++	15.84
721740.0	Operating Supplies General	.00	.00	.00	.00	.00	701.40	(701.40)	+++	767.14
721740.TECH	Operating Supplies Equipment IT	.00	.00	.00	.00	.00	314.30	(314.30)	+++	1,419.03
722801.9000	Contractual-Promotions/Printing Printing	.00	.00	.00	.00	.00	47.08	(47.08)	+++	92.37



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Fund 103 - General Fund										
Department 171 - Management & Administration										
Division N - New Freedom										
EXPENSE										
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	.00	22,754.00	22,754.00	.00	.00	1,263.81	21,490.19	6	1,930.29
722801.9080	Contractual-Promotions/Printing Publishing-News Media	.00	.00	.00	.00	.00	275.84	(275.84)	+++	219.88
722803.9	Contractual-Human Resources Flex Benefits	.00	.00	.00	.00	.00	100.52	(100.52)	+++	116.36
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)	+++	641.69
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)	+++	563.87
722805.12	Contractual-Finance/Property Accounting & Collections	.00	.00	.00	.00	.00	4,486.68	(4,486.68)	+++	5,971.45
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	.00	.00	.00	.00	.00	45.86	(45.86)	+++	68.48
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	.00	.00	.00	.00	.00	34.44	(34.44)	+++	49.80
722809.41	Contractual-Miscellaneous Services	.00	.00	.00	.00	.00	3,332.57	(3,332.57)	+++	6,748.63
723850.0	Communications Telephone	.00	.00	.00	.00	.00	290.38	(290.38)	+++	522.44
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	447.38	(447.38)	+++	646.04
723860	Travel, Conf, Seminars	.00	.00	.00	.00	.00	434.75	(434.75)	+++	139.39
723920.1	Public Utilities Depot	.00	.00	.00	.00	.00	978.74	(978.74)	+++	1,632.55
723920.2	Public Utilities Greenway	.00	.00	.00	.00	.00	1,200.24	(1,200.24)	+++	1,391.10
723955.0	Miscellaneous General	.00	.00	.00	.00	.00	62.90	(62.90)	+++	25.37
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)	+++	92.47
723961	Dues & Subscriptions	.00	.00	.00	.00	.00	743.71	(743.71)	+++	862.45
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)	+++	35.01
723969	Employee Events	.00	.00	.00	.00	.00	518.37	(518.37)	+++	683.80
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%	\$45,247.57
Division N - New Freedom Totals		\$0.00	(\$41,781.00)	(\$41,781.00)	\$0.00	\$0.00	(\$34,327.74)	(\$7,453.26)	82%	(\$45,247.57)
Department 171 - Management & Administration Totals		(\$718,930.00)	(\$1,597,118.00)	(\$2,316,048.00)	(\$77,034.15)	(\$1,950.00)	(\$2,216,086.21)	(\$98,011.79)	96%	(\$737,630.64)
Department 266 - Customer Service & Marketing										
EXPENSE										
710701.0	Payroll-Regular General	270,000.00	30,000.00	300,000.00	39,780.65	.00	284,925.22	15,074.78	95	244,355.26
710707.0	Payroll-Temporary Help General	.00	10,000.00	10,000.00	.00	.00	7,818.12	2,181.88	78	46.57
710709.0	Payroll - Overtime General	.00	500.00	500.00	.00	.00	401.69	98.31	80	869.59
711702	Payroll - Paid Time Off	13,000.00	5,000.00	18,000.00	4,382.11	.00	18,333.08	(333.08)	102	12,179.30



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Fund 103 - General Fund										
Department 266 - Customer Service & Marketing										
EXPENSE										
711703	Payroll - Holidays	7,000.00	300.00	7,300.00	1,317.36	.00	7,313.62	(13.62)	100	5,891.77
711705	Payroll - Bereavement	.00	370.00	370.00	.00	.00	363.56	6.44	98	220.55
711712	Special Pay - One Time	.00	500.00	500.00	200.00	.00	494.55	5.45	99	1,842.68
711714	Safety Incentive	1,500.00	.00	1,500.00	400.00	.00	1,507.17	(7.17)	100	1,135.91
711716.1	Insurance Health	90,000.00	.00	90,000.00	8,150.65	.00	67,603.90	22,396.10	75	65,087.48
711716.2	Insurance Dental	5,000.00	.00	5,000.00	612.48	.00	4,510.11	489.89	90	3,866.35
711716.4	Insurance Vision	1,200.00	300.00	1,500.00	183.43	.00	1,377.03	122.97	92	1,131.82
711717	Insurance - Life & AD&D	.00	800.00	800.00	80.30	.00	737.92	62.08	92	599.54
711718	Retirement Contribution	17,400.00	1,900.00	19,300.00	1,568.11	.00	18,670.73	629.27	97	6,131.72
711720	Insurance - Income Protection	3,000.00	1,500.00	4,500.00	467.68	.00	4,485.87	14.13	100	3,308.64
711725	Compensated Absences Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(1,870.33)
712715	Employer FICA/Medicare Contribution	22,185.00	1,000.00	23,185.00	3,363.46	.00	23,538.93	(353.93)	102	19,388.62
712724	Workers Comp Insurance	5,000.00	2,000.00	7,000.00	.00	.00	6,153.03	846.97	88	3,961.85
EXPENSE TOTALS		\$435,285.00	\$54,170.00	\$489,455.00	\$60,506.23	\$0.00	\$448,234.53	\$41,220.47	92%	\$368,147.32
Division M - Mobility Grant										
EXPENSE										
710701.0	Payroll-Regular General	.00	70,000.00	70,000.00	965.05	.00	9,878.21	60,121.79	14	31,831.95
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)	+++	2,760.59
711716.2	Insurance Dental	.00	.00	.00	.00	.00	67.41	(67.41)	+++	171.40
711716.4	Insurance Vision	.00	.00	.00	.00	.00	23.33	(23.33)	+++	58.37
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	57.12	(57.12)	+++	47.93
711718	Retirement Contribution	.00	.00	.00	.00	.00	484.19	(484.19)	+++	2,345.94
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	75.58	(75.58)	+++	423.32
712715	Employer FICA/Medicare Contribution	.00	.00	.00	71.01	.00	799.32	(799.32)	+++	2,600.39
EXPENSE TOTALS		\$0.00	\$70,000.00	\$70,000.00	\$1,036.06	\$0.00	\$12,385.37	\$57,614.63	18%	\$42,941.25
Division M - Mobility Grant Totals		\$0.00	(\$70,000.00)	(\$70,000.00)	(\$1,036.06)	\$0.00	(\$12,385.37)	(\$57,614.63)	18%	(\$42,941.25)
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	14,717.60
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)	+++	60.37
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	569.67	(569.67)	+++	722.37



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Fund 103 - General Fund										
Department 266 - Customer Service & Marketing										
Division N - New Freedom										
EXPENSE										
711703	Payroll - Holidays	.00	.00	.00	.00	.00	269.66	(269.66)	+++	353.11
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)	+++	107.32
711714	Safety Incentive	.00	.00	.00	.00	.00	42.83	(42.83)	+++	64.09
711716.1	Insurance Health	.00	.00	.00	.00	.00	2,763.30	(2,763.30)	+++	4,061.25
711716.2	Insurance Dental	.00	.00	.00	.00	.00	180.47	(180.47)	+++	240.41
711716.4	Insurance Vision	.00	.00	.00	.00	.00	55.43	(55.43)	+++	69.93
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	31.81	(31.81)	+++	40.80
711718	Retirement Contribution	.00	.00	.00	.00	.00	736.54	(736.54)	+++	325.94
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	195.02	(195.02)	+++	234.79
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	945.26	(945.26)	+++	1,165.45
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	297.89	(297.89)	+++	248.55
EXPENSE TOTALS		\$0.00	\$25,308.00	\$25,308.00	\$0.00	\$0.00	\$18,083.94	\$7,224.06	71%	\$22,428.86
Division N - New Freedom Totals		\$0.00	(\$25,308.00)	(\$25,308.00)	\$0.00	\$0.00	(\$18,083.94)	(\$7,224.06)	71%	(\$22,428.86)
Department 266 - Customer Service & Marketing Totals		(\$435,285.00)	(\$149,478.00)	(\$584,763.00)	(\$61,542.29)	\$0.00	(\$478,703.84)	(\$106,059.16)	82%	(\$433,517.43)
Department 537 - Routine Transit Operations										
EXPENSE										
710701.1	Payroll-Regular Drivers	1,000,000.00	(10,000.00)	990,000.00	142,331.06	.00	1,010,064.08	(20,064.08)	102	915,083.84
710701.2	Payroll-Regular Other Operations	313,601.00	36,399.00	350,000.00	42,521.51	.00	338,116.70	11,883.30	97	264,111.33
710701.3	Payroll-Regular Dispatch	150,592.00	(40,592.00)	110,000.00	13,523.13	.00	105,078.02	4,921.98	96	104,251.09
710707.1	Payroll-Temporary Help Drivers	.00	95,000.00	95,000.00	9,912.06	.00	90,487.00	4,513.00	95	128,012.44
710707.2	Payroll-Temporary Help Other Operations	22,000.00	13,000.00	35,000.00	6,060.12	.00	32,870.35	2,129.65	94	19,229.00
710709.1	Payroll - Overtime Drivers	70,000.00	(5,600.00)	64,400.00	8,316.43	.00	56,661.31	7,738.69	88	52,895.87
710709.2	Payroll - Overtime Other Operations	15,000.00	25,000.00	40,000.00	8,214.01	.00	38,419.61	1,580.39	96	14,711.42
710709.3	Payroll - Overtime Dispatch	15,000.00	(1,950.00)	13,050.00	811.60	.00	9,078.17	3,971.83	70	9,913.27
711702	Payroll - Paid Time Off	75,000.00	88,350.00	163,350.00	22,875.40	.00	93,470.02	69,879.98	57	90,832.80
711703	Payroll - Holidays	34,413.00	5,587.00	40,000.00	6,403.76	.00	37,354.21	2,645.79	93	31,594.23
711705	Payroll - Bereavement	1,000.00	.00	1,000.00	.00	.00	825.29	174.71	83	2,386.98
711712	Special Pay - One Time	.00	1,200.00	1,200.00	.00	.00	1,090.72	109.28	91	14,339.17
711714	Safety Incentive	12,500.00	(2,500.00)	10,000.00	2,150.00	.00	8,308.13	1,691.87	83	9,026.79
711716.1	Insurance Health	427,416.00	.00	427,416.00	42,482.17	.00	363,533.35	63,882.65	85	351,857.96
711716.2	Insurance Dental	28,312.00	.00	28,312.00	3,177.30	.00	26,906.29	1,405.71	95	22,905.63
711716.4	Insurance Vision	7,937.00	.00	7,937.00	965.84	.00	8,078.56	(141.56)	102	6,594.22
711717	Insurance - Life & AD&D	3,500.00	.00	3,500.00	327.48	.00	3,509.39	(9.39)	100	2,996.91
711718	Retirement Contribution	134,823.00	(24,823.00)	110,000.00	6,475.91	.00	95,393.88	14,606.12	87	34,001.40
711720	Insurance - Income Protection	32,532.00	5,000.00	37,532.00	2,467.35	.00	31,372.16	6,159.84	84	24,625.88



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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										
EXPENSE										
711725	Compensated Absences Adjustment	24,611.00	.00	24,611.00	.00	.00	.00	24,611.00	0	4,280.44
712715	Employer FICA/Medicare Contribution	127,437.00	2,000.00	129,437.00	19,391.74	.00	130,023.41	(586.41)	100	116,922.70
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	.00	.00	30,765.15	4,234.85	88	31,183.13
721742	Anti-Freeze & Oil	1,200.00	800.00	2,000.00	496.08	.00	2,442.92	(442.92)	122	1,910.48
721744.UNIF	Clothing Uniforms	20,000.00	(2,000.00)	18,000.00	378.50	.00	13,382.57	4,617.43	74	5,834.66
721748.0	Gasoline General	300,000.00	30,000.00	330,000.00	.00	.00	280,755.80	49,244.20	85	173,854.23
721939.3	Vehicle Maintenance Tires	40,000.00	(10,000.00)	30,000.00	3,340.29	.00	23,291.55	6,708.45	78	9,236.07
722803.6	Contractual-Human Resources Drug/Alcohol Testing	12,000.00	(2,000.00)	10,000.00	919.29	.00	8,266.00	1,734.00	83	9,197.68
723860	Travel, Conf, Seminars	6,000.00	1,000.00	7,000.00	.00	.00	5,843.76	1,156.24	83	.00
723910.0	Commercial Insurance Premiums General	175,000.00	135,522.00	310,522.00	.00	.00	310,521.98	.02	100	154,294.78
723910.1	Commercial Insurance Premiums Depot	15,000.00	(14,773.00)	227.00	.00	.00	226.40	.60	100	240.47
723945.W	Parking Rental Payments Westshore	.00	.00	.00	.00	.00	.00	.00	+++	1.00
723963.1	Write-Offs Uncoll Accts Receivable	.00	.00	.00	.00	.00	.00	.00	+++	3,559.03
723964.3	Refunds Operating Assistance PY	.00	5,262.00	5,262.00	.00	.00	5,262.00	.00	100	5,262.00
EXPENSE TOTALS		\$3,104,874.00	\$329,882.00	\$3,434,756.00	\$343,541.03	\$0.00	\$3,161,398.78	\$273,357.22	92%	\$2,619,761.98
Division N - New Freedom										
EXPENSE										
710701.1	Payroll-Regular Drivers	.00	147,337.00	147,337.00	13,138.48	.00	102,154.20	45,182.80	69	91,869.90
710701.2	Payroll-Regular Other Operations	.00	.00	.00	.00	.00	14,715.40	(14,715.40)	+++	16,338.93
710701.3	Payroll-Regular Dispatch	.00	.00	.00	.00	.00	7,406.85	(7,406.85)	+++	6,457.62
710707.1	Payroll-Temporary Help Drivers	.00	.00	.00	.00	.00	1,429.28	(1,429.28)	+++	258.71
710707.2	Payroll-Temporary Help Other Operations	.00	.00	.00	.00	.00	1,294.26	(1,294.26)	+++	1,129.60
710709.1	Payroll - Overtime Drivers	.00	.00	.00	30.60	.00	3,279.98	(3,279.98)	+++	7,237.19
710709.2	Payroll - Overtime Other Operations	.00	.00	.00	.00	.00	1,300.17	(1,300.17)	+++	921.00
710709.3	Payroll - Overtime Dispatch	.00	.00	.00	.00	.00	438.85	(438.85)	+++	600.25
711702	Payroll - Paid Time Off	.00	.00	.00	2,571.52	.00	11,805.04	(11,805.04)	+++	10,002.35
711703	Payroll - Holidays	.00	.00	.00	508.16	.00	3,162.92	(3,162.92)	+++	4,098.40
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	32.73	(32.73)	+++	142.20
711712	Special Pay - One Time	.00	.00	.00	.00	.00	59.28	(59.28)	+++	960.83
711714	Safety Incentive	.00	.00	.00	.00	.00	241.87	(241.87)	+++	523.21
711716.1	Insurance Health	.00	.00	.00	.00	.00	15,850.44	(15,850.44)	+++	21,989.61
711716.2	Insurance Dental	.00	.00	.00	.00	.00	1,170.61	(1,170.61)	+++	1,434.27
711716.4	Insurance Vision	.00	.00	.00	.00	.00	350.44	(350.44)	+++	411.99
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	154.82	(154.82)	+++	186.71
711718	Retirement Contribution	.00	.00	.00	.00	.00	4,082.72	(4,082.72)	+++	1,853.38
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	1,431.79	(1,431.79)	+++	1,490.98



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Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
Division N - New Freedom										
EXPENSE										
712715	Employer FICA/Medicare Contribution	.00	.00	.00	1,176.10	.00	13,976.15	(13,976.15)	+++	14,387.06
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	1,489.45	(1,489.45)	+++	1,956.27
721742	Anti-Freeze & Oil	.00	.00	.00	.00	.00	91.76	(91.76)	+++	107.62
721744.UNIF	Clothing Uniforms	.00	.00	.00	.00	.00	657.89	(657.89)	+++	378.68
721748.0	Gasoline General	.00	33,068.00	33,068.00	.00	.00	10,856.99	22,211.01	33	10,057.64
721939.3	Vehicle Maintenance Tires	.00	.00	.00	.00	.00	918.35	(918.35)	+++	550.67
722803.6	Contractual-Human Resources Drug/Alcohol Testing	.00	.00	.00	.00	.00	372.79	(372.79)	+++	576.07
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)	+++	9,993.22
723910.1	Commercial Insurance Premiums Depot	.00	.00	.00	.00	.00	13.51	(13.51)	+++	17.70
723963.1	Write-Offs Uncoll Accts Receivable	.00	.00	.00	.00	.00	.00	.00	+++	194.52
EXPENSE TOTALS		\$0.00	\$180,405.00	\$180,405.00	\$17,424.86	\$0.00	\$216,320.11	(\$35,915.11)	120%	\$206,126.58
Division N - New Freedom Totals		\$0.00	(\$180,405.00)	(\$180,405.00)	(\$17,424.86)	\$0.00	(\$216,320.11)	\$35,915.11	120%	(\$206,126.58)
Department 537 - Routine Transit Operations Totals		(\$3,104,874.00)	(\$510,287.00)	(\$3,615,161.00)	(\$360,965.89)	\$0.00	(\$3,377,718.89)	(\$237,442.11)	93%	(\$2,825,888.56)
Department 591 - Transit Maintenance										
EXPENSE										
710701.0	Payroll-Regular General	166,974.00	(66,974.00)	100,000.00	12,463.02	.00	92,037.92	7,962.08	92	148,874.42
710707.0	Payroll-Temporary Help General	5,000.00	27,500.00	32,500.00	4,745.88	.00	29,868.61	2,631.39	92	6,924.25
710709.0	Payroll - Overtime General	3,000.00	15,500.00	18,500.00	2,968.10	.00	20,086.94	(1,586.94)	109	5,284.99
711702	Payroll - Paid Time Off	9,000.00	(1,000.00)	8,000.00	800.96	.00	4,699.28	3,300.72	59	12,330.67
711703	Payroll - Holidays	4,000.00	(2,000.00)	2,000.00	383.44	.00	2,150.31	(150.31)	108	3,789.86
711705	Payroll - Bereavement	.00	173.00	173.00	.00	.00	162.47	10.53	94	587.66
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	200.00	.00	729.95	(129.95)	122	849.51
711716.1	Insurance Health	52,000.00	(22,000.00)	30,000.00	3,408.09	.00	28,889.91	1,110.09	96	55,868.23
711716.2	Insurance Dental	4,000.00	(500.00)	3,500.00	243.93	.00	2,114.15	1,385.85	60	4,010.58
711716.4	Insurance Vision	1,200.00	.00	1,200.00	70.98	.00	609.46	590.54	51	1,138.82
711717	Insurance - Life & AD&D	300.00	.00	300.00	16.06	.00	182.25	117.75	61	291.47
711718	Retirement Contribution	11,278.00	(3,278.00)	8,000.00	566.66	.00	6,752.72	1,247.28	84	3,912.76
711720	Insurance - Income Protection	1,800.00	.00	1,800.00	120.48	.00	1,319.19	480.81	73	1,813.97
711725	Compensated Absences Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(2,954.80)
712715	Employer FICA/Medicare Contribution	14,380.00	(1,000.00)	13,380.00	1,591.05	.00	11,051.20	2,328.80	83	12,998.28
712724	Workers Comp Insurance	4,000.00	.00	4,000.00	.00	.00	3,516.50	483.50	88	3,466.62
721740.8	Operating Supplies Cleaning Materials	20,000.00	(1,000.00)	19,000.00	1,037.91	.00	14,531.13	4,468.87	76	10,904.05
721740.18	Operating Supplies Repair Parts	.00	.00	.00	.00	.00	1,391.11	(1,391.11)	+++	269.27
721931.1	Building & Grounds Maintenance Depot	18,000.00	20,000.00	38,000.00	2,374.00	.00	26,243.01	11,756.99	69	12,511.55



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Fund 103 - General Fund										
Department 591 - Transit Maintenance										
EXPENSE										
721931.2	Building & Grounds Maintenance Greenway	25,000.00	1,000.00	26,000.00	5,075.52	.00	26,710.69	(710.69)	103	20,270.78
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	574.30	.00	7,767.80	232.20	97	7,041.91
721939.1	Vehicle Maintenance Mechanical	250,000.00	63,503.00	313,503.00	52,238.61	.00	347,005.19	(33,502.19)	111	274,029.73
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	.00	.00	1,246.84	1,753.16	42	968.68
722808.1	Contractual-Buildings & Grounds Depot Janitorial	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	386.00	.00	6,041.11	3,958.89	60	4,739.51
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	\$89,264.99	\$0.00	\$674,033.46	\$14,922.54	98%	\$616,363.46
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	9,369.15
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	1,247.07	(1,247.07)	+++	391.45
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	829.90	(829.90)	+++	307.43
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	206.37	(206.37)	+++	752.57
711703	Payroll - Holidays	.00	.00	.00	.00	.00	82.73	(82.73)	+++	239.58
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	9.69	(9.69)	+++	39.14
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)	+++	50.49
711716.1	Insurance Health	.00	.00	.00	.00	.00	1,256.20	(1,256.20)	+++	3,541.13
711716.2	Insurance Dental	.00	.00	.00	.00	.00	92.68	(92.68)	+++	253.94
711716.4	Insurance Vision	.00	.00	.00	.00	.00	26.63	(26.63)	+++	72.06
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	8.07	(8.07)	+++	18.73
711718	Retirement Contribution	.00	.00	.00	.00	.00	281.91	(281.91)	+++	213.91
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	57.63	(57.63)	+++	116.60
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	460.81	(460.81)	+++	811.50
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	170.24	(170.24)	+++	217.48
721740.8	Operating Supplies Cleaning Materials	.00	.00	.00	.00	.00	696.51	(696.51)	+++	652.17
721740.18	Operating Supplies Repair Parts	.00	.00	.00	.00	.00	87.81	(87.81)	+++	14.72
721931.1	Building & Grounds Maintenance Depot	.00	.00	.00	.00	.00	1,311.59	(1,311.59)	+++	781.02
721931.2	Building & Grounds Maintenance Greenway	.00	.00	.00	.00	.00	1,168.89	(1,168.89)	+++	1,233.66
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)	+++	447.23



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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										
Division N - New Freedom										
EXPENSE										
721939.1	Vehicle Maintenance Mechanical	.00	21,348.00	21,348.00	.00	.00	14,767.93	6,580.07	69	16,691.16
721939.6	Vehicle Maintenance Graphics	.00	.00	.00	.00	.00	55.16	(55.16)	+++	71.32
722808.1	Contractual-Buildings & Grounds Depot Janitorial	.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)	+++	256.78
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%	\$38,361.71
Division N - New Freedom Totals		\$0.00	(\$37,506.00)	(\$37,506.00)	\$0.00	\$0.00	(\$29,618.68)	(\$7,887.32)	79%	(\$38,361.71)
Department 591 - Transit Maintenance Totals		(\$645,632.00)	(\$80,830.00)	(\$726,462.00)	(\$89,264.99)	\$0.00	(\$703,652.14)	(\$22,809.86)	97%	(\$654,725.17)
Department 890 - Contingencies Appropriation										
EXPENSE										
770956.0	Contingency General	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	.00
EXPENSE TOTALS		\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0%	\$0.00
Department 890 - Contingencies Appropriation Totals		(\$35,000.00)	\$0.00	(\$35,000.00)	\$0.00	\$0.00	\$0.00	(\$35,000.00)	0%	\$0.00
Department CAP - Capital Outlay										
EXPENSE										
730975	Buildings & Structures	.00	.00	.00	137,729.00	277,964.79	137,729.00	(415,693.79)	+++	.00
730975.10	Buildings & Structures Grant MI-2021-010	.00	250,000.00	250,000.00	.00	.00	162,236.96	87,763.04	65	.00
730975.26	Buildings & Structures Grant MI-2018-026	.00	77,038.00	77,038.00	.00	.00	77,038.29	(.29)	100	48,504.49
730975.39	Buildings & Structures Grant MI-2020-039	.00	839,196.00	839,196.00	1,989.78	.00	163,733.78	675,462.22	20	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	3,985.00	4,417.00	17,324.00	(21,741.00)	+++	.00
730977.10	Machinery & Equipment Grant MI-2021-010	.00	269,448.00	269,448.00	.00	.00	28,889.81	240,558.19	11	.00
730977.26	Machinery & Equipment Grant MI-2018-026	21,948.00	.00	21,948.00	.00	1,270.00	13,368.46	7,309.54	67	.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	1,895.91
730977.39	Machinery & Equipment Grant MI-2020-039	82,041.00	31,991.00	114,032.00	1,847.00	.00	50,163.20	63,868.80	44	74,582.79
730981	Vehicle	.00	.00	.00	.00	562,601.70	26,366.80	(588,968.50)	+++	.00
730981.10	Vehicle Grant MI-2021-010	.00	3,377,793.00	3,377,793.00	.00	.00	25,000.00	3,352,793.00	1	.00
730981.21	Vehicle Grant MI-2017-021	24,717.00	.00	24,717.00	.00	.00	15,322.00	9,395.00	62	.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	\$145,550.78	\$846,253.49	\$793,187.74	\$3,757,344.77	30%	\$135,787.15
Department CAP - Capital Outlay Totals		(\$533,706.00)	(\$4,863,080.00)	(\$5,396,786.00)	(\$145,550.78)	(\$846,253.49)	(\$793,187.74)	(\$3,757,344.77)	30%	(\$135,787.15)
Fund 103 - General Fund Totals		\$5,473,427.00	\$7,200,793.00	\$12,674,220.00	\$734,358.10	\$848,203.49	\$7,569,348.82	\$4,256,667.69		\$4,787,548.95
Grand Totals		\$5,473,427.00	\$7,200,793.00	\$12,674,220.00	\$734,358.10	\$848,203.49	\$7,569,348.82	\$4,256,667.69		\$4,787,548.95



Revenue Budget Performance Report

Fiscal Year to Date 09/30/22

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 000 - General Revenues										
REVENUE										
480665	Investment Income	10,000.00	(6,000.00)	4,000.00	1,088.21	.00	5,008.34	(1,008.34)	125	2,391.39
490692.0	Miscellaneous General	2,000.00	(1,000.00)	1,000.00	5,135.00	.00	5,201.24	(4,201.24)	520	6,094.27
REVENUE TOTALS		\$12,000.00	(\$7,000.00)	\$5,000.00	\$6,223.21	\$0.00	\$10,209.58	(\$5,209.58)	204%	\$8,485.66
Department 000 - General Revenues Totals		\$12,000.00	(\$7,000.00)	\$5,000.00	\$6,223.21	\$0.00	\$10,209.58	(\$5,209.58)	204%	\$8,485.66
Department 537 - Routine Transit Operations										
Division 4 - General										
REVENUE										
400402	Property Tax	1,100,000.00	64,711.00	1,164,711.00	389,493.25	.00	1,102,831.73	61,879.27	95	848,552.03
400423	Service Charge in Lieu of Taxes	3,000.00	.00	3,000.00	.00	.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	8,584.97	.00	19,670.77	5,329.23	79	16,374.33
400445	Interest & Penalties (Taxes)	1,500.00	500.00	2,000.00	160.24	.00	1,932.42	67.58	97	1,447.83
440573	State-Reim Local PPT Tax Loss	88,878.00	.00	88,878.00	.00	.00	1,238.05	87,639.95	1	89,147.51
460626.R	Fees-Finance/Management Treas Fee-NSF Check/Stop Paym	.00	.00	.00	.00	.00	10.00	(10.00)	+++	.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	5,000.00	15,000.00	8,167.50	.00	21,425.00	(6,425.00)	143	10,692.00
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	5,300.40	.00	19,984.00	8,670.00	70	.00
460651.1F	Use & Admissions Fees Fares-Fixed Route	40,759.00	.00	40,759.00	4,931.60	.00	23,929.55	16,829.45	59	.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	2,533.50	.00	14,843.50	(4,843.50)	148	.00
460651.1S	Use & Admissions Fees Fares-Daily Pass	6,000.00	.00	6,000.00	179.40	.00	1,718.10	4,281.90	29	.00
460651.1T	Use & Admissions Fees Fares-Tickets	2,000.00	(2,000.00)	.00	.00	.00	75.00	(75.00)	+++	.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	1,242.00	7,758.00	14	.00
460651.1DW	Use & Admissions Fees Fares-Reduced Demand/Response	.00	.00	.00	60.00	.00	580.00	(580.00)	+++	.00
460651.1FD	Use & Admissions Fees Fares-Reduced Monthly (Fixed/DR)	.00	.00	.00	3,600.00	.00	15,840.00	(15,840.00)	+++	.00
460651.1FR	Use & Admissions Fees Fares-Reduced Fixed Route	.00	.00	.00	103.00	.00	1,290.50	(1,290.50)	+++	.00
460651.1WP	Use & Admissions Fees Fares-Adult Weekly	.00	.00	.00	165.00	.00	935.00	(935.00)	+++	.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	15,687.98	(687.98)	105	15,305.34
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	.00	.00	1,677.48	(1,577.48)	1677	15.00
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	5.00	.00	5.00	195.00	2	.00



Revenue Budget Performance Report

Fiscal Year to Date 09/30/22
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										
490694	Cash Short/Over	.00	.00	.00	722.24	.00	2,628.95	(2,628.95)	+++	.00
570674	Sale of Fixed Assets	15,000.00	6,000.00	21,000.00	.00	.00	20,858.40	141.60	99	14,067.60
REVENUE TOTALS		\$1,579,871.00	(\$73,135.00)	\$1,506,736.00	\$425,597.45	\$0.00	\$1,270,538.32	\$236,197.68	84%	\$1,027,189.79
Division 4 - General Totals		\$1,579,871.00	(\$73,135.00)	\$1,506,736.00	\$425,597.45	\$0.00	\$1,270,538.32	\$236,197.68	84%	\$1,027,189.79
Division 5 - Grants										
REVENUE										
490568	Local Grant	.00	5,000.00	5,000.00	.00	.00	.00	5,000.00	0	.00
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	1,270,684.00
540536.2	Federal Operating (Prior Year)	.00	.00	.00	.00	.00	.00	.00	+++	16,001.00
540536.3	Federal CARES Act	861,726.00	.00	861,726.00	261,726.00	.00	861,726.00	.00	100	900,000.00
540536.4	Federal Mobility Management	.00	56,000.00	56,000.00	2,909.00	.00	7,564.00	48,436.00	14	34,351.00
540536.6	Federal New Freedom	.00	285,000.00	285,000.00	78,863.00	.00	213,750.00	71,250.00	75	145,000.00
540536.8	Federal Capital Outlay	412,000.00	4,152,673.00	4,564,673.00	196,076.00	.00	528,462.00	4,036,211.00	12	125,535.00
550570.1	State Operating (Current Year)	1,724,616.00	.00	1,724,616.00	135,255.00	.00	1,623,027.00	101,589.00	94	1,724,618.00
550570.2	State Operating (Prior Year)	.00	.00	.00	.00	.00	119,721.00	(119,721.00)	+++	271,981.00
550570.4	State Mobility Management	.00	14,000.00	14,000.00	726.65	.00	1,891.35	12,108.65	14	8,590.01
550570.8	State Capital Outlay	103,000.00	729,113.00	832,113.00	25,302.28	.00	79,074.80	753,038.20	10	10,080.44
REVENUE TOTALS		\$4,286,567.00	\$5,306,561.00	\$9,593,128.00	\$700,857.93	\$0.00	\$3,435,216.15	\$6,157,911.85	36%	\$4,506,840.45
Division 5 - Grants Totals		\$4,286,567.00	\$5,306,561.00	\$9,593,128.00	\$700,857.93	\$0.00	\$3,435,216.15	\$6,157,911.85	36%	\$4,506,840.45
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	42,385.17
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	95,474.00
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	2,609.34
460627.IN	Charges for Services Rendered MAX Share-Sale Mtr Coach Tickets	20,000.00	(20,000.00)	.00	.00	.00	.00	.00	+++	1,623.79
REVENUE TOTALS		\$335,000.00	(\$131,995.00)	\$203,005.00	\$0.00	\$0.00	\$146,356.96	\$56,648.04	72%	\$142,092.30
Division 6 - Operating Assistance Totals		\$335,000.00	(\$131,995.00)	\$203,005.00	\$0.00	\$0.00	\$146,356.96	\$56,648.04	72%	\$142,092.30
Division N - New Freedom										
REVENUE										
400402	Property Tax	.00	.00	.00	.00	.00	.00	.00	+++	142,953.00
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)	+++	\$142,953.00
Division N - New Freedom Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,158.00	(\$3,158.00)	+++	\$142,953.00



Revenue Budget Performance Report

Fiscal Year to Date 09/30/22
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 T - Trolley										
REVENUE										
460651.2	Use & Admissions Fees Trolley Fares	800.00	(800.00)	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS		\$800.00	(\$800.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Division T - Trolley Totals		\$800.00	(\$800.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 537 - Routine Transit Operations Totals		\$6,202,238.00	\$5,100,631.00	\$11,302,869.00	\$1,126,455.38	\$0.00	\$4,855,269.43	\$6,447,599.57	43%	\$5,819,075.54
Fund 103 - General Fund Totals		\$6,214,238.00	\$5,093,631.00	\$11,307,869.00	\$1,132,678.59	\$0.00	\$4,865,479.01	\$6,442,389.99		\$5,827,561.20
Grand Totals		\$6,214,238.00	\$5,093,631.00	\$11,307,869.00	\$1,132,678.59	\$0.00	\$4,865,479.01	\$6,442,389.99		\$5,827,561.20

Macatawa Area Express Transportation Authority

Meeting Date: November 28, 2022

Agenda Item:

Subject: Financial Reports for 10/31/2022–Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The Macatawa Area Express Transportation Authority started a new fiscal year (FY 2023), on October 1, 2022. Attached are Budget Performance Reports for the one month ended October 31, 2022.

Revenues

Operating revenues currently total \$158,475, or 3% 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. October operating revenues are composed of fare collection revenues as well as FY 2022 Property Tax revenues which continue to be collected but have slowed. Zeeland City, Zeeland Township, and Park Township are billed quarterly for services rendered. 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.

Expenses

Operating expenses for the one month ended October 31, 2022 totaled \$404,438, or 12% of budget. General Commercial Insurance Premiums have increased in the current fiscal year over last fiscal year, and 30% of the budgeted amount has been used within the first month. Anti-freeze and oil expenses have also increased, with 40% of the budgeted amount used. This is a seasonal fluctuation that is projected to smooth out by the end of the fiscal year.

Grant Activity

- ✓ Federal Operating Grant Revenue: \$0 of \$1,250,000 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) - \$135,811 of \$1,648,598 budgeted has been received.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - \$0 of \$142,500 has been received.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - \$0 of \$70,000 has been received.
- ✓ Federal ARPA Operating Grant Revenue: \$0 of \$452,778 budgeted has been received.



Budget by Organization Report

Through 10/31/22
 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	9,223.00	.00	9,223.00	1,380.58	.00	1,380.58	7,842.42	15	106.02
OTHER	1,000.00	.00	1,000.00	20.35	.00	20.35	979.65	2	.00
Department 000 - General Revenues Totals	\$10,223.00	\$0.00	\$10,223.00	\$1,400.93	\$0.00	\$1,400.93	\$8,822.07	14%	\$106.02
Department 537 - Routine Transit Operations									
Division 4 - General									
TAXES	1,194,211.00	.00	1,194,211.00	3,656.96	.00	3,656.96	1,190,554.04	0	25,213.70
STATE REVENUE SHARING	88,878.00	.00	88,878.00	.00	.00	.00	88,878.00	0	.00
CHARGES FOR SERVICE	150,500.00	.00	150,500.00	15,843.10	.00	15,843.10	134,656.90	11	.00
INTEREST AND RENTS	25,000.00	.00	25,000.00	1,315.35	.00	1,315.35	23,684.65	5	1,283.27
OTHER	30,100.00	.00	30,100.00	447.16	.00	447.16	29,652.84	1	.00
GAIN ON DISPOSAL OF CAPITAL ASSETS	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
LOAN PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 4 - General Totals	\$1,503,689.00	\$0.00	\$1,503,689.00	\$21,262.57	\$0.00	\$21,262.57	\$1,482,426.43	1%	\$26,496.97
Division 5 - Grants									
FEDERAL GRANTS	1,702,778.00	.00	1,702,778.00	.00	.00	.00	1,702,778.00	0	7,866.00
STATE GRANTS	1,648,598.00	.00	1,648,598.00	135,811.00	.00	135,811.00	1,512,787.00	8	135,252.00
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 5 - Grants Totals	\$3,351,376.00	\$0.00	\$3,351,376.00	\$135,811.00	\$0.00	\$135,811.00	\$3,215,565.00	4%	\$143,118.00
Division 6 - Operating Assistance									
CHARGES FOR SERVICE	247,222.00	.00	247,222.00	.00	.00	.00	247,222.00	0	.00
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 6 - Operating Assistance Totals	\$247,222.00	\$0.00	\$247,222.00	\$0.00	\$0.00	\$0.00	\$247,222.00	0%	\$0.00
Division N - New Freedom									
TAXES	142,500.00	.00	142,500.00	.00	.00	.00	142,500.00	0	.00
CHARGES FOR SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$142,500.00	\$0.00	\$142,500.00	\$0.00	\$0.00	\$0.00	\$142,500.00	0%	\$0.00
Division T - Trolley									
CHARGES FOR SERVICE	.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	\$5,244,787.00	\$0.00	\$5,244,787.00	\$157,073.57	\$0.00	\$157,073.57	\$5,087,713.43	3%	\$169,614.97
REVENUE TOTALS	\$5,255,010.00	\$0.00	\$5,255,010.00	\$158,474.50	\$0.00	\$158,474.50	\$5,096,535.50	3%	\$169,720.99
EXPENSE									
Department 171 - Management & Administration									
PERSONNEL SERVICES	381,550.00	.00	381,550.00	26,459.47	.00	26,459.47	355,090.53	7	20,599.12
OTHER CURRENT EXPENDITURES	349,600.00	.00	349,600.00	33,899.13	.00	33,899.13	315,700.87	10	26,770.57
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget by Organization Report

Through 10/31/22
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 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									
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 171 - Management & Administration Totals	\$731,150.00	\$0.00	\$731,150.00	\$60,358.60	\$0.00	\$60,358.60	\$670,791.40	8%	\$47,369.69
Department 266 - Customer Service & Marketing									
PERSONNEL SERVICES	528,085.00	.00	528,085.00	29,959.92	.00	29,959.92	498,125.08	6	25,022.62
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division M - Mobility Grant									
PERSONNEL SERVICES	.00	.00	.00	344.80	.00	344.80	(344.80)	+++	.00
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	\$0.00	\$0.00	\$344.80	\$0.00	\$344.80	(\$344.80)	+++	\$0.00
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 266 - Customer Service & Marketing Totals	\$528,085.00	\$0.00	\$528,085.00	\$30,304.72	\$0.00	\$30,304.72	\$497,780.28	6%	\$25,022.62
Department 537 - Routine Transit Operations									
PERSONNEL SERVICES	2,755,395.00	.00	2,755,395.00	156,348.74	.00	156,348.74	2,599,046.26	6	156,096.68
OTHER CURRENT EXPENDITURES	594,300.00	.00	594,300.00	57,182.39	.00	57,182.39	537,117.61	10	31,095.48
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	6,942.34	.00	6,942.34	(6,942.34)	+++	5,947.97
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$6,942.34	\$0.00	\$6,942.34	(\$6,942.34)	+++	\$5,947.97
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	\$3,349,695.00	\$0.00	\$3,349,695.00	\$220,473.47	\$0.00	\$220,473.47	\$3,129,221.53	7%	\$193,140.13
Department 591 - Transit Maintenance									
PERSONNEL SERVICES	223,953.00	.00	223,953.00	13,199.50	.00	13,199.50	210,753.50	6	14,215.44
OTHER CURRENT EXPENDITURES	422,127.00	.00	422,127.00	32,016.69	.00	32,016.69	390,110.31	8	5,300.14
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 591 - Transit Maintenance Totals	\$646,080.00	\$0.00	\$646,080.00	\$45,216.19	\$0.00	\$45,216.19	\$600,863.81	7%	\$19,515.58



Budget by Organization Report

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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 890 - Contingencies Appropriation									
CONTINGENCIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 890 - Contingencies Appropriation Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department CAP - Capital Outlay									
CAPITAL OUTLAY	.00	.00	.00	48,085.16	210,173.76	48,085.16	(258,258.92)	+++	(380.00)
Department CAP - Capital Outlay Totals	\$0.00	\$0.00	\$0.00	\$48,085.16	\$210,173.76	\$48,085.16	(\$258,258.92)	+++	(\$380.00)
EXPENSE TOTALS	\$5,255,010.00	\$0.00	\$5,255,010.00	\$404,438.14	\$210,173.76	\$404,438.14	\$4,640,398.10	12%	\$284,668.02
Fund 103 - General Fund Totals									
REVENUE TOTALS	5,255,010.00	.00	5,255,010.00	158,474.50	.00	158,474.50	5,096,535.50	3%	169,720.99
EXPENSE TOTALS	5,255,010.00	.00	5,255,010.00	404,438.14	210,173.76	404,438.14	4,640,398.10	12%	284,668.02
Fund 103 - General Fund Totals	\$0.00	\$0.00	\$0.00	(\$245,963.64)	(\$210,173.76)	(\$245,963.64)	\$456,137.40		(\$114,947.03)
Grand Totals									
REVENUE TOTALS	5,255,010.00	.00	5,255,010.00	158,474.50	.00	158,474.50	5,096,535.50	3%	169,720.99
EXPENSE TOTALS	5,255,010.00	.00	5,255,010.00	404,438.14	210,173.76	404,438.14	4,640,398.10	12%	284,668.02
Grand Totals	\$0.00	\$0.00	\$0.00	(\$245,963.64)	(\$210,173.76)	(\$245,963.64)	\$456,137.40		(\$114,947.03)



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 171 - Management & Administration										
EXPENSE										
710701.0	Payroll-Regular General	246,900.00	.00	246,900.00	18,647.09	.00	18,647.09	228,252.91	8	14,640.20
710701.25	Payroll-Regular Human Resources	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	.00
711702	Payroll - Paid Time Off	17,000.00	.00	17,000.00	1,132.68	.00	1,132.68	15,867.32	7	1,313.68
711703	Payroll - Holidays	7,200.00	.00	7,200.00	.00	.00	.00	7,200.00	0	.00
711712	Special Pay - One Time	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
711714	Safety Incentive	800.00	.00	800.00	.00	.00	.00	800.00	0	.00
711716.1	Insurance Health	32,000.00	.00	32,000.00	3,064.74	.00	3,064.74	28,935.26	10	2,920.30
711716.2	Insurance Dental	2,500.00	.00	2,500.00	224.10	.00	224.10	2,275.90	9	209.46
711716.4	Insurance Vision	600.00	.00	600.00	69.52	.00	69.52	530.48	12	45.98
711717	Insurance - Life & AD&D	300.00	.00	300.00	24.09	.00	24.09	275.91	8	29.72
711718	Retirement Contribution	18,000.00	.00	18,000.00	1,588.66	.00	1,588.66	16,411.34	9	.00
711720	Insurance - Income Protection	3,000.00	.00	3,000.00	220.48	.00	220.48	2,779.52	7	246.43
712715	Employer FICA/Medicare Contribution	20,500.00	.00	20,500.00	1,488.11	.00	1,488.11	19,011.89	7	1,193.35
712724	Workers Comp Insurance	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	.00
721730	Postage	700.00	.00	700.00	.00	.00	.00	700.00	0	.00
721740.0	Operating Supplies General	7,000.00	.00	7,000.00	503.03	.00	503.03	6,496.97	7	691.79
721740.TECH	Operating Supplies Equipment IT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
721905	Photocopies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
722801.9000	Contractual-Promotions/Printing Printing	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	50,000.00	.00	50,000.00	73.00	.00	73.00	49,927.00	0	2,064.02
722801.9080	Contractual-Promotions/Printing Publishing-News Media	5,500.00	.00	5,500.00	240.00	.00	240.00	5,260.00	4	410.66
722803.9	Contractual-Human Resources Flex Benefits	2,400.00	.00	2,400.00	384.00	.00	384.00	2,016.00	16	.00
722803.10	Contractual-Human Resources Employee Assistance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
722804	Contractual-Legal	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
722805.1	Contractual-Finance/Property Independent Audit	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	.00
722805.4	Contractual-Finance/Property Financial Service Fees	10,000.00	.00	10,000.00	789.76	.00	789.76	9,210.24	8	430.90
722805.12	Contractual-Finance/Property Accounting & Collections	85,000.00	.00	85,000.00	9,156.41	.00	9,156.41	75,843.59	11	7,052.66
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	700.00	.00	700.00	.00	.00	.00	700.00	0	.00
722809.41	Contractual-Miscellaneous Services	50,000.00	.00	50,000.00	4,034.00	.00	4,034.00	45,966.00	8	7,838.10
723850.0	Communications Telephone	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
723850.CELL	Communications Cellular	12,000.00	.00	12,000.00	871.21	.00	871.21	11,128.79	7	880.14
723860	Travel, Conf, Seminars	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
723920.1	Public Utilities Depot	20,000.00	.00	20,000.00	1,741.04	.00	1,741.04	18,258.96	9	10.75
723920.2	Public Utilities Greenway	35,000.00	.00	35,000.00	472.86	.00	472.86	34,527.14	1	394.70
723955.0	Miscellaneous General	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00



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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										
723955.11	Miscellaneous Internet Ticket Sales	.00	.00	.00	179.76	.00	179.76	(179.76)	+++	.00
723960	Education & Training	1,500.00	.00	1,500.00	4,000.00	.00	4,000.00	(2,500.00)	267	.00
723961	Dues & Subscriptions	15,000.00	.00	15,000.00	11,252.00	.00	11,252.00	3,748.00	75	6,564.30
723964.2	Refunds Property Tax Prior Years	800.00	.00	800.00	.00	.00	.00	800.00	0	550.60
723969	Employee Events	10,000.00	.00	10,000.00	202.06	.00	202.06	9,797.94	2	(118.05)
EXPENSE TOTALS		\$731,150.00	\$0.00	\$731,150.00	\$60,358.60	\$0.00	\$60,358.60	\$670,791.40	8%	\$47,369.69
Department 171 - Management & Administration Totals		(\$731,150.00)	\$0.00	(\$731,150.00)	(\$60,358.60)	\$0.00	(\$60,358.60)	(\$670,791.40)	8%	(\$47,369.69)
Department 266 - Customer Service & Marketing										
EXPENSE										
710701.0	Payroll-Regular General	340,000.00	.00	340,000.00	18,068.56	.00	18,068.56	321,931.44	5	17,112.70
710707.0	Payroll-Temporary Help General	14,000.00	.00	14,000.00	.00	.00	.00	14,000.00	0	.00
710709.0	Payroll - Overtime General	200.00	.00	200.00	70.84	.00	70.84	129.16	35	.00
711702	Payroll - Paid Time Off	14,200.00	.00	14,200.00	1,755.46	.00	1,755.46	12,444.54	12	894.92
711703	Payroll - Holidays	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
711705	Payroll - Bereavement	100.00	.00	100.00	.00	.00	.00	100.00	0	76.50
711712	Special Pay - One Time	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
711714	Safety Incentive	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
711716.1	Insurance Health	90,000.00	.00	90,000.00	5,981.60	.00	5,981.60	84,018.40	7	4,780.20
711716.2	Insurance Dental	5,000.00	.00	5,000.00	399.12	.00	399.12	4,600.88	8	322.80
711716.4	Insurance Vision	1,200.00	.00	1,200.00	120.34	.00	120.34	1,079.66	10	97.32
711717	Insurance - Life & AD&D	800.00	.00	800.00	72.27	.00	72.27	727.73	9	59.44
711718	Retirement Contribution	19,300.00	.00	19,300.00	1,610.90	.00	1,610.90	17,689.10	8	.00
711720	Insurance - Income Protection	4,500.00	.00	4,500.00	427.83	.00	427.83	4,072.17	10	351.17
712715	Employer FICA/Medicare Contribution	23,185.00	.00	23,185.00	1,453.00	.00	1,453.00	21,732.00	6	1,327.57
712724	Workers Comp Insurance	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
EXPENSE TOTALS		\$528,085.00	\$0.00	\$528,085.00	\$29,959.92	\$0.00	\$29,959.92	\$498,125.08	6%	\$25,022.62
Division M - Mobility Grant										
EXPENSE										
710701.0	Payroll-Regular General	.00	.00	.00	320.35	.00	320.35	(320.35)	+++	.00
712715	Employer FICA/Medicare Contribution	.00	.00	.00	24.45	.00	24.45	(24.45)	+++	.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$344.80	\$0.00	\$344.80	(\$344.80)	+++	\$0.00
Division M - Mobility Grant Totals		\$0.00	\$0.00	\$0.00	(\$344.80)	\$0.00	(\$344.80)	\$344.80	+++	\$0.00
Department 266 - Customer Service & Marketing Totals		(\$528,085.00)	\$0.00	(\$528,085.00)	(\$30,304.72)	\$0.00	(\$30,304.72)	(\$497,780.28)	6%	(\$25,022.62)
Department 537 - Routine Transit Operations										
EXPENSE										
710701.1	Payroll-Regular Drivers	990,000.00	.00	990,000.00	63,857.13	.00	63,857.13	926,142.87	6	58,664.25
710701.2	Payroll-Regular Other Operations	375,000.00	.00	375,000.00	17,151.84	.00	17,151.84	357,848.16	5	19,852.90



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										
EXPENSE										
710701.3	Payroll-Regular Dispatch	110,000.00	.00	110,000.00	5,594.71	.00	5,594.71	104,405.29	5	7,940.92
710707.1	Payroll-Temporary Help Drivers	95,000.00	.00	95,000.00	4,553.09	.00	4,553.09	90,446.91	5	7,557.52
710707.2	Payroll-Temporary Help Other Operations	35,000.00	.00	35,000.00	2,935.50	.00	2,935.50	32,064.50	8	1,449.95
710709.1	Payroll - Overtime Drivers	64,400.00	.00	64,400.00	2,562.29	.00	2,562.29	61,837.71	4	3,927.49
710709.2	Payroll - Overtime Other Operations	30,000.00	.00	30,000.00	961.21	.00	961.21	29,038.79	3	1,928.52
710709.3	Payroll - Overtime Dispatch	13,050.00	.00	13,050.00	490.12	.00	490.12	12,559.88	4	1,051.94
711702	Payroll - Paid Time Off	183,350.00	.00	183,350.00	7,480.50	.00	7,480.50	175,869.50	4	10,645.33
711703	Payroll - Holidays	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	.00
711712	Special Pay - One Time	850.00	.00	850.00	.00	.00	.00	850.00	0	.00
711714	Safety Incentive	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
711716.1	Insurance Health	427,416.00	.00	427,416.00	29,432.50	.00	29,432.50	397,983.50	7	29,554.48
711716.2	Insurance Dental	28,312.00	.00	28,312.00	2,140.58	.00	2,140.58	26,171.42	8	2,306.18
711716.4	Insurance Vision	7,937.00	.00	7,937.00	648.69	.00	648.69	7,288.31	8	668.58
711717	Insurance - Life & AD&D	3,500.00	.00	3,500.00	303.93	.00	303.93	3,196.07	9	286.86
711718	Retirement Contribution	110,000.00	.00	110,000.00	8,150.42	.00	8,150.42	101,849.58	7	.00
711720	Insurance - Income Protection	37,532.00	.00	37,532.00	2,312.62	.00	2,312.62	35,219.38	6	1,945.85
711725	Compensated Absences Adjustment	24,611.00	.00	24,611.00	.00	.00	.00	24,611.00	0	.00
712715	Employer FICA/Medicare Contribution	129,437.00	.00	129,437.00	7,773.61	.00	7,773.61	121,663.39	6	8,315.91
712723	Unemployment Comp Insurance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
712724	Workers Comp Insurance	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	.00
721742	Anti-Freeze & Oil	1,200.00	.00	1,200.00	474.88	.00	474.88	725.12	40	.00
721744.UNIF	Clothing Uniforms	21,000.00	.00	21,000.00	.00	.00	.00	21,000.00	0	.00
721748.0	Gasoline General	350,000.00	.00	350,000.00	.00	.00	.00	350,000.00	0	22,274.36
721939.3	Vehicle Maintenance Tires	20,000.00	.00	20,000.00	1,654.87	.00	1,654.87	18,345.13	8	3,957.12
722803.6	Contractual-Human Resources Drug/Alcohol Testing	10,000.00	.00	10,000.00	954.25	.00	954.25	9,045.75	10	.00
723860	Travel, Conf, Seminars	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
723910.0	Commercial Insurance Premiums General	175,000.00	.00	175,000.00	53,135.00	.00	53,135.00	121,865.00	30	4,864.00
723910.1	Commercial Insurance Premiums Depot	10,000.00	.00	10,000.00	963.39	.00	963.39	9,036.61	10	.00
723964.3	Refunds Operating Assistance PY	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
EXPENSE TOTALS		\$3,349,695.00	\$0.00	\$3,349,695.00	\$213,531.13	\$0.00	\$213,531.13	\$3,136,163.87	6%	\$187,192.16
Division N - New Freedom										
EXPENSE										
710701.1	Payroll-Regular Drivers	.00	.00	.00	6,048.94	.00	6,048.94	(6,048.94)	+++	5,319.01
710709.1	Payroll - Overtime Drivers	.00	.00	.00	431.40	.00	431.40	(431.40)	+++	237.92
712715	Employer FICA/Medicare Contribution	.00	.00	.00	462.00	.00	462.00	(462.00)	+++	391.04
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$6,942.34	\$0.00	\$6,942.34	(\$6,942.34)	+++	\$5,947.97
Division N - New Freedom Totals		\$0.00	\$0.00	\$0.00	(\$6,942.34)	\$0.00	(\$6,942.34)	\$6,942.34	+++	(\$5,947.97)



Expense Budget Performance Report

Fiscal Year to Date 10/31/22
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		(\$3,349,695.00)	\$0.00	(\$3,349,695.00)	(\$220,473.47)	\$0.00	(\$220,473.47)	(\$3,129,221.53)	7%	(\$193,140.13)
Department 591 - Transit Maintenance										
EXPENSE										
710701.0	Payroll-Regular General	100,000.00	.00	100,000.00	5,751.60	.00	5,751.60	94,248.40	6	7,811.35
710707.0	Payroll-Temporary Help General	32,500.00	.00	32,500.00	2,239.72	.00	2,239.72	30,260.28	7	953.60
710709.0	Payroll - Overtime General	18,500.00	.00	18,500.00	1,334.67	.00	1,334.67	17,165.33	7	1,175.40
711702	Payroll - Paid Time Off	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	246.33
711703	Payroll - Holidays	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
711705	Payroll - Bereavement	173.00	.00	173.00	.00	.00	.00	173.00	0	172.16
711714	Safety Incentive	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
711716.1	Insurance Health	30,000.00	.00	30,000.00	2,272.06	.00	2,272.06	27,727.94	8	2,740.95
711716.2	Insurance Dental	3,500.00	.00	3,500.00	162.62	.00	162.62	3,337.38	5	203.58
711716.4	Insurance Vision	1,200.00	.00	1,200.00	47.32	.00	47.32	1,152.68	4	57.70
711717	Insurance - Life & AD&D	300.00	.00	300.00	16.06	.00	16.06	283.94	5	14.86
711718	Retirement Contribution	8,000.00	.00	8,000.00	566.91	.00	566.91	7,433.09	7	.00
711720	Insurance - Income Protection	1,800.00	.00	1,800.00	120.48	.00	120.48	1,679.52	7	86.01
712715	Employer FICA/Medicare Contribution	13,380.00	.00	13,380.00	688.06	.00	688.06	12,691.94	5	753.50
712724	Workers Comp Insurance	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
721740.8	Operating Supplies Cleaning Materials	15,000.00	.00	15,000.00	1,254.35	.00	1,254.35	13,745.65	8	2,957.83
721931.1	Building & Grounds Maintenance Depot	25,000.00	.00	25,000.00	305.70	.00	305.70	24,694.30	1	253.52
721931.2	Building & Grounds Maintenance Greenway	25,000.00	.00	25,000.00	1,605.38	.00	1,605.38	23,394.62	6	1,070.40
721932.1	Mechanical Maintenance Depot	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
721933.1	Equipment Maintenance Radio Maintenance	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
721933.2	Equipment Maintenance Office Equipment	4,000.00	.00	4,000.00	600.83	.00	600.83	3,399.17	15	1,018.39
721939.1	Vehicle Maintenance Mechanical	300,000.00	.00	300,000.00	28,197.63	.00	28,197.63	271,802.37	9	.00
721939.4	Vehicle Maintenance Bodywork	3,000.00	.00	3,000.00	52.80	.00	52.80	2,947.20	2	.00
721939.6	Vehicle Maintenance Graphics	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
722808.1	Contractual-Buildings & Grounds Depot Janitorial	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
722808.4	Contractual-Buildings & Grounds Depot Lawn Care	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
722808.5	Contractual-Buildings & Grounds Depot Snow Removal	33,127.00	.00	33,127.00	.00	.00	.00	33,127.00	0	.00
EXPENSE TOTALS		\$646,080.00	\$0.00	\$646,080.00	\$45,216.19	\$0.00	\$45,216.19	\$600,863.81	7%	\$19,515.58
Department 591 - Transit Maintenance Totals		(\$646,080.00)	\$0.00	(\$646,080.00)	(\$45,216.19)	\$0.00	(\$45,216.19)	(\$600,863.81)	7%	(\$19,515.58)
Department CAP - Capital Outlay										
EXPENSE										
730975	Buildings & Structures	.00	.00	.00	41,709.00	201,972.00	41,709.00	(243,681.00)	+++	.00
730975.39	Buildings & Structures Grant MI-2020-039	.00	.00	.00	.00	.00	.00	.00	+++	(380.00)
730977	Machinery & Equipment	.00	.00	.00	1,190.16	8,201.76	1,190.16	(9,391.92)	+++	.00
730977.10	Machinery & Equipment Grant MI-2021-010	.00	.00	.00	5,186.00	.00	5,186.00	(5,186.00)	+++	.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$48,085.16	\$210,173.76	\$48,085.16	(\$258,258.92)	+++	(\$380.00)
Department CAP - Capital Outlay Totals		\$0.00	\$0.00	\$0.00	(\$48,085.16)	(\$210,173.76)	(\$48,085.16)	\$258,258.92	+++	\$380.00



Expense Budget Performance Report

Fiscal Year to Date 10/31/22
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 Totals	\$5,255,010.00	\$0.00	\$5,255,010.00	\$404,438.14	\$210,173.76	\$404,438.14	\$4,640,398.10		\$284,668.02
	Grand Totals	\$5,255,010.00	\$0.00	\$5,255,010.00	\$404,438.14	\$210,173.76	\$404,438.14	\$4,640,398.10		\$284,668.02



Revenue Budget Performance Report

Fiscal Year to Date 10/31/22
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 000 - General Revenues										
REVENUE										
480665	Investment Income	9,223.00	.00	9,223.00	1,380.58	.00	1,380.58	7,842.42	15	106.02
490692.0	Miscellaneous General	1,000.00	.00	1,000.00	20.35	.00	20.35	979.65	2	.00
REVENUE TOTALS		\$10,223.00	\$0.00	\$10,223.00	\$1,400.93	\$0.00	\$1,400.93	\$8,822.07	14%	\$106.02
Department 000 - General Revenues Totals										
		\$10,223.00	\$0.00	\$10,223.00	\$1,400.93	\$0.00	\$1,400.93	\$8,822.07	14%	\$106.02
Department 537 - Routine Transit Operations										
Division 4 - General										
REVENUE										
400402	Property Tax	1,164,711.00	.00	1,164,711.00	1,703.39	.00	1,703.39	1,163,007.61	0	25,041.42
400423	Service Charge in Lieu of Taxes	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
400437.0	Property Taxes IFT IFT Levy - General	25,000.00	.00	25,000.00	1,671.39	.00	1,671.39	23,328.61	7	.00
400445	Interest & Penalties (Taxes)	1,500.00	.00	1,500.00	282.18	.00	282.18	1,217.82	19	172.28
440573	State-Reim Local PPT Tax Loss	88,878.00	.00	88,878.00	.00	.00	.00	88,878.00	0	.00
460644.1	Concessions & Commissions Bus Signage-Advertising Commiss	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
460651.1B	Use & Admissions Fees Fares-Bus Fleet Rental	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
460651.1D	Use & Admissions Fees Fares-Demand/Response	25,000.00	.00	25,000.00	4,389.60	.00	4,389.60	20,610.40	18	.00
460651.1F	Use & Admissions Fees Fares-Fixed Route	25,000.00	.00	25,000.00	4,549.40	.00	4,549.40	20,450.60	18	.00
460651.1R	Use & Admissions Fees Fares-Adult Monthly	25,000.00	.00	25,000.00	3,162.00	.00	3,162.00	21,838.00	13	.00
460651.1S	Use & Admissions Fees Fares-Daily Pass	5,000.00	.00	5,000.00	96.60	.00	96.60	4,903.40	2	.00
460651.1T	Use & Admissions Fees Fares-Tickets	16,000.00	.00	16,000.00	.00	.00	.00	16,000.00	0	.00
460651.1X	Use & Admissions Fees Fares-Student Pass	2,000.00	.00	2,000.00	138.00	.00	138.00	1,862.00	7	.00
460651.1DW	Use & Admissions Fees Fares-Reduced Demand/Response	2,000.00	.00	2,000.00	100.00	.00	100.00	1,900.00	5	.00
460651.1FD	Use & Admissions Fees Fares-Reduced Monthly (Fixed/DR)	15,000.00	.00	15,000.00	3,060.00	.00	3,060.00	11,940.00	20	.00
460651.1FR	Use & Admissions Fees Fares-Reduced Fixed Route	5,000.00	.00	5,000.00	257.50	.00	257.50	4,742.50	5	.00
460651.1WP	Use & Admissions Fees Fares-Adult Weekly	3,000.00	.00	3,000.00	90.00	.00	90.00	2,910.00	3	.00
480669.C	Rental Bus / Motor Coach	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
480669.D	Rental Amtrak	20,000.00	.00	20,000.00	1,315.35	.00	1,315.35	18,684.65	7	1,283.27
490683.1	Reimbursements Michigan Transit Pool	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	.00
490685.1	Recoveries Insurance	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	.00
490692.0	Miscellaneous General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
490692.E	Miscellaneous Lost Eligible Pass	200.00	.00	200.00	10.00	.00	10.00	190.00	5	.00
490694	Cash Short/Over	.00	.00	.00	437.16	.00	437.16	(437.16)	+++	.00
570674	Sale of Fixed Assets	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
REVENUE TOTALS		\$1,503,689.00	\$0.00	\$1,503,689.00	\$21,262.57	\$0.00	\$21,262.57	\$1,482,426.43	1%	\$26,496.97
Division 4 - General Totals		\$1,503,689.00	\$0.00	\$1,503,689.00	\$21,262.57	\$0.00	\$21,262.57	\$1,482,426.43	1%	\$26,496.97



Revenue Budget Performance Report

Fiscal Year to Date 10/31/22
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 5 - Grants										
REVENUE										
540536.1	Federal Operating (Current Year)	1,250,000.00	.00	1,250,000.00	.00	.00	.00	1,250,000.00	0	.00
540536.8	Federal Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	7,866.00
540536.3A	Federal ARPA	452,778.00	.00	452,778.00	.00	.00	.00	452,778.00	0	.00
550570.1	State Operating (Current Year)	1,648,598.00	.00	1,648,598.00	135,811.00	.00	135,811.00	1,512,787.00	8	135,252.00
REVENUE TOTALS		\$3,351,376.00	\$0.00	\$3,351,376.00	\$135,811.00	\$0.00	\$135,811.00	\$3,215,565.00	4%	\$143,118.00
Division 5 - Grants Totals		\$3,351,376.00	\$0.00	\$3,351,376.00	\$135,811.00	\$0.00	\$135,811.00	\$3,215,565.00	4%	\$143,118.00
Division 6 - Operating Assistance										
REVENUE										
460627.1	Charges for Services Rendered Zeeland City	62,862.00	.00	62,862.00	.00	.00	.00	62,862.00	0	.00
460627.2	Charges for Services Rendered Park Township	137,190.00	.00	137,190.00	.00	.00	.00	137,190.00	0	.00
460627.9	Charges for Services Rendered Zeeland Twp	8,034.00	.00	8,034.00	.00	.00	.00	8,034.00	0	.00
460627.IN	Charges for Services Rendered MAX Share-Sale Mtr Coach Tickets	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
460627.INPS	Charges for Services Rendered Pass-Thru Sale Mtr Coach Tickets	29,136.00	.00	29,136.00	.00	.00	.00	29,136.00	0	.00
REVENUE TOTALS		\$247,222.00	\$0.00	\$247,222.00	\$0.00	\$0.00	\$0.00	\$247,222.00	0%	\$0.00
Division 6 - Operating Assistance Totals		\$247,222.00	\$0.00	\$247,222.00	\$0.00	\$0.00	\$0.00	\$247,222.00	0%	\$0.00
Division N - New Freedom										
REVENUE										
400402	Property Tax	142,500.00	.00	142,500.00	.00	.00	.00	142,500.00	0	.00
REVENUE TOTALS		\$142,500.00	\$0.00	\$142,500.00	\$0.00	\$0.00	\$0.00	\$142,500.00	0%	\$0.00
Division N - New Freedom Totals		\$142,500.00	\$0.00	\$142,500.00	\$0.00	\$0.00	\$0.00	\$142,500.00	0%	\$0.00
Department 537 - Routine Transit Operations Totals		\$5,244,787.00	\$0.00	\$5,244,787.00	\$157,073.57	\$0.00	\$157,073.57	\$5,087,713.43	3%	\$169,614.97
Fund 103 - General Fund Totals		\$5,255,010.00	\$0.00	\$5,255,010.00	\$158,474.50	\$0.00	\$158,474.50	\$5,096,535.50		\$169,720.99
Grand Totals		\$5,255,010.00	\$0.00	\$5,255,010.00	\$158,474.50	\$0.00	\$158,474.50	\$5,096,535.50		\$169,720.99

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)



GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-721740.0	ARNOLD SALES	1375551	SUPPLIES	169.12
	STAPLES CREDIT PLAN	2022-00000263	MAX - SUPPLIES	510.92
103-171-723920.2	HOLLAND CHARTER TOWNSHIP	2022-00000260	MAX	411.86
		2022-00000261	MAX	23.35
103-171-723960	WESTGATE CENTER FOR LEADERSHIP	2022-00000264	REGISTRATION - BUDGETING & FINANCIAL MGMT	425.00
103-537-4-460626.R	JAEHNIG, JULIE	2022-00000262	MAX	(10.00)
103-537-710707.1	JAEHNIG, JULIE	2022-00000262	MAX	217.48
103-537-723910.0	THE CINCINNATI INSURANCE COMPANY	2022-00000259	MAX	2,935.00
103-591-721931.1	NEW DAWN LINEN SERVICE, LLC	11623	MAX - RUGS	41.55
750-210231.D	ICMA RETIREMENT TRUST - 457	2022-00000256	DEF-ICMA% - Deferred Comp - ICMA %*	1,384.99
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2022-00000257	HSA-ADD - HSA Additional Contribution	495.26
750-210231.K	AFLAC	AUGUST 2022	AUGUST 2022 PREMIUMS	836.40
750-210231.M	MERS - ACH	2022-00000258	PENSION - Pension - Original*	2,128.44
Grand Total				9,569.37

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)



GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-711717	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	24.09
103-171-711720	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	220.48
103-171-722809.41	LEFF, SARAH	LS02268	MAX - WEBSITE MAINTENANCE AND HOSTING	125.00
	REHMANN TECHNOLOGY SOLUTIONS LLC	PS120267	MAX - CONFIGURE AND INSTALL NEW WATCHGUARD M290	636.25
	SURPRENANT, VERNA	4350	DEPOT CLEANING SERVICES AUGUST SERVICES	1,350.00
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2022-00000266	MAX	11.00
103-266-711717	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	56.21
103-266-711720	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	343.31
103-537-711717	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	319.99
103-537-711720	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	2,110.46
103-537-721744.UNIF	CHROMATIC GRAPHICS INC	64399	MAX - SHIRTS	270.00
103-537-721939.3	POMP'S TIRE SERVICE	7500109557	MAX - TIRES	790.92
103-537-723860	THE TRANSIT & PARATRANSIT COMPANY	T-2804	MAX - 2020 LARGE OPERATOR STUDY GUIDE WITH ELDT	200.00
103-591-711717	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	16.06
103-591-711720	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	120.48
103-591-721931.1	MACATAWA PLUMBING INC	42020	MAX - TESTING BACKFLOW PREVENTERS	186.00
	NEW DAWN LINEN SERVICE LLC	12169	MAX - RUGS	41.55
103-591-721933.2	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	5021571292	MAX - COPIER PMT & 2022 PERSONAL PROPERTY TAX PMT	492.74
103-CAP-730975	LAKEWOOD CONSTRUCTION	22921-3	GREENWAY 2ND FLOOR RENOVATIONS APP 3	132,890.00
		22935-3	GREENWAY ELEVATOR MATERIALS & INSTALLATION APP 3	45,963.00
103-CAP-730975.39	AUTOMATIC EQUIPMENT SALES & SERVICE INC	73116	MAX - CHECKED 5 AUTOMATIC DOORS FOR ADA COMPLICANCE	309.00
750-210231.H	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	3,529.44
750-210231.L	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	781.49
750-210231.V	GUARDIAN	2022-00000265	SEPTEMBER 2022 INS PREM DENTAL,LIFE, STD, LTD, VISION	1,072.66
Grand Total				191,860.13



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)

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-118128.0	BECOME UNMISTAKABLE LLC	2022-00000273	MAX - UNMISTAKABLE LEADER REGISTRATION FEE 9/22-1/23	4,000.00
	RIVERSIDE INTEGRATED SYSTEMS INC	165310	MAX - ANNUAL MONITORING 8/16/22-8/16/23	450.00
103-171-721740.0	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	743.24
103-171-721740.TECH	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	118.70
103-171-722801.9010	HOLLAND LITHO SERVICE INC	159780	MAX - BUS PASSES - TWO VERSIONS	616.20
	MIDWEST COMMUNICATIONS INC	536887-4	MAX - ADS	400.00
		536888-4	MAX - ADS	208.00
103-171-722801.9080	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	556.38
103-171-722803.9	KUSHNER & COMPANY INC	82739	MAX - AUGUST SERVICES	138.24
103-171-722809.41	CCS TECHNOLOGIES INC	152564	MAX - TECH SERVICES	821.00
	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	2.00
103-171-723850.0	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	638.20
103-171-723860	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	1,146.65
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2022-00000272	MAX	40.00
103-171-723955.0	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	60.00
103-171-723960	BECOME UNMISTAKABLE LLC	2022-00000273	MAX - UNMISTAKABLE LEADER REGISTRATION FEE 9/22-1/23	1,000.00
	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	330.00
103-171-723961	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	24.30
103-171-723969	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	1,197.52
103-537-711720	GUARDIAN LIFE INSURANCE COMPANY	2022-00000271	MAX - AUGUST STD	749.13
103-537-721744.UNIF	CHROMATIC GRAPHICS INC	64215	MAX - CLOTHING	241.00
103-537-721748.0	HOLLAND CITY TREASURER	2023-04	MAX - AUGUST FUEL	36,109.72
103-537-722803.6	BRITT CHIROPRACTIC	151	MAX - AGILITY TEST	125.00
	HOLLAND MEDI CENTER	113868	MAX- HEALTH SERVICES	909.00
103-591-721740.8	FIFTH THIRD BANK-CC ACH	2022-00000270	MAX - JULY 2022 STMT	79.96
103-591-721931.1	NEW DAWN LINEN SERVICE LLC	11896	MAX - RUGS	41.55
		12463	MAX - RUGS	41.55
103-591-721931.2	HOLLAND CITY TREASURER	2023-5	MAX- BLDG AND GRNDS MTCE 7/22	58.52
	RIVERSIDE INTEGRATED SYSTEMS INC	165310	MAX - ANNUAL MONITORING 8/16/22-8/16/23	90.00
103-591-721939.1	HOLLAND CITY TREASURER	2022-38	MAX - FY22 FINAL ADJ FOR CVE MTCE CHARGES	6,374.29
750-210231.D	ICMA RETIREMENT TRUST - 457	2022-00000267	DEF-ICMA% - Deferred Comp - ICMA %*	1,390.87
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2022-00000268	HSA-ADD - HSA Additional Contribution	495.26
750-210231.M	MERS - ACH	2022-00000269	PENSION - Pension - Original*	2,137.24
Grand Total				61,333.52



Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
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GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-118128.0	REHMANN TECHNOLOGY SOLUTIONS LLC	RTS11185	MAX DIRECTCIRCUITS OCTOBER 2022	569.00
103-171-722801.9000	THE PRINTERY	85326	MAX - FIXED ROUTE TICKET BOOKLETS	793.00
103-171-722805.12	HOLLAND CITY TREASURER	2023-11	MAX - SEPTEMBER FINANCE/TREASURER	6,876.66
		2023-8	MAX - SEPTEMBER IT	250.00
103-171-722808.2	REPUBLIC SERIVCES #240	0240-008888463	MAX - REFUSE	105.80
103-171-722808.3	REPUBLIC SERIVCES #240	0240-008888463	MAX - REFUSE	111.32
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2022-00000274	MAX - UTILITIES	2,405.98
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2022-00000274	MAX - UTILITIES	215.00
103-21B339.0	KRAGT, AMANDA	2022-00000275	MAX - REFUND FOR UNUSED ELECTRONIC FARE PURCHASE	52.25
	MUTSCHLER, DAN	2022-00000276	MAX - REFUND FOR UNUSED ELECTRONIC FARE PURCHASE	52.25
	SCHOUDT, REANN	2022-00000277	MAX - REFUND OF UNUSED ELECTRONIC FARE PURCHASE	52.25
	YIK, ADAM	2022-00000279	MA X- REFUND FOR UNUSED ELECTRONIC FARE PURCHASE	52.25
103-537-721744.UNIF	SHELDON CLEANERS	2022-00000278	MAX	206.50
103-537-721939.3	THE GOODYEAR TIRE & RUBBER COMPANY	209-1038831	MAX - TIRES	925.06
		209-1038832	MA X- TIRES	457.53
103-591-721931.1	NEW DAWN LINEN SERVICE LLC	12746	MAX - RUGS	41.55
103-591-721931.2	QUALITY DOOR COMPANY INC	19793987	GARAGE DOOR REPAIRS - SENSORS & MILLER EDGE BOTTOM RETAINER	1,481.00
	RIVERSIDE INTEGRATED SYSTEMS INC	165522	MAX - SERVICE CALL	324.75
	VAN DYKEN MECHANICAL INC	338565	MAX - PREVENTITIVE MAINTENANCE	628.00
		339605	MAX - SERVICE REPAIR	124.78
	WESTENBROEK MOWER INC	799587	MAX - SUPPLIES	135.99
103-591-721933.2	APPLIED IMAGING INC	2042755	MAX - COPIER SERVICES	196.30
103-591-721939.1	HOLLAND CITY TREASURER	2023-7	MAX - AUGUST 2022 MAINTENANCE CHARGES	52,238.61
103-591-722808.4	BOSCH'S LANDSCAPE & LAWN SPECIALTIES INC	516129	MAX FERTILIZER	116.00
750-210231.HB	HOLLAND CITY TREASURER	2023-17	MAX - AUGUST HEALTH INSURANCE	46,007.90
Grand Total				114,419.73

Invoice Process Status Paid
 Journal Type Journal Entry
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GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-711717	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	24.09
103-171-711720	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	220.48
103-171-721740.0	STAPLES CREDIT PLAN	2022-00000283	MAX - SUPPLIES	355.01
103-171-722804	CUNNINGHAM DALMAN PC	312089	MAX - LEGAL	871.50
103-171-723850.CELL	VERIZON WIRELESS	9915542847	MAX - CELL SERVICES	871.26
103-171-723920.1	SEMCO ENERGY - ACH	2022-00000282	MAX - SEPTEMBER POSTINGS	681.98
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2022-00000281	MAX	1,104.78
	SEMCO ENERGY - ACH	2022-00000282	MAX - SEPTEMBER POSTINGS	101.70
103-266-711717	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	80.30
103-266-711720	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	467.68
103-537-711717	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	327.48
103-537-711720	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	2,467.35
103-591-711717	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	16.06
103-591-711720	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	120.48
103-591-721740.8	ARNOLD SALES	1378251	MAX - SUPPLIES	434.73
		1378362	MAX - SUPPLIES	23.88
103-591-721931.1	NEW DAWN LINEN SERVICE LLC	13025	MAX - RUGS	41.55
750-210231.D	MISSION SQUARE	2022-00000284	DEF-ICMA% - Deferred Comp - ICMA %*	1,392.31
750-210231.H	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	3,639.93
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2022-00000285	HSA-ADD - HSA Additional Contribution	495.26
750-210231.L	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	919.10
750-210231.M	MERS - ACH	2022-00000286	PENSION - Pension - Original*	8,260.08
750-210231.V	GUARDIAN	2022-00000280	OCTOBER 2022 INS PREM DENTAL, LIFE, STD.LTD,VISION	1,104.51
Grand Total				24,021.50

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)



GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-721730	PERDOK, MICHELLE	2022-00000292	MAX - REIMBURSEMENT OF PETTY CASH	18.30
103-171-721740.0	ACTION INDUSTRIAL SUPPLY COMPANY	4160997	MAX - SUPPLIES	41.34
103-171-722801.9080	ZEELAND RECORD	1036817	MAX - AUGUST HIRING ADS	80.00
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2022-00000289	MAX	11.00
103-171-723920.2	HOLLAND CHARTER TOWNSHIP	2022-00000290	MAX	436.01
		2022-00000291	MAX	23.35
103-171-723955.0	PERDOK, MICHELLE	2022-00000292	MAX - REIMBURSEMENT OF PETTY CASH	57.68
103-171-723969	GORBY, SUE	2022-00000288	MAX - REFUND FOR EMPLOYEE RETIREMENT CAKE	59.99
103-537-721744.UNIF	CHROMATIC GRAPHICS INC	64491	MAX - EMBROIDERY	30.00
		64519	MAX - EMBROIDERY	120.00
	PERDOK, MICHELLE	2022-00000292	MAX - REIMBURSEMENT OF PETTY CASH	22.00
103-537-722803.6	BRITT CHIROPRACTIC	152	MAX - AGILITY TEST	125.00
103-591-721740.8	ARNOLD SALES	1378764	MAX - SUPPLIES	58.71
		1378767	MAX - SUPPLIES	58.71
	PERDOK, MICHELLE	2022-00000292	MAX - REIMBURSEMENT OF PETTY CASH	47.93
103-591-721931.1	NEW DAWN LINEN SERVICE LLC	13305	MAX - RUGS	41.55
	VAN DYKEN MECHANICAL INC	338698	MAX - PREVENTITIVE MAINTENANCE	555.00
103-591-721931.2	TOWN & COUNTRY GROUP	31374	MAX - SERVICE CALL	165.00
103-591-721933.2	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	5022012765	MAX - COPIER LEASE	378.00
103-591-722808.4	BOSCH'S LANDSCAPE & LAWN SPECIALTIES INC	516207	MAX - FERTILIZER APPLICAITON	270.00
103-CAP-730975	LAKEWOOD CONSTRUCTION	JOB 22921 APP 4	GREENWAY 2ND FLOOR RENOVATIONS	121,643.00
		JOB 22935 APP 4	GREENWAY ELEVATOR MATERIALS & INSTALLATION	16,086.00
103-CAP-730975.39	MACATAWA PLUMBING, INC	42513	REPLACE (2) SLOAN VALVES ON ADA TOILETS AT DEPOT	1,989.78
103-CAP-730977	WESTENBROEK MOWER INC	800444	TORO BAGGER & BLOWER FOR ZERO TURN & 30in PUSH MOWER	2,499.00
		801008	TORO BAGGER & BLOWER FOR ZERO TURN & 30in PUSH MOWER	1,486.00
103-CAP-730977.39	TOWN & COUNTRY GROUP	31416	INSTALL EMERGENCY LOCKDOWN BUTTON AT DEPOT	1,847.00
750-210231.K	AFLAC	2022-00000287	SEPTEMBER 2022 INSURANCE PREMIUM	1,254.60
Grand Total				149,404.95

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Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
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GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-722801.9010	MIDWEST COMMUNICATIONS, INC	536888-5	MAX - ADS	208.00
103-171-722803.9	KUSHNER & COMPANY INC	83183	MAX - SEPTEMBER SERVICES	130.61
103-171-722808.2	REPUBLIC SERIVCES #240	0240-008936039	MAX - REFUSE	84.64
103-171-722808.3	REPUBLIC SERIVCES #240	0240-008936039	MAX - REFUSE	98.38
103-171-722809.41	SURPRENANT, VERNA	4490	DEPOT CLEANING SERVICES SEPTEMBER 2022	1,350.00
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2022-00000293	MAX	40.00
103-537-721742	J&H OIL CO	11736725	MAX - SUPPLIES	496.08
103-537-722803.6	HOLLAND MEDI CENTER	114468	MAX - HEALTH SERVICES	424.00
103-591-721740.8	ARNOLD SALES	1373801	MAX - SUPPLIES	413.95
103-591-721931.1	NEW DAWN LINEN SERVICE, LLC	13602	MAX - RUGS	41.55
103-591-721931.2	WEST MICHIGAN OFFICE INTERIORS INC	DIR0290998	FURNITURE MOVING FOR TRAINING ROOM	1,010.00
750-210231.D	MISSION SQUARE	2023-00000003	MACATAWA AREA EXPRESS	1,384.41
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2023-00000001	HSA-ADD - HSA Additional Contribution	495.26
750-210231.M	MERS - ACH	2023-00000002	PENSION - Pension - Original*	10,116.57
Grand Total				16,293.45

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



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GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-722804	CUNNINGHAM DALMAN PC	313684	SEPTEMBER SERVICES	555.00
103-171-722809.41	CCS TECHNOLOGIES, INC	152924	OCTOBER MONTHLY SERVICES	821.00
	LEFF, SARAH	LS02318	OCTOBER MONTHLY WEBSITE HOSTING	125.00
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2022-00000294	SEPTEMBER UTILITY BILLINGS	2,094.86
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2022-00000294	SEPTEMBER UTILITY BILLINGS	215.00
103-171-723961	MICHIGAN PUBLIC TRANSIT ASSOCIATION	3455	FY23 TRANSIT MEMBER DUES	4,712.00
103-537-721939.3	POMP'S TIRE SERVICE	2150000255	TEN (10) LT225-75R16 10P FIR TRANSFRC AT2 TIRES	1,957.70
103-537-722803.6	HOLLAND MEDI CENTER	111411	HEALTH SERVICES	155.29
		114370	HEALTH SERVICES	90.00
103-591-721931.1	ACE PARKING LOT STRIPING INC	828109 & 828108	PARKING LOT MARKING AT DEPOT & GREENWAY	1,311.25
		828110	CLEANING ALL CURBS	300.00
103-591-721931.2	ACE PARKING LOT STRIPING INC	828109 & 828108	PARKING LOT MARKING AT DEPOT & GREENWAY	1,206.00
750-210231.HB	HOLLAND CITY TREASURER	2023-018	SEPTEMBER HEALTH INSURANCE PREMIUMS	71,373.64
Grand Total				84,916.74

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)



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GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-118128.0	FIFTH THIRD BANK-CC ACH	2022-0000295	MAX - AUGUST STMT	333.34
103-171-711717	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	24.09
103-171-711720	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	220.48
103-171-721730	PITNEY BOWES LEASING	1021547346	MAX - POSTAGE MACHINE LEASE PMT	118.98
103-171-721740.0	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	1,074.62
		2022-00000298	MAX - SEPTEMBER CC STMT	692.03
		2023-00000011	MAX - OCTOBER CC STMT	70.49
103-171-721740.TECH	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	149.36
		2022-00000298	MAX - SEPTEMBER CC STMT	243.47
103-171-722801.9010	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	33.99
		2023-00000011	MAX - OCTOBER CC STMT	25.00
	HOLLAND SENTINEL	0004955387	MAX - ADS	1,717.00
	MIDWEST COMMUNICATIONS, INC	536888-6	MAX - RECRUITMENT ADS	48.00
103-171-722801.9080	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	193.71
		2023-00000011	MAX - OCTOBER CC STMT	160.00
	ZEELAND RECORD	1036920	MAX - HIRING ADS FOR SEPTEMBER 2022	100.00
103-171-722805.12	HOLLAND CITY TREASURER	2023-10	MAX - OCTOBER IT SERVICES	250.00
		2023-13	MAX - OCTOBER FINANCE & TREASURER SERVICES	6,876.66
103-171-722809.41	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	2.00
		2022-00000298	MAX - SEPTEMBER CC STMT	2.00
	REHMANN TECHNOLOGY SOLUTIONS LLC	RTS11447	MAX - DIRECIRCUITS	569.00
103-171-723850.0	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	637.56
		2022-00000298	MAX - SEPTEMBER CC STMT	795.95
103-171-723850.CELL	VERIZON WIRELESS	9917907525	MAX - CELL SERVICES	871.21
103-171-723860	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	673.10
		2022-00000298	MAX - SEPTEMBER CC STMT	83.55
103-171-723920.1	SEMCO ENERGY - ACH	2022-00000297	MAX - OCTOBER READ DATES	685.94
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS HOLLAND CHARTER TOWNSHIP	2022-00000296	MAX	1,041.16
		2023-00000008	MAX	23.35
		2023-00000009	MAX	194.51
	SEMCO ENERGY - ACH	2022-00000297	MAX - OCTOBER READ DATES	300.47
103-171-723960	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	165.00
103-171-723961	AMERICAN PLANNING ASSOCIATION FIFTH THIRD BANK-CC ACH	249492-22102	MAX 1/1/23-12/31/23 MEMBERSHIP	540.00
		2022-00000295	MAX - AUGUST STMT	24.30
		2022-00000298	MAX - SEPTEMBER CC STMT	24.30
103-171-723964.2	COUNTY OF OTTAWA TREASURER	116605	MAX - DUE FROM AUTHORITIES 7/22-9/22	1,424.48
103-171-723969	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	149.09
		2022-00000298	MAX - SEPTEMBER CC STMT	337.17
		2023-00000011	MAX - OCTOBER CC STMT	202.06
103-266-711717	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	72.27
103-266-711720	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	427.83
103-537-711717	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	303.93
103-537-711720	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	2,312.62
103-537-721744.UNIF	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	49.00
		2022-00000298	MAX - SEPTEMBER CC STMT	369.91
103-537-723910.0	THE CINCINNATI INSURANCE COMPANY	2023-00000010	MAX	4,873.00
103-591-711717	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	16.06
103-591-711720	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	120.48
103-591-721740.8	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	79.96
		2023-00000011	MAX - OCTOBER CC STMT	79.96
103-591-721931.1	FIFTH THIRD BANK-CC ACH GUARDIAN ALARM OF MICHIGAN INC NEW DAWN LINEN SERVICE, LLC	2022-00000295 22317158 13885	MAX - AUGUST STMT MAX - 11/9/22-2/8/23 LINCOLN MONITORING MAX - RUGS	600.00 181.05 41.55
		14159	MAX- RUGS	41.55
103-591-721931.2	HAVEMAN ELECTRICAL SERVICES	22-2692	MAX - REPLACE BAD MOTION SENSOR	122.96
		23476	MAX - GREENWAY RESTROOM LIGHT	380.00
	HOLLAND CITY TREASURER	2023-46	MAX - SIGN REPLACEMENT	242.70
		2023-47	MAX - SIGN BILLINGS	180.70
	VANGUARD FIRE & SECURITY SYSTEMS, INC.	IN00426261	MAX - FIRE SERVICES	545.38
103-591-721933.2	APPLIED IMAGING INC	2064266	MAX - COPIER MAINTENANCE	222.83
103-591-721939.1	GLASS ENTERPRISE HOLLAND CITY TREASURER	00169580 2023-9	MAX - REPAIR STONE CHIP TO WINDSHIELD MAX - SEPTEMBER 2022 MAINTENANCE CHARGE	40.00 31,228.36
103-591-721939.4	SIGNS BY TOMORROW	1-8693	MAX - SIGN	52.80
103-CAP-730977	COMSOURCE INC FIFTH THIRD BANK-CC ACH	88000071-1 2022-00000295 2022-00000298 2023-00000011	MAX - ACCESSORY CHARGER W/ DISPLAY MAX - AUGUST STMT MAX - SEPTEMBER CC STMT MAX - OCTOBER CC STMT	650.00 599.50 4,745.12 540.16
	TOWN & COUNTRY GROUP	31566	MAX - DEPOT POLE CAMERA	5,186.00
103-CAP-730977.33	FIFTH THIRD BANK-CC ACH	2022-00000295	MAX - AUGUST STMT	199.98
750-210231.D	MISSION SQUARE	2023-00000006	MISSION SQUARE	1,384.70
750-210231.H	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	3,658.34
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2023-00000004	HSA-ADD - HSA Additional Contribution	495.26
750-210231.L	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	617.32
750-210231.M	MERS - ACH	2023-00000005	PENSION - Pension - Original*	10,045.57
750-210231.V	GUARDIAN	2023-00000007	NOVEMBER 2022 INS PREM FOR DENTAL LIFE,STD,LTD, VISION	1,104.68
Grand Total				92,888.95

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)



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GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-722805.12	HOLLAND CITY TREASURER	2023-12	MAX - NEW WORLD MAINTENANCE - 1/23-8/23	5,575.04
103-171-722809.41	REHMANN TECHNOLOGY SOLUTIONS LLC	PS123776	NETWORK HEALTH REVIEW OF IT ENVIRONMENT	1,950.00
103-537-723910.0	MICHIGAN TRANSIT POOL-LIABILITY TRUST FUND	20191041-4	MAX - 4TH OF 5 INSTALLMENTS 2017-18 COVERAGE YR	18,959.00
103-537-723910.1	HOLLAND CITY TREASURER	2023-19	MAX - FY23 PROPERTY INS PREMIUM	963.39
103-591-721931.1	NEW DAWN LINEN SERVICE, LLC	14748	MAX - RUGS	41.55
103-CAP-730975	DUO-GARD INDUSTRIES, INC.	12118	FIVE (5) BUS PASSENGER SHELTERS	41,709.00
750-210231.D	MISSION SQUARE	2023-0000016	DEF-ICMA% - Deferred Comp - ICMA %*	1,384.84
750-210231.HB	HOLLAND CITY TREASURER	2023-21	MAX - HEALTH INS PREMIUMS 10/22	47,236.29
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2023-0000014	HSA-ADD - HSA Additional Contribution	390.00
750-210231.M	MERS - ACH	2023-0000015	PENSION - Pension - Original*	10,069.80
Grand Total				128,278.91

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)



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GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-712724	ACCIDENT FUND	1000407089	MAX	306.01
103-171-722801.9080	ZEELAND RECORD	1037017	MAX - OCTOBER HIRING ADS	80.00
103-171-722803.9	KUSHNER & COMPANY INC	83514	MAX - OCTOBER SERVICES	384.00
103-171-722809.41	CCS TECHNOLOGIES, INC	153263	MAX - MANAGED SERVICES	829.00
	LEFF, SARAH	LS02376	MAX - WEBSITE MAINTENANCE AND HOSTING	125.00
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2023-00000018	MAX - UTILITIES	1,730.04
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2023-00000017	MAX	40.00
		2023-00000018	MAX - UTILITIES	215.00
103-171-723955.0	THERMO KING	11596	MAX - EQUIPMENT RENTAL	477.00
103-266-712724	ACCIDENT FUND	1000407089	MAX	489.52
103-537-712724	ACCIDENT FUND	1000407089	MAX	3,058.66
103-537-721939.3	POMP'S TIRE SERVICE	2150002744	MAX - TIRES	783.08
		250003069	MAX - TIRES	783.08
103-537-722803.6	HOLLAND MEDI CENTER	115316	MAX - MEDICAL SERVICES	364.25
103-591-712724	ACCIDENT FUND	1000407089	MAX	306.01
103-591-721740.8	ARNOLD SALES	1381025	MAX - SUPPLIES	163.56
		1381641	MAX - SUPPLIES	227.83
		1391058	MAX - SUPPLIES	12.00
	WYRICK CO.	1-649811	MAX - SUPPLIES	185.44
		1-649958	MAX - SUPPLIES	50.67
103-591-721931.2	HOLLAND CITY TREASURER	2023-73	MAX - BUS SIGN REPAIR	71.92
	WESTENBROEK MOWER INC	804184	MAX - BLADE KIT	71.99
		804506	MAX - STIHL MIX	47.88
		805284	MAX - CABLE CHOKE	40.99
103-591-721933.2	APPLIED IMAGING INC	2081404	MAX - COPIER SERVICES	539.61
103-591-721939.1	HOLLAND CITY TREASURER	2023-00015	MAX - OCTOBER 2022 MONTHLY MAINTENANCE CHARGE	27,837.03
103-591-722808.4	BOSCH'S LANDSCAPE & LAWN SPECIALTIES INC	516826	MAX - FERTILIZER	116.00
Grand Total				39,335.57



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)

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-711717	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	24.09
103-171-711720	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	220.48
103-171-721740.0	ACTION INDUSTRIAL SUPPLY COMPANY	4182596	MAX - SUPPLIES	64.23
103-171-722801.9010	OTTAWA COUNTY WINDOW CLEANING	11260	HOLIDAY LIGHTING AT DEPOT	2,507.90
103-171-722808.2	REPUBLIC SERIVCES #240	0240-008962644	MAX - REFUSE	84.64
103-171-722808.3	REPUBLIC SERIVCES #240	0240-008962644	MAX - REFUSE	111.32
103-171-722809.41	SURPRENANT, VERNA	4632	DEPOT CLEANING SERVICES OCTOBER 2022	1,350.00
103-171-723850.CELL	VERIZON WIRELESS	9920291253	MAX - CELL SERVICES AND DISPATCH TABLET	871.53
103-171-723920.1	SEMCO ENERGY - ACH	2023-00000027	MAX - GAS UTILITY NOVEMBER READINGS	632.42
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2023-00000026	MAX	1,011.62
	SEMCO ENERGY - ACH	2023-00000027	MAX - GAS UTILITY NOVEMBER READINGS	664.28
103-266-711717	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	72.27
103-266-711720	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	427.83
103-537-711717	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	271.81
103-537-711720	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	2,117.54
103-591-711717	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	24.09
103-591-711720	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	160.12
103-591-721740.8	ARNOLD SALES	1382926	MAX - SUPPLIES	148.33
103-591-721931.1	EMPIRE PEST CONTROL LLC	2023-00000020	MAX - PEST CONTROL ACCT	456.00
	NEW DAWN LINEN SERVICE, LLC	15352	MA X- RUGS	41.55
103-591-721931.2	BOSCH'S LANDSCAPE & LAWN SPECIALTIES INC	517054	MAX - REPAIR TO FRONT YARD	370.00
	EMPIRE PEST CONTROL LLC	2023-00000019	MAX - PEST CONTROL	456.00
	HOLLAND CITY TREASURER	2023-27	MAX - BLDG AND GROUNDS MTCE 10/22	690.08
	LAKESHORE IRRIGATION, LLC	42566	MAX - WINTERIZATION SERVICES	12.50
	SUNBELT RENTALS INC	132422943-0001	MAX- PRESSURE WASHER	484.26
	WESTENBROEK MOWER INC	805731	MAX - SUPPLIES	26.07
		805782	MAX - SUPPLIES	9.98
103-591-721939.1	K&R TRUCK REPAIR	R201091941.01	MA X- TOWING	126.00
103-CAP-730975	LAKWOOD CONSTRUCTION	22921-5	GREENWAY 2ND FLOOR RENOVATIONS APP 5	137,187.00
		22935-5	GREENWAY ELEVATOR BUILDING & INSTALLATION APP 5	12,357.00
	TUFF SHED INC	2023-00000028	TWO (2) SHEDS AT DEPOT	17,764.05
	WEST MICHIGAN OFFICE INTERIORS INC	PRF0000385	MAX - USED CHAIRS	879.96
		PRF0000386	MAX - CHAIRS	990.00
		PRF0000388	MAX - USED CONFERENCE TABLE	820.00
103-CAP-730977	FOX PLAINFIELD LLC	2023-00000021	BOSS XT PLOW PACKAGE	8,201.76
	VERIZON WIRELESS	9920291253	MAX - CELL SERVICES AND DISPATCH TABLET	669.99
750-210231.D	MISSION SQUARE	2023-00000025	DEF-ICMA% - Deferred Comp - ICMA %*	1,385.99
750-210231.H	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	3,431.26
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2023-00000023	HSA-ADD - HSA Additional Contribution	460.00
750-210231.L	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	536.26
750-210231.M	MERS - ACH	2023-00000024	PENSION - Pension - Original*	8,346.69
750-210231.V	GUARDIAN	2023-00000022	DECEMBER 2022 INS PREM DENTAL, LIFE, STD, LTD, VISION	1,033.22
Grand Total				207,500.12

CUSTOMER SERVICE REPORT - OCTOBER 2022 COMPARED TO DECEMBER 2019 (PRE-PANDEMIC)

INBOUND CALLS/MESSAGES	OCT 2022	%	DEC 2019	%	% CHANGE
Group Total Inbound Calls	3347	100.00%	5337	100.00%	-37.29%
Total Calls without Queuing	2638	78.85%	4868	91.21%	-12.36%
Total Calls in Queue	708	21.15%	469	8.79%	12.36%
Total Calls Answered	2766	82.64%	5017	94.00%	-11.36%
Total Calls Abandoned	581	17.36%	294	5.51%	11.85%
Abandoned in Queue	111	3.32%	52	0.97%	2.35%
Abandoned during Ring	64	1.91%	33	0.62%	1.29%
Abandoned to Voice Mail	406	12.13%	209	3.92%	8.21%
Leave VM	146	4.36%	103	1.93%	2.43%
Without VM	260	7.77%	106	1.99%	5.78%
Total Calls Answered within SL	2521	75.32%	5006	93.80%	-18.48%

OCT 2022 TOTALS	HR/MIN/SEC	DEC 2019	CHANGE
Average Inbound Talk Time	0:02:06	0:01:28	0:00:38
Average Wait Time-Answered Calls	0:01:58	0:00:09	0:01:49
Average Wait Time for Abandoned Calls	0:00:49	0:00:06	0:00:43
Total Wait Time-Answered Calls	19:05:16	12:47:28	78:17:48
Total Wait Time-Abandoned Calls	8:02:16	1:18:57	6:43:19
CUSTOMER SERVICE DASHBOARD	OCT 2022 TOTAL	DEC 2019 TOTAL	CHANGE
5< calls taken/hr/CS agent**	3.15	4.46	-1.31
3> reservation error/CS agent ***	No data at this time	5	#VALUE!
6%> "drop" rate	17.36%	5.51%	11.85%
95%> calls 2 minutes or less; 99%> 3 minutes or less	75.32%	93.80%	-18.48%
0 written CS complaints	0	0	0

Report data includes afterhours of 12-6 am and Saturdays 12:01 am -Mon at 6 am

Seven (7) Information Specialists in December 2019 (pre-pandemic) = 1,120 total hours worked

Five (5) Information Specialists in October 2022 = 800 total hours worked