



**MAX Transportation Authority Board
Meeting Agenda
Monday, February 27, 2023
MAX Training Room
11660 Greenway Dr., Holland, MI 49424**

1. January 23, 2023 Board Meeting Minutes – Action
 2. Opportunity for Public Comment – Please limit public comment to three (3) minutes or less
 3. Marketing Committee
 - a) Call Center Summary – Information
 4. Executive Committee
 - a) Revisions to MAX Drug & Alcohol Policy – Action
 - b) Revisions to MAX Jury Duty Policy 305 – Action
 - c) Approval of Vehicle Accessibility Plan – Action
 - d) Review MAX Investment Policy and Approval of Investment Account – Action
 - e) Ridership Reports for January 2023 – Information
 - f) Financial Reports for January 2023 – Information
 - g) Expenditure Reports for January 2023 – Information
 5. Director's Report
-

Next meeting is Monday, March 27, 2023 at 3:30 p.m.



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, January 23, 2023
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 and Vice-Chair Lyn Raymond; Board Members Meika Weiss, Kristin Myers, Kevin Klynstra, and Abraham Hernandez

Others Present: None

Members Absent: Secretary/Treasurer Joe Baumann, Jason Latham, Al Rios, and Jan Steggerda

Staff Present: Elisa Hoekwater, Pam Pedersen, and Barbara Sonnerville

1.23.1 Approval of the December, 2022 Board Meeting Minutes

A motion was made by Raymond and supported by Weiss to approve the December 29, 2022 board meeting minutes. Motion carried unanimously.

1.23.2 Public Comment

There were no public comments.

1.23.3 Marketing Committee

Hoekwater reported that the Marketing Committee is continuing to focus on getting MAX completely staffed with drivers as well as customer service, and several other open positions.

1.23.3a Call Center Summary

There was no discussion.

1.23.4 Executive Committee

1.23.4a Revisions to MAX Bereavement Policy

After review of the MAX Bereavement Policy, staff proposed a revision to the number of paid bereavement days employees receive for the loss of a parent or sibling. Current policy allows for three (3) days, however, we feel that five (5) days is appropriate to offer time to plan and attend the funeral. The following allotted days for specific relatives was requested:

- Up to five (5) days for a parent, current spouse *or domestic partner*, a sibling, or dependent child.

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

Myers requested the addition of *domestic partner* along with *current spouse* for the five (5) day allotment. A motion was made by Weiss and supported by Raymond to approve the policy revisions along with the addition of *domestic partner*. Motion carried unanimously.

1.23.4b

Revisions to MAX Vehicle & Equipment Maintenance Plan

As MAX prepares for the FY2023 Triennial Review, staff reviewed and fine-tuned the Vehicle & Equipment Maintenance Policy & Procedures Manual, eliminating or revising information that is irrelevant and outdated. A motion was made by Weiss and supported by Raymond to approve the policy revisions as written. Motion carried unanimously.

1.23.4c

MDOT Annual Application

It is time again to prepare the annual Michigan Department of Transportation grant application for Fiscal Year 2024, beginning October 1, 2023. MDOT's grant application is nearly one year ahead of the fiscal year. The grant application is for estimating and earmarking only. Staff suggests the following capital and operating items be requested in the annual application.

State Operating Assistance

Operating Assistance – A total of \$1,927,000 is requested in MDOT Operating Assistance. This is based on the 34.5849% (\$5,571,795) of expenses. According to Act 51, MAX is eligible to receive up to 60% (HALF TOTAL EXPENSES) of its eligible assistance in State Operating Assistance.

Section 5307 Capital Match

Staff suggests requesting the 20% local match for FY2024 for the following capital expenditures.

Misc. Support Equipment – A state share of \$3,000 (a total of \$12,000) is requested for the matching share (20%) for replacement miscellaneous support equipment.

Service Vehicle – A state share of \$4,500 (a total of \$22,500) is requested for the matching share (20%) for a service vehicle.

Maintenance Equipment – A state share of \$2,000 (a total of \$10,000) is requested for the matching share (20%) for replacement of maintenance equipment.

Bus Replacement – A state share of \$146,043 (a total of \$730,217) is requested for the matching share (20%) for replacement buses.

Enhanced Mobility of Seniors & Individuals w/ Disabilities Program (Section 5310)

This program provides formula funding to increase the mobility of seniors and persons with disabilities. Funds are apportioned based on each State's share of the targeted populations and are apportioned to State for areas under 200,000 in population.

Staff suggests the following items:

Night Owl – In FY2009 MAX implemented Night Owl Service from 7pm-12 midnight using one bus providing demand response service utilizing New Freedom Funds and a 50% local match. The program utilizes New Freedom funds and a 50% local match. In FY2012, MAX implemented the first Twilight route from 7pm-10pm and implemented an additional fixed route serving Holland Township from 7pm-10pm with service now in City of Holland and Holland Charter Township for fixed route. Staff recommends applying for \$142,500 in New Freedom funds for FY2021 to continue the Night Owl Program. The program will require a 50% local match. Mobility Management – Continuation (capital) – A total of \$70,000 in Federal New Freedom funds are requested to continue MAX's Mobility Management efforts. MAX will continue its participation on Specialized Services Coordination Committee, Lakeshore Ridelink and other human service committees. MAX will also continue its efforts to avoid any duplication of services and work with human service agencies to share resources. These funds may be matched by MDOT with state funds, may be matched with toll credits, or the MAX may be required to provide the 20% local match (\$14,000).

Section 5339 Bus and Bus Facilities Program

This is a formula grant program established under the FAST act, replacing the previous Section 5309 discretionary Bus and Bus Facilities Program. This capital program provides funding to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities. Each year \$65.5 million will be allocated with each state receiving \$1.25 million. The remaining funding will be distributed based on population, vehicle revenue miles and passenger miles. Because the Holland/Zeland is a small urbanized area under 200,000 in population, MDOT will receive funds on behalf of the small urbanized areas. Under the FAST act, small urbanized areas can apply directly to FTA for these funds. Staff suggests that we apply for a total of \$132,061 in Federal funds with a State match of \$33,015 (20%) for bus replacement.

Action Requested

The intent of the Macatawa Area Express Transportation Authority to apply for State financial assistance will be published in the local newspaper as required by MDOT. Approval to submit the Fiscal Year 2024 grant application to MDOT is requested. Approval of the attached Resolution of Intent is requested. The resolution also appoints the MAX Director as the Transportation Coordinator for MAX and authorizes the Director to execute grant contracts, grant amendments, project authorizations and to provide information to the State as needed. A motion was made by Raymond and supported by Weiss to approve the application as written. Motion carried unanimously.

1.23.4d***RAISE Grant Application***

MAX is seeking RAISE funds to complete the second phase addition of the Greenway facility (starting originally with land purchase in 2012) which includes building construction for in-house vehicle maintenance, required on site storage, a drive through bus washing system, installation of a one-stop regional communications center, and a refueling station. Key to this project is the inclusion of infrastructure for electric vehicles and (EV) charging stations enabling us to electrify the fleet to reduce emissions and meet plans for ZERO emissions. This design would include needed IT infrastructure for connected vehicle technology.

The project includes additional construction at our Padnos Transportation Center located downtown Holland. In addition, we would partner with the City of Holland to connect and extend to our location the snowmelt system. As the snowmelt system is designed and constructed throughout the Center, we would install Level 3 charging stations (possibly wireless) for twelve fixed route vehicles to continue to work towards a Zero emissions plan. A motion was made by Weiss and supported by Raymond to submit the application as written. Motion carried unanimously.

1.23.4e***Ridership Reports for December 2022***

There was no discussion.

1.23.4f***Financial Reports for December 2022***

There was no discussion.

1.23.4g***Expenditure Reports for December 2022***

There was no discussion.

1.23.5**MAX Director's Report**

Hoekwater reported that she recently attended a Leadership Class and eagerly shared her vision and goals for MAX. She has also been busy preparing for the MAX Triennial Review as well as having one-on-one meetings with all MAX employees.

1.23.6**Adjournment**

A motion was made by Raymond and supported by Myers to adjourn the meeting. Motion carried unanimously.

MEMO

Board Action Item

Date: February 27, 2023

To: MAX Authority Board

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

Re: Drug and Alcohol Policy Revisions

On August 23, 2021, the MAX Board approved revisions to the Drug & Alcohol Policy. Since that time, staff positions and responsibilities to manage the program have changed.

In the current policy, Operations Manager-Susan Gorby is identified as the Designated Employee Representative (DER), and Operations Manager Assistant-Pamela Pedersen as the alternate DER. Since the last revision to the policy, Pamela has accepted the position of Dispatch Coordinator, and will continue as the alternate DER. MAX Human Resources Assistant-Tawney Valderas is now listed as the Drug & Alcohol Program Administrator, and is currently training to manage the day-to-day duties, such as:

- Schedules drug & alcohol testing through third party for all new hires, and follows MDOT required drug & alcohol testing for safety sensitive status employees.
- Manages and completes the annual Drug & Alcohol Testing MIS Collection Form (DAMIS) report, and submits to FTA (oversight of Operations Manager/Chief Safety Officer, Susan Gorby).

Due to these changes, MAX staff requests Board approval to amend the current Drug & Alcohol Policy to include the following changes.

Primary Designated Employer Representative:
Operations Manager/Chief Safety Officer, Susan Gorby (*Program oversight*)
Human Resources Assistant, Tawney Valderas (*Program administrator*)
Macatawa Area Express
171 Lincoln Ave Suite 20
Holland, MI 49423
(616) 294-5183
t.valderas@catchamax.org

Alternate Designated Employer Representative:
Dispatch Coordinator, Pamela Pedersen
Macatawa Area Express
171 Lincoln Ave Suite 20
Holland, MI 49423
(616) 928-2482

Action Request

MAX staff requests Board approval for revisions made to the Drug and Alcohol Policy as written.

Macatawa Area Express Transportation Authority

Drug and Alcohol Policy

Effective as of 02/27/2023



January 2010
Amended May 23, 2016
Amended April 16, 2018
Amended February 27, 2023

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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;
- (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.

A list of safety sensitive positions at MAX is attached.

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 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 Circumstances 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 Record Keeping

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 Observed Testing

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 Voluntary Self-Referral

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.

I 3.0 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.

I 4.0 Contact Person

For questions about Macatawa Area Express Transportation Authority's Substance Abuse Program, contact:

Primary Designated Employer Representative:
Operations Manager/Chief Safety Officer, Susan Gorby (*Program oversight*)
Human Resources Assistant, Tawney Valderas (*Program administrator*)
Macatawa Area Express
171 Lincoln Ave Suite 20
Holland, MI 49423
(616) 294-5183
t.valderas@catchamax.org

Alternate Designated Employer Representative:
Dispatch Coordinator, Pamela Pedersen
Macatawa Area Express
171 Lincoln Ave Suite 20
Holland, MI 49423
(616) 928-2482

Attachment A: Covered Positions

Safety – Sensitive Positions at MAX

Operations Manager
Transportation Supervisor
Dispatch Coordinator
Dispatchers
Road Supervisors
Bus Operators
Utility Workers
Safety and Training Manager

Approval by Governing Board

The Macatawa Area Express Board of Directors hereby approves revisions to the Drug & Alcohol Policy as presented at the Board meeting held on day 27 of February, 2023.

Russell TeSlaa, Board Chairman - Macatawa Area Express

MEMO

Date: February 27, 2023

To: **MAX Transit Authority Board**

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

Re: Revisions to MAX Jury Duty Policy 305

MAX staff understands that periodically an employee will be asked to serve on jury duty or as a witness in a court case. Our current policy offers supplemental pay for up to 20 business days to employees called to jury duty, however we feel that an employee who is involuntarily asked to serve as a witness in court experiences the same financial hardship.

Staff recommends the following revisions to Jury Duty Policy 305.

- Supplemental pay to employees who are subpoenaed as a witness in a court case. The employee will be paid straight time for days they are scheduled to work, minus fees paid to them by the court. If time permits, the employee will return to work to finish out their workday.

Board Action

Staff would like to request Board approval for revisions made to the MAX Jury Duty Policy, to extend supplemental pay up to 20 business days for an employee who is involuntarily subpoenaed as a witness in court.

305 Jury Duty - Subpoenaed Witness in Court

Effective Date: 4/1/2010

Revision Date: 2/27/2023

Any employee who is involuntarily called to serve on a jury panel, or issued a subpoena as a witness in court that is not on your own behalf, 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 reimbursement for jury duty, or subpoenaed as a witness in court may not equal your normal income, the fees you are paid by the court 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.

Once notified of jury duty or as a witness in court, you should promptly notify your supervisor. All time spent on jury duty or as a witness in court through a subpoena, must be substantiated with an official court document indicating dates served and amount of pay. If you are released from jury duty or as a witness prior to the end of the workday, you must return to the Authority to finish your workday.

Approval by Governing Board

The Macatawa Area Express Board of Directors hereby approves revisions to the Jury Duty Policy as presented at the Board meeting held on day 27 of February, 2023.

Russell TeSlaa, Board Chairman - Macatawa Area Express

MEMO

Board Action Item

Date: February 22, 2023

To: MAX Authority Board

From: Elisa Hoekwater, Executive Director

Re: MAX Vehicle Accessibility Plan

An approved Vehicle Accessibility Plan (VAP) is required by the Michigan Department of Transportation this year. In past years we have updated the plan and identified the number of vehicles in the MAX fleet that are accessible. The Local Advisory Committee reviewed and approved the VAP in January. Approval by the governing board is also required in order to receive a finalization letter from MDOT.

Attached is a detailed Vehicle Accessibility Plan prepared by MAX staff.

Action Request

MAX staff requests Board approval of the Vehicle Accessibility Plan as proposed.

Vehicle Accessibility Plan (VAP)

Macatawa Area Express (MAX) Transportation Authority
171 Lincoln Avenue
Holland, Michigan 49423
616-355-1010
www.catchamax.org

Issue Date: February 2023

1. Purpose

This accessibility plan is submitted in compliance with Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) (hereinafter “the Act”) and the official administrative rules for administration of Michigan’s Comprehensive Transportation Fund. The purpose of this accessibility plan is to describe the demand-response service provided by MAX to senior persons and individuals with disabilities. This accessibility plan demonstrates it is the policy of MAX to comply with the following requirements of Section 10e(18):

- A. That demand-response service is provided to persons 65 years of age or older and individuals with disabilities residing in MAX’s entire service area. (See attached map defining the service area).
- B. That as a minimum, demand response service is provided to persons 65 years of age or older and individuals with disabilities during the same hours as service is provided to all other persons in MAX’s service area.
- C. That the average time required for demand response service to persons 65 years and older and individuals with disabilities, from the initiation of a service request to arrival at the destination, is equal to the average time-period required for demand response service provided to all other persons in MAX’s service area.
- D. MAX has established a Local Advisory Council with not less than 50 percent of its membership representing persons 65 years of age or older and individuals with disabilities in MAX’s service area. At least one member (or 12 percent of membership has been appointed jointly with the area agency on aging. The Local Advisory Council has had an opportunity to review and comment on this plan before its submission to the Michigan Department of Transportation. (See attached MAX Local Advisory Council minutes).

All rules cited below refer to the official administrative rules for the administration of the Comprehensive Transportation Fund. These rules are found in the Michigan Administrative Code, beginning at Rule 241.4101, et seq.

2. Definition of Senior and Individual with a Disability - Rule 201 (2) (c)

As used in this Accessibility Plan

(a) “individual with a disability” means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. See Michigan Administrative Code Rule 247.4101(1)(m).

(b) “senior” means an individual 65 years of age or older. (Agency Note: Number supplied cannot exceed 65 years).

3. Number of Senior and Individuals with Disabilities in Service Area - Rule 201 (2) (c)

MAX estimates that a total of **20,109 persons—as of 10/2022**—fitting the above definitions reside in the agency’s defined service area.

4. Description of Plan Development Process and Local Advisory Council Involvement - Rule 201(2) (e)

MAX developed this plan using the following process:

- a. Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code.
- b. The draft plan content was reviewed at a meeting of the MAX Local Advisory Council, held on **January 5, 2023**, wherein the Local Advisory Council was given opportunity to review and comment on the content of the plan. In accordance with Sec. 10e(18)(d) of the Act, all comments on the plan received at this meeting by Local Advisory Council members are contained in a separate section of this plan, below.
- c. A final draft plan was submitted to and approved by MAX’s governing body on **February 22, 2023**.

5. Local Advisory Council Composition - Rule 202

MAX’s Local Advisory Council is currently comprised of **five (5) members**, which meets or exceeds the required minimum of three (3) members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or

governing board member of MAX. MAX ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age or older and persons who have disabilities within the agency's defined service area. MAX further ensures that at least one member of its Local Advisory Council (or one of every eight members, whichever is larger) is approved jointly with the area agency on aging. MAX further ensures that its Local Advisory Council membership will include people who have diverse disabilities and the senior who are users of public transportation. MAX's Local Advisory Council is—at the time of adoption and submission of this plan—composed of the following members:

1. LAC Chairperson Name: ***ELIZABETH SCHULTZ***

This Member is a:

- ☒ Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

AFFILIATION

HOLLAND CHARTER TWP.

This member is:

- Jointly appointed by the area agency on aging
- ☒ A user of public transportation
- Neither of the above

2. ***KEN DUER***

This Member is a:

- Person with Disabilities
- ☒ Person 65 years and older
- Neither of the above groups
- Represents one of the above

AFFILIATION

CITY OF HOLLAND

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- ☒ Neither of the above

3. ***MARTHA ZAHN***

This Member is a:

- Person with Disabilities
- ☒ Person 65 years and older
- Neither of above groups
- Represents one of the above

AFFILIATION

CITY OF HOLLAND

This member is:

- Jointly appointed by the area agency on aging
- ☒ A user of public transportation
- Neither of the above

4. ***AMY FLOREA***

This Member is a:

- Person with Disabilities
- Person 65 years and older
- ☒ Neither of above groups
- ☒ Represents one of the above

AFFILIATION

SR. RESOURCES OF W. MICH.

This member is:

- ☒ Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

5. YEW MENG-KOH

This Member is a:

- Person with Disabilities
- Person 65 years and older
- x Neither of above groups
- Represents one of the above

AFFILIATION

SR. RESOURCES OF W. MICH.

This member is:

- Jointly appointed by the area agency on aging
- x A user of public transportation
- Neither of the above

6. Present Vehicle Inventory – Rule 201 (2) (a)

MAX's demand response vehicle inventory presently in service is as follows:

- a. Number of demand-response vehicles presently in service purchased using Comprehensive Transportation Fund monies = **23**
- b. Number of accessible demand-response vehicles presently in service purchased using Comprehensive Transportation Fund monies = **23**

7. Anticipated Vehicle Inventory – Rule 201 (2) (b)

MAX's anticipated demand-response vehicle inventory is as follows:

- a. Number of demand-response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = **27**
- b. Number of accessible demand-response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = **27**

8. Narrative Summary of Vehicles Requested – Rule 201 (2) (l)

As indicated above, the agency currently operates or plans to operate a total of **27** demand-response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with disabilities is **27** vehicles. The reason for operating or planning to operate this number of accessible vehicles is: state rationale for number of accessible vs. non-accessible vehicles.

9. Fare Structure - Rule 201 (2) (d)

MAX's fare structure that is in use for seniors, individuals with disabilities, and the general-public for demand-response and fixed route service is as follows:

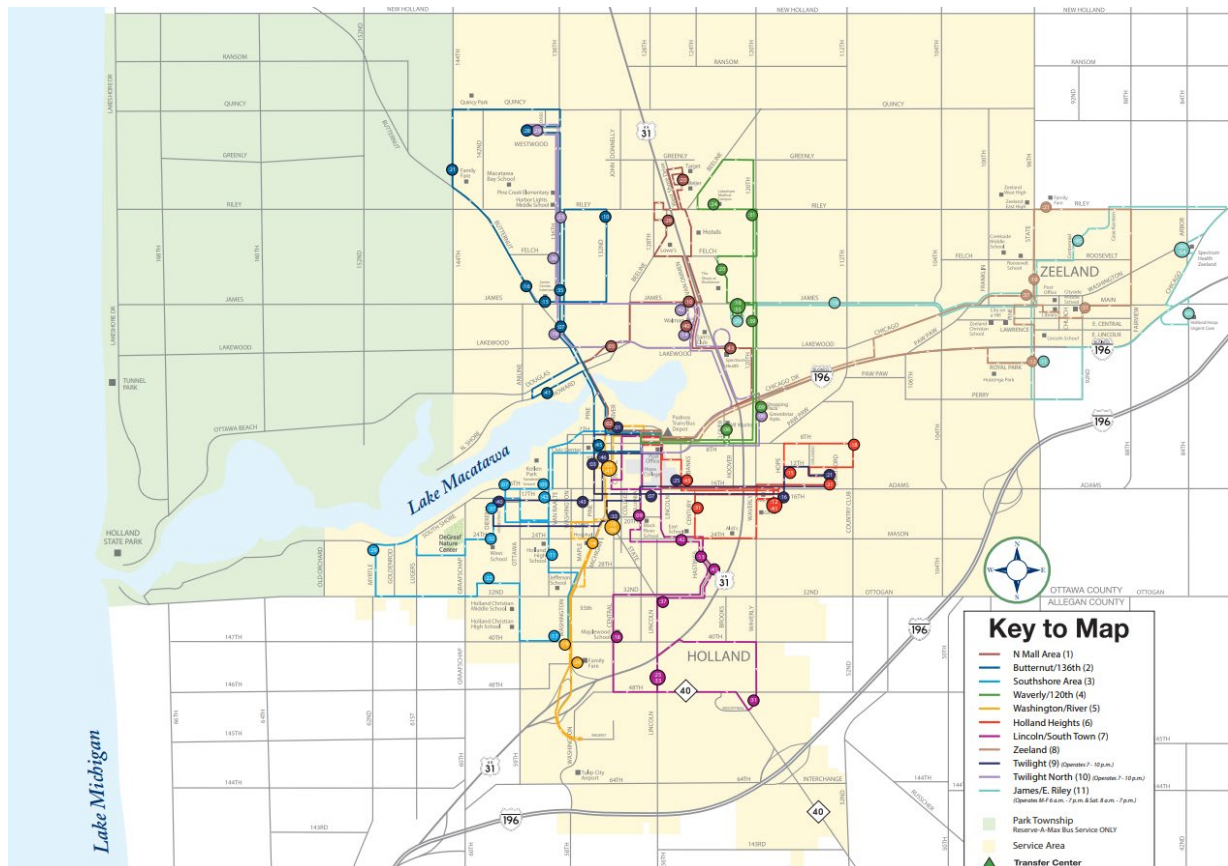
Service	General Public	Seniors/Disabled Peak	Seniors/Disabled Non-Peak
Demand Response	\$5.50	\$2.30	\$2.30
Fixed Route	\$1.15	\$0.50	\$0.50

10. Map and Narrative Description of Service Area – Rule 201 (2) (f)

For fixed route and demand-response service, MAX's Service Area is:

All jurisdictional areas of City of Holland, Holland Charter Township, and City of Zeeland (shown in yellow in map below); portions of Zeeland Charter Township are served by contract, and Demand-Response service—by contract—is provided to Park Township (shown in green in map below).

Refer to the map below depicting MAX's service area and routes:



11. Service Schedule – Rule 201 (2) (g)

MAX's current service schedules, including hours of day and days per week for fixed route and demand response service is as follows:

Fixed Routes 1-8, and 11, Monday-Friday, 6am-7pm; Saturday, 8am-7pm.

Twilight Fixed Routes 9-10, Monday-Friday, 7pm-10pm; Saturday, 7pm-10pm.

Demand-Response, Monday-Friday, 6am-7pm; Saturday 8am-7pm.

Night Owl Demand-Response, Monday-Friday, 7pm-12am; Saturday, 7pm-12am.

**Due to ongoing driver shortage, no Twilight fixed routes are currently in service, and no Saturday fixed routes are currently in service; Saturday Demand-Responses service currently begins at 10am.*

12. Schedules in Alternative Formats – Rule 201 (2) (h)

MAX has decided to produce copies of its current service schedule in an alternative format that can be utilized by persons who are blind or have other disabilities.

13. Vehicle Availability On Other Than Regular Service Hours and Days – Rule 201 (2) (i)

MAX *does not* make demand-response service vehicles available for use during hours or days other than regular service hours and days. MAX confirms that accessible transit vehicles are available for use by the senior and individuals with disabilities to the same extent as the general-public.

14. Advance Requests for Demand Actuated Service – Rule 201 (2) (j)

MAX *does require* that the senior, people with disabilities, and the general public must make an advance request to obtain demand response service. The required advance request time-period is *24 hours* (if applicable).

15. Constraints on Capacity and Restrictions on Trip Purpose – Rule 201 (2) (k)

MAX provides service to all customers within the following constraints on capacity and restrictions on trip purpose:

No set-number capacity constraints on demand-response riders per day, and no restrictions on trip purpose.*

Non-ADA, non-Senior passengers only qualify to use DR service if origin or destination is greater than ½ mile from a fixed route bus stop.

**Under current driver shortage, demand-response service is restricted to rides for work, medical, or grocery needs only.*

16. Local Advisory Council Comments on this Plan – Rule 201(2) (m)

MAX's Local Advisory Council members made the following comments about this plan:

No comments were made regarding the plan.

17. Agency Response to Local Advisory Council Comments on the Plan – Rule 201 (2) (n)

MAX made the following response to its Local Advisory Council regarding the above comments:

Not Applicable.

ATTACHMENT A

LAC Meeting

January 5th, 2023 - Virtual & In-Person Meeting

Attendees

Members: Elizabeth Schultz (Chair), Ken Deur, Amy Florea and Martha Zahn

Absent: Yew-Meng Koh

MAX Staff: Shelby Pedersen, Elisa Hoekwater

Welcome – Introductions & Approval of Minutes

Approval of November LAC Meeting Minutes

- Motion to Approve: Ken Deur Second: Martha Zahn

Marketing Updates – Shelby

Hiring Efforts

- Our hiring advertising & efforts are still continuing! Now running a radio ad through iHeart Media set to run for two weeks. We are still in need of more drivers on our team, as well as some help in utilities and buildings & grounds. As always, please send recommendations our way!
- We are also currently hiring for a Part Time Information Specialist, Procurement Coordinator and Transit Specialist/Mobility Planner.
- Radio ads will begin Jan. 10th to advertise MAX's Hiring.

Director Update – Elisa

- Each year we review our Vehicle Accessibility Plan to confirm all vehicles are accessible. This year we have listed 27 vehicles as we have added four new transit vans. This count also includes our Arboc and caravan vehicles.
- Approval was received from all members; Elizabeth Schultz (Chair), Ken Deur, Amy Florea and Martha Zahn while present in the January meeting and Yew-Meng Koh via email.
- MAX has been awarded a generous grant to purchase a new scheduling software. It is planned to make the purchase within this year. Currently, we are in the process of shopping for a new system that will be able to handle our fixed routes, Reserve-A-MAX service and that offers an electronic fare system.

ATTACHMENT A (CONTINUED)

2

- As our Triennial Review approaches in the Spring, MAX has been working to review and update documents within our company. Included in this was the employee handbook and we have received board approval on those updates in the December board meeting.
- MAX received a surprise donation from a family who had a family member that used the MAX services. With this donation we plan to purchase a new bus. This will be immensely helpful as in FY2024 MAX needs to replace 10 buses.

Safety Update – Matt

Safety Report

- Drivers are doing well.

Driver Update

- MAX has two new drivers starting within the next week. One will be part time and the other full time.

Construction Update

- No construction projects at this time obstructing our services.

Next Meeting Agenda

February 2nd, 2023

Now on Teams Meeting:

Join on your computer or mobile app

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZlxYzNlNTUyY2MwYS00M2UyLWlwYTctZDhmM2RhNTIkMDE5%40thread_v2/0?context=%7b%22id%22%3a%22098ed7f3-45d9-46db-b65d-9c18daacbd88%22%2c%22oid%22%3a%2211d519d2-fc18-477e-9c1d-0d4af83bd8e6%22%7d

Or call in (audio only)

+1 321-414-2468,839926081# United States, Orlando

Phone Conference ID: 839 926 081#



Signature:

Elizabeth E. Schultz Date:

ATTACHMENT A (CONTINUED)

Michigan Department
Of Transportation
3059

FY 2024 VEHICLE ACCESSIBILITY PLAN UPDATE

NOTICE: The Local Advisory Council(LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

Name Of Applicant (legal organization name)

Macatawa Area Express Transportation Authority

1. Total D-R Fleet anticipated for application year (Including locally funded vehicles)

27

2.Total Anticipated D-R Fleet Accessible or lift-equipped (Including locally funded vehicles)

27

**3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted?
(If "yes" explain changes and reasons for those changes below.)**

Yes

Explain changes and reasons for those changes

Disposed of vehicles that exceeded useful life and beyond State of Good Repair.

4. Has the agency made any changes in the following since the last accessibility plan update was submitted?

A. Fare structure

Yes

Please Explain

Fare increase of 15% approved by MAX Authority Board, effective October 1, 2020. As electronic ticketing was not launched in 2021, fare increase was not implemented until May 2022.

B. Service area Information

No

C. Service availability information

No

D. Service Hours/days of operation

Yes

MAX is running D-R and fixed routes with limit for essential services at this time: medical, work, grocery shopping.

E. Local advisory council membership

No

5. Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update?

No

6. How frequently does the agency's LAC meet?

Monthly

ATTACHMENT A (CONTINUED)

7. LAC MEMBER LIST (List below the members of your agency LAC. Attach a separate page of additional names if necessary.)

NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish a LAC composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following:

- 1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area;
- 2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and
- 3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.

Does the list of members reflect the membership in the minutes?

Yes

ATTACHMENT A (CONTINUED)

1. CHAIRPERSON'S NAME

Elizabeth Schultz

Affiliation (Name of organization, if any)

Holland Charter Township

This member represents

Persons with Disabilities

This member is

A user of public transportation

A Person with Disabilities

2. NAME

Ken Deur

Affiliation (Name of organization, if any)

City of Holland

This member represents

Persons 65 years and older

This member is

Age 65 or older

3. NAME

Martha Zahn

Affiliation (Name of organization, if any)

City of Holland

This member represents

Persons 65 years and older

This member is

Age 65 or older

A user of public transportation

4. NAME

Amy Florea

Affiliation (Name of organization, if any)

Senior Resources of West Michigan

This member represents

Persons 65 years and older

This member is

Jointly appointed by an area

5. NAME

Yew MergKoh

Affiliation (Name of organization, if any)

City of Holland

This member represents

Person without disability and not over 65 years of age

This member is

A user of public transportation

ATTACHMENT A (CONTINUED)

From: Yew Menq Koh <koh@hope.edu>
Sent: Tuesday, December 13, 2022 3:16 PM
To: Shelby Pedersen
Subject: Re: LAC

Follow Up Flag: Follow up
Flag Status: Flagged

Yes, I approve.

On Tue, Dec 13, 2022, 14:19 Shelby Pedersen <s.pedersen@catchamax.org> wrote:

Completely understand! And thank you for your honesty!

Would you be able to quickly review and let me know if you approve of the Vehicle Accessibility Plan (attached)? We just need an email showing your approval of it so we can move forward and get our funding. Then we can announce in the next meeting your stepping down.

Thank you again for your assistance and time!

-Shelby

ATTACHMENT B

Macatawa Area Express Transportation Authority

Investment Policy

(Draft modeled after City of Holland Cash and Investment Policy adopted April 17, 1985, Amended December 16, 1998 and January 21, 2009. In Compliance with Act 20 PA 1943, as amended.)

- - INTRODUCTION - -

On June 7, 2006 the City of Holland adopted a resolution to form the Macatawa Area Express Transportation Authority with an incorporation date of 7/1/06, along with Holland Charter Township. The City of Holland continues to serve as the fiduciary agent for the Macatawa Area Express Transportation Authority (the Authority).

For purposes of efficiency and effort, the number of banking and institutional accounts established for deposit, custody and security of cash and investments is to be kept to the minimum level considered necessary. Cash temporarily idle during the year may be invested in certificates of deposit, commercial paper, money market accounts, as well as U.S. Government securities as permitted by State of Michigan statutes and the Macatawa Area Express Transportation Authority Cash and Investment Policy.

Sections 6.6 thru 6.8 of the City Charter outline the primary responsibilities of the treasurer and finance (city auditor) operations. The finance operation is primarily responsible to establish an accounting system that conforms to State of Michigan requirements, together with adequate internal controls and safeguards to impede mistakes and losses. The treasurer operation essentially focuses on the collection and custodial responsibilities for all public funds.

With the consolidation of the two functions, the operations and responsibilities prescribed by the Charter remain unchanged. Procedures and internal controls are implemented that allow for efficient and prudent administration of cash and investments.

- - INVESTMENTS - -

Statement of Purpose

As the fiduciary agent for the Macatawa Area Express Transportation Authority, it is the policy of the City of Holland to invest available funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the Authority; and to comply with all state statutes governing the investment of public funds.

Scope of Policy

This investment policy applies to all financial assets of the Authority. These assets are accounted for in the various funds of the Authority and include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, Internal Service Funds, Trust and Agency Funds, and any new funds established by the Authority.

– – INVESTMENTS – –

Investment Objectives

The primary objectives of the Authority's investment activities shall be, in order of priority:

Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification

Investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity

The portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment

The portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority

The Macatawa Area Express Transportation Authority authorizes the *City Finance Officer/Treasurer and MAX Executive Director* to establish investment accounts on behalf of the Authority, with the *City Finance Officer/Treasurer* designated as *investment officer* of the Authority, with responsibility and duty to manage the investment program in accordance with the terms and conditions stated in this policy. No person may engage in an investment transaction except as provided under the terms of this policy and procedures as established by the investment officers. In the absence of the Finance Officer/Treasurer, the Assistant Finance Officer shall assume such responsibilities.

The investment officer may delegate certain of the procedural responsibilities and duties to one or more of the designated staff members of the Finance/Treasurer Office.

– – INVESTMENTS – –

Procedural Controls

The investment officer shall be responsible for all investment transactions, and shall establish a system of written procedures and internal controls for operation of the investment program, and to regulate activities of subordinate staff members. Procedures should include references to: delivery vs payment, custodial and safekeeping measures, investment accounting, repurchase agreements, electronic transfer agreements, collateral/depository agreements, and banking service contracts.

Prudence

The standard of discretion and caution to be used by the investment officer shall be the "prudent person" standard, and shall be applied in the context of total portfolio management. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own financial affairs, not for speculation, but for investment; taking into consideration the probable safety of capital as well as the probable income to be derived.

Securities Custody and Safekeeping

All security transactions, including collateral for repurchase agreements and deposits with financial institutions, shall provide for one of the following 'delivery vs payment' and custodial procedures:

- custody maintained by the City of Holland
- custody maintained by the financial institution through which the investment was transacted, as evidenced by a safekeeping receipt(s)
- custody maintained by a designated third-party, as evidenced by a safekeeping receipt(s).

Written Report of Investment Funds

At least annually, and more frequently if requested by the Council, the investment officer shall prepare a written report for the Macatawa Area Express Transportation Authority Board concerning the investment of funds.

– – INVESTMENTS – –

Authorized Investments

The investment officer, limited to investments authorized by Public Act 20 of 1943 as amended, shall invest available funds of the Authority in the following:

- Obligations of the United States or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution. The financial institution:
 - must be a state or nationally chartered bank or a state or federally chartered savings & loan association, savings bank, or credit union.
 - whose deposits are insured by an agency of the United States government
 - which maintains a principal office or branch office in Michigan under the laws of this State or the United States or as otherwise authorized by Public Act 20.
- Commercial paper rated at the time of purchase within the two highest classifications by at least two rating services and that mature not more than 270 days after the date of purchase.
- Repurchase agreements of the United States or an agency or instrumentality of the United States.
- Bankers' acceptances of United States banks.
- Obligation of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one rating service.
- Money market mutual funds registered under the Federal Investment Company Act of 1940, composed of the investment vehicles as described above. Authorization for investment in mutual funds is limited to those whose intention is to maintain a net asset value of \$1.00 per share.
- Obligations described above, if purchased through an interlocal agreement under the Urban Cooperation Act, PA 7 of 1967 – (MCL 124.501 to 124.512)
- Investment pools organized under authority of:
 - the Surplus Funds Investment Pool Act (e.g., bank pools)
PA 367 of 1982 – (MCL 129.111 to 129.118)
 - the Local Government Investment Pool Act (e.g., county investment pools)
PA 121 of 1985 – (MCL 129.141 to 129.150).

Macatawa Area Express Transportation Authority

ACKNOWLEDGEMENT OF RECEIPT OF INVESTMENT POLICY AND AGREEMENT TO COMPLY

I have read and fully understand *Act 20 of the Michigan Public Acts of 1943, as amended* (MCL 129.91), and the *Investment Policy of the Macatawa Area Express Transportation Authority*

Any investment advice or recommendation given by _____ ,
representing _____ the Authority shall be in
compliance with the requirements of the above Act and the Authority's Investment Policy.

Any existing investment not conforming with the statute or the policy will be disclosed promptly.

By: _____

Title: _____

Date: _____

RESOLUTION

WHEREAS, the existing investment policy of City of Holland had been adopted by Council Action No. 85.230 dated April 17, 1985, in compliance with *Act No. 20 of the Public Acts of Michigan of 1943*, (Act 20 of 1943), and

WHEREAS, *Act No. 20 of 1943* was been amended by *Act No. 196 of the Public Acts of Michigan of 1997*; requiring the City of Holland to adopt an investment policy or updated investment policy; and

WHEREAS, a revised investment policy was submitted and adopted by City Council on December 16, 1998; and

WHEREAS, on June 7, 2006 the City of Holland adopted a resolution to form the Macatawa Area Express Transportation Authority with an incorporation date of 7/1/06, along with Holland Charter Township; and

WHEREAS, Public Act 20 was revised in December 2008 to allow purchase of CDARS (Certificate of Depository Account Registry Service) CDs; and

WHEREAS, it is desirable to amend the investment policy to clarify and ensure purchases of CDARS CDs are allowed investments of the Authority funds, as they are in compliance with Public Act 20;

NOW THEREFORE BE IT RESOLVED, that the Macatawa Area Express Transportation Authority Board does hereby adopt the revised Authority Investment Policy, as presented, and

BE IT FURTHER RESOLVED, that the revised investment policy replaces previous versions of the Macatawa Area Express Transportation Authority Investment Policy.

Board Chair

Date

MEMO

Board Action Item

Date: February 22, 2023

To: MAX Authority Board

From: Elisa Hoekwater, Executive Director

Re: MAX Investment Policy and Approval of Investment Account

It is suspected that in past years MAX held Certificates of Deposit and had in place an investment policy. In order to receive the charitable donation that has been designated to MAX, we have been asked to open an investment account. The Macatawa Area Express Transportation Board will be requested to approve a new investment policy and agree on its purpose of use, and how it is managed. The policy will outline the responsibilities of the MAX Authority Board, Executive Director, and the City of Holland Finance department, designated as the fiscal agent for the Authority.

Once the policy is approved, the Board will be requested to authorize the Executive Director to submit an investment account application and establish an investment account with Huntington. MAX will provide a signed W9 for MAETA.

Action Request

MAX staff requests Board approval to create an investment account and adopt the revised investment policy as proposed.

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	13,106	6,988	53	5,109	39	1,009	8	0	0	0	0	0	0	2,811	1,277	45	1,136	40	181	6	15	1	202	7	0	0
Jan-23	14,448	7,799	54	5,397	37	1,252	9	0	0	0	0	0	0	3,100	1,446	47	1,205	39	198	6	24	1	227	7	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	54,830	29,177	53	21,015	38	4,638	8	0	0	0	0	0	0	12,553	6,001	48	4,788	38	736	6	91	1	862	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	###	304	151	50	108	36	45	15	0	0	16,221	8,416	52	6,353	39	1,235	8	15	0	202	1	0	0	
Jan-23	0	0	###	0	###	339	156	46	129	38	47	14	7	2	17,887	9,401	53	6,731	38	1,497	8	31	0	227	1	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	###	1,391	653	47	539	39	190	14	9	1	68,774	35,831	52	26,342	38	5,564	8	100	0	862	1	75	0	

**Historical
Ridership
FY2000-FY2022**

7,021,115

**Historical
Ridership Through
FY2023**

7,089,889

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		
JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.
1,857	2,188	-15.1%	88.4	104.2	-15.1%	0.0	0.0	#DIV/0!
2,091	2,251	-7.1%	99.6	107.2	-7.1%	0.0	0.0	#DIV/0!
1,698	1,355	25.3%	80.9	64.5	25.4%	0.0	0.0	#DIV/0!
1,635	1,265	29.2%	77.9	60.2	29.3%	0.0	0.0	#DIV/0!
1,975	1,782	10.8%	94.0	84.9	10.8%	0.0	0.0	#DIV/0!
2,338	2,024	15.5%	111.3	96.4	15.5%	0.0	0.0	#DIV/0!
1,536	1,208	27.2%	73.1	57.5	27.2%	0.0	0.0	#DIV/0!
1,318	1,163	13.3%	62.8	55.4	13.3%	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
#REF!	0	#REF!	#REF!	0.0	#REF!	#REF!	0.0	#REF!
0	0	#DIV/0!	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
8,988	8,859	1.5%	428.0	421.9	1.4%	0.0	0.0	#DIV/0!
975	524	86.1%	46.4	25.0	85.7%	0.0	0.0	#DIV/0!
1,964	1,068	83.9%	93.5	50.8	84.1%	0.0	0.0	#DIV/0!
2,521	2,785	-9.5%	120.0	132.6	-9.5%	0.0	0.0	#DIV/0!
14,448	13,236	9.2%	688.0	630.3	9.2%	0.0	0.0	#DIV/0!

CITY OF HOLLAND
HOLLAND TWP.
CITY OF ZEELAND
ZEELAND TWP.
PARK TWP.
AUXILIARY

TOTAL MONTHLY BOARDING		
JAN. '23	JAN. '22	% CHG.
7,799	6,604	18.1%
5,397	5,527	-2.3%
1,252	1,105	13.3%
0	0	#DIV/0!
0	0	#DIV/0!
0	0	#DIV/0!

TWILIGHT ROUTE

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
-	-	-	-	-	-	-	-	-
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!

CITY OF HOLLAND
HOLLAND TWP.

TOTAL MONTHLY BOARDING		
JAN. '23	JAN. '22	% CHG.
0	0	#DIV/0!
0	0	#DIV/0!

DEMAND RESPONSE

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.
262	1,183	-77.9%	11.6	54.4	-78.7%	4.8	10.3	-53.9%
3	6	-50.0%	0.1	0.0	#DIV/0!	0.3	1.3	-80.8%
131	116	12.9%	6.2	5.5	13.4%	0.0	0.3	-100.0%
2,704	2,044	32.3%	124.3	93.1	33.5%	23.3	22.0	5.7%
3,100	3,349	-7.4%	142.2	153.0	-7.0%	28.3	33.9	-16.7%

CITY OF HOLLAND
HOLLAND TWP.
CITY OF ZEELAND
ZEELAND TWP.
PARK TWP.
AUXILIARY

TOTAL MONTHLY BOARDING		
JAN. '23	JAN. '22	% CHG.
1,446	1,826	-20.8%
1,205	1,162	3.7%
198	162	22.2%
24	31	-22.6%
227	168	35.1%
0	0	#DIV/0!

NIGHT OWL

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.
146	182	-19.8%	6.6	8.3	-20.8%	2.0	1.8	11.1%
0	5	-100.0%	0.0	0.2	-100.0%	0.0	0.3	-100.0%
13	0	#DIV/0!	0.5	0.0	#DIV/0!	0.8	0.0	#DIV/0!
180	160	12.5%	8.1	6.7	21.5%	2.3	4.8	-53.1%
339	347	-2.3%	15.2	15.2	-0.1%	5.0	6.9	-27.5%

CITY OF HOLLAND
HOLLAND TWP.
CITY OF ZEELAND
ZEELAND TWP.

TOTAL MONTHLY BOARDING		
JAN. '23	JAN. '22	% CHG.
156	144	8.3%
129	137	-5.8%
47	64	-26.6%
7	2	250.0%
0	0	#DIV/0!

OVERALL RIDERSHIP

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.	JAN. '23	JAN. '22	% CHG.
9,396	10,224	-8.1%	446.1	484.6	-7.9%	6.8	12.0	-43.8%
978	535	82.8%	46.5	25.2	84.6%	0.3	1.5	-83.3%
2,108	1,184	78.0%	100.2	56.3	78.0%	0.8	0.3	150.0%
5,405	4,989	8.3%	252.5	232.5	8.6%	25.5	26.8	-4.9%
17,887	16,932	5.6%	845.4	798.6	5.9%	33.3	40.6	-18.1%

CITY OF HOLLAND
HOLLAND TWP.
CITY OF ZEELAND
ZEELAND TWP.
PARK TWP.
AUXILIARY

TOTAL MONTHLY BOARDING		
JAN. '23	JAN. '22	% CHG.
9,401	8,574	9.6%
6,731	6,826	-1.4%
1,497	1,331	12.5%
31	33	-6.1%
227	168	35.1%
0	0	#DIV/0!

ON-TIME PERCENTAGE

JAN. '23	JAN. '22	DIFF. (+/-)
96.9%	97.1%	-0.2%
99.3%	98.9%	0.4%

SERVICE DAYS

JAN. '23	JAN. '22
21	21
4	4

FIXED ROUTE
DEMAND RESPONSE

WEEKDAYS
SATURDAYS

DISTRIBUTION OF RIDERSHIP

JAN. '23	JAN. '22	DIFF. (+/-)
80.77%	78.17%	2.60%
17.33%	19.78%	-2.45%
0.00%	0.00%	0.00%
1.90%	2.05%	-0.15%

FIXED ROUTE
DEMAND RESPONSE
TWILIGHT
NIGHT OWL

Macatawa Area Express Transportation Authority

Meeting Date: February 27, 2022

Agenda Item:

Subject: Financial Reports for 1/31/2023–Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

Attached are Budget Performance Reports for the four months ended January 31, 2023 (33.33% of year). The FY22 audit is wrapping up and first drafts have been received. The attached reports reflect the activities of the MAX as well as capital.

Revenues

Operating revenues currently total \$790,989, or 14% 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. January 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. The first quarter revenues have been received and are reflected in the reports. 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 first four months totaled \$1,915,390, or 37% of budget, and appear to be in line with expectations.

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) - \$543,244 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 01/31/23
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	3,680.10	.00	8,930.03	292.97	97	708.83
OTHER	1,000.00	.00	1,000.00	.00	.00	30.35	969.65	3	.00
Department 000 - General Revenues Totals	\$10,223.00	\$0.00	\$10,223.00	\$3,680.10	\$0.00	\$8,960.38	\$1,262.62	88%	\$708.83
Department 537 - Routine Transit Operations									
Division 4 - General									
TAXES	1,194,211.00	.00	1,194,211.00	85.34	.00	(3,568.33)	1,197,779.33	0	25,523.70
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	22,937.95	.00	69,413.95	81,086.05	46	.00
INTEREST AND RENTS	25,000.00	.00	25,000.00	.00	.00	3,946.05	21,053.95	16	5,165.18
OTHER	30,100.00	.00	30,100.00	24.05	.00	76,157.85	(46,057.85)	253	.00
GAIN ON DISPOSAL OF CAPITAL ASSETS	15,000.00	.00	15,000.00	825.00	.00	6,610.00	8,390.00	44	.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	\$23,872.34	\$0.00	\$152,559.52	\$1,351,129.48	10%	\$30,688.88
Division 5 - Grants									
FEDERAL GRANTS	1,702,778.00	198,500.00	1,901,278.00	.00	.00	4,149.00	1,897,129.00	0	7,866.00
STATE GRANTS	1,648,598.00	14,000.00	1,662,598.00	135,811.00	.00	543,244.00	1,119,354.00	33	541,008.00
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 5 - Grants Totals	\$3,351,376.00	\$212,500.00	\$3,563,876.00	\$135,811.00	\$0.00	\$547,393.00	\$3,016,483.00	15%	\$548,874.00
Division 6 - Operating Assistance									
CHARGES FOR SERVICE	247,222.00	.00	247,222.00	.00	.00	48,883.20	198,338.80	20	48,104.51
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	\$48,883.20	\$198,338.80	20%	\$48,104.51
Division N - New Freedom									
TAXES	142,500.00	.00	142,500.00	.00	.00	29,583.00	112,917.00	21	.00
CHARGES FOR SERVICE	.00	.00	.00	.00	.00	3,610.00	(3,610.00)	+++	.00
Division N - New Freedom Totals	\$142,500.00	\$0.00	\$142,500.00	\$0.00	\$0.00	\$33,193.00	\$109,307.00	23%	\$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	\$212,500.00	\$5,457,287.00	\$159,683.34	\$0.00	\$782,028.72	\$4,675,258.28	14%	\$627,667.39
REVENUE TOTALS	\$5,255,010.00	\$212,500.00	\$5,467,510.00	\$163,363.44	\$0.00	\$790,989.10	\$4,676,520.90	14%	\$628,376.22
EXPENSE									
Department 171 - Management & Administration									
PERSONNEL SERVICES	381,550.00	(20,686.00)	360,864.00	35,353.04	.00	124,629.79	236,234.21	35	93,309.74
OTHER CURRENT EXPENDITURES	349,600.00	(18,958.00)	330,642.00	34,019.99	15,450.00	129,561.83	185,630.17	44	143,378.02
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	1,470,810.38
Division N - New Freedom									
PERSONNEL SERVICES	.00	20,686.00	20,686.00	.00	.00	4,444.72	16,241.28	21	3,779.38



Budget by Organization Report

Through 01/31/23
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	18,958.00	18,958.00	.00	.00	4,756.64	14,201.36	25	5,100.15
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	3,159.73
Division N - New Freedom Totals	\$0.00	\$39,644.00	\$39,644.00	\$0.00	\$0.00	\$9,201.36	\$30,442.64	23%	\$12,039.26
Department 171 - Management & Administration Totals	\$731,150.00	\$0.00	\$731,150.00	\$69,373.03	\$15,450.00	\$263,392.98	\$452,307.02	38%	\$1,719,537.40
Department 266 - Customer Service & Marketing									
PERSONNEL SERVICES	528,085.00	(28,642.00)	499,443.00	36,784.54	.00	137,074.19	362,368.81	27	118,287.46
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division M - Mobility Grant									
PERSONNEL SERVICES	.00	70,000.00	70,000.00	2,582.14	.00	5,495.43	64,504.57	8	3,316.36
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	\$2,582.14	\$0.00	\$5,495.43	\$64,504.57	8%	\$3,316.36
Division N - New Freedom									
PERSONNEL SERVICES	.00	28,642.00	28,642.00	.00	.00	4,993.04	23,648.96	17	4,957.29
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$28,642.00	\$28,642.00	\$0.00	\$0.00	\$4,993.04	\$23,648.96	17%	\$4,957.29
Department 266 - Customer Service & Marketing Totals	\$528,085.00	\$70,000.00	\$598,085.00	\$39,366.68	\$0.00	\$147,562.66	\$450,522.34	25%	\$126,561.11
Department 537 - Routine Transit Operations									
PERSONNEL SERVICES	2,755,395.00	(149,433.00)	2,605,962.00	202,759.76	.00	748,424.08	1,857,537.92	29	707,781.75
OTHER CURRENT EXPENDITURES	594,300.00	(32,226.00)	562,074.00	58,369.34	35,240.00	225,477.79	301,356.21	46	87,333.36
Division N - New Freedom									
PERSONNEL SERVICES	.00	149,433.00	149,433.00	6,710.71	.00	39,843.25	109,589.75	27	48,190.36
OTHER CURRENT EXPENDITURES	.00	32,226.00	32,226.00	.00	.00	8,742.19	23,483.81	27	2,645.23
Division N - New Freedom Totals	\$0.00	\$181,659.00	\$181,659.00	\$6,710.71	\$0.00	\$48,585.44	\$133,073.56	27%	\$50,835.59
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	\$267,839.81	\$35,240.00	\$1,022,487.31	\$2,291,967.69	32%	\$845,950.70
Department 591 - Transit Maintenance									
PERSONNEL SERVICES	223,953.00	(12,150.00)	211,803.00	19,064.06	.00	66,809.24	144,993.76	32	58,133.08
OTHER CURRENT EXPENDITURES	422,127.00	(22,905.00)	399,222.00	33,458.84	.00	124,251.22	274,970.78	31	128,778.41
Division N - New Freedom									
PERSONNEL SERVICES	.00	12,150.00	12,150.00	.00	.00	2,377.05	9,772.95	20	2,542.84
OTHER CURRENT EXPENDITURES	.00	22,905.00	22,905.00	.00	.00	4,520.21	18,384.79	20	4,518.34
Division N - New Freedom Totals	\$0.00	\$35,055.00	\$35,055.00	\$0.00	\$0.00	\$6,897.26	\$28,157.74	20%	\$7,061.18
Department 591 - Transit Maintenance Totals	\$646,080.00	\$0.00	\$646,080.00	\$52,522.90	\$0.00	\$197,957.72	\$448,122.28	31%	\$193,972.67



Budget by Organization Report

Through 01/31/23
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	.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	55,816.00	3,330.00	283,989.51	(287,319.51)	+++	173,234.39
Department CAP - Capital Outlay Totals	\$0.00	\$0.00	\$0.00	\$55,816.00	\$3,330.00	\$283,989.51	(\$287,319.51)	+++	\$173,234.39
EXPENSE TOTALS	\$5,255,010.00	\$70,000.00	\$5,325,010.00	\$484,918.42	\$54,020.00	\$1,915,390.18	\$3,355,599.82	37%	\$3,059,256.27
Fund 103 - General Fund Totals									
REVENUE TOTALS	5,255,010.00	212,500.00	5,467,510.00	163,363.44	.00	790,989.10	4,676,520.90	14%	628,376.22
EXPENSE TOTALS	5,255,010.00	70,000.00	5,325,010.00	484,918.42	54,020.00	1,915,390.18	3,355,599.82	37%	3,059,256.27
Fund 103 - General Fund Totals	\$0.00	\$142,500.00	\$142,500.00	(\$321,554.98)	(\$54,020.00)	(\$1,124,401.08)	\$1,320,921.08		(\$2,430,880.05)
Grand Totals									
REVENUE TOTALS	5,255,010.00	212,500.00	5,467,510.00	163,363.44	.00	790,989.10	4,676,520.90	14%	628,376.22
EXPENSE TOTALS	5,255,010.00	70,000.00	5,325,010.00	484,918.42	54,020.00	1,915,390.18	3,355,599.82	37%	3,059,256.27
Grand Totals	\$0.00	\$142,500.00	\$142,500.00	(\$321,554.98)	(\$54,020.00)	(\$1,124,401.08)	\$1,320,921.08		(\$2,430,880.05)



Expense Budget Performance Report

Fiscal Year to Date 01/31/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 171 - Management & Administration										
EXPENSE										
710701.0	Payroll-Regular General	246,900.00	(20,686.00)	226,214.00	22,936.59	.00	82,771.81	143,442.19	37	62,721.26
710701.25	Payroll-Regular Human Resources	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	.00
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	.00	.00	+++	300.11
711702	Payroll - Paid Time Off	17,000.00	.00	17,000.00	1,039.42	.00	7,696.15	9,303.85	45	6,021.18
711703	Payroll - Holidays	7,200.00	.00	7,200.00	2,664.00	.00	3,925.67	3,274.33	55	2,945.30
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	205.30	(205.30)	+++	.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	250.00	.00	250.00	550.00	31	150.00
711716.1	Insurance Health	32,000.00	.00	32,000.00	3,025.62	.00	11,710.84	20,289.16	37	10,915.38
711716.2	Insurance Dental	2,500.00	.00	2,500.00	230.86	.00	866.44	1,633.56	35	696.90
711716.4	Insurance Vision	600.00	.00	600.00	72.50	.00	269.24	330.76	45	164.08
711717	Insurance - Life & AD&D	300.00	.00	300.00	24.09	.00	91.67	208.33	31	86.41
711718	Retirement Contribution	18,000.00	.00	18,000.00	2,131.20	.00	7,556.25	10,443.75	42	1,870.58
711720	Insurance - Income Protection	3,000.00	.00	3,000.00	220.48	.00	838.48	2,161.52	28	727.72
712715	Employer FICA/Medicare Contribution	20,500.00	.00	20,500.00	1,998.19	.00	7,104.86	13,395.14	35	5,414.06
712724	Workers Comp Insurance	4,500.00	.00	4,500.00	760.09	.00	1,343.08	3,156.92	30	1,296.76
721730	Postage	700.00	.00	700.00	.00	.00	.00	700.00	0	112.28
721740.0	Operating Supplies General	7,000.00	.00	7,000.00	763.54	.00	2,815.58	4,184.42	40	3,975.25
721740.TECH	Operating Supplies Equipment IT	1,000.00	.00	1,000.00	2,510.53	.00	5,952.06	(4,952.06)	595	1,497.19
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	(18,958.00)	31,042.00	(2,505.90)	.00	2,401.57	28,640.43	8	4,622.37
722801.9080	Contractual-Promotions/Printing Publishing-News Media	5,500.00	.00	5,500.00	282.17	.00	1,035.78	4,464.22	19	2,050.61
722803.9	Contractual-Human Resources Flex Benefits	2,400.00	.00	2,400.00	322.61	.00	816.04	1,583.96	34	741.42
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	2,492.50	.00	3,764.19	235.81	94	1,058.91
722805.1	Contractual-Finance/Property Independent Audit	12,000.00	.00	12,000.00	.00	.00	9,687.69	2,312.31	81	9,427.56
722805.4	Contractual-Finance/Property Financial Service Fees	10,000.00	.00	10,000.00	365.33	.00	2,395.99	7,604.01	24	2,618.86
722805.12	Contractual-Finance/Property Accounting & Collections	85,000.00	.00	85,000.00	14,253.32	.00	35,074.81	49,925.19	41	34,952.38
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	1,000.00	.00	1,000.00	84.64	.00	266.05	733.95	27	298.05
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	700.00	.00	700.00	48.68	.00	243.50	456.50	35	241.54
722809.41	Contractual-Miscellaneous Services	50,000.00	.00	50,000.00	4,686.38	15,450.00	21,149.26	13,400.74	73	39,617.71
723850.0	Communications Telephone	8,000.00	.00	8,000.00	692.52	.00	2,041.14	5,958.86	26	1,840.48
723850.CELL	Communications Cellular	12,000.00	.00	12,000.00	869.80	.00	3,359.75	8,640.25	28	3,371.83
723860	Travel, Conf, Seminars	8,000.00	.00	8,000.00	163.54	.00	362.50	7,637.50	5	3,992.16
723920.1	Public Utilities Depot	20,000.00	.00	20,000.00	3,960.52	.00	8,423.16	11,576.84	42	6,459.67



Expense Budget Performance Report

Fiscal Year to Date 01/31/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 171 - Management & Administration										
EXPENSE										
723920.2	Public Utilities Greenway	35,000.00	.00	35,000.00	3,985.53	.00	9,208.85	25,791.15	26	7,828.41
723955.0	Miscellaneous General	2,500.00	.00	2,500.00	503.33	.00	957.71	1,542.29	38	.00
723955.11	Miscellaneous Internet Ticket Sales	.00	.00	.00	221.10	.00	818.79	(818.79)	+++	.00
723960	Education & Training	1,500.00	.00	1,500.00	.00	.00	3,886.51	(2,386.51)	259	291.55
723961	Dues & Subscriptions	15,000.00	.00	15,000.00	.00	.00	10,741.52	4,258.48	72	10,903.89
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	(191.15)	191.15	+++	.00
723964.2	Refunds Property Tax Prior Years	800.00	.00	800.00	2.33	.00	2.33	797.67	0	608.99
723969	Employee Events	10,000.00	.00	10,000.00	317.52	.00	4,348.20	5,651.80	43	6,866.91
740991.0	Principal Payment General	.00	.00	.00	.00	.00	.00	.00	+++	1,417,847.00
740995.0	Interest Payment General	.00	.00	.00	.00	.00	.00	.00	+++	52,963.38
EXPENSE TOTALS		\$731,150.00	(\$39,644.00)	\$691,506.00	\$69,373.03	\$15,450.00	\$254,191.62	\$421,864.38	39%	\$1,707,498.14
Division N - New Freedom										
EXPENSE										
710701.0	Payroll-Regular General	.00	20,686.00	20,686.00	.00	.00	2,978.96	17,707.04	14	2,713.58
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	331.41	(331.41)	+++	249.46
711703	Payroll - Holidays	.00	.00	.00	.00	.00	62.81	(62.81)	+++	47.26
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	10.22	(10.22)	+++	.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	432.40	(432.40)	+++	412.50
711716.2	Insurance Dental	.00	.00	.00	.00	.00	31.64	(31.64)	+++	30.04
711716.4	Insurance Vision	.00	.00	.00	.00	.00	9.79	(9.79)	+++	6.30
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	3.36	(3.36)	+++	5.15
711718	Retirement Contribution	.00	.00	.00	.00	.00	270.09	(270.09)	+++	7.26
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	30.77	(30.77)	+++	43.42
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	254.24	(254.24)	+++	225.78
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	29.03	(29.03)	+++	38.63
721730	Postage	.00	.00	.00	.00	.00	.00	.00	+++	6.70
721740.0	Operating Supplies General	.00	.00	.00	.00	.00	102.16	(102.16)	+++	144.86
721740.TECH	Operating Supplies Equipment IT	.00	.00	.00	.00	.00	171.34	(171.34)	+++	93.49
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	.00	18,958.00	18,958.00	.00	.00	244.32	18,713.68	1	235.50
722801.9080	Contractual-Promotions/Printing Publishing-News Media	.00	.00	.00	.00	.00	37.52	(37.52)	+++	92.64
722803.9	Contractual-Human Resources Flex Benefits	.00	.00	.00	.00	.00	24.57	(24.57)	+++	36.40
722804	Contractual-Legal	.00	.00	.00	.00	.00	63.31	(63.31)	+++	51.09
722805.1	Contractual-Finance/Property Independent Audit	.00	.00	.00	.00	.00	482.31	(482.31)	+++	562.44
722805.4	Contractual-Finance/Property Financial Service Fees	.00	.00	.00	.00	.00	101.10	(101.10)	+++	108.39
722805.12	Contractual-Finance/Property Accounting & Collections	.00	.00	.00	.00	.00	1,036.62	(1,036.62)	+++	1,664.46



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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										
Division N - New Freedom										
EXPENSE										
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	.00	.00	.00	.00	.00	9.03	(9.03)	+++	10.70
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	.00	.00	.00	.00	.00	9.70	(9.70)	+++	11.30
722809.41	Contractual-Miscellaneous Services	.00	.00	.00	.00	.00	819.62	(819.62)	+++	607.04
723850.0	Communications Telephone	.00	.00	.00	.00	.00	67.14	(67.14)	+++	71.76
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	123.96	(123.96)	+++	148.78
723860	Travel, Conf, Seminars	.00	.00	.00	.00	.00	9.91	(9.91)	+++	88.19
723920.1	Public Utilities Depot	.00	.00	.00	.00	.00	222.18	(222.18)	+++	260.04
723920.2	Public Utilities Greenway	.00	.00	.00	.00	.00	260.05	(260.05)	+++	292.72
723955.0	Miscellaneous General	.00	.00	.00	.00	.00	22.62	(22.62)	+++	.00
723955.11	Miscellaneous Internet Ticket Sales	.00	.00	.00	.00	.00	29.76	(29.76)	+++	.00
723960	Education & Training	.00	.00	.00	.00	.00	193.49	(193.49)	+++	8.45
723961	Dues & Subscriptions	.00	.00	.00	.00	.00	534.78	(534.78)	+++	372.31
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	191.15	(191.15)	+++	.00
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	.00	.00	+++	34.13
723969	Employee Events	.00	.00	.00	.00	.00	.00	.00	+++	198.76
740995.0	Interest Payment General	.00	.00	.00	.00	.00	.00	.00	+++	3,159.73
EXPENSE TOTALS		\$0.00	\$39,644.00	\$39,644.00	\$0.00	\$0.00	\$9,201.36	\$30,442.64	23%	\$12,039.26
Division N - New Freedom Totals		\$0.00	(\$39,644.00)	(\$39,644.00)	\$0.00	\$0.00	(\$9,201.36)	(\$30,442.64)	23%	(\$12,039.26)
Department 171 - Management & Administration Totals		(\$731,150.00)	\$0.00	(\$731,150.00)	(\$69,373.03)	(\$15,450.00)	(\$263,392.98)	(\$452,307.02)	38%	(\$1,719,537.40)
Department 266 - Customer Service & Marketing										
EXPENSE										
710701.0	Payroll-Regular General	340,000.00	(28,642.00)	311,358.00	20,961.38	.00	85,464.29	225,893.71	27	73,210.91
710707.0	Payroll-Temporary Help General	14,000.00	.00	14,000.00	542.88	.00	532.69	13,467.31	4	3,494.13
710709.0	Payroll - Overtime General	200.00	.00	200.00	.00	.00	214.90	(14.90)	107	172.24
711702	Payroll - Paid Time Off	14,200.00	.00	14,200.00	722.36	.00	3,599.27	10,600.73	25	5,175.72
711703	Payroll - Holidays	7,000.00	.00	7,000.00	2,662.24	.00	3,924.74	3,075.26	56	3,380.31
711705	Payroll - Bereavement	100.00	.00	100.00	.00	.00	.00	100.00	0	72.19
711712	Special Pay - One Time	100.00	.00	100.00	.00	.00	190.51	(90.51)	191	100.00
711714	Safety Incentive	1,500.00	.00	1,500.00	400.00	.00	400.00	1,100.00	27	350.00
711716.1	Insurance Health	90,000.00	.00	90,000.00	5,455.90	.00	22,341.68	67,658.32	25	18,633.84
711716.2	Insurance Dental	5,000.00	.00	5,000.00	381.10	.00	1,508.60	3,491.40	30	1,239.46
711716.4	Insurance Vision	1,200.00	.00	1,200.00	116.64	.00	456.64	743.36	38	376.58
711717	Insurance - Life & AD&D	800.00	.00	800.00	72.27	.00	276.59	523.41	35	172.81
711718	Retirement Contribution	19,300.00	.00	19,300.00	1,930.58	.00	7,445.42	11,854.58	39	2,326.57
711720	Insurance - Income Protection	4,500.00	.00	4,500.00	427.83	.00	1,632.79	2,867.21	36	1,023.20



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Fund 103 - General Fund										
Department 266 - Customer Service & Marketing										
EXPENSE										
712715	Employer FICA/Medicare Contribution	23,185.00	.00	23,185.00	1,827.20	.00	6,869.30	16,315.70	30	6,315.68
712724	Workers Comp Insurance	7,000.00	.00	7,000.00	1,284.16	.00	2,216.77	4,783.23	32	2,243.82
EXPENSE TOTALS		\$528,085.00	(\$28,642.00)	\$499,443.00	\$36,784.54	\$0.00	\$137,074.19	\$362,368.81	27%	\$118,287.46
Division M - Mobility Grant										
EXPENSE										
710701.0	Payroll-Regular General	.00	70,000.00	70,000.00	1,774.01	.00	3,971.02	66,028.98	6	2,515.47
711716.1	Insurance Health	.00	.00	.00	458.48	.00	753.42	(753.42)	+++	419.03
711716.2	Insurance Dental	.00	.00	.00	30.06	.00	48.87	(48.87)	+++	29.19
711716.4	Insurance Vision	.00	.00	.00	8.84	.00	14.66	(14.66)	+++	9.94
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	3.65	(3.65)	+++	6.51
711718	Retirement Contribution	.00	.00	.00	158.99	.00	355.51	(355.51)	+++	45.62
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	31.21	(31.21)	+++	41.32
712715	Employer FICA/Medicare Contribution	.00	.00	.00	151.76	.00	317.09	(317.09)	+++	249.28
EXPENSE TOTALS		\$0.00	\$70,000.00	\$70,000.00	\$2,582.14	\$0.00	\$5,495.43	\$64,504.57	8%	\$3,316.36
Division M - Mobility Grant Totals		\$0.00	(\$70,000.00)	(\$70,000.00)	(\$2,582.14)	\$0.00	(\$5,495.43)	(\$64,504.57)	8%	(\$3,316.36)
Division N - New Freedom										
EXPENSE										
710701.0	Payroll-Regular General	.00	28,642.00	28,642.00	.00	.00	3,211.35	25,430.65	11	3,318.04
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	10.19	(10.19)	+++	68.57
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	.00	.00	+++	1.29
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	143.23	(143.23)	+++	187.82
711703	Payroll - Holidays	.00	.00	.00	.00	.00	62.86	(62.86)	+++	64.65
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	.00	.00	+++	4.31
711712	Special Pay - One Time	.00	.00	.00	.00	.00	9.49	(9.49)	+++	.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	840.68	(840.68)	+++	807.38
711716.2	Insurance Dental	.00	.00	.00	.00	.00	56.13	(56.13)	+++	54.52
711716.4	Insurance Vision	.00	.00	.00	.00	.00	16.93	(16.93)	+++	16.44
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	10.17	(10.17)	+++	10.31
711718	Retirement Contribution	.00	.00	.00	.00	.00	274.56	(274.56)	+++	28.55
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	59.99	(59.99)	+++	61.04
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	251.03	(251.03)	+++	267.77
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	46.43	(46.43)	+++	66.60
EXPENSE TOTALS		\$0.00	\$28,642.00	\$28,642.00	\$0.00	\$0.00	\$4,993.04	\$23,648.96	17%	\$4,957.29
Division N - New Freedom Totals		\$0.00	(\$28,642.00)	(\$28,642.00)	\$0.00	\$0.00	(\$4,993.04)	(\$23,648.96)	17%	(\$4,957.29)
Department 266 - Customer Service & Marketing Totals		(\$528,085.00)	(\$70,000.00)	(\$598,085.00)	(\$39,366.68)	\$0.00	(\$147,562.66)	(\$450,522.34)	25%	(\$126,561.11)



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Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
EXPENSE										
710701.1	Payroll-Regular Drivers	990,000.00	(149,433.00)	840,567.00	69,379.57	.00	295,511.96	545,055.04	35	271,833.88
710701.2	Payroll-Regular Other Operations	375,000.00	.00	375,000.00	23,589.74	.00	91,505.02	283,494.98	24	96,469.97
710701.3	Payroll-Regular Dispatch	110,000.00	.00	110,000.00	5,916.09	.00	23,369.45	86,630.55	21	29,161.79
710707.1	Payroll-Temporary Help Drivers	95,000.00	.00	95,000.00	6,874.82	.00	27,072.25	67,927.75	28	29,612.85
710707.2	Payroll-Temporary Help Other Operations	35,000.00	.00	35,000.00	3,729.70	.00	14,498.56	20,501.44	41	7,072.56
710709.1	Payroll - Overtime Drivers	64,400.00	.00	64,400.00	1,410.81	.00	13,279.33	51,120.67	21	15,142.19
710709.2	Payroll - Overtime Other Operations	30,000.00	.00	30,000.00	984.61	.00	5,458.78	24,541.22	18	8,458.31
710709.3	Payroll - Overtime Dispatch	13,050.00	.00	13,050.00	108.00	.00	801.34	12,248.66	6	2,356.69
711702	Payroll - Paid Time Off	183,350.00	.00	183,350.00	11,957.06	.00	34,488.00	148,862.00	19	26,901.26
711703	Payroll - Holidays	40,000.00	.00	40,000.00	12,214.40	.00	18,486.21	21,513.79	46	19,467.53
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	190.74	(190.74)	+++	60.04
711712	Special Pay - One Time	850.00	.00	850.00	950.00	.00	1,704.48	(854.48)	201	566.22
711714	Safety Incentive	10,000.00	.00	10,000.00	2,100.00	.00	2,100.00	7,900.00	21	2,150.00
711716.1	Insurance Health	427,416.00	.00	427,416.00	30,004.42	.00	111,610.08	315,805.92	26	116,339.15
711716.2	Insurance Dental	28,312.00	.00	28,312.00	2,180.91	.00	8,045.52	20,266.48	28	8,554.78
711716.4	Insurance Vision	7,937.00	.00	7,937.00	664.37	.00	2,436.87	5,500.13	31	2,509.92
711717	Insurance - Life & AD&D	3,500.00	.00	3,500.00	277.83	.00	1,103.54	2,396.46	32	815.25
711718	Retirement Contribution	110,000.00	.00	110,000.00	10,416.77	.00	36,603.16	73,396.84	33	13,692.79
711720	Insurance - Income Protection	37,532.00	.00	37,532.00	2,591.20	.00	9,213.49	28,318.51	25	8,896.56
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	10,377.60	.00	38,086.23	91,350.77	29	36,500.92
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	7,031.86	.00	12,859.07	22,140.93	37	11,219.09
721742	Anti-Freeze & Oil	1,200.00	.00	1,200.00	498.42	.00	1,418.35	(218.35)	118	389.91
721744.UNIF	Clothing Uniforms	21,000.00	.00	21,000.00	177.49	.00	1,451.62	19,548.38	7	4,758.04
721748.0	Gasoline General	350,000.00	(32,226.00)	317,774.00	21,702.08	.00	81,462.82	236,311.18	26	66,777.41
721939.3	Vehicle Maintenance Tires	20,000.00	.00	20,000.00	5,541.35	35,240.00	10,696.64	(25,936.64)	230	6,242.36
722803.6	Contractual-Human Resources Drug/Alcohol Testing	10,000.00	.00	10,000.00	1,147.00	.00	2,993.57	7,006.43	30	1,913.39
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	29,303.00	.00	126,537.09	48,462.91	72	7,025.85
723910.1	Commercial Insurance Premiums Depot	10,000.00	.00	10,000.00	.00	.00	917.70	9,082.30	9	226.40
723964.3	Refunds Operating Assistance PY	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
EXPENSE TOTALS		\$3,349,695.00	(\$181,659.00)	\$3,168,036.00	\$261,129.10	\$35,240.00	\$973,901.87	\$2,158,894.13	32%	\$795,115.11
Division N - New Freedom										
EXPENSE										
710701.1	Payroll-Regular Drivers	.00	149,433.00	149,433.00	4,677.04	.00	21,198.34	128,234.66	14	27,752.05
710701.2	Payroll-Regular Other Operations	.00	.00	.00	.00	.00	3,381.24	(3,381.24)	+++	4,104.35
710701.3	Payroll-Regular Dispatch	.00	.00	.00	.00	.00	868.94	(868.94)	+++	1,483.70



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Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
Division N - New Freedom										
EXPENSE										
710707.2	Payroll-Temporary Help Other Operations	.00	.00	.00	.00	.00	536.14	(536.14)	+++	306.76
710709.1	Payroll - Overtime Drivers	.00	.00	.00	252.45	.00	804.39	(804.39)	+++	1,460.73
710709.2	Payroll - Overtime Other Operations	.00	.00	.00	.00	.00	222.75	(222.75)	+++	315.71
710709.3	Payroll - Overtime Dispatch	.00	.00	.00	.00	.00	34.52	(34.52)	+++	130.94
711702	Payroll - Paid Time Off	.00	.00	.00	642.88	.00	2,086.05	(2,086.05)	+++	1,735.39
711703	Payroll - Holidays	.00	.00	.00	693.76	.00	1,189.69	(1,189.69)	+++	558.32
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	9.50	(9.50)	+++	3.58
711712	Special Pay - One Time	.00	.00	.00	.00	.00	37.56	(37.56)	+++	33.78
711716.1	Insurance Health	.00	.00	.00	.00	.00	4,062.83	(4,062.83)	+++	5,009.25
711716.2	Insurance Dental	.00	.00	.00	.00	.00	291.98	(291.98)	+++	382.82
711716.4	Insurance Vision	.00	.00	.00	.00	.00	88.25	(88.25)	+++	111.05
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	41.11	(41.11)	+++	49.02
711718	Retirement Contribution	.00	.00	.00	.00	.00	1,303.72	(1,303.72)	+++	208.63
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	329.70	(329.70)	+++	533.22
712715	Employer FICA/Medicare Contribution	.00	.00	.00	444.58	.00	3,066.43	(3,066.43)	+++	3,678.05
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	290.11	(290.11)	+++	333.01
721742	Anti-Freeze & Oil	.00	.00	.00	.00	.00	45.80	(45.80)	+++	23.26
721744.UNIF	Clothing Uniforms	.00	.00	.00	.00	.00	63.43	(63.43)	+++	249.59
721748.0	Gasoline General	.00	32,226.00	32,226.00	.00	.00	3,397.77	28,828.23	11	1,499.45
721939.3	Vehicle Maintenance Tires	.00	.00	.00	.00	.00	256.66	(256.66)	+++	372.41
722803.6	Contractual-Human Resources Drug/Alcohol Testing	.00	.00	.00	.00	.00	91.93	(91.93)	+++	67.86
723910.0	Commercial Insurance Premiums General	.00	.00	.00	.00	.00	4,840.91	(4,840.91)	+++	419.15
723910.1	Commercial Insurance Premiums Depot	.00	.00	.00	.00	.00	45.69	(45.69)	+++	13.51
EXPENSE TOTALS		\$0.00	\$181,659.00	\$181,659.00	\$6,710.71	\$0.00	\$48,585.44	\$133,073.56	27%	\$50,835.59
Division N - New Freedom Totals		\$0.00	(\$181,659.00)	(\$181,659.00)	(\$6,710.71)	\$0.00	(\$48,585.44)	(\$133,073.56)	27%	(\$50,835.59)
Department 537 - Routine Transit Operations Totals		(\$3,349,695.00)	\$0.00	(\$3,349,695.00)	(\$267,839.81)	(\$35,240.00)	(\$1,022,487.31)	(\$2,291,967.69)	32%	(\$845,950.70)
Department 591 - Transit Maintenance										
EXPENSE										
710701.0	Payroll-Regular General	100,000.00	(12,150.00)	87,850.00	7,976.25	.00	29,839.04	58,010.96	34	27,880.23
710707.0	Payroll-Temporary Help General	32,500.00	.00	32,500.00	2,589.42	.00	10,191.44	22,308.56	31	6,808.63
710709.0	Payroll - Overtime General	18,500.00	.00	18,500.00	424.62	.00	4,032.05	14,467.95	22	4,826.48
711702	Payroll - Paid Time Off	8,000.00	.00	8,000.00	1,143.84	.00	2,497.76	5,502.24	31	1,477.77
711703	Payroll - Holidays	2,000.00	.00	2,000.00	1,133.28	.00	1,618.81	381.19	81	1,073.86
711705	Payroll - Bereavement	173.00	.00	173.00	.00	.00	.00	173.00	0	162.47
711712	Special Pay - One Time	.00	.00	.00	300.00	.00	300.00	(300.00)	+++	.00
711714	Safety Incentive	600.00	.00	600.00	200.00	.00	200.00	400.00	33	150.00



Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 591 - Transit Maintenance										
EXPENSE										
711716.1	Insurance Health	30,000.00	.00	30,000.00	2,246.54	.00	8,739.46	21,260.54	29	9,279.51
711716.2	Insurance Dental	3,500.00	.00	3,500.00	167.50	.00	632.19	2,867.81	18	710.56
711716.4	Insurance Vision	1,200.00	.00	1,200.00	49.34	.00	184.47	1,015.53	15	201.04
711717	Insurance - Life & AD&D	300.00	.00	300.00	24.09	.00	85.28	214.72	28	43.20
711718	Retirement Contribution	8,000.00	.00	8,000.00	869.02	.00	2,963.03	5,036.97	37	855.79
711720	Insurance - Income Protection	1,800.00	.00	1,800.00	160.12	.00	579.94	1,220.06	32	276.03
712715	Employer FICA/Medicare Contribution	13,380.00	.00	13,380.00	1,019.95	.00	3,602.69	9,777.31	27	3,105.18
712724	Workers Comp Insurance	4,000.00	.00	4,000.00	760.09	.00	1,343.08	2,656.92	34	1,282.33
721740.8	Operating Supplies Cleaning Materials	15,000.00	.00	15,000.00	1,857.92	.00	5,144.67	9,855.33	34	5,022.40
721931.1	Building & Grounds Maintenance Depot	25,000.00	.00	25,000.00	578.92	.00	4,365.53	20,634.47	17	6,607.33
721931.2	Building & Grounds Maintenance Greenway	25,000.00	.00	25,000.00	984.52	.00	8,791.64	16,208.36	35	7,814.34
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	134.50
721933.2	Equipment Maintenance Office Equipment	4,000.00	.00	4,000.00	787.00	.00	2,903.97	1,096.03	73	2,479.05
721939.1	Vehicle Maintenance Mechanical	300,000.00	(22,905.00)	277,095.00	29,250.48	.00	88,586.23	188,508.77	32	83,204.76
721939.4	Vehicle Maintenance Bodywork	3,000.00	.00	3,000.00	.00	.00	50.30	2,949.70	2	.00
721939.6	Vehicle Maintenance Graphics	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	124.00
722808.1	Contractual-Buildings & Grounds Depot Janitorial	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	326.00
722808.4	Contractual-Buildings & Grounds Depot Lawn Care	10,000.00	.00	10,000.00	.00	.00	367.69	9,632.31	4	422.78
722808.5	Contractual-Buildings & Grounds Depot Snow Removal	33,127.00	.00	33,127.00	.00	.00	14,041.19	19,085.81	42	22,643.25
EXPENSE TOTALS		\$646,080.00	(\$35,055.00)	\$611,025.00	\$52,522.90	\$0.00	\$191,060.46	\$419,964.54	31%	\$186,911.49
Division N - New Freedom										
EXPENSE										
710701.0	Payroll-Regular General	.00	12,150.00	12,150.00	.00	.00	1,088.46	11,061.54	9	1,308.22
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	378.48	(378.48)	+++	256.85
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	179.60	(179.60)	+++	256.18
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	67.41	(67.41)	+++	25.32
711703	Payroll - Holidays	.00	.00	.00	.00	.00	24.17	(24.17)	+++	20.54
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	.00	.00	+++	9.69
711716.1	Insurance Health	.00	.00	.00	.00	.00	323.26	(323.26)	+++	418.06
711716.2	Insurance Dental	.00	.00	.00	.00	.00	23.13	(23.13)	+++	32.69
711716.4	Insurance Vision	.00	.00	.00	.00	.00	6.73	(6.73)	+++	9.17
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	3.05	(3.05)	+++	2.58
711718	Retirement Contribution	.00	.00	.00	.00	.00	104.25	(104.25)	+++	11.60
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	20.90	(20.90)	+++	16.47
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	128.58	(128.58)	+++	137.41
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	29.03	(29.03)	+++	38.06



Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 591 - Transit Maintenance										
Division N - New Freedom										
EXPENSE										
721740.8	Operating Supplies Cleaning Materials	.00	.00	.00	.00	.00	163.63	(163.63)	+++	208.82
721931.1	Building & Grounds Maintenance Depot	.00	.00	.00	.00	.00	188.52	(188.52)	+++	328.80
721931.2	Building & Grounds Maintenance Greenway	.00	.00	.00	.00	.00	388.69	(388.69)	+++	223.83
721933.1	Equipment Maintenance Radio Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	3.80
721933.2	Equipment Maintenance Office Equipment	.00	.00	.00	.00	.00	105.40	(105.40)	+++	114.55
721939.1	Vehicle Maintenance Mechanical	.00	22,905.00	22,905.00	.00	.00	2,954.10	19,950.90	13	3,613.32
721939.4	Vehicle Maintenance Bodywork	.00	.00	.00	.00	.00	2.50	(2.50)	+++	.00
722808.4	Contractual-Buildings & Grounds Depot Lawn Care	.00	.00	.00	.00	.00	18.31	(18.31)	+++	25.22
722808.5	Contractual-Buildings & Grounds Depot Snow Removal	.00	.00	.00	.00	.00	699.06	(699.06)	+++	.00
EXPENSE TOTALS		\$0.00	\$35,055.00	\$35,055.00	\$0.00	\$0.00	\$6,897.26	\$28,157.74	20%	\$7,061.18
Division N - New Freedom Totals										
		\$0.00	(\$35,055.00)	(\$35,055.00)	\$0.00	\$0.00	(\$6,897.26)	(\$28,157.74)	20%	(\$7,061.18)
Department 591 - Transit Maintenance Totals										
		(\$646,080.00)	\$0.00	(\$646,080.00)	(\$52,522.90)	\$0.00	(\$197,957.72)	(\$448,122.28)	31%	(\$193,972.67)
Department CAP - Capital Outlay										
EXPENSE										
730975	Buildings & Structures	.00	.00	.00	52,428.00	.00	263,673.75	(263,673.75)	+++	.00
730975.10	Buildings & Structures Grant MI-2021-010	.00	.00	.00	.00	.00	.00	.00	+++	14,968.00
730975.26	Buildings & Structures Grant MI-2018-026	.00	.00	.00	.00	.00	.00	.00	+++	59,406.35
730975.39	Buildings & Structures Grant MI-2020-039	.00	.00	.00	.00	.00	.00	.00	+++	(380.00)
730977	Machinery & Equipment	.00	.00	.00	3,388.00	3,330.00	13,449.91	(16,779.91)	+++	.00
730977.10	Machinery & Equipment Grant MI-2021-010	.00	.00	.00	.00	.00	6,865.85	(6,865.85)	+++	.00
730977.26	Machinery & Equipment Grant MI-2018-026	.00	.00	.00	.00	.00	.00	.00	+++	1,885.49
730977.39	Machinery & Equipment Grant MI-2020-039	.00	.00	.00	.00	.00	.00	.00	+++	1,840.55
730981	Vehicle	.00	.00	.00	.00	.00	.00	.00	+++	15,768.80
730981.21	Vehicle Grant MI-2017-021	.00	.00	.00	.00	.00	.00	.00	+++	4,746.00
730981.26	Vehicle Grant MI-2018-026	.00	.00	.00	.00	.00	.00	.00	+++	74,999.20
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$55,816.00	\$3,330.00	\$283,989.51	(\$287,319.51)	+++	\$173,234.39
Department CAP - Capital Outlay Totals										
		\$0.00	\$0.00	\$0.00	(\$55,816.00)	(\$3,330.00)	(\$283,989.51)	\$287,319.51	+++	(\$173,234.39)
Fund 103 - General Fund Totals										
		\$5,255,010.00	\$70,000.00	\$5,325,010.00	\$484,918.42	\$54,020.00	\$1,915,390.18	\$3,355,599.82		\$3,059,256.27
Grand Totals										
		\$5,255,010.00	\$70,000.00	\$5,325,010.00	\$484,918.42	\$54,020.00	\$1,915,390.18	\$3,355,599.82		\$3,059,256.27



Revenue Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 000 - General Revenues										
REVENUE										
480665	Investment Income	9,223.00	.00	9,223.00	3,680.10	.00	8,930.03	292.97	97	708.83
490692.0	Miscellaneous General	1,000.00	.00	1,000.00	.00	.00	30.35	969.65	3	.00
REVENUE TOTALS		\$10,223.00	\$0.00	\$10,223.00	\$3,680.10	\$0.00	\$8,960.38	\$1,262.62	88%	\$708.83
Department 000 - General Revenues Totals		\$10,223.00	\$0.00	\$10,223.00	\$3,680.10	\$0.00	\$8,960.38	\$1,262.62	88%	\$708.83
Department 537 - Routine Transit Operations										
Division 4 - General										
REVENUE										
400402	Property Tax	1,164,711.00	.00	1,164,711.00	.00	.00	(5,801.26)	1,170,512.26	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	.00	.00	1,671.39	23,328.61	7	.00
400445	Interest & Penalties (Taxes)	1,500.00	.00	1,500.00	85.34	.00	561.54	938.46	37	482.28
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	6,440.50	.00	6,440.50	13,559.50	32	.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	4,933.05	.00	14,827.90	10,172.10	59	.00
460651.1F	Use & Admissions Fees Fares-Fixed Route	25,000.00	.00	25,000.00	5,606.80	.00	19,549.35	5,450.65	78	.00
460651.1R	Use & Admissions Fees Fares-Adult Monthly	25,000.00	.00	25,000.00	2,325.00	.00	11,337.00	13,663.00	45	.00
460651.1S	Use & Admissions Fees Fares-Daily Pass	5,000.00	.00	5,000.00	73.60	.00	860.20	4,139.80	17	.00
460651.1T	Use & Admissions Fees Fares-Tickets	16,000.00	.00	16,000.00	.00	.00	100.00	15,900.00	1	.00
460651.1X	Use & Admissions Fees Fares-Student Pass	2,000.00	.00	2,000.00	586.50	.00	1,104.00	896.00	55	.00
460651.1DW	Use & Admissions Fees Fares-Reduced Demand/Response	2,000.00	.00	2,000.00	100.00	.00	440.00	1,560.00	22	.00
460651.1FD	Use & Admissions Fees Fares-Reduced Monthly (Fixed/DR)	15,000.00	.00	15,000.00	2,760.00	.00	13,140.00	1,860.00	88	.00
460651.1FR	Use & Admissions Fees Fares-Reduced Fixed Route	5,000.00	.00	5,000.00	82.50	.00	1,190.00	3,810.00	24	.00
460651.1WP	Use & Admissions Fees Fares-Adult Weekly	3,000.00	.00	3,000.00	30.00	.00	425.00	2,575.00	14	.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	.00	.00	3,946.05	16,053.95	20	5,165.18
490683.1	Reimbursements Michigan Transit Pool	28,000.00	.00	28,000.00	.00	.00	75,653.66	(47,653.66)	270	.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	2.00	.00	8.50	91.50	8	.00
490692.E	Miscellaneous Lost Eligible Pass	200.00	.00	200.00	5.00	.00	20.00	180.00	10	.00
490694	Cash Short/Over	.00	.00	.00	17.05	.00	475.69	(475.69)	+++	.00
570674	Sale of Fixed Assets	15,000.00	.00	15,000.00	825.00	.00	6,610.00	8,390.00	44	.00
REVENUE TOTALS		\$1,503,689.00	\$0.00	\$1,503,689.00	\$23,872.34	\$0.00	\$152,559.52	\$1,351,129.48	10%	\$30,688.88
Division 4 - General Totals		\$1,503,689.00	\$0.00	\$1,503,689.00	\$23,872.34	\$0.00	\$152,559.52	\$1,351,129.48	10%	\$30,688.88



Revenue Budget Performance Report

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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
540536.4	Federal Mobility Management	.00	56,000.00	56,000.00	.00	.00	.00	56,000.00	0	.00
540536.6	Federal New Freedom	.00	142,500.00	142,500.00	.00	.00	.00	142,500.00	0	.00
540536.8	Federal Capital Outlay	.00	.00	.00	.00	.00	4,149.00	(4,149.00)	+++	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	543,244.00	1,105,354.00	33	541,008.00
550570.4	State Mobility Management	.00	14,000.00	14,000.00	.00	.00	.00	14,000.00	0	.00
REVENUE TOTALS		\$3,351,376.00	\$212,500.00	\$3,563,876.00	\$135,811.00	\$0.00	\$547,393.00	\$3,016,483.00	15%	\$548,874.00
Division 5 - Grants Totals		\$3,351,376.00	\$212,500.00	\$3,563,876.00	\$135,811.00	\$0.00	\$547,393.00	\$3,016,483.00	15%	\$548,874.00
Division 6 - Operating Assistance										
REVENUE										
460627.1	Charges for Services Rendered Zeeland City	62,862.00	.00	62,862.00	.00	.00	14,664.44	48,197.56	23	15,128.31
460627.2	Charges for Services Rendered Park Township	137,190.00	.00	137,190.00	.00	.00	33,543.25	103,646.75	24	32,237.00
460627.9	Charges for Services Rendered Zeeland Twp	8,034.00	.00	8,034.00	.00	.00	675.51	7,358.49	8	739.20
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	\$48,883.20	\$198,338.80	20%	\$48,104.51
Division 6 - Operating Assistance Totals		\$247,222.00	\$0.00	\$247,222.00	\$0.00	\$0.00	\$48,883.20	\$198,338.80	20%	\$48,104.51
Division N - New Freedom										
REVENUE										
400402	Property Tax	142,500.00	.00	142,500.00	.00	.00	29,583.00	112,917.00	21	.00
460651.1D	Use & Admissions Fees Fares-Demand/Response	.00	.00	.00	.00	.00	3,610.00	(3,610.00)	+++	.00
REVENUE TOTALS		\$142,500.00	\$0.00	\$142,500.00	\$0.00	\$0.00	\$33,193.00	\$109,307.00	23%	\$0.00
Division N - New Freedom Totals		\$142,500.00	\$0.00	\$142,500.00	\$0.00	\$0.00	\$33,193.00	\$109,307.00	23%	\$0.00
Department 537 - Routine Transit Operations Totals		\$5,244,787.00	\$212,500.00	\$5,457,287.00	\$159,683.34	\$0.00	\$782,028.72	\$4,675,258.28	14%	\$627,667.39
Fund 103 - General Fund Totals		\$5,255,010.00	\$212,500.00	\$5,467,510.00	\$163,363.44	\$0.00	\$790,989.10	\$4,676,520.90		\$628,376.22
Grand Totals		\$5,255,010.00	\$212,500.00	\$5,467,510.00	\$163,363.44	\$0.00	\$790,989.10	\$4,676,520.90		\$628,376.22

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



AP Check dt 1/5/23

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-711716.1	MERCANTILE BANK OF MICHIGAN - ACH	2023-00000052	EMPLOYER CONTRIBUTION TOWARD HSA DEDUCTIBLE 1/23-6/23	1,400.00
103-537-711716.1	MERCANTILE BANK OF MICHIGAN - ACH	2023-00000052	EMPLOYER CONTRIBUTION TOWARD HSA DEDUCTIBLE 1/23-6/23	3,500.00
103-537-721939.3	THE GOODYEAR TIRE & RUBBER COMPANY	209-1039152	MAX - TIRES	797.80
		209-1039155	MAX - TIRES	917.56
103-591-721933.2	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	5023256389	MAX - COPIER PAYMENT	378.00
750-210231.D	MISSION SQUARE	2023-00000055	DEF-ICMA% - Deferred Comp - ICMA %*	1,383.84
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2023-00000053	HSA-ADD - HSA Additional Contribution	476.93
750-210231.K	AFLAC	2023-00000051	DECEMBER 2022 INSURANCE PREMIUM FOR ALFAC	836.40
750-210231.M	MERS - ACH	2023-00000054	PENSION - Pension - Original*	9,492.83
Grand Total				19,183.36

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



AP Check dt 1/12/23

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-721740.0	FIFTH THIRD BANK-CC ACH	2023-00000056	MAX NOVEMBER CREDIT CARD STMT	824.55
103-171-721740.TECH	FIFTH THIRD BANK-CC ACH	2023-00000056	MAX NOVEMBER CREDIT CARD STMT	2,755.39
103-171-722801.9010	FIFTH THIRD BANK-CC ACH	2023-00000056	MAX NOVEMBER CREDIT CARD STMT	60.99
103-171-722801.9080	OTTAWA COUNTY WINDOW CLEANING	11260 REISSUE	MAX - REISSUE HOLIDAY LIGHTING CHECK	2,507.90
	FIFTH THIRD BANK-CC ACH	2023-00000056	MAX NOVEMBER CREDIT CARD STMT	211.13
	ZEELAND RECORD	1037183	MAX - DECEMBER ADS	100.00
103-171-722804	BUCKMAN MACDONALD & BROWN PC	5040	MAX - NOVEMBER LEGAL SERVICES	930.00
103-171-722805.12	HOLLAND CITY TREASURER	2023-18	MAX - JANUARY 2023 IT SERVICES	250.00
		2023-29	MAX - JANUARY 2023 FINANCE AND TREASURER SERVICES	6,876.66
103-171-722809.41	CCS TECHNOLOGIES, INC	153988	MAX - AGREEMNT MANAGED SERVICES	847.00
	MOBILE COMMUNICATIONS AMERICA INC.	880000124-1	MAX - ADDITIONAL SUBSCRIBER UNITS PER RADIO LICENSE	180.00
	SURPRENANT, VERNA	4898	DEPOT CLEANING SERVICES	1,350.00
103-171-723850.0	FIFTH THIRD BANK-CC ACH	2023-00000056	MAX NOVEMBER CREDIT CARD STMT	711.26
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2023-00000057	MAX	11.00
103-171-723920.2	HOLLAND CHARTER TOWNSHIP	2023-00000058	MAX	23.35
		2023-00000059	MAX	160.70
103-171-723969	FIFTH THIRD BANK-CC ACH	2023-00000056	MAX NOVEMBER CREDIT CARD STMT	3,442.20
103-21A228	STATE OF MICHIGAN - MDOT	591-11066303	MAX - FY19 LOCAL BUS OPERATING FINAL AUDIT	2,199.00
103-537-711720	GUARDIAN LIFE INSURANCE COMPANY	2023-00000060	MAX	450.94
103-537-721744.UNIF	FIFTH THIRD BANK-CC ACH	2023-00000056	MAX NOVEMBER CREDIT CARD STMT	216.68
103-537-722803.6	HOLLAND MEDI CENTER	116125	MAX - HEALTH SERVICES	309.25
103-591-721740.8	ARNOLD SALES	1386241	MAX - SUPPLIES	175.62
	FIFTH THIRD BANK-CC ACH	2023-00000056	MAX NOVEMBER CREDIT CARD STMT	79.96
103-591-721931.1	ALLIED MECHANICAL SERVICES, INC	31891	MAX - BOILER TESTING	162.00
	NEW DAWN LINEN SERVICE, LLC	17209	MAX - RUGS	43.31
		17513	MAX - RUGS	43.31
103-591-721931.2	HOLLAND CITY TREASURER	2023-41	MAX - DECEMBER 2022 BLDG AND GROUND MTCE	267.59
	VANGUARD FIRE & SECURITY SYSTEMS, INC.	IN00429872	MAX - EMERGENCY CALL	976.00
103-591-722808.5	AESTHETIC GARDENER LLC	14379	MAX - SNOW SERVICES GREENWAY	4,856.75
		14392	MAX SNOW SERVICES DEPOT	7,547.50
Grand Total				38,570.04

Invoice Process Status	Paid
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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	2023-00000064	MAX - AUDIT OF POLICY PMT	454.08
103-171-721740.0	ACTION INDUSTRIAL SUPPLY COMPANY	4210254	MAX - SUPPLIES	19.91
	STAPLES	3527963484	MAX - SUPPLIES	70.41
103-171-722803.9	KUSHNER & COMPANY INC	84183	MAX - DECEMBER SERVICES	130.61
103-171-722805.12	HOLLAND CITY TREASURER	2023-014	MAX - NOVEMBER IT SERVICES	250.00
		2023-019	MAX - NOVEMBER FINANCE SERVICES	6,876.66
103-171-722808.2	REPUBLIC SERIVCES #240	0240-009058786	MAX - REFUSE	84.64
103-171-722808.3	REPUBLIC SERIVCES #240	0240-009058786	MAX - REFUSE	48.68
103-171-722809.41	HR SOLUTIONS GROUP OF WEST MICHIGAN LLC	4709	MAX - CREATE AND DELIVER TRAINING	472.50
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2023-00000067	MAX - UTILITIES	1,663.18
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2023-00000066	MAX	978.30
		2023-00000067	MAX - UTILITIES	372.50
103-171-723964.2	COUNTY OF ALLEGAN	2023-00000065	MAX -DECEMBER CHARGEBACKS	2.33
103-266-712724	ACCIDENT FUND	2023-00000064	MAX - AUDIT OF POLICY PMT	794.64
103-537-712724	ACCIDENT FUND	2023-00000064	MAX - AUDIT OF POLICY PMT	3,973.20
103-537-721744.UNIF	SHELDON CLEANERS	2023-00000068	MAX - INV	49.37
103-537-721939.3	THE GOODYEAR TIRE & RUBBER COMPANY	209-1039153	MAX - TIRES	797.80
		209-1039154	MAX - TIRES	917.56
103-537-722803.6	BRITT CHIROPRACTIC	155	MAX - AGILITY TESTING	250.00
103-591-712724	ACCIDENT FUND	2023-00000064	MAX - AUDIT OF POLICY PMT	454.08
103-591-721933.2	APPLIED IMAGING INC	2123815	MAX - CONTRACT PMT	409.00
103-591-721939.1	HOLLAND CITY TREASURER	2023-000019	MAX - DEC 2022 MAINTENANCE CHARGES	29,250.48
103-CAP-730975	LAKEWOOD CONSTRUCTION	22921 APP 6	GREENWAY 2ND FLOOR RENOVATIONS	20,308.00
750-210231.D	MISSION SQUARE	2023-00000063	DEF-ICMA% - Deferred Comp - ICMA %*	1,398.19
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2023-00000061	HSA-ADD - HSA Additional Contribution	476.93
750-210231.M	MERS - ACH	2023-00000062	PENSION - Pension - Original*	10,134.22
Grand Total				80,637.27

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
103-171-711717	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	24.09
103-171-711720	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	220.48
103-171-712724	ACCIDENT FUND	1000407091	MAX - PREMIUM	306.01
103-171-721740.0	FIFTH THIRD BANK-CC ACH	2023-00000069	MAX DECEMBER CREDIT CARD STMT	673.22
103-171-721740.TECH	FIFTH THIRD BANK-CC ACH	2023-00000069	MAX DECEMBER CREDIT CARD STMT	2,510.53
103-171-722801.9010	FIFTH THIRD BANK-CC ACH	2023-00000069	MAX DECEMBER CREDIT CARD STMT	2.00
103-171-722801.9080	FIFTH THIRD BANK-CC ACH	2023-00000069	MAX DECEMBER CREDIT CARD STMT	194.17
103-171-722804	MILLER, JOHNSON, SNELL & CUMMISKEY P.L.C.	1862060	MAX - LEGAL	2,492.50
103-171-722809.41	LEFF, SARAH	LS02498	MAX - WEBHOSTING	125.00
	REHMANN TECHNOLOGY SOLUTIONS LLC	RTS12223	MAX - DIRECTCIRCUITS	569.00
103-171-723850.0	FIFTH THIRD BANK-CC ACH	2023-00000069	MAX DECEMBER CREDIT CARD STMT	692.52
103-171-723850.CELL	VERIZON WIRELESS	9925052933	MAX - CELL SERVICES	869.80
103-171-723860	FIFTH THIRD BANK-CC ACH	2023-00000069	MAX DECEMBER CREDIT CARD STMT	163.54
103-171-723920.1	SEMCO ENERGY - ACH	2023-00000072	MAX - JANUARY READ DATES ON 2 ACCTS	739.47
103-171-723920.2	SEMCO ENERGY - ACH	2023-00000072	MAX - JANUARY READ DATES ON 2 ACCTS	2,110.80
103-171-723969	FIFTH THIRD BANK-CC ACH	2023-00000069	MAX DECEMBER CREDIT CARD STMT	317.52
103-266-711717	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	72.27
103-266-711720	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	427.83
103-266-712724	ACCIDENT FUND	1000407091	MAX - PREMIUM	489.52
103-537-711717	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	277.83
103-537-711720	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	2,140.26
103-537-712724	ACCIDENT FUND	1000407091	MAX - PREMIUM	3,058.66
103-537-721939.3	POMP'S TIRE SERVICE	2023-00000071	BUS TIRES	4,760.00
	THE GOODYEAR TIRE & RUBBER COMPANY	209-1039312	MAX - TIRES	517.84
103-591-711717	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	24.09
103-591-711720	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	160.12
103-591-712724	ACCIDENT FUND	1000407091	MAX - PREMIUM	306.01
103-591-721740.8	FIFTH THIRD BANK-CC ACH	2023-00000069	MAX DECEMBER CREDIT CARD STMT	79.96
	ONE WAY PRODUCTS, INC	767412	MAX - WASH AND WAX	884.50
	WYRICK CO.	1-653362	MAX - SUPPLIES	168.20
103-591-721931.1	NEW DAWN LINEN SERVICE, LLC	17820	MAX - RUGS	43.31
103-591-721931.2	HOLLAND CITY TREASURER	2023-97	MAX - SIGN REPAIR WORK	124.91
103-CAP-730977	TOWN & COUNTRY GROUP	32335	TWO NEW CAMERA SYSTEMS AT GREENWAY	3,388.00
750-210231.H	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	3,514.36
750-210231.L	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	673.30
750-210231.V	GUARDIAN	2023-00000070	FEBRUARY 2023 INS PREM DENTAL,LIFE,STD,LTD,VISION	1,074.56
Grand Total				34,196.18