



**MAX Transportation Authority Board
Meeting Agenda
Monday, January 22, 2024**

1. November 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) Notice to Advance Procurement: Arboc Cutaway Bus – Action
 - b) Notice to Advance Procurement: Andrews Tech Timeclock Software – Action
 - c) Paid Time Off (PTO) Donation Policy – Action
 - d) MDOT FY2025 Annual Application – Action
 - e) RAISE Grant Application – Action
 - f) MAX Transit Study – Information
 - g) Ridership Reports for December 2023 – Information
 - h) Financial Reports for December 2023 – Information
 - i) Expenditure Reports for December 2023 – Information
5. Director's Report

Next meeting is Monday, February 26, 2024 at 3:30 p.m.



NOTICE TO ADVANCE PROCUREMENT

DATE: 1/16/2024

DEPARTMENT: Operations

PERSON REQUESTING THE PROCUREMENT: Kait Riegling / Elisa Hoekwater

PROJECT: Passenger Buses for 2025

This form to be completed by the Purchasing Coordinator prior to seeking quotes/bids/proposals over \$10,000.

The Macatawa Area Express Transportation Authority ("MAX") Executive Committee hereby approves the request to advance procurement of the above-named product or service with an estimated cost to MAX of \$176,180. A Request for Quote (RFQ), Request for Proposal (RFP) or Invitation for Bid (IFB) will serve as the method of procurement, and will include specifications, terms, clauses/certifications, requirements and conditions of the purchase in accordance with Federal Transit Administration (FTA) regulations.

Procurement shall commence on or about February 1, 2024. The calendar date for the completion of work for this project shall be on or about March 30, 2025.

Check which procurement method will apply:

- ☐ Request for Quote (RFQ) \$10,000 to \$49,999
- ☒ Request for Proposal (RFP) \$50,000 and above
- ☐ Invitation for Bid (IFB) \$50,000 and above

MAX Authority Authorization – Executive Committee Member

Printed Name

Title

Signature of Authorized Representative

Date



NOTICE TO ADVANCE PROCUREMENT

DATE: 1/15/2024

DEPARTMENT: Admin

PERSON REQUESTING THE PROCUREMENT: Kait Riegling

PROJECT: Timeclock Software (5 years)

This form to be completed by the Purchasing Coordinator prior to seeking quotes/bids/proposals over \$10,000.

The Macatawa Area Express Transportation Authority ("MAX") Executive Committee hereby approves the request to advance procurement of the above-named product or service with an estimated cost to MAX of \$28,085.00. A Request for Quote (RFQ), Request for Proposal (RFP) or Invitation for Bid (IFB) will serve as the method of procurement, and will include specifications, terms, clauses/certifications, requirements and conditions of the purchase in accordance with Federal Transit Administration (FTA) regulations.

Procurement shall commence on or about January 22, 2024. The calendar date for the completion of work for this project shall be on or about July 1, 2024.

Check which procurement method will apply:

- ☒ Request for Quote (RFQ) \$10,000 to \$49,999
- ☐ Request for Proposal (RFP) \$50,000 and above
- ☐ Invitation for Bid (IFB) \$50,000 and above

MAX Authority Authorization – Executive Committee Member

Printed Name

Title

Signature of Authorized Representative

Date



Andrews Technology HMS, Inc.

1213 Culbreth Drive

Wilmington, NC 28405

sales@andrewstechnology.net

(800) 319-8096 Fax: (516) 674-8119



VENDOR HOSTED ORDER FORM

Invoice To:	Macatawa Area Express Transportation Authority	Hosted By:	Vendor	
Ship To:	TBD	Terms:	5 Year Term	
Account Executive:	Jamie Blundell		100% Due Upon Execution	
			Software Billed Annually	
			Maintenance Billed Annually	
Qty	Description	Item	Monthly	
	UKG Web-Based Time & Attendance System			
100	UKG Web-Based Time & Attendance Software	\$3.50		\$350.00
100	Employee Web Services (PC Entry, Mobile Applications)	Included		Included
10	Supervisor Module: Approval/Reporting/Review/Modification	\$5.00		\$50.00
1	BS&A Payroll Interface (Over 400 Guaranteed Interfaces)	Included		Included
1	Electronic In-Out Board	Included		Included
1	Labor Tracking (Activity Based Reporting - 8 Levels)	Included		Included
1	Standard Supply & Demand Scheduling Module	Included		Included
1	Accrual Module (Includes Sick, Vacation, Personal, etc.)	Included		Included
1	Schedule Lockout Module	Included		Included
1	Borrowing Manager	Included		Included
	Government Software Discount	10%		-\$40
100	Archive Module Historical Reporting Beyond 3 Years)	\$0.50		Optional
100	Single Sign On	\$0.50		Optional
100	Leave of Absence Module (FMLA Case Tracking)	\$1.50		Optional
1	Automatic Report Generator (Up to 5 Gig/month)	\$50		Optional
1	Advanced Scheduling Module (up to 200)	\$700		Optional
1	Document Storage (Up to 5 Gig/month of Upload/Download and Storage)	\$50		Optional
100	Facial Recognition/Thermal Reading Module	\$1.50		Optional
1	iPad Station Fee (Client must provide iPads)	\$50		Optional
	Monthly Total			\$360.00
1	12 Month Vendor Hosting Total	\$4,320/yr		\$4,320.00
EA	Synel Synergy Biometric Terminal	\$2,095		\$2,095
	InTouch DX Biometric Terminal	\$2,795		Optional
	Implementation			\$3,500
	Annual Software & Hardware Maintenance	\$890/yr		\$890
	Sales Tax			TBD
	12 Month Deposit Total			\$10,805
	One Time Implementation Fees			
	Initial Planning Session	Included		
	Rules Questionnaire Assistance	Included		
	Install UKG Web-Based Software	Included		
	Install Payroll Rules and Employee File	Included		
	Unlimited Administrative/Supervisor Training	Included		
	Hardware Programming	Included		
	Install Hardware	Customer		
	System Test/Go Live	Included		
	Total One Time Fees	\$ 3,500		

Customer Authorization _____ Title _____

_____ Date _____

Andrews Technology HMS, Inc. _____ Title _____

_____ Date _____

MEMO

Board Action Item

Date: January 22, 2023

To: MAX Board Members

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

Subject: Paid Time Off (PTO) Donation Policy

At the meeting held November 27, 2023, MAX staff requested Board approval of a new MAX PTO Donation Policy, offering employees the ability to donate PTO to a co-worker who experienced a catastrophic event or medical condition that would result in loss of pay.

Reviewing the policy, Board members tabled the action based on recommended revisions to the policy, and a request for attorney review. The policy is revised according to Board and attorney recommendations.

Attorney Recommendations

- Define two examples of catastrophic events
- Define how much time an employee may donate and how many hours of PTO that employee must have at the time of the donation.

The MAX attorney has reviewed and approved the final draft presented to the Board today.

Board Action

MAX staff is requesting Board approval of the Paid Time Off (PTO) Donation Policy as written.



Voluntary Paid Time Off (PTO) Donation Policy

This policy applies to Full-Time and Part-Time benefits eligible employees.

Paid Time Off (PTO) is used for vacation, personal time, and illness. When possible, employees should set aside PTO for unexpected events that may arise throughout the year for medical reasons or other emergencies.

We understand that every situation is different, and those with little or no PTO may experience financial hardship due to a catastrophic event such as a natural disaster, house fire, or medical emergency. This policy allows an employee with 80 hours or more of PTO to make a one-time donation up to 24 hours of PTO in four-hour increments to another employee, with prior approval of the MAX Executive Director.

Eligible employees may receive voluntary donated PTO hours when they have exhausted all PTO options, and experience a catastrophic or medical illness of the employee or family member that require prolonged/extended absence from work, and result in significant loss of income. Donated PTO cannot be saved to use at a future time. It must be used at the time the employee is absent from work during the catastrophic event or medical illness.

PTO cannot be donated to those with a non-catastrophic event, or a medical condition, illness, or injury covered by a MAX paid disability policy or worker's compensation. If employment with MAX ends, the donated PTO will not be paid out. Those hours will return to the employee who donated PTO hours.

There are no exceptions to this policy.

RESOLUTION OF INTENT

WHEREAS, pursuant to Act. No. 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Macatawa Area Express Transportation Authority hereby known as THE APPLICANT, to provide a local transportation program for the state fiscal year of 2024 and therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for THE APPLICANT to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the 10e (18) accessibility plan amendment for this agency has been reviewed and approved by THE APPLICANT; and

WHEREAS, THE APPLICANT has reviewed and approved the proposed balanced budget, and sources of operating funds to include estimated federal funds of \$2,047,000, estimated state funds of \$2,087,552 and estimated local funds of \$1,950,613 with total estimated expenses (eligible for MDOT reimbursement) of \$6,085,165.

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints MAX Director, Elisa Hoekwater, or her designee, as the Transportation Coordinator for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission for its administration of Act 196 and is also authorized to execute grant contacts, project authorizations and grant amendments with the Michigan Department of Transportation.

I, Joseph Baumann, Secretary/Treasurer, or the Macatawa Area Express Transportation Authority, having custody of the records and proceedings of the board meetings, do hereby certify that I have compared this Resolution adopted by the Macatawa Area Express Transportation Authority at the meeting of January 22, 2024, with the original minutes now on file and of record in the office and that this resolution is true and correct.

Joseph Baumann, Secretary/Treasurer

Witness

Date: _____

PUBLIC HEARING NOTICE – For Immediate Publication

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY PROPOSED STATE/FEDERAL APPLICATION FOR OPERATING AND CAPITAL ASSISTANCE

All citizens are advised that Macatawa Area Express Transportation Authority has prepared an application for State of Michigan financial assistance for fiscal year 2025 as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the federal transit laws, as amended. A public notice on the FY2025 financial budget will be held on January 22, 2024 at 3:30 pm, at the monthly meeting of the Macatawa Area Express Transportation Authority Board.

Macatawa Area Express Transportation Authority is requesting the following funding through the following funding source(s):

Funding Source(s)	Project	State	Federal	Total Amount
Operating Assistance	Transit Operating Assistance (\$1,950,613 local share)	\$2,087,552	\$2,047,000	\$6,085,165
Section 5307	Office Equipment	\$2,000	\$8,000	\$10,000
	Computers & software	\$2,000	\$8,000	\$10,000
	Misc. Support Equipment	\$3,000	\$12,000	\$15,000
	Service Vehicle	\$4,500	\$18,000	\$22,500
	Maintenance Equipment	\$2,000	\$8,000	\$10,000
	Bus Rolling Stock	\$40,723	\$162,893	\$203,616
Section 5310	Night Owl Service (\$142,500 local share)	N/A	\$142,500	\$285,000
	Mobility Management	\$14,000	\$56,000	\$70,000
Section 5339	Bus Rolling Stock	\$33,015	\$132,061	\$165,076

Macatawa Area Express Transportation Authority ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI obligations or to file a complaint, please contact us at the address given below.

The proposed application is on file at Macatawa Area Express Transportation Authority, 171 Lincoln Ave Suite 20, Holland, MI 49423, and may be reviewed during a 30-day period (January 22 - 2024 – February 26, 2024), between the hours of 8am – 5pm.

Written comments regarding the application and/or written requests to review the application must be received by February 26, 2024. If a hearing is requested, notice of the scheduled date, time, and location will be provided at least 10 days in advance.

Submittals should be sent to Macatawa Area Express Transportation Authority, 171 Lincoln Ave Suite 20, Holland, MI 49423 or via e-mail to info@catchamax.org

MEMO

Board Action Item

DATE: January 19, 2024
TO: MAX Authority Board
FROM: Elisa Hoekwater, Executive Director
SUBJECT: MDOT Annual Grant Application for FY2025 – Action

The Michigan Department of Transportation – Office of Passenger Transportation has advised MAX staff that the Resolution of Intent (attached) must be revised to reflect adjustments in State, Federal, and Local funds allocated for operating expenses. Details are provided below.

State Operating Assistance

Operating Assistance – According to Act 51, MAX is eligible to receive up to 60% (HALF TOTAL EXPENSES) of its eligible assistance in State Operating Assistance. A total of \$2,087,552 is recommended in MDOT Operating Assistance. This is based on the 34.3056% of eligible expenses, totaling \$6,085,165. Based on the funding request of \$2,087,552 in State Operating Assistance, and \$2,047,000 included in Federal Operating Assistance, local funds of \$1,950,613 will be required.

Action Requested: The MAX Authority Board is asked to approve the Resolution of Intent and Public Notice for the FY2025 MDOT Annual Grant Application.

MEMO

Board Action Item

DATE: January 18, 2024
TO: MAX Authority Board
FROM: Elisa Hoekwater, Executive Director
SUBJECT: RAISE Grant Competitive Funding Opportunity – Action

Background

The U.S. Department of Transportation’s Federal Transit Administration (FTA) has announced a Notice of Funding Opportunity (NOFO) for the FY2024 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program) under the Infrastructure Investment and Jobs Act (“Bipartisan Infrastructure Law”). MAX received feedback from USDOT staff on FY2021 grant application that was submitted and has been encouraged to resubmit an application. The RAISE grant application is due by February 28, 2024.

Project Selection Criteria

The projects will be examined for their impact on the climate, as referenced in the President’s Executive Order on “Tackling the Climate Crisis at Home and Abroad.” Transit agencies will be given additional consideration for projects that clearly reassess and plan for service that connects those in underserved communities, while helping cut down on car and other trips that increase emissions, particularly in those communities, which are often the most impacted by airborne pollution.

Projects will be selected, in part, on their ability to increase racial equity and advance environmental justice, in support of the President’s Executive Order on “Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.” Selection criteria include safety, environmental sustainability, quality of life, mobility and community connectivity, economic competitiveness and opportunity, state of good repair, partnership and collaboration, innovation.

Executive Summary

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 installation of Level 3 charging stations (possibly wireless) for twelve fixed route vehicles to continue to work towards a Zero emissions plan.

Proposed Budget

Budget Items	Federal (RAISE)	Total
Phase II – Final Design	\$85,000	\$85,000
Architectural Review and Approval	30,000	30,000
Environmental Assessment	25,000	25,000
Site Excavation and Restoration	10,000	10,000
Facility Construction	6,000,000	6,000,000
Wash Bay	300,000	300,000
Mechanical Workshop	200,000	200,000
HVAC with improved ventilation	500,000	500,000
Level 3 charging stations with electric vehicle supply equipment (EVSE)	480,000	480,000
TOTAL	\$7,630,000	\$7,630,000

Funding Availability and Match

Eligible applicants for RAISE grants include urban and rural transit agencies. Applicants may submit a total of three (3) project applications (planning and/or capital) for RAISE grants. If a lead applicant submits more than three applications as the lead applicant, only the first three received will be considered. The minimum award for urban projects is \$5 million and the maximum grant award for capital and planning projects is \$25 million. FY 2024 RAISE grant funds are available for obligation only through September 30, 2028.

Staff recommends Board approval of the proposed grant application through this funding opportunity.

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		
DEC. '23	DEC. '22	% CHG.	DEC. '23	DEC. '22	% CHG.	DEC. '23	DEC. '22	% CHG.
2,456	2,031	20.9%	122.8	101.6	20.9%	0.0	0.0	#DIV/0!
1,878	1,853	1.3%	93.9	92.7	1.3%	0.0	0.0	#DIV/0!
1,554	1,742	-10.8%	77.7	87.1	-10.8%	0.0	0.0	#DIV/0!
1,599	1,399	14.3%	80.0	70.0	14.2%	0.0	0.0	#DIV/0!
1,826	1,421	28.5%	91.3	71.1	28.4%	0.0	0.0	#DIV/0!
3,050	2,253	35.4%	152.5	112.7	35.3%	0.0	0.0	#DIV/0!
1,130	1,345	-16.0%	56.5	67.3	-16.0%	0.0	0.0	#DIV/0!
987	1,062	-7.1%	49.4	53.1	-7.1%	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!	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
8,798	8,239	6.8%	439.9	412.0	6.8%	0.0	0.0	#DIV/0!
957	726	31.8%	47.9	36.3	31.8%	0.0	0.0	#DIV/0!
1,924	1,918	0.3%	96.2	95.9	0.3%	0.0	0.0	#DIV/0!
2,801	2,223	26.0%	140.1	111.1	26.1%	0.0	0.0	#DIV/0!
14,480	13,106	10.5%	724.0	655.3	10.5%	0.0	0.0	#DIV/0!

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

TOTAL MONTHLY BOARDING		
DEC. '23	DEC. '22	% CHG.
7,812	6,988	11.8%
5,730	5,109	12.2%
938	1,009	-7.1%
0	0	#DIV/0!
0	0	#DIV/0!
0	0	#DIV/0!

TWILIGHT ROUTE

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

DEMAND RESPONSE

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
DEC. '23	DEC. '22	% CHG.	DEC. '23	DEC. '22	% CHG.	DEC. '23	DEC. '22	% CHG.
350	291	20.3%	16.8	13.5	24.1%	3.0	5.3	-43.4%
0	6	-100.0%	0.0	0.3	-100.0%	0.0	0.3	-100.0%
166	111	49.5%	7.8	5.5	41.8%	2.0	0.3	566.7%
2,572	2,403	7.0%	120.4	115.8	4.0%	32.8	21.6	51.9%
3,088	2,811	9.9%	145.0	135.1	7.3%	37.8	27.5	37.5%

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

TOTAL MONTHLY BOARDING		
DEC. '23	DEC. '22	% CHG.
1,398	1,277	9.5%
1,232	1,136	8.5%
182	181	0.6%
40	15	166.7%
236	202	16.8%
0	0	#DIV/0!

NIGHT OWL

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
DEC. '23	DEC. '22	% CHG.	DEC. '23	DEC. '22	% CHG.	DEC. '23	DEC. '22	% CHG.
120	144	-16.7%	5.7	7.3	-21.9%	1.2	2.0	-40.0%
0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
18	10	80.0%	0.7	0.4	62.5%	1.0	0.7	42.9%
227	150	51.3%	9.5	7.4	28.4%	7.4	3.0	146.7%
365	304	20.1%	15.9	15.1	5.0%	9.6	5.7	68.4%

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

TOTAL MONTHLY BOARDING		
DEC. '23	DEC. '22	% CHG.
131	151	-13.2%
185	108	71.3%
49	45	8.9%
0	0	#DIV/0!

OVERALL RIDERSHIP

TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
DEC. '23	DEC. '22	% CHG.	DEC. '23	DEC. '22	% CHG.	DEC. '23	DEC. '22	% CHG.
9,268	8,674	6.8%	462.4	432.3	7.0%	4.2	6.8	-38.2%
957	732	30.7%	47.9	36.6	30.7%	0.0	0.3	-100.0%
2,108	2,039	3.4%	104.7	101.8	2.8%	3.0	0.8	275.0%
5,600	4,776	17.3%	270.0	234.0	15.4%	40.2	23.9	68.2%
17,933	16,221	10.6%	884.8	804.7	10.0%	47.4	31.8	49.1%

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

TOTAL MONTHLY BOARDING		
DEC. '23	DEC. '22	% CHG.
9,341	8,416	11.0%
7,147	6,353	12.5%
1,169	1,235	-5.4%
40	15	166.7%
236	202	16.8%
0	0	#DIV/0!

ON-TIME PERCENTAGE

DEC. '23	DEC. '22	DIFF. (+/-)
96.4%	96.9%	-0.5%
99.3%	99.2%	0.1%

SERVICE DAYS

DEC. '23	DEC. '22
WEEKDAYS	20
SATURDAYS	20
	5
	4

FIXED ROUTE
DEMAND RESPONSE
TWILIGHT
NIGHT OWL
TBD

DISTRIBUTION OF RIDERSHIP		
DEC. '23	DEC. '22	DIFF. (+/-)
80.74%	80.80%	-0.06%
17.22%	17.33%	-0.11%
0.00%	0.00%	0.00%
2.04%	1.87%	0.17%
0.00%	0.00%	0.00%

Macatawa Area Express Transportation Authority

Meeting Date: November 27, 2023

Agenda Item:

Subject: Financial Reports for 10/31/2023—Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The Macatawa Area Express Transportation Authority started a new fiscal year (FY 2024) on October 1, 2023. Attached are Budget Performance Reports for the one month ended October 31, 2023.

Revenues

Operating revenues currently total \$214,167.35, or 3% of budget. The lower than anticipated amount is primarily a timing difference as a large portion of the revenues are not received until the end of the fiscal year. October operating revenues are mostly composed of fare collection revenues and the State Operating Assistance payment for October. Zeeland City, Zeeland Township, and Park Township are billed quarterly for services rendered. Federal Operating grant revenues are received mid-late September, and State Reimbursed PPT Tax Loss Payments are typically received near the end of the fiscal year.

Expenses

Operating expenses for the one month ended October 31, 2023 totaled \$425,940.59, or 6% of budget. Operating expenses appear to be in line with expectations overall, however, expenses for Department 171 are at 16% of budget with the Contractual Miscellaneous Services account already exceeding the budgeted amount for FY 2024 given a large payment to Routematch.

Grant Activity

- ✓ Federal Operating Grant Revenue: \$0 of \$1,291,618 budgeted has been received.
- ✓ State Operating Grant Revenue (received at the beginning of each month) - \$179,181 of \$2,179,779 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 \$1,475,098 budgeted has been received.



Budget by Organization Report

Through 10/31/23
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	10,000.00	.00	10,000.00	8,717.42	.00	8,717.42	1,282.58	87	1,380.58
OTHER	76,000.00	.00	76,000.00	.00	.00	.00	76,000.00	0	20.35
Department 000 - General Revenues Totals	\$86,000.00	\$0.00	\$86,000.00	\$8,717.42	\$0.00	\$8,717.42	\$77,282.58	10%	\$1,400.93
Department 537 - Routine Transit Operations									
Division 4 - General									
TAXES	1,387,950.00	.00	1,387,950.00	190.85	.00	190.85	1,387,759.15	0	25,735.31
STATE REVENUE SHARING	88,878.00	.00	88,878.00	.00	.00	.00	88,878.00	0	.00
CHARGES FOR SERVICE	225,800.00	.00	225,800.00	17,157.15	.00	17,157.15	208,642.85	8	15,843.10
INTEREST AND RENTS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,315.35
OTHER	47,100.00	.00	47,100.00	(204.07)	.00	(204.07)	47,304.07	0	447.16
GAIN ON DISPOSAL OF CAPITAL ASSETS	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
LOAN PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 4 - General Totals	\$1,804,728.00	\$0.00	\$1,804,728.00	\$17,143.93	\$0.00	\$17,143.93	\$1,787,584.07	1%	\$43,340.92
Division 5 - Grants									
FEDERAL GRANTS	3,433,309.00	.00	3,433,309.00	9,125.00	.00	9,125.00	3,424,184.00	0	4,149.00
STATE GRANTS	2,193,779.00	.00	2,193,779.00	179,181.00	.00	179,181.00	2,014,598.00	8	135,811.00
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 5 - Grants Totals	\$5,627,088.00	\$0.00	\$5,627,088.00	\$188,306.00	\$0.00	\$188,306.00	\$5,438,782.00	3%	\$139,960.00
Division 6 - Operating Assistance									
CHARGES FOR SERVICE	248,086.00	.00	248,086.00	.00	.00	.00	248,086.00	0	.00
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 6 - Operating Assistance Totals	\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$0.00	\$248,086.00	0%	\$0.00
Division N - New Freedom									
TAXES	.00	.00	.00	.00	.00	.00	.00	+++	.00
CHARGES FOR SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Division T - Trolley									
CHARGES FOR SERVICE	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	.00
Division T - Trolley Totals	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Department 537 - Routine Transit Operations Totals	\$7,684,402.00	\$0.00	\$7,684,402.00	\$205,449.93	\$0.00	\$205,449.93	\$7,478,952.07	3%	\$183,300.92
REVENUE TOTALS	\$7,770,402.00	\$0.00	\$7,770,402.00	\$214,167.35	\$0.00	\$214,167.35	\$7,556,234.65	3%	\$184,701.85
EXPENSE									
Department 171 - Management & Administration									
PERSONNEL SERVICES	487,506.00	.00	487,506.00	23,346.10	.00	23,346.10	464,159.90	5	26,459.47
OTHER CURRENT EXPENDITURES	389,147.00	.00	389,147.00	116,715.12	2,755.76	116,715.12	269,676.12	31	33,899.13
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget by Organization Report

Through 10/31/23
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	.00	.00	.00	.00	.00	.00	+++	.00
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 171 - Management & Administration Totals	\$876,653.00	\$0.00	\$876,653.00	\$140,061.22	\$2,755.76	\$140,061.22	\$733,836.02	16%	\$60,358.60
Department 266 - Customer Service & Marketing									
PERSONNEL SERVICES	534,700.00	.00	534,700.00	34,245.04	.00	34,245.04	500,454.96	6	29,959.92
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division M - Mobility Grant									
PERSONNEL SERVICES	.00	.00	.00	4,436.82	.00	4,436.82	(4,436.82)	+++	344.80
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division M - Mobility Grant Totals	\$0.00	\$0.00	\$0.00	\$4,436.82	\$0.00	\$4,436.82	(\$4,436.82)	+++	\$344.80
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 266 - Customer Service & Marketing Totals	\$534,700.00	\$0.00	\$534,700.00	\$38,681.86	\$0.00	\$38,681.86	\$496,018.14	7%	\$30,304.72
Department 537 - Routine Transit Operations									
PERSONNEL SERVICES	2,846,882.00	.00	2,846,882.00	172,736.15	.00	172,736.15	2,674,145.85	6	156,348.74
OTHER CURRENT EXPENDITURES	601,100.00	(33,173.00)	567,927.00	33,127.85	.00	33,127.85	534,799.15	6	57,182.39
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	5,301.89	.00	5,301.89	(5,301.89)	+++	6,942.34
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$5,301.89	\$0.00	\$5,301.89	(\$5,301.89)	+++	\$6,942.34
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	\$3,447,982.00	(\$33,173.00)	\$3,414,809.00	\$211,165.89	\$0.00	\$211,165.89	\$3,203,643.11	6%	\$220,473.47
Department 591 - Transit Maintenance									
PERSONNEL SERVICES	226,775.00	.00	226,775.00	17,492.33	.00	17,492.33	209,282.67	8	13,199.50
OTHER CURRENT EXPENDITURES	390,904.00	.00	390,904.00	7,919.96	5,400.00	7,919.96	377,584.04	3	32,016.69
Division N - New Freedom									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 591 - Transit Maintenance Totals	\$617,679.00	\$0.00	\$617,679.00	\$25,412.29	\$5,400.00	\$25,412.29	\$586,866.71	5%	\$45,216.19



Budget by Organization Report

Through 10/31/23
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	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	.00
Department 890 - Contingencies Appropriation Totals	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%	\$0.00
Department CAP - Capital Outlay									
CAPITAL OUTLAY	1,993,388.00	(874,202.00)	1,119,186.00	10,619.33	.00	10,619.33	1,108,566.67	1	48,085.16
Department CAP - Capital Outlay Totals	\$1,993,388.00	(\$874,202.00)	\$1,119,186.00	\$10,619.33	\$0.00	\$10,619.33	\$1,108,566.67	1%	\$48,085.16
EXPENSE TOTALS	\$7,770,402.00	(\$907,375.00)	\$6,863,027.00	\$425,940.59	\$8,155.76	\$425,940.59	\$6,428,930.65	6%	\$404,438.14
Fund 103 - General Fund Totals									
REVENUE TOTALS	7,770,402.00	.00	7,770,402.00	214,167.35	.00	214,167.35	7,556,234.65	3%	184,701.85
EXPENSE TOTALS	7,770,402.00	(907,375.00)	6,863,027.00	425,940.59	8,155.76	425,940.59	6,428,930.65	6%	404,438.14
Fund 103 - General Fund Totals	\$0.00	\$907,375.00	\$907,375.00	(\$211,773.24)	(\$8,155.76)	(\$211,773.24)	\$1,127,304.00		(\$219,736.29)
Grand Totals									
REVENUE TOTALS	7,770,402.00	.00	7,770,402.00	214,167.35	.00	214,167.35	7,556,234.65	3%	184,701.85
EXPENSE TOTALS	7,770,402.00	(907,375.00)	6,863,027.00	425,940.59	8,155.76	425,940.59	6,428,930.65	6%	404,438.14
Grand Totals	\$0.00	\$907,375.00	\$907,375.00	(\$211,773.24)	(\$8,155.76)	(\$211,773.24)	\$1,127,304.00		(\$219,736.29)



Revenue Budget Performance Report

Fiscal Year to Date 10/31/23

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 000 - General Revenues										
REVENUE										
480665	Investment Income	10,000.00	.00	10,000.00	8,717.42	.00	8,717.42	1,282.58	87	1,380.58
490675.0	Private Donations General	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	.00
490692.0	Miscellaneous General	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	20.35
REVENUE TOTALS		\$86,000.00	\$0.00	\$86,000.00	\$8,717.42	\$0.00	\$8,717.42	\$77,282.58	10%	\$1,400.93
Department 000 - General Revenues Totals		\$86,000.00	\$0.00	\$86,000.00	\$8,717.42	\$0.00	\$8,717.42	\$77,282.58	10%	\$1,400.93
Department 537 - Routine Transit Operations										
Division 4 - General										
REVENUE										
400402	Property Tax	1,358,450.00	.00	1,358,450.00	.00	.00	.00	1,358,450.00	0	23,781.74
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	.00	25,000.00	0	1,671.39
400445	Interest & Penalties (Taxes)	1,500.00	.00	1,500.00	190.85	.00	190.85	1,309.15	13	282.18
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	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
460651.1B	Use & Admissions Fees Fares-Bus Fleet Rental	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
460651.1D	Use & Admissions Fees Fares-Demand/Response	50,000.00	.00	50,000.00	5,502.35	.00	5,502.35	44,497.65	11	4,389.60
460651.1F	Use & Admissions Fees Fares-Fixed Route	55,000.00	.00	55,000.00	5,419.00	.00	5,419.00	49,581.00	10	4,549.40
460651.1R	Use & Admissions Fees Fares-Adult Monthly	32,000.00	.00	32,000.00	2,134.50	.00	2,134.50	29,865.50	7	3,162.00
460651.1S	Use & Admissions Fees Fares-Daily Pass	2,000.00	.00	2,000.00	830.30	.00	830.30	1,169.70	42	96.60
460651.1T	Use & Admissions Fees Fares-Tickets	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	.00
460651.1X	Use & Admissions Fees Fares-Student Pass	5,500.00	.00	5,500.00	172.50	.00	172.50	5,327.50	3	138.00
460651.1DW	Use & Admissions Fees Fares-Reduced Demand/Response	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	100.00
460651.1FD	Use & Admissions Fees Fares-Reduced Monthly (Fixed/DR)	36,000.00	.00	36,000.00	2,640.00	.00	2,640.00	33,360.00	7	3,060.00
460651.1FR	Use & Admissions Fees Fares-Reduced Fixed Route	3,000.00	.00	3,000.00	338.50	.00	338.50	2,661.50	11	257.50
460651.1WP	Use & Admissions Fees Fares-Adult Weekly	3,000.00	.00	3,000.00	120.00	.00	120.00	2,880.00	4	90.00
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	.00	.00	.00	.00	.00	.00	.00	+++	1,315.35
490683.1	Reimbursements Michigan Transit Pool	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	.00
490685.1	Recoveries Insurance	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	.00
490692.0	Miscellaneous General	100.00	.00	100.00	(1.01)	.00	(1.01)	101.01	-1	.00
490692.E	Miscellaneous Lost Eligible Pass	200.00	.00	200.00	.00	.00	.00	200.00	0	10.00
490694	Cash Short/Over	.00	.00	.00	(203.06)	.00	(203.06)	203.06	+++	437.16
570674	Sale of Fixed Assets	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
REVENUE TOTALS		\$1,804,728.00	\$0.00	\$1,804,728.00	\$17,143.93	\$0.00	\$17,143.93	\$1,787,584.07	1%	\$43,340.92
Division 4 - General Totals		\$1,804,728.00	\$0.00	\$1,804,728.00	\$17,143.93	\$0.00	\$17,143.93	\$1,787,584.07	1%	\$43,340.92



Revenue Budget Performance Report

Fiscal Year to Date 10/31/23
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 537 - Routine Transit Operations										
Division 5 - Grants										
REVENUE										
540536.1	Federal Operating (Current Year)	566,000.00	.00	566,000.00	.00	.00	.00	566,000.00	0	.00
540536.4	Federal Mobility Management	56,000.00	.00	56,000.00	.00	.00	.00	56,000.00	0	.00
540536.6	Federal New Freedom	142,500.00	.00	142,500.00	.00	.00	.00	142,500.00	0	.00
540536.8	Federal Capital Outlay	1,193,711.00	.00	1,193,711.00	9,125.00	.00	9,125.00	1,184,586.00	1	4,149.00
540536.3A	Federal ARPA	1,475,098.00	.00	1,475,098.00	.00	.00	.00	1,475,098.00	0	.00
550570.1	State Operating (Current Year)	2,179,779.00	.00	2,179,779.00	179,181.00	.00	179,181.00	2,000,598.00	8	135,811.00
550570.4	State Mobility Management	14,000.00	.00	14,000.00	.00	.00	.00	14,000.00	0	.00
REVENUE TOTALS		\$5,627,088.00	\$0.00	\$5,627,088.00	\$188,306.00	\$0.00	\$188,306.00	\$5,438,782.00	3%	\$139,960.00
Division 5 - Grants Totals		\$5,627,088.00	\$0.00	\$5,627,088.00	\$188,306.00	\$0.00	\$188,306.00	\$5,438,782.00	3%	\$139,960.00
Division 6 - Operating Assistance										
REVENUE										
460627.1	Charges for Services Rendered Zeeland City	62,862.00	.00	62,862.00	.00	.00	.00	62,862.00	0	.00
460627.2	Charges for Services Rendered Park Township	137,190.00	.00	137,190.00	.00	.00	.00	137,190.00	0	.00
460627.9	Charges for Services Rendered Zeeland Twp	8,034.00	.00	8,034.00	.00	.00	.00	8,034.00	0	.00
460627.IN	Charges for Services Rendered MAX Share-Sale Mtr Coach Tickets	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
460627.INPS	Charges for Services Rendered Pass-Thru Sale Mtr Coach Tickets	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
REVENUE TOTALS		\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$0.00	\$248,086.00	0%	\$0.00
Division 6 - Operating Assistance Totals		\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$0.00	\$248,086.00	0%	\$0.00
Division T - Trolley										
REVENUE										
460651.2	Use & Admissions Fees Trolley Fares	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
460651.2C	Use & Admissions Fees Trolley Cleaning Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
REVENUE TOTALS		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Division T - Trolley Totals		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Department 537 - Routine Transit Operations Totals		\$7,684,402.00	\$0.00	\$7,684,402.00	\$205,449.93	\$0.00	\$205,449.93	\$7,478,952.07	3%	\$183,300.92
Fund 103 - General Fund Totals		\$7,770,402.00	\$0.00	\$7,770,402.00	\$214,167.35	\$0.00	\$214,167.35	\$7,556,234.65		\$184,701.85
Grand Totals		\$7,770,402.00	\$0.00	\$7,770,402.00	\$214,167.35	\$0.00	\$214,167.35	\$7,556,234.65		\$184,701.85



Expense Budget Performance Report

Fiscal Year to Date 10/31/23
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	346,266.00	.00	346,266.00	15,492.86	.00	15,492.86	330,773.14	4	18,647.09
711702	Payroll - Paid Time Off	30,000.00	.00	30,000.00	985.56	.00	985.56	29,014.44	3	1,132.68
711703	Payroll - Holidays	7,470.00	.00	7,470.00	.00	.00	.00	7,470.00	0	.00
711714	Safety Incentive	844.00	.00	844.00	.00	.00	.00	844.00	0	.00
711716.1	Insurance Health	34,312.00	.00	34,312.00	3,391.16	.00	3,391.16	30,920.84	10	3,064.74
711716.2	Insurance Dental	2,647.00	.00	2,647.00	202.44	.00	202.44	2,444.56	8	224.10
711716.4	Insurance Vision	632.00	.00	632.00	66.42	.00	66.42	565.58	11	69.52
711717	Insurance - Life & AD&D	321.00	.00	321.00	32.12	.00	32.12	288.88	10	24.09
711718	Retirement Contribution	26,000.00	.00	26,000.00	1,642.46	.00	1,642.46	24,357.54	6	1,588.66
711720	Insurance - Income Protection	3,172.00	.00	3,172.00	296.09	.00	296.09	2,875.91	9	220.48
711725	Compensated Absences Adjustment	318.00	.00	318.00	.00	.00	.00	318.00	0	.00
712715	Employer FICA/Medicare Contribution	30,900.00	.00	30,900.00	1,236.99	.00	1,236.99	29,663.01	4	1,488.11
712724	Workers Comp Insurance	4,624.00	.00	4,624.00	.00	.00	.00	4,624.00	0	.00
721730	Postage	836.00	.00	836.00	.00	.00	.00	836.00	0	.00
721740.0	Operating Supplies General	10,000.00	.00	10,000.00	20.36	.00	20.36	9,979.64	0	503.03
721740.TECH	Operating Supplies Equipment IT	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
721905	Photocopies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
722801.9000	Contractual-Promotions/Printing Printing	5,100.00	.00	5,100.00	.00	.00	.00	5,100.00	0	.00
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	72,754.00	.00	72,754.00	2,771.18	.00	2,771.18	69,982.82	4	73.00
722801.9080	Contractual-Promotions/Printing Publishing-News Media	8,000.00	.00	8,000.00	317.89	.00	317.89	7,682.11	4	240.00
722803.9	Contractual-Human Resources Flex Benefits	2,500.00	.00	2,500.00	395.07	.00	395.07	2,104.93	16	384.00
722803.10	Contractual-Human Resources Employee Assistance	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	.00
722804	Contractual-Legal	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
722805.1	Contractual-Finance/Property Independent Audit	12,691.00	.00	12,691.00	.00	.00	.00	12,691.00	0	.00
722805.4	Contractual-Finance/Property Financial Service Fees	10,500.00	.00	10,500.00	265.81	.00	265.81	10,234.19	3	789.76
722805.12	Contractual-Finance/Property Accounting & Collections	90,971.00	.00	90,971.00	17,823.14	.00	17,823.14	73,147.86	20	9,156.41
722805.15	Contractual-Finance/Property Finance Software	.00	.00	.00	26,460.00	.00	26,460.00	(26,460.00)	+++	.00
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	1,068.00	.00	1,068.00	.00	.00	.00	1,068.00	0	.00
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
722809.41	Contractual-Miscellaneous Services	41,000.00	.00	41,000.00	53,960.34	.00	53,960.34	(12,960.34)	132	4,034.00
723850.0	Communications Telephone	8,530.00	.00	8,530.00	.00	.00	.00	8,530.00	0	.00
723850.CELL	Communications Cellular	12,646.00	.00	12,646.00	1,109.95	.00	1,109.95	11,536.05	9	871.21
723860	Travel, Conf, Seminars	11,000.00	.00	11,000.00	264.00	.00	264.00	10,736.00	2	.00
723920.1	Public Utilities Depot	20,000.00	.00	20,000.00	2,445.75	.00	2,445.75	17,554.25	12	1,741.04
723920.2	Public Utilities Greenway	31,391.00	.00	31,391.00	330.00	.00	330.00	31,061.00	1	472.86
723955.0	Miscellaneous General	2,525.00	.00	2,525.00	.00	.00	.00	2,525.00	0	.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 171 - Management & Administration										
EXPENSE										
723955.11	Miscellaneous Internet Ticket Sales	3,000.00	.00	3,000.00	289.11	.00	289.11	2,710.89	10	179.76
723960	Education & Training	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	4,000.00
723961	Dues & Subscriptions	15,000.00	.00	15,000.00	10,256.00	.00	10,256.00	4,744.00	68	11,252.00
723964.2	Refunds Property Tax Prior Years	835.00	.00	835.00	6.52	.00	6.52	828.48	1	.00
723969	Employee Events	10,000.00	.00	10,000.00	.00	2,755.76	.00	7,244.24	28	202.06
EXPENSE TOTALS		\$876,653.00	\$0.00	\$876,653.00	\$140,061.22	\$2,755.76	\$140,061.22	\$733,836.02	16%	\$60,358.60
Department 171 - Management & Administration Totals		(\$876,653.00)	\$0.00	(\$876,653.00)	(\$140,061.22)	(\$2,755.76)	(\$140,061.22)	(\$733,836.02)	16%	(\$60,358.60)
Department 266 - Customer Service & Marketing										
EXPENSE										
710701.0	Payroll-Regular General	350,200.00	.00	350,200.00	19,580.90	.00	19,580.90	330,619.10	6	18,068.56
710707.0	Payroll-Temporary Help General	5,000.00	.00	5,000.00	1,839.76	.00	1,839.76	3,160.24	37	.00
710709.0	Payroll - Overtime General	.00	.00	.00	92.06	.00	92.06	(92.06)	+++	70.84
711702	Payroll - Paid Time Off	14,200.00	.00	14,200.00	973.00	.00	973.00	13,227.00	7	1,755.46
711703	Payroll - Holidays	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
711714	Safety Incentive	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
711715	Shift Premium	.00	.00	.00	45.60	.00	45.60	(45.60)	+++	.00
711716.1	Insurance Health	90,000.00	.00	90,000.00	7,243.96	.00	7,243.96	82,756.04	8	5,981.60
711716.2	Insurance Dental	5,000.00	.00	5,000.00	518.56	.00	518.56	4,481.44	10	399.12
711716.4	Insurance Vision	1,200.00	.00	1,200.00	157.16	.00	157.16	1,042.84	13	120.34
711717	Insurance - Life & AD&D	800.00	.00	800.00	72.27	.00	72.27	727.73	9	72.27
711718	Retirement Contribution	20,000.00	.00	20,000.00	1,656.32	.00	1,656.32	18,343.68	8	1,610.90
711720	Insurance - Income Protection	4,500.00	.00	4,500.00	427.83	.00	427.83	4,072.17	10	427.83
712715	Employer FICA/Medicare Contribution	28,300.00	.00	28,300.00	1,637.62	.00	1,637.62	26,662.38	6	1,453.00
712724	Workers Comp Insurance	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
EXPENSE TOTALS		\$534,700.00	\$0.00	\$534,700.00	\$34,245.04	\$0.00	\$34,245.04	\$500,454.96	6%	\$29,959.92
Division M - Mobility Grant										
EXPENSE										
710701.0	Payroll-Regular General	.00	.00	.00	4,079.34	.00	4,079.34	(4,079.34)	+++	320.35
710701.1	Payroll-Regular Drivers	.00	.00	.00	37.34	.00	37.34	(37.34)	+++	.00
712715	Employer FICA/Medicare Contribution	.00	.00	.00	320.14	.00	320.14	(320.14)	+++	24.45
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$4,436.82	\$0.00	\$4,436.82	(\$4,436.82)	+++	\$344.80
Division M - Mobility Grant Totals		\$0.00	\$0.00	\$0.00	(\$4,436.82)	\$0.00	(\$4,436.82)	\$4,436.82	+++	(\$344.80)
Department 266 - Customer Service & Marketing Totals		(\$534,700.00)	\$0.00	(\$534,700.00)	(\$38,681.86)	\$0.00	(\$38,681.86)	(\$496,018.14)	7%	(\$30,304.72)
Department 537 - Routine Transit Operations										
EXPENSE										
710701.1	Payroll-Regular Drivers	1,203,000.00	.00	1,203,000.00	67,315.15	.00	67,315.15	1,135,684.85	6	63,857.13
710701.2	Payroll-Regular Other Operations	386,250.00	.00	386,250.00	20,696.85	.00	20,696.85	365,553.15	5	17,151.84



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Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
EXPENSE										
710701.3	Payroll-Regular Dispatch	113,300.00	.00	113,300.00	6,823.00	.00	6,823.00	106,477.00	6	5,594.71
710707.1	Payroll-Temporary Help Drivers	95,000.00	.00	95,000.00	7,435.96	.00	7,435.96	87,564.04	8	4,553.09
710707.2	Payroll-Temporary Help Other Operations	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	2,935.50
710709.1	Payroll - Overtime Drivers	50,000.00	.00	50,000.00	7,628.07	.00	7,628.07	42,371.93	15	2,562.29
710709.2	Payroll - Overtime Other Operations	.00	.00	.00	978.27	.00	978.27	(978.27)	+++	961.21
710709.3	Payroll - Overtime Dispatch	.00	.00	.00	193.32	.00	193.32	(193.32)	+++	490.12
711702	Payroll - Paid Time Off	110,000.00	.00	110,000.00	6,052.43	.00	6,052.43	103,947.57	6	7,480.50
711703	Payroll - Holidays	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	.00
711705	Payroll - Bereavement	.00	.00	.00	379.72	.00	379.72	(379.72)	+++	.00
711714	Safety Incentive	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
711715	Shift Premium	.00	.00	.00	1,359.00	.00	1,359.00	(1,359.00)	+++	.00
711716.1	Insurance Health	400,000.00	.00	400,000.00	31,135.44	.00	31,135.44	368,864.56	8	29,432.50
711716.2	Insurance Dental	28,000.00	.00	28,000.00	1,915.22	.00	1,915.22	26,084.78	7	2,140.58
711716.4	Insurance Vision	8,000.00	.00	8,000.00	597.68	.00	597.68	7,402.32	7	648.69
711717	Insurance - Life & AD&D	3,500.00	.00	3,500.00	297.10	.00	297.10	3,202.90	8	303.93
711718	Retirement Contribution	110,000.00	.00	110,000.00	8,953.37	.00	8,953.37	101,046.63	8	8,150.42
711720	Insurance - Income Protection	37,532.00	.00	37,532.00	2,277.16	.00	2,277.16	35,254.84	6	2,312.62
711725	Compensated Absences Adjustment	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
712715	Employer FICA/Medicare Contribution	152,300.00	.00	152,300.00	8,698.41	.00	8,698.41	143,601.59	6	7,773.61
712723	Unemployment Comp Insurance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
712724	Workers Comp Insurance	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	.00
721742	Anti-Freeze & Oil	3,000.00	.00	3,000.00	434.60	.00	434.60	2,565.40	14	474.88
721744.UNIF	Clothing Uniforms	21,000.00	(1,003.00)	19,997.00	.00	.00	.00	19,997.00	0	.00
721748.0	Gasoline General	350,000.00	.00	350,000.00	25,299.33	.00	25,299.33	324,700.67	7	.00
721939.3	Vehicle Maintenance Tires	25,000.00	(32,170.00)	(7,170.00)	1,954.92	.00	1,954.92	(9,124.92)	-27	1,654.87
722803.6	Contractual-Human Resources Drug/Alcohol Testing	10,000.00	.00	10,000.00	442.00	.00	442.00	9,558.00	4	954.25
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	4,997.00	.00	4,997.00	170,003.00	3	53,135.00
723910.1	Commercial Insurance Premiums Depot	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	963.39
723964.3	Refunds Operating Assistance PY	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
EXPENSE TOTALS		\$3,447,982.00	(\$33,173.00)	\$3,414,809.00	\$205,864.00	\$0.00	\$205,864.00	\$3,208,945.00	6%	\$213,531.13
Division N - New Freedom										
EXPENSE										
710701.1	Payroll-Regular Drivers	.00	.00	.00	3,999.26	.00	3,999.26	(3,999.26)	+++	6,048.94
710701.3	Payroll-Regular Dispatch	.00	.00	.00	452.19	.00	452.19	(452.19)	+++	.00
710709.1	Payroll - Overtime Drivers	.00	.00	.00	297.23	.00	297.23	(297.23)	+++	431.40
711715	Shift Premium	.00	.00	.00	182.40	.00	182.40	(182.40)	+++	.00



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Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
Division N - New Freedom										
EXPENSE										
712715	Employer FICA/Medicare Contribution	.00	.00	.00	370.81	.00	370.81	(370.81)	+++	462.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$5,301.89	\$0.00	\$5,301.89	(\$5,301.89)	+++	\$6,942.34
Division N - New Freedom Totals		\$0.00	\$0.00	\$0.00	(\$5,301.89)	\$0.00	(\$5,301.89)	\$5,301.89	+++	(\$6,942.34)
Department 537 - Routine Transit Operations Totals		(\$3,447,982.00)	\$33,173.00	(\$3,414,809.00)	(\$211,165.89)	\$0.00	(\$211,165.89)	(\$3,203,643.11)	6%	(\$220,473.47)
Department 591 - Transit Maintenance										
EXPENSE										
710701.0	Payroll-Regular General	121,500.00	.00	121,500.00	7,946.42	.00	7,946.42	113,553.58	7	5,751.60
710707.0	Payroll-Temporary Help General	33,475.00	.00	33,475.00	2,444.79	.00	2,444.79	31,030.21	7	2,239.72
710709.0	Payroll - Overtime General	.00	.00	.00	1,365.40	.00	1,365.40	(1,365.40)	+++	1,334.67
711702	Payroll - Paid Time Off	8,000.00	.00	8,000.00	232.50	.00	232.50	7,767.50	3	.00
711703	Payroll - Holidays	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
711714	Safety Incentive	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
711715	Shift Premium	.00	.00	.00	207.60	.00	207.60	(207.60)	+++	.00
711716.1	Insurance Health	30,000.00	.00	30,000.00	3,163.50	.00	3,163.50	26,836.50	11	2,272.06
711716.2	Insurance Dental	3,500.00	.00	3,500.00	227.60	.00	227.60	3,272.40	7	162.62
711716.4	Insurance Vision	1,200.00	.00	1,200.00	67.00	.00	67.00	1,133.00	6	47.32
711717	Insurance - Life & AD&D	300.00	.00	300.00	24.09	.00	24.09	275.91	8	16.06
711718	Retirement Contribution	8,000.00	.00	8,000.00	748.11	.00	748.11	7,251.89	9	566.91
711720	Insurance - Income Protection	1,800.00	.00	1,800.00	167.58	.00	167.58	1,632.42	9	120.48
712715	Employer FICA/Medicare Contribution	12,400.00	.00	12,400.00	897.74	.00	897.74	11,502.26	7	688.06
712724	Workers Comp Insurance	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
721740.8	Operating Supplies Cleaning Materials	15,000.00	.00	15,000.00	1,544.34	5,400.00	1,544.34	8,055.66	46	1,254.35
721740.18	Operating Supplies Repair Parts	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
721931.1	Building & Grounds Maintenance Depot	15,000.00	.00	15,000.00	3,700.57	.00	3,700.57	11,299.43	25	305.70
721931.2	Building & Grounds Maintenance Greenway	25,000.00	.00	25,000.00	1,310.19	.00	1,310.19	23,689.81	5	1,605.38
721932.1	Mechanical Maintenance Depot	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
721933.1	Equipment Maintenance Radio Maintenance	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
721933.2	Equipment Maintenance Office Equipment	4,000.00	.00	4,000.00	1,031.11	.00	1,031.11	2,968.89	26	600.83
721939.1	Vehicle Maintenance Mechanical	304,404.00	.00	304,404.00	333.75	.00	333.75	304,070.25	0	28,197.63
721939.4	Vehicle Maintenance Bodywork	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	52.80
721939.6	Vehicle Maintenance Graphics	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
722808.1	Contractual-Buildings & Grounds Depot Janitorial	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
722808.4	Contractual-Buildings & Grounds Depot Lawn Care	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
722808.5	Contractual-Buildings & Grounds Depot Snow Removal	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
EXPENSE TOTALS		\$617,679.00	\$0.00	\$617,679.00	\$25,412.29	\$5,400.00	\$25,412.29	\$586,866.71	5%	\$45,216.19
Department 591 - Transit Maintenance Totals		(\$617,679.00)	\$0.00	(\$617,679.00)	(\$25,412.29)	(\$5,400.00)	(\$25,412.29)	(\$586,866.71)	5%	(\$45,216.19)



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Fund 103 - General Fund										
Department 890 - Contingencies Appropriation										
EXPENSE										
770956.0	Contingency General	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	.00
EXPENSE TOTALS		\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%	\$0.00
Department 890 - Contingencies Appropriation Totals		(\$300,000.00)	\$0.00	(\$300,000.00)	\$0.00	\$0.00	\$0.00	(\$300,000.00)	0%	\$0.00
Department CAP - Capital Outlay										
EXPENSE										
730974	Land Improvements	500,000.00	.00	500,000.00	.00	.00	.00	500,000.00	0	.00
730975.10	Buildings & Structures Grant MI-2021-010	.00	.00	.00	.00	.00	.00	.00	+++	41,709.00
730977	Machinery & Equipment	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	540.16
730977.10	Machinery & Equipment Grant MI-2021-010	.00	(3,996.00)	(3,996.00)	.00	.00	.00	(3,996.00)	0	5,836.00
730977.39	Machinery & Equipment Grant MI-2020-039	.00	.00	.00	10,619.33	.00	10,619.33	(10,619.33)	+++	.00
730981	Vehicle	1,448,388.00	.00	1,448,388.00	.00	.00	.00	1,448,388.00	0	.00
730981.10	Vehicle Grant MI-2021-010	.00	(870,206.00)	(870,206.00)	.00	.00	.00	(870,206.00)	0	.00
EXPENSE TOTALS		\$1,993,388.00	(\$874,202.00)	\$1,119,186.00	\$10,619.33	\$0.00	\$10,619.33	\$1,108,566.67	1%	\$48,085.16
Department CAP - Capital Outlay Totals		(\$1,993,388.00)	\$874,202.00	(\$1,119,186.00)	(\$10,619.33)	\$0.00	(\$10,619.33)	(\$1,108,566.67)	1%	(\$48,085.16)
Fund 103 - General Fund Totals		\$7,770,402.00	(\$907,375.00)	\$6,863,027.00	\$425,940.59	\$8,155.76	\$425,940.59	\$6,428,930.65		\$404,438.14
Grand Totals		\$7,770,402.00	(\$907,375.00)	\$6,863,027.00	\$425,940.59	\$8,155.76	\$425,940.59	\$6,428,930.65		\$404,438.14

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 12/7/23

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-722801.9010	HOLLAND LITHO SERVICE INC	176640	COURTESY RULES BROCHURE FOR MAX	501.60
		176648	HALF FARE RACK CARD FOR MAX	256.69
103-171-722801.9080	ZEELAND RECORD	1038296	HIRING ADS FOR NOVEMBER 2023 FOR MAX	118.00
103-171-722809.41	LEFF, SARAH	LS03203	WEBSITE MAINTENANCE AND HOSTING FOR MAX	125.00
	SURPRENANT, VERNA	6403	OFFICE CLEANING - DEPOT NOVEMBER 2023	1,350.00
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2024-00000030	MAX	11.25
	SEMCO ENERGY - ACH	2024-00000032	NOVEMBER READ DATES FOR GAS UTILITIES	331.23
103-171-723920.2	SEMCO ENERGY - ACH	2024-00000032	NOVEMBER READ DATES FOR GAS UTILITIES	378.27
103-537-721742	J&H OIL CO	13376122	DIESEL EXHAUST FLUID FOR MAX	451.00
103-537-721939.3	POMP'S TIRE SERVICE	2024-00000031	MAX TIRES	3,335.44
103-591-721740.8	BIRCH FAMILY CLINICAL SERVICES LLC	2	SANITIZING WIPES FOR MAX	5,400.00
103-591-721931.1	LUMICHRON	128310	SERVICE CALL FOR DEPOT CLOCK FOR MAX	400.00
	NEW DAWN LINEN SERVICE, LLC	31860	RUGS FOR MAX DEPOT	43.31
	VAN DYKEN MECHANICAL, INC	343177	PREVENTITIVE MAINTENANCE FOR DEPOT	610.00
103-591-721931.2	RETTOP ENTERPRISES LLC	8028	SERVICE ON ADVANCE ALL-CLEANER XP	260.00
	VAN DYKEN MECHANICAL, INC	343176	PREVENTITIVE MAINTENANCE AT GREENWAY	691.00
	WESTENBROEK MOWER INC	837708	MAINTENANCE SUPPLIES FOR MAX	315.91
103-591-721933.2	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	5027660066	COPIER LEASE FOR MAX	378.00
103-591-721939.1	K&R TRUCK REPAIR	R201104548.01	BODY SHOP WORK FOR FORD TRANSIT	665.99
103-591-721939.6	ZEELAND RECORD	1038286	VAN LOGO REPAIR FOR MAX	55.00
103-591-722808.5	AESTHETIC GARDENER LLC	15320	SHOVELING AND SNOW REMOVAL IN NOVEMBER GREENWAY	1,066.25
		15326	SHOVELING AND SNOW REMOVAL IN NOVEMBER DEPOT	693.25
750-210231.D	MISSION SQUARE	2024-00000029	DEF-ICMA% - Deferred Comp - ICMA %*	2,080.65
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2024-00000027	HSA-ADD - HSA Additional Contribution	470.76
750-210231.M	MERS - ACH	2024-00000028	PENSION - Pension - Original*	11,323.97
Grand Total				31,312.57