



**MAX Transportation Authority Board  
Meeting Agenda  
Monday, June 24, 2024**

1. May 2024 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
  - b) List of Marketing Projects - Information
4. Executive Committee
  - a) Request to Submit Transportation Alternatives Program (TAP) Competitive Grant Program Application – Action
  - b) Relocation of Bus Shelter & Approval of Lease Agreement for James Street Center - Action
  - c) Proposed Employee Wage Adjustment – Action
  - d) Fare Adjustments to Launch VIA Scheduling Software – Action
  - e) Update on VIA Scheduling Software Launch – Information
  - f) Update on MAX Transit Route Restoration – Information
  - g) Ridership Reports for May 2024 – Information
  - h) Financial Reports for May 2024 – Information
  - i) Expenditure Reports for May 2024 – Information
5. Director’s Report

**Next meeting is Monday, July 22, 2024 at 3:30 p.m.**



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**TO:** MAX Authority Board  
**FROM:** Kait Riegling – Procurement Coordinator/Grant Specialist  
**RE:** Transportation Alternatives Program (TAP) Funding  
**MEETING DATE:** June 24, 2024

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In order to cover the costs associated with the recently adopted changes to services as proposed in the comprehensive transit study conducted with Transpo Group, MAX is requesting the approval to submit an application for the Michigan Transportation Alternatives Program (TAP) Funding. The deadline for the application would be October 2, 2024, with rough draft due to the MDOT Grant Coordinator due by July 10, 2024.

TAP is a competitive grant with \$24.5 million dollars available annually to be used on projects to enhance Michigan's intermodal transportation system and provide alternative transportation options. MAX will request funds to install new bus shelters with solar lighting, new system maps and brochures, bus stop signs, and other service change related projects. MAX is requesting up to \$250,000, these funds would support the unfunded costs of the Michigan Shared Streets and Spaces Grant that MAX applied for earlier this month. The TAP funding does require a match at a minimum of 20 percent but most projects match requirements are determined to 35 – 45 percent as MDOT would like to see strong local community support.

MAX Staff is asking the board to approve the submittal of the TAP Funding application for the October 2<sup>nd</sup> deadline.

## MEMO

### Board Action Item

Date: June 24, 2024

To: MAX Authority Board

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

Re: Relocation of MAX Bus Shelter - Lease Agreement

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In March, MAX was contacted by Essenburg Investment Company who manages the commercial property at 115 Clover Street in Holland Township where our bus shelter is located. They expressed concern that our buses were damaging the blacktop entering their property and surrounding the bus shelter. Assessing their parking lot, it was determined that this was normal wear and tear and not exclusively the result of our vehicles. During this same time, the MAX Transit Study identified three stops along Clover Street that consistently recognized low ridership and had plans to remove those stops once the study is complete and new routes are introduced in 2025. Due to the situation, staff eliminated those stops in May with minimal disruption to passengers.

In 2006, a bus shelter was placed at 285 James Street property in Holland Township, serving area residents and businesses, as well as those seeking medical attention at Intercare Community Health; a highly used health care center located at this property. A few years ago, that shelter was damaged beyond repair and never replaced. Speaking with Capstone Companies who manage that property, they have agreed to allow MAX to relocate the bus shelter from Clover Street to their property.

Attached for review is the lease agreement between MAX Transit and Capstone Companies. The agreement was reviewed by attorneys from both parties and presented today for Board approval.

### **Board Action**

MAX staff requests Board approval of the lease agreement between MAX Transit and Capstone Companies as written for placement of a bus shelter at 285 James Street in Holland Township.

## MACATAWA AREA EXPRESS (“MAX”) BUS STOP LEASE

This Macatawa Area Express (“MAX”) Bus Stop Lease (the “Lease”) is made this 18<sup>TH</sup> day of JUNE, 2024 between James Street Center, LLC, of P.O. Box 261, Grand Haven, Michigan 49417 (the “Landlord”), and the Macatawa Area Express Transportation Authority, a Michigan public transportation system under Act 196 of 1986 of 171 Lincoln, Ste. 20, Holland, Michigan 49423 (the “Tenant”).

### Background

The Tenant desires to lease a portion of the real property from the Landlord for the purpose of operating a MAX bus stop. The parties desire to enter into this Lease to provide for the terms and conditions of the Tenant’s operation of a MAX bus stop on the Leased Premises.

Therefore, the parties agree as follows:

### Terms

1. Leased Premises. This Lease governs the lease by Tenant from Landlord of a bus stop area on the MAX bus route. The Leased Premises shall be located on property commonly known as 285 James Street, Holland, Michigan 49424 (Parcel No. 70-16-18-400-123) (the “Property”), which Property is situated in the Township of Holland, County of Ottawa and State of Michigan. The location of the bus stop area designated by the Landlord is visually shown on **Exhibit A** attached hereto and incorporated herein by reference, and the area highlighted on said Exhibit A is the “Leased Premises”. The Leased Premises includes only the bus stop area designated on Exhibit A, and no other areas in or on the Property.

2. Term. The term of this Lease shall commence on JUNE 18, 2024, and shall be automatically extended from year to year until MAY 31, 2039. Notwithstanding the foregoing sentence, this Lease may be terminated by either party, without cause, upon sixty (60) days advance written notice to the other party. Notice shall be deemed given when received by the other party.

3. Rent. The Tenant is not obligated to pay any rent for the use of the Leased Premises.

4. Insurance. Tenant shall, at its expense, obtain a policy of comprehensive general liability insurance in an amount at least equal to One Million Dollars (\$1,000,000.00) single-limit coverage for property damage, bodily injury or death, and shall indemnify, defend and hold harmless the Landlord against any claim for injury to persons or loss or damage to property resulting from Tenant’s activity on the Leased Premises. Landlord shall be named as an additional insured party on such policies, and a certificate of insurance shall be delivered to Landlord prior to commencement of this Lease. Any certificate of insurance provided hereunder shall include a provision prohibiting the cancellation of such policy except upon 90 days advance written notice to Landlord. The terms of this Paragraph shall not impair or prevent the Tenant from implementing a self-insured retention program for the insurance required by this Paragraph.

5. Use and Operation of Leased Premises. The use and operation of the Leased Premises shall be on the following terms and conditions:

(a) Use. Tenant shall use the Leased Premises as a bus stop for MAX bus riders. Tenant may install signage to identify the bus stop location as agreed upon by the parties at the commencement of this Lease. Tenant shall utilize the Leased Premises as described above and for no other use or purpose. Other than as elsewhere set forth in Paragraph 5(d), Tenant is responsible, at its sole cost, to properly maintain and keep the Leased Premises clean, orderly and in a safe condition. The use of the Leased Premises shall never ripen into a claim of title.

(b) Maintenance. The Tenant shall provide snow and rubbish removal for the Leased Premises. Tenant shall be responsible for maintenance of the Leased Premises, its personal property and fixtures, including the bus shelter.

(c) Surfacing. The Leased Premises shall have a black-topped or concrete surface, which Landlord shall allow the placement thereof. Tenant shall be responsible for constructing and installing, and maintaining in good condition, such black-topped or concrete surface within the Leased Premises, and Landlord shall have no obligation to maintain or to initially construct and install such black-topped or concrete surface.

(d) Liability. Tenant assumes all liability for losses, damages or expenses resulting from (i) personal injury or (ii) property damage to the Leased Premises arising out of Tenant's use of the Leased Premises or caused by Tenant, Tenant's agents or employees, Tenant's equipment, including Tenant's buses, or MAX bus riders, to the Leased Premises. In the event Tenant causes damage to underground irrigation or other underground utility lines in conjunction with constructing, installing or maintaining a black-topped or concrete surface within the Leased Premises, or installing, maintaining or using the bus shelter and other fixtures or improvements within the Leased Premises, Tenant shall promptly repair such damages.

6. Assignment or Subletting. Tenant shall not transfer or assign this Lease, or sublet the Leased Premises, without in each instance first obtaining the written consent thereto of Landlord.

7. Quiet Enjoyment. Landlord covenants and agrees that Tenant shall, contingent upon Tenant's compliance with the terms and conditions of this Lease, quietly and peaceably hold, possess and enjoy the Leased Premises in accordance with the terms hereof for the full term of this Lease.

8. Destruction. If the Leased Premises or any part thereof shall be damaged or destroyed as a result of any casualty during the term of this Lease, Tenant shall, with due diligence, proceed to restore and repair the damage. Tenant shall have no right in any insurance proceeds under Landlord's insurance policy with respect to the Leased Premises. In addition, if damage or destruction is caused to the Leased Premises by Tenant or MAX users, Tenant shall restore the Leased Premises within thirty (30) days of said damage or destruction or, failing that, Landlord shall have the right to repair said damage or destruction in a manner it deems fit, in its sole discretion, and charge back to Tenant all costs thereof. In the event of damage that, in Landlord's sole opinion, is a threat to public safety, health and welfare, then Landlord may, but shall not be obligated to, immediately restore to a safe condition, the Leased Premises and charge back to Tenant the cost thereof.

9. Alterations/Construction of the Bus Shelter. Other than the required construction of a bus shelter in accordance with Landlord's requirements as set forth on **Exhibit B** attached hereto and made a part hereof and except as provided in Paragraph 15, Tenant shall make no alterations to the Leased Premises, whether structurally or otherwise, without the prior written consent of Landlord.

10. Default. If there shall be a material default on the part of Tenant in the performance of the conditions or covenants of this Lease specified to be performed on the part of Tenant, and such default in performance shall continue for a period of thirty (30) after written notice thereof has been given by Landlord to Tenant, the Lease will terminate and the Tenant will redeliver the Leased Premises to the Landlord as provided in Paragraph 11.

11. Redelivery of Possession. Within sixty (60) days of the termination of this Lease, Tenant shall surrender and return to Landlord the Leased Premises and each and every part thereof, by which time Tenant shall have removed its bus stop shelter and all other of its property, structures and improvements placed on or made to the Leased Premises, all in good condition and repair, and in the same or reasonably similar condition as at the time of delivery. Any property not removed by Tenant at the time of redelivery of possession shall be deemed abandoned to Landlord, which abandoned property Landlord may retain or, at Tenant's expense, have removed and disposed of.

12. Access. Tenant shall permit Landlord, or its agents, to inspect the Leased Premises at any reasonable time or for any emergency reason at any time.

13. Notices. All notices to be given hereunder shall be sufficiently given or rendered if sent by registered mail or certified mail, return receipt requested, or by nationally recognized overnight carrier to the addresses shown on this Lease or at such other address as Landlord or Tenant may designate in writing from time to time. The time of the rendition or giving of such notice shall be deemed to be the time when same is received by the party to whom the notice is sent or the time such party refuses to receive the notice.

14. Eminent Domain. If the fee of the Leased Premises and the land underlying the same are condemned or appropriated by any apparent competent authority, then and in that event the term of this Lease shall cease and terminate on the date possession is to be given to the condemning authority unless an earlier date is set by Landlord. In the event of any condemnation or taking as aforesaid, whether whole or partial, the Tenant shall not be entitled to any part of the award paid for such condemnation and Landlord is to receive the full amount of such award, the Tenant hereby expressly waiving any right or claim to any part thereof.

15. Compliance with Laws, Ordinances and Regulations. The Tenant shall promptly comply with, and shall be solely responsible for all costs incurred in complying with, all present and future laws, ordinances, orders, rules and regulations of all federal, state, county, municipal and other governmental authorities having or apparently having any jurisdiction over the Leased Premises and with any direction or recommendation of any public officer or officers, pursuant to law, and of any insurance company carrying any insurance on the Leased Premises and the Board of Fire Underwriters and any other board or organization exercising similar functions, affecting the Leased Premises, and the cleanliness, safety, use and occupation thereof, whether said duty is imposed upon the Landlord or Tenant. Tenant represents and warrants that it shall keep or cause to be kept the Leased Premises free from any substance that is considered a hazardous substance under any federal, state or local law, and shall not use, generate, manufacture, refine, store, treat, transport

or dispose of any hazardous substance in, on, or from the Leased Premises. Tenant agrees to comply with the “Americans With Disabilities Act of 1990” as the same may be changed or supplemented and Tenant also agrees to comply with any and all similar federal, state and local laws, rules and regulations (the “ADA”). Tenant assumes sole responsibility for compliance (and the cost thereof) with the ADA within the Leased Premises. This responsibility for compliance under the ADA includes all means of ingress and egress to the Leased Premises, including all required additions, repairs, auxiliary aids, barrier removal and/or alternative measures to barrier removal. If alterations to the Leased Premises are necessary to comply with the provisions of this Paragraph, the Tenant may make such alterations and will provide notice to the Landlord.

16. Confidentiality/Recording. Subject to the terms and conditions of the Michigan Freedom of Information and Open Meetings Act, Tenant agrees that it will not record this Lease or otherwise make it a matter of public record, nor disclose it to any third party without Landlord’s prior written consent, or unless required in any litigation involving Tenant, or as otherwise required by law.

17. Waiver. Waiver or forbearance of any default in the performance by Tenant of conditions or covenants of this Lease, shall not be construed as a waiver or forbearance of any default in the future performance of the same or any other conditions or covenants of this Lease.

18. Complete Agreement. Landlord and Tenant each hereby acknowledge that this Lease encompasses the entire Lease of the parties, and that there are no other leases or understandings between them with respect to the Leased Premises. This Lease shall not be modified, except in writing and subscribed to by all parties hereto.

19. Successors and Assigns. This Lease shall inure to the benefit of and be binding upon the parties hereto, their successors and assigns, to the extent consistent with Paragraph 6 hereof, and so long as Tenant’s successor is a governmental entity or transportation authority duly authorized to provide public transportation services.

20. No Representation of Ownership. Notwithstanding any other provision of this Lease to the contrary, Landlord makes no representation or warranty as to its ownership of all or any portion of the Leased Premises located within the James Street road right of way.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year first above written.

Witnesses:

x     M. Annie M. Moody      
Witness

**LANDLORD:**

    JAMES STREET CENTER, LLC    

By     [Signature]      
DAVID L. TEN CATE, MEMBER  
Authorized Signer

**TENANT:**

MACATAWA AREA EXPRESS  
TRANSPORTATION AUTHORITY

x \_\_\_\_\_  
Witness

By \_\_\_\_\_  
Russell TeSlaa  
Authority Board Chairperson

By \_\_\_\_\_  
Joe Baumann  
Authority Board Secretary/Treasurer



**EXHIBIT A**  
**Map of Leased Premises**



**EXHIBIT B**  
**Tenant's Construction**

1. Tenant has inspected the Leased Premises and accepts the same in an "as is" condition. Any work necessary to prepare the Leased Premises for the Tenant's use including but not limited to alterations, redecorating, modification of utilities, sprinkler systems, if any, etc. for use as a bus shelter, is the Tenant's responsibility. All such work shall be in accordance with all the terms, covenants and conditions of this Lease and all work shall be completed in accordance with national, state and local codes and all authorities having jurisdiction.
2. All of Tenant's work must, before any work is started in the Leased Premises, receive the approval of Landlord. The Tenant shall submit for such approval detailed plans and specifications for all of Tenant's work required to be performed pursuant to this Lease. It is a requirement of this Lease that said plans must be approved by the Landlord which approval shall be at the sole discretion of the Landlord.

In order to obtain such approval of the Landlord for such work, all such plans and specifications therefor must comply with each of the following, and all terms, covenants and conditions of the Lease including any and all Schedules or Exhibits attached thereto:

- (a) Comply with all applicable statutes, ordinances, regulations and codes and the requirements of any governmental regulatory body and deliver to Landlord appropriate certificates showing compliance with the foregoing. Landlord's approval of Tenant's drawings does not relieve Tenant of compliance with any of these requirements.
  - (b) Comply with the standards of the National Board of Fire Underwriters (NBFU), applicable Rating Bureau, the National Electric Code (NEC), the American Gas Association (AGA) and the American Society of Heating and Air Conditioning Engineers (ASHAE), the Occupational Safety & Health Administration (OSHA), applicable State and City Building Codes.
  - (c) All materials shall be like new and in good condition.
  - (d) Tenant's work may be performed only by contractors or subcontractors approved in advance by the Landlord, but such approval shall not be unreasonably withheld.
  - (e) No wood or other combustible material shall be used above the ceiling nor shall such materials be used in concealed areas within the Leased Premises.
3. The Tenant's contractors shall also be required in such contracts to provide insurance and performance bonds, if required by the Landlord, for protection of the Landlord, to the extent and in the amounts deemed appropriate by the Landlord. The Tenant shall file all applications, pay for all necessary permits and secure the certificates of occupancy if required.
  4. Tenant and Landlord hereby acknowledge that Landlord has approved the shelter and concrete pad for the bus shelter, in the location depicted on Exhibit A to the Lease.



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**TO:** MAX Authority Board  
**FROM:** Elisa Hoekwater, Executive Director  
**RE:** Proposed Employee Wage Adjustments  
**MEETING DATE:** June 24, 2024

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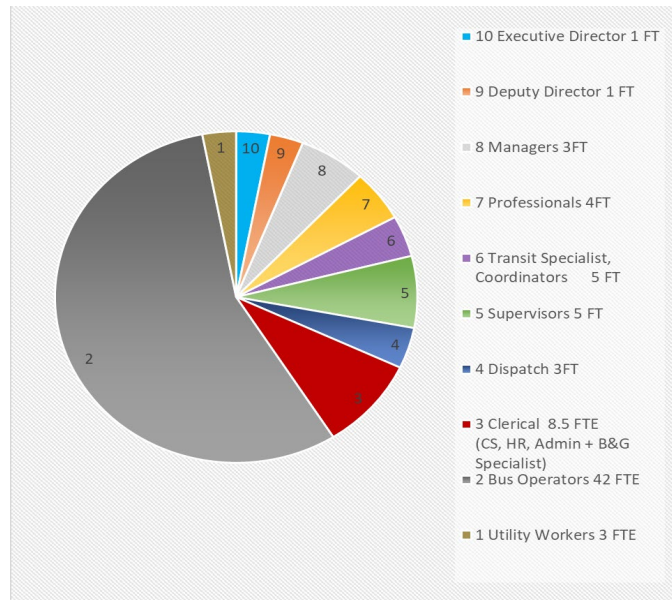
**Background:** In May 2022 the Authority Board agreed to wage adjustments to bring employees closer to the market rate for tasks performed at MAX. A consultant was hired to run a market analysis of key positions. The wage adjustment brought most positions to the 50% percentile of wages – based on comparable employers in West Michigan. Since that time, the Authority Board approved an increase in Bus Operator wages (\$17.60 to \$20.00 per hour) which has attracted candidates needed to resume Saturday Fixed Route transit services.

MAX has seen a significant increase in bus operator applications after wages were increased in November 2023. MAX now has 45 bus operators, which include 5 employees in training and 5 newly licensed bus operators. Wages for bus operators now account for 56% of the labor budget. As the commitment was made to evaluate all remaining pay grades in the 2024, we are now proposing a wage increase for these other positions. Attached is a wage analysis showing details of this proposal.

**Proposal:** Adjust wages for all remaining MAX positions to account for cost of living increases and bring them in alignment with the MAX pay grade system for non-exempt and exempt employees. Using June 2024 employment data this would increase wages by \$146,897 (4%). The new total for adjusted wages in FY2024 would then be \$3,718,980.

Staff is requesting approval from the Board to adjust the wages in order to reestablish MAX paygrades.

The chart below shows how the FY 2024 budget is distributed among positions in each of the 10 pay grades.



Wage increases will now account for employees who have received a CDL, offering the flexibility to drive when situations arise. The table below illustrates how the wage adjustments will contribute to the total salary cost for the organization. While bus operator wages will remain as they currently are, pay grades 5, 6, 7, and 8 will be adjusted to include larger percentage of the budget. The positions of ITS Coordinator and Transit Specialist will be filled during the fourth quarter of the fiscal year.

**Mactawa Area Express Transportation Authority**  
**Salary Ranges**  
**Effective FY 2024**

	Grade	Title of Grade	2024 Budget	Proposed Adjustment
Exempt	10	Executive Director 1 FT	3%	3%
Exempt	9	Deputy Director 1 FT	3%	3%
Exempt	8	Managers 3FT	6%	7%
Exempt	7	Professionals 4FT	5%	6%
Non-Exempt	6	Transit Specialist, Coordinators 5 FT	4%	7%
Non-Exempt	5	Supervisors 5 FT	7%	6%
Non-Exempt	4	Dispatch 3FT	4%	4%
Non-Exempt	3	Clerical 8.5 FTE (CS, HR, Admin + B&G Specialist)	9%	8%
Non-Exempt	2	Bus Operators 42 FTE	56%	53%
Non-Exempt	1	Utility Workers 3 FTE	3%	3%
<b>Total</b>			100%	
<b>Total Salary Cost:</b>			\$ 3,572,082	\$ 3,718,980

# Macatawa Area Express Transportation Authority



## Wages for Pay Grades 1 – 10 Proposed June 24, 2024

### Pay Grade 1 Utility Workers

Step	Pay Grade 1 Step Increases Approved March 2022	Pay Grade 1 Step Increases 9% Proposed (3% between steps)	Pay Grade 1 - <b>CDL</b> Step Increases based on 9% increase - additional 3% Proposed (3% between steps)
1	\$15.00	\$16.35	\$17.60
2	\$15.45	\$16.84	\$18.13
3	\$15.91	\$17.35	\$18.67
4	\$16.39	\$17.87	\$19.23
5	\$16.88	\$18.40	\$19.81
6	\$17.39	\$18.95	\$20.40
7	\$17.91	\$19.52	\$21.02
8	\$18.45	\$20.11	\$21.65
9	\$19.00	\$20.71	\$22.30
10	\$19.57	\$21.33	\$22.96

### Pay Grade 2 Bus Operators

Step	Pay Grade 2 Step Increases Approved March 2022	Pay Grade 2 Step Increases 13.64% Increase Approved 2023 (3% between steps)
1	\$17.60	\$20.00
2	\$18.12	\$20.60
3	\$18.67	\$21.22
4	\$19.23	\$21.85
5	\$19.80	\$22.51
6	\$20.40	\$23.19
7	\$21.01	\$23.88
8	\$21.64	\$24.60
9	\$22.29	\$25.34
10	\$22.96	\$26.10

To move to next step:

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Must have a performance appraisal rating of 3 or higher</li> <li>2. Must have less than 6 attendance points.</li> <li>3. Must have waited at least 52 weeks since last step increase</li> </ol> |
|---|

Pay Grade 3

Clerical Staff, Building and Grounds Specialist, HR Assistant, Administrative/Finance Assistant

Step	Pay Grade 3 Step Increases Approved March 2022	Pay Grade 3 Step Increases 9% Proposed (3% between steps)	Pay Grade 3 - <b>CDL</b> Step Increases based on 9% increase - additional 3% Proposed (3% between steps)
1	\$15.08	\$16.44	\$16.93
2	\$15.53	\$16.93	\$17.44
3	\$16.00	\$17.44	\$17.96
4	\$16.48	\$17.96	\$18.50
5	\$16.97	\$18.50	\$19.05
6	\$17.48	\$19.06	\$19.63
7	\$18.01	\$19.63	\$20.22
8	\$18.55	\$20.22	\$20.82
9	\$19.10	\$20.83	\$21.45
10	\$19.68	\$21.45	\$22.09

Pay Grade 4  
Dispatch

Step	Pay Grade 4 Step Increases Approved March 2022	Pay Grade 4 Step Increases 9% Proposed (3% between steps)	Pay Grade 4 - <b>CDL</b> Step Increases based on 9% increase - additional 3% Proposed (3% between steps)
1	\$18.00	\$19.62	\$20.21
2	\$18.54	\$20.21	\$20.82
3	\$19.10	\$20.81	\$21.44
4	\$19.67	\$21.44	\$22.08
5	\$20.26	\$22.08	\$22.75
6	\$20.87	\$22.74	\$23.43
7	\$21.49	\$23.43	\$24.13
8	\$22.14	\$24.13	\$24.86
9	\$22.80	\$24.85	\$25.60
10	\$23.49	\$25.60	\$26.37

Pay Grade 5

Road Supervisor, Building and Grounds Supervisor, Utility Supervisor

Step	Pay Grade 5 Step Increases Approved March 2022	Pay Grade 5 Step Increases 9% Proposed (3% between steps)	Pay Grade 5 - <b>CDL</b> Step Increases based on 9% increase - additional 3% Proposed (3% between steps)
1	\$19.18	\$20.91	\$21.54
2	\$19.76	\$21.54	\$22.19
3	\$20.35	\$22.18	\$22.85
4	\$20.96	\$22.85	\$23.54
5	\$21.59	\$23.53	\$24.24
6	\$22.23	\$24.24	\$24.97
7	\$22.90	\$24.97	\$25.72
8	\$23.59	\$25.72	\$26.49
9	\$24.30	\$26.49	\$27.29
10	\$25.03	\$27.28	\$28.10

Pay Grade 6

Transit Specialist, Safety and Training Coordinator, Scheduling Coordinator, Asst. Operations Manager, Asst. Customer Service and Marketing Mgr.

Step	Pay Grade 6 Step Increases Approved March 2022	Pay Grade 6 Step Increases 7% Proposed (3% between steps)	Pay Grade 6 - CDL Step Increases based on 7% increase - additional 3% Proposed (3% between steps)
1	\$21.33	\$22.82	\$23.50
2	\$21.97	\$23.50	\$24.21
3	\$22.63	\$24.21	\$24.93
4	\$23.31	\$24.94	\$25.68
5	\$24.01	\$25.68	\$26.45
6	\$24.73	\$26.45	\$27.24
7	\$25.47	\$27.25	\$28.06
8	\$26.23	\$28.07	\$28.90
9	\$27.02	\$28.91	\$29.77
10	\$27.83	\$29.77	\$30.66

Pay Grade 7

Positions include Customer Service and Marketing Manager, Dispatch Coordinator, Procurement Coordinator, ITS Coordinator

Step	Pay Grade 7 Step Increases Approved March 2022	Pay Grade 7 Step Increases 7% Proposed (3% between steps)	Pay Grade 7 - CDL Step Increases based on 7% increase - additional 3% Proposed (3% between steps)
1	\$26.15	\$27.98	\$28.82
2	\$26.94	\$28.82	\$29.68
3	\$27.74	\$29.68	\$30.58
4	\$28.57	\$30.57	\$31.49
5	\$29.43	\$31.49	\$32.44
6	\$30.32	\$32.44	\$33.41
7	\$31.22	\$33.41	\$34.41
8	\$32.16	\$34.41	\$35.44
9	\$33.13	\$35.44	\$36.51
10	\$34.12	\$36.51	\$37.60

Pay Grade 8

Positions include Operations Manager, Senior Planner, Data Analyst, Mobility Manager

Step	Pay Grade 8 Step Increases Approved March 2022	Pay Grade 8 Step Increases 7% Proposed (3% between steps)	Pay Grade 8 - CDL Step Increases based on 7% increase - additional 3% Proposed (3% between steps)
1	\$30.00	\$32.10	\$33.06
2	\$30.90	\$33.06	\$34.05
3	\$31.83	\$34.05	\$35.07
4	\$32.78	\$35.08	\$36.13
5	\$33.77	\$36.13	\$37.21
6	\$34.78	\$37.21	\$38.33
7	\$35.82	\$38.33	\$39.48
8	\$36.90	\$39.48	\$40.66
9	\$38.00	\$40.66	\$41.88
10	\$39.14	\$41.88	\$43.14



Pay Grade 9  
Deputy Director

Step	Pay Grade 9 Step Increases Approved March 2022
1	\$40.01
2	\$41.21
3	\$42.44
4	\$43.72
5	\$45.03
6	\$46.38
7	\$47.77
8	\$49.20
9	\$50.68
10	\$52.20

Pay Grade 9 Step Increases 7% Proposed (3% between steps)
\$42.81
\$44.09
\$45.42
\$46.78
\$48.18
\$49.63
\$51.12
\$52.65
\$54.23
\$55.86

Pay Grade 9 - CDL Step Increases based on 7% increase - additional 3% Proposed (3% between steps)
\$44.01
\$45.33
\$46.69
\$48.09
\$49.53
\$51.02
\$52.55
\$54.13
\$55.75
\$57.42

Pay Grade 10  
Executive Director

Step	Pay Grade 10 Step Increases Approved March 2022
1	\$52.30
2	\$53.87
3	\$55.49
4	\$57.15
5	\$58.87
6	\$60.63
7	\$62.45
8	\$64.33
9	\$66.26
10	\$68.24

Pay Grade 10 Step Increases 7% Proposed (3% between steps)
\$55.96
\$57.64
\$59.37
\$61.15
\$62.98
\$64.87
\$66.82
\$68.82
\$70.89
\$73.02

Pay Grade 10 - CDL Step Increases based on 7% increase - additional 3%
\$57.53
\$59.26
\$61.03
\$62.86
\$64.75
\$66.69
\$68.69
\$70.75
\$72.88
\$75.06




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**TO:** MAX Authority Board  
**FROM:** Sandra Korhorn, Mobility Manager *SKK*  
**RE:** MAX Transit Fare Adjustments to Launch VIA Scheduling Software  
**MEETING DATE:** June 24, 2024

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At the April meeting, the board approved changes to our Reserve-A-MAX passes. Doing this allowed MAX to sync the office passes with pass types that VIA supports. As we are getting closer to launching the new software, we are now reviewing the passes offered for our fixed route service, specifically our Reduced Daily and Reduced Weekly passes.

**FIXED ROUTE FARES (one way):**

Full Fare: \$1.15

Reduced Fare: \$.50

**CURRENT:**

1. **Reduced Daily** – Good for unlimited rides on the fixed routes for date specified on front of pass.
  - a. Available to ADA, Senior (65+), Youth (5-17) & Medicare cardholders
  - b. Cost: \$1.50
  - c. Non-transferable, non-refundable
  - d. Not replaceable if lost or stolen

**Concern:** These riders are paying 3x their fare for unlimited rides, whereas full-fare riders are only paying 2x their fare for Adult Daily (\$2.30) unlimited rides.

**PROPOSAL:** Decrease the cost of the Reduced Daily passes from \$1.50 to \$1.00. This will make the pass cost comparable to the Adult Daily full fare pass.

**CURRENT:**

2. **Reduced Weekly** – Unlimited fixed route rides for 7 days from date of purchase.
  - a. Available to ADA, Senior (65+), Youth (5-17) & Medicare Cardholders
  - b. Cost: \$10.00
  - c. Non-transferable, non-refundable
  - d. Not replaceable if lost or stolen

**Concern:** These riders must ride a minimum of 20x to make the weekly pass equivalent to paying cash or to be a “deal” whereas Adult Weekly full fare riders only have to ride 13x. Also, reduced fare riders do not have a Monthly pass option available to them. They would have to purchase a Full Fare Monthly (\$34.50) or four (4) Reduced Weekly passes (\$40).

**PROPOSAL:** Decrease the cost of the Reduced Fare weekly pass from \$10.00 to \$5.00. This will allow a reduced fare rider to ride a minimum of 10x to make the pass cost effective for the week or for a month (if a reduced fare rider wanted to purchase four (4) passes), rather than purchasing the Full Fare monthly pass.

Staff is requesting approval from the Board to adjust the fares for both the Reduced Daily and Reduced Weekly fixed route passes.

Macatawa Area Express Ridership by Government Unit

Fiscal Year	Fixed Route												Reserve-A-MAX													
	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-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
<b>Total</b>	<b>178,496</b>	<b>89,988</b>	<b>50</b>	<b>73,592</b>	<b>41</b>	<b>14,916</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,934</b>	<b>24,706</b>	<b>55</b>	<b>15,096</b>	<b>34</b>	<b>2,365</b>	<b>5</b>	<b>322</b>	<b>1</b>	<b>2,359</b>	<b>5</b>	<b>86</b>	<b>0</b>
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	12,881	6,685	52	5,064	39	1,132	9	0	0	0	0	0	0	2,973	1,387	47	1,176	40	180	6	25	1	205	7	0	0
Mar-23	14,950	7,753	52	6,043	40	1,154	8	0	0	0	0	0	0	3,401	1,529	45	1,446	43	178	5	25	1	223	7	0	0
Apr-23	12,838	6,435	50	5,469	43	934	7	0	0	0	0	0	0	2,825	1,272	45	1,210	43	137	5	19	1	187	7	0	0
May-23	14,247	7,070	50	5,968	42	1,209	8	0	0	0	0	0	0	3,042	1,342	44	1,290	42	148	5	47	2	215	7	0	0
Jun-23	15,211	8,066	53	6,012	40	1,133	7	0	0	0	0	0	0	2,968	1,371	46	1,200	40	136	5	40	1	221	7	0	0
Jul-23	13,377	7,081	53	5,290	40	1,006	8	0	0	0	0	0	0	2,615	1,220	47	1,011	39	127	5	39	1	218	8	0	0
Aug-23	16,165	8,368	52	6,571	41	1,226	8	0	0	0	0	0	0	3,079	1,510	49	1,149	37	144	5	40	1	236	8	0	0
Sep-23	15,164	7,810	52	6,046	40	1,308	9	0	0	0	0	0	0	2,870	1,375	48	1,114	39	158	6	40	1	183	6	0	0
<b>Total</b>	<b>169,663</b>	<b>88,445</b>	<b>52</b>	<b>67,478</b>	<b>40</b>	<b>13,740</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,326</b>	<b>17,007</b>	<b>47</b>	<b>14,384</b>	<b>40</b>	<b>1,944</b>	<b>5</b>	<b>366</b>	<b>1</b>	<b>2,550</b>	<b>7</b>	<b>75</b>	<b>0</b>
Oct-23	16,417	8,680	53	6,472	39	1,265	8	0	0	0	0	0	0	3,306	1,505	46	1,305	39	182	6	41	1	273	8	0	0
Nov-23	15,320	8,244	54	5,972	39	1,104	7	0	0	0	0	0	0	3,335	1,430	43	1,282	38	210	6	45	1	275	8	93	3
Dec-23	14,480	7,812	54	5,730	40	938	6	0	0	0	0	0	0	3,088	1,398	45	1,232	40	182	6	40	1	236	8	0	0
Jan-24	15,066	8,435	56	5,587	37	1,044	7	0	0	0	0	0	0	3,517	1,650	47	1,377	39	198	6	39	1	253	7	0	0
Feb-24	16,760	9,349	56	6,204	37	1,207	7	0	0	0	0	0	0	3,524	1,608	46	1,373	39	206	6	41	1	296	8	0	0
Mar-24	16,770	9,450	56	6,151	37	1,169	7	0	0	0	0	0	0	3,754	1,713	46	1,474	39	199	5	42	1	326	9	0	0
Apr-24	17,290	9,673	56	6,541	38	1,076	6	0	0	0	0	0	0	3,957	1,841	47	1,537	39	208	5	52	1	319	8	0	0
May-24	18,258	8,736	48	6,540	36	1,077	6	0	0	0	0	1,905	10	4,148	1,983	48	1,521	37	261	6	60	1	323	8	0	0
Jun-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jul-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Aug-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Sep-24	0	0	###	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
<b>Total</b>	<b>130,361</b>	<b>70,379</b>	<b>54</b>	<b>49,197</b>	<b>38</b>	<b>8,880</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,905</b>	<b>1</b>	<b>28,629</b>	<b>13,128</b>	<b>46</b>	<b>11,101</b>	<b>39</b>	<b>1,646</b>	<b>6</b>	<b>360</b>	<b>1</b>	<b>2,301</b>	<b>8</b>	<b>93</b>	<b>0</b>

**Macatawa Area Express Ridership by Government Unit**

Fiscal Year	Twilight Fixed Route					Night Owl								Total														
	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-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	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>###</b>	<b>0</b>	<b>###</b>	<b>4,796</b>	<b>2,220</b>	<b>46</b>	<b>1,820</b>	<b>38</b>	<b>738</b>	<b>15</b>	<b>18</b>	<b>0</b>	<b>228,226</b>	<b>116,914</b>	<b>51</b>	<b>90,508</b>	<b>40</b>	<b>18,019</b>	<b>8</b>	<b>340</b>	<b>0</b>	<b>2,359</b>	<b>2</b>	<b>86</b>	<b>0</b>	
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	###	334	165	49	121	36	43	13	5	1	16,188	8,237	51	6,361	39	1,355	8	30	0	205	1	0	0	
Mar-23	0	0	###	0	###	368	162	44	144	39	56	15	6	2	18,719	9,444	50	7,633	41	1,388	7	31	0	223	1	0	0	
Apr-23	0	0	###	0	###	329	125	38	150	46	48	15	6	2	15,992	7,832	49	6,829	43	1,119	7	25	0	187	1	0	0	
May-23	0	0	###	0	###	312	108	35	155	50	48	15	1	0	17,601	8,520	48	7,413	42	1,405	8	48	0	215	1	0	0	
Jun-23	0	0	###	0	###	308	112	36	144	47	50	16	2	1	18,487	9,549	52	7,356	40	1,319	7	42	0	221	1	0	0	
Jul-23	0	0	###	0	###	274	97	35	145	53	32	12	0	0	16,266	8,398	52	6,446	40	1,165	7	39	0	218	1	0	0	
Aug-23	0	0	###	0	###	308	86	28	156	51	64	21	2	1	19,552	9,964	51	7,876	40	1,434	7	42	0	236	1	0	0	
Sep-23	0	0	###	0	###	289	83	29	150	52	56	19	0	0	18,323	9,268	51	7,310	40	1,522	8	40	0	183	1	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>###</b>	<b>0</b>	<b>###</b>	<b>3,913</b>	<b>1,591</b>	<b>41</b>	<b>1,704</b>	<b>44</b>	<b>587</b>	<b>15</b>	<b>31</b>	<b>1</b>	<b>209,902</b>	<b>107,043</b>	<b>51</b>	<b>83,566</b>	<b>40</b>	<b>16,271</b>	<b>8</b>	<b>397</b>	<b>0</b>	<b>2,550</b>	<b>1</b>	<b>75</b>	<b>0</b>	
Oct-23	0	0	###	0	###	320	98	31	154	48	68	21	0	0	20,043	10,283	51	7,931	40	1,515	8	41	0	273	1	0	0	
Nov-23	0	0	###	0	###	370	155	42	164	44	51	14	0	0	19,025	9,829	52	7,418	39	1,365	7	45	0	275	1	93	0	
Dec-23	0	0	###	0	###	365	131	36	185	51	49	13	0	0	17,933	9,341	52	7,147	40	1,169	7	40	0	236	1	0	0	
Jan-24	0	0	###	0	###	354	122	34	178	50	54	15	0	0	18,937	10,207	54	7,142	38	1,296	7	39	0	253	1	0	0	
Feb-24	0	0	###	0	###	367	142	39	162	44	63	17	0	0	20,651	11,099	54	7,739	37	1,476	7	41	0	296	1	0	0	
Mar-24	0	0	###	0	###	361	127	35	148	41	86	24	0	0	20,885	11,290	54	7,773	37	1,454	7	42	0	326	2	0	0	
Apr-24	0	0	###	0	###	378	111	29	160	42	107	28	0	0	21,625	11,625	54	8,238	38	1,391	6	52	0	319	1	0	0	
May-24	0	0	###	0	###	372	106	28	177	48	89	24	0	0	22,778	10,825	48	8,238	36	1,427	6	60	0	323	1	1,905	8	
Jun-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Jul-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Aug-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Sep-24	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
<b>Total</b>	<b>0</b>	<b>0</b>	<b>###</b>	<b>0</b>	<b>###</b>	<b>2,887</b>	<b>992</b>	<b>34</b>	<b>1,328</b>	<b>46</b>	<b>567</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>161,877</b>	<b>84,499</b>	<b>52</b>	<b>61,626</b>	<b>38</b>	<b>11,093</b>	<b>7</b>	<b>360</b>	<b>0</b>	<b>2,301</b>	<b>1</b>	<b>1,998</b>	<b>1</b>	

**Historical Ridership  
FY2000-FY2023  
7,231,017**

**Historical Ridership Through  
FY2024  
7,392,894**

## 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		
	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.
ROUTE 1	2,680	2,117	26.6%	114.6	96.2	19.1%	39.8	0.0	#DIV/0!
ROUTE 2	2,278	2,237	1.8%	99.5	101.7	-2.2%	22.3	0.0	#DIV/0!
ROUTE 3	1,574	1,680	-6.3%	71.5	76.4	-6.4%	0.0	0.0	#DIV/0!
ROUTE 4	1,815	1,828	-0.7%	82.5	83.1	-0.7%	0.0	0.0	#DIV/0!
ROUTE 5	2,132	1,681	26.8%	96.9	76.4	26.8%	0.0	0.0	#DIV/0!
ROUTE 6	3,372	2,228	51.3%	147.5	101.3	45.7%	31.5	0.0	#DIV/0!
ROUTE 7	1,368	1,203	13.7%	62.2	54.7	13.7%	0.0	0.0	#DIV/0!
ROUTE 8	1,134	1,273	-10.9%	51.5	57.9	-11.0%	0.0	0.0	#DIV/0!
AUXILIARY	1,905	0	#DIV/0!	-	-	-	-	-	-
REGULAR	12,542	8,463	48.2%	470.9	384.7	22.4%	545.5	0.0	#DIV/0!
YOUTH	1,009	793	27.2%	44.5	36.0	23.6%	7.5	0.0	#DIV/0!
SENIOR	2,248	2,253	-0.2%	100.7	102.4	-1.6%	8.0	0.0	#DIV/0!
ADA	2,459	2,738	-10.2%	110.2	124.5	-11.5%	8.8	0.0	#DIV/0!
<b>TOTAL</b>	<b>18,258</b>	<b>14,247</b>	<b>28.2%</b>	<b>726.3</b>	<b>647.6</b>	<b>12.2%</b>	<b>569.8</b>	<b>0.0</b>	<b>#DIV/0!</b>

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

	TOTAL MONTHLY BOARDING		
	MAY. '24	MAY. '23	% CHG.
CITY OF HOLLAND	8,736	7,070	23.6%
HOLLAND TWP.	6,540	5,968	9.6%
CITY OF ZEELAND	1,077	1,209	-10.9%
ZEELAND TWP.	0	0	#DIV/0!
PARK TWP.			
AUXILIARY	1,905	0	#DIV/0!

### TWILIGHT ROUTE

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.
ROUTE 9	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
ROUTE 10	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
REGULAR	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
YOUTH	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
SENIOR	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
ADA	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0.0</b>	<b>0.0</b>	<b>#DIV/0!</b>	<b>0.0</b>	<b>0.0</b>	<b>#DIV/0!</b>

CITY OF HOLLAND  
HOLLAND TWP.

	TOTAL MONTHLY BOARDING		
	MAY. '24	MAY. '23	% CHG.
CITY OF HOLLAND	0	0	#DIV/0!
HOLLAND TWP.	0	0	#DIV/0!

### RESERVE-A-MAX

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.
REGULAR	390	170	129.4%	16.6	6.8	144.7%	6.0	5.0	20.0%
YOUTH	31	2	1450.0%	1.4	0.0	#DIV/0!	0.0	0.3	-100.0%
SENIOR	353	160	120.6%	15.2	7.3	108.6%	4.5	0.0	#DIV/0!
ADA	3,374	2,710	24.5%	146.7	119.0	23.3%	36.8	23.0	59.8%
<b>TOTAL</b>	<b>4,148</b>	<b>3,042</b>	<b>36.4%</b>	<b>180.0</b>	<b>133.1</b>	<b>35.2%</b>	<b>47.3</b>	<b>28.3</b>	<b>67.0%</b>

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

	TOTAL MONTHLY BOARDING		
	MAY. '24	MAY. '23	% CHG.
CITY OF HOLLAND	1,983	1,342	47.8%
HOLLAND TWP.	1,521	1,290	17.9%
CITY OF ZEELAND	261	148	76.4%
ZEELAND TWP.	60	47	27.7%
PARK TWP.	323	215	50.2%
AUXILIARY	0	0	#DIV/0!

### NIGHT OWL

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.
REGULAR	138	154	-10.4%	6.1	6.8	-10.4%	1.0	1.0	0.0%
YOUTH	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
SENIOR	15	16	-6.3%	0.6	0.5	18.2%	0.5	1.0	-50.0%
ADA	219	142	54.2%	8.9	5.9	51.0%	5.8	3.3	74.2%
<b>TOTAL</b>	<b>372</b>	<b>312</b>	<b>19.2%</b>	<b>15.6</b>	<b>13.2</b>	<b>18.1%</b>	<b>7.3</b>	<b>5.3</b>	<b>36.8%</b>

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

	TOTAL MONTHLY BOARDING		
	MAY. '24	MAY. '23	% CHG.
CITY OF HOLLAND	106	108	-1.9%
HOLLAND TWP.	177	155	14.2%
CITY OF ZEELAND	89	48	85.4%
ZEELAND TWP.	0	1	-100.0%

### OVERALL RIDERSHIP

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.	MAY. '24	MAY. '23	% CHG.
REGULAR	13,070	8,787	48.7%	493.6	398.3	23.9%	552.5	6.0	9108.3%
YOUTH	1,040	795	30.8%	45.9	36.1	27.2%	7.5	0.3	2400.0%
SENIOR	2,616	2,429	7.7%	116.5	110.2	5.8%	13.0	1.0	1200.0%
ADA	6,052	5,590	8.3%	265.8	249.3	6.6%	51.3	26.2	95.6%
<b>TOTAL</b>	<b>22,778</b>	<b>17,601</b>	<b>29.4%</b>	<b>921.9</b>	<b>793.9</b>	<b>16.1%</b>	<b>624.3</b>	<b>33.5</b>	<b>1763.4%</b>

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

	TOTAL MONTHLY BOARDING		
	MAY. '24	MAY. '23	% CHG.
CITY OF HOLLAND	10,825	8,520	27.1%
HOLLAND TWP.	8,238	7,413	11.1%
CITY OF ZEELAND	1,427	1,405	1.6%
ZEELAND TWP.	60	48	25.0%
PARK TWP.	323	215	50.2%
AUXILIARY	1,905	0	#DIV/0!

FIXED ROUTE  
RESERVE-A-MAX

ON-TIME PERCENTAGE			
MAY. '24	MAY. '23	DIFF. (+/-)	
FIXED ROUTE	92.9%	96.8%	-3.9%
RESERVE-A-MAX	99.5%	99.5%	0.0%

WEEKDAYS  
SATURDAYS

SERVICE DAYS	
MAY. '24	MAY. '23
WEEKDAYS	22
SATURDAYS	4

FIXED ROUTE  
RESERVE-A-MAX  
TWILIGHT  
NIGHT OWL  
TBD

DISTRIBUTION OF RIDERSHIP			
MAY. '24	MAY. '23	DIFF. (+/-)	
FIXED ROUTE	80.16%	80.94%	-0.78%
RESERVE-A-MAX	18.21%	17.28%	0.93%
TWILIGHT	0.00%	0.00%	0.00%
NIGHT OWL	1.63%	1.77%	-0.14%
TBD	0.00%	0.00%	0.00%

# Macatawa Area Express Transportation Authority

**Meeting Date:** June 24, 2024

**Agenda Item:**

**Subject:** Financial Reports for 5/31/2024–Unaudited

**Prepared By:** Julie Ziurinskas, City Finance

**Recommendation:** Accept Financial Reports as information

Attached are Budget Performance Reports for the eight months ended May 31, 2024 (66.67% of year). The attached reports reflect the activities of the MAX as well as capital.

## Revenues

Operating revenues currently total \$3,437,952.27, or 27% 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. April operating revenues are mostly composed of investment income, fare collection revenues, and State Operating Assistance payments. Zeeland City, Zeeland Township, and Park Township are billed quarterly for services rendered. The revenue is recorded to reflect the period of service (the first two quarters have been billed), however, there is currently a receivable of \$134,173 which represents four unpaid quarters of service for Park Township. 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 eight months ended May 31, 2024 totaled \$5,049,281.62, or 44% of budget. Operating expenses appear to be in line with expectations overall, however, some accounts are currently tracking higher than anticipated but should smooth out before year-end.

## Grant Activity

- ✓ Federal Operating Grant Revenue: \$0 of \$566,000 budgeted has been received. MAX receives Federal Operating grant revenues toward the end of the fiscal year, generally mid-late September.
- ✓ State Operating Grant Revenue (received at the beginning of each month) - \$1,433,448 of \$2,179,779 has been received.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - \$31,691 of \$142,500 has been received.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - \$50,665 of \$70,000 has been received.
- ✓ Federal ARPA Operating Grant Revenue: \$1,475,098 of \$1,475,098 budgeted has been received.



# Budget by Organization Report

Through 05/31/24  
 Prior Fiscal Year Activity Included  
 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
<b>Fund 103 - General Fund</b>									
<b>REVENUE</b>									
Department <b>000 - General Revenues</b>									
INTEREST AND RENTS	10,000.00	.00	10,000.00	12,143.67	.00	84,228.38	(74,228.38)	842	30,622.73
OTHER	76,000.00	.00	76,000.00	97.10	.00	27,943.61	48,056.39	37	480,834.02
Department <b>000 - General Revenues Totals</b>	<b>\$86,000.00</b>	<b>\$0.00</b>	<b>\$86,000.00</b>	<b>\$12,240.77</b>	<b>\$0.00</b>	<b>\$112,171.99</b>	<b>(\$26,171.99)</b>	<b>130%</b>	<b>\$511,456.75</b>
Department <b>171 - Management &amp; Administration</b>									
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department <b>171 - Management &amp; Administration Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
Department <b>537 - Routine Transit Operations</b>									
Division <b>4 - General</b>									
TAXES	1,387,950.00	.00	1,387,950.00	27.75	.00	(98,666.08)	1,486,616.08	-7	(34,507.05)
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	19,349.59	.00	176,747.95	49,052.05	78	130,735.30
INTEREST AND RENTS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	3,946.05
OTHER	47,100.00	.00	47,100.00	102.96	.00	(1,142.58)	48,242.58	-2	187,872.72
GAIN ON DISPOSAL OF CAPITAL ASSETS	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	6,479.00
LOAN PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division <b>4 - General Totals</b>	<b>\$1,804,728.00</b>	<b>\$0.00</b>	<b>\$1,804,728.00</b>	<b>\$19,480.30</b>	<b>\$0.00</b>	<b>\$76,939.29</b>	<b>\$1,727,788.71</b>	<b>4%</b>	<b>\$294,526.02</b>
Division <b>5 - Grants</b>									
FEDERAL GRANTS	3,433,309.00	3,593,743.00	7,027,052.00	22,892.00	.00	1,608,343.00	5,418,709.00	23	524,161.50
STATE GRANTS	2,193,779.00	1,034,361.00	3,228,140.00	184,903.64	.00	1,456,555.18	1,771,584.82	45	1,088,223.74
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division <b>5 - Grants Totals</b>	<b>\$5,627,088.00</b>	<b>\$4,628,104.00</b>	<b>\$10,255,192.00</b>	<b>\$207,795.64</b>	<b>\$0.00</b>	<b>\$3,064,898.18</b>	<b>\$7,190,293.82</b>	<b>30%</b>	<b>\$1,612,385.24</b>
Division <b>6 - Operating Assistance</b>									
CHARGES FOR SERVICE	248,086.00	.00	248,086.00	.00	.00	101,067.81	147,018.19	41	98,106.02
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division <b>6 - Operating Assistance Totals</b>	<b>\$248,086.00</b>	<b>\$0.00</b>	<b>\$248,086.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$101,067.81</b>	<b>\$147,018.19</b>	<b>41%</b>	<b>\$98,106.02</b>
Division <b>N - New Freedom</b>									
TAXES	.00	142,500.00	142,500.00	.00	.00	75,662.00	66,838.00	53	61,300.00
CHARGES FOR SERVICE	.00	.00	.00	.00	.00	7,213.00	(7,213.00)	+++	7,093.00
Division <b>N - New Freedom Totals</b>	<b>\$0.00</b>	<b>\$142,500.00</b>	<b>\$142,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$82,875.00</b>	<b>\$59,625.00</b>	<b>58%</b>	<b>\$68,393.00</b>
Division <b>T - Trolley</b>									
CHARGES FOR SERVICE	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	.00
Division <b>T - Trolley Totals</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>0%</b>	<b>\$0.00</b>
Department <b>537 - Routine Transit Operations Totals</b>	<b>\$7,684,402.00</b>	<b>\$4,770,604.00</b>	<b>\$12,455,006.00</b>	<b>\$227,275.94</b>	<b>\$0.00</b>	<b>\$3,325,780.28</b>	<b>\$9,129,225.72</b>	<b>27%</b>	<b>\$2,073,410.28</b>
<b>REVENUE TOTALS</b>	<b>\$7,770,402.00</b>	<b>\$4,770,604.00</b>	<b>\$12,541,006.00</b>	<b>\$239,516.71</b>	<b>\$0.00</b>	<b>\$3,437,952.27</b>	<b>\$9,103,053.73</b>	<b>27%</b>	<b>\$2,584,867.03</b>
<b>EXPENSE</b>									
Department <b>171 - Management &amp; Administration</b>									
PERSONNEL SERVICES	487,506.00	(25,374.00)	462,132.00	29,831.51	.00	227,595.52	234,536.48	49	283,441.78
OTHER CURRENT EXPENDITURES	389,147.00	(20,255.00)	368,892.00	26,421.14	15,450.00	330,903.38	22,538.62	94	216,235.20





# Budget by Organization Report

Through 05/31/24  
 Prior Fiscal Year Activity Included  
 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
<b>Fund 103 - General Fund</b>									
<b>EXPENSE</b>									
Department <b>171 - Management &amp; Administration</b>									
CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00	.00	+++	.00
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division <b>N - New Freedom</b>									
PERSONNEL SERVICES	.00	25,374.00	25,374.00	.00	.00	8,440.86	16,933.14	33	10,721.03
OTHER CURRENT EXPENDITURES	.00	20,255.00	20,255.00	.00	.00	14,475.23	5,779.77	71	8,190.89
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division <b>N - New Freedom Totals</b>	<b>\$0.00</b>	<b>\$45,629.00</b>	<b>\$45,629.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,916.09</b>	<b>\$22,712.91</b>	<b>50%</b>	<b>\$18,911.92</b>
Department <b>171 - Management &amp; Administration Totals</b>	<b>\$876,653.00</b>	<b>\$0.00</b>	<b>\$876,653.00</b>	<b>\$56,252.65</b>	<b>\$15,450.00</b>	<b>\$581,414.99</b>	<b>\$279,788.01</b>	<b>68%</b>	<b>\$518,588.90</b>
Department <b>266 - Customer Service &amp; Marketing</b>									
PERSONNEL SERVICES	534,700.00	(27,816.00)	506,884.00	45,219.64	.00	364,913.02	141,970.98	72	309,256.09
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division <b>M - Mobility Grant</b>									
PERSONNEL SERVICES	.00	70,000.00	70,000.00	5,792.09	.00	62,538.34	7,461.66	89	20,406.89
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division <b>M - Mobility Grant Totals</b>	<b>\$0.00</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$5,792.09</b>	<b>\$0.00</b>	<b>\$62,538.34</b>	<b>\$7,461.66</b>	<b>89%</b>	<b>\$20,406.89</b>
Division <b>N - New Freedom</b>									
PERSONNEL SERVICES	.00	27,816.00	27,816.00	.00	.00	13,980.71	13,835.29	50	11,356.16
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division <b>N - New Freedom Totals</b>	<b>\$0.00</b>	<b>\$27,816.00</b>	<b>\$27,816.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,980.71</b>	<b>\$13,835.29</b>	<b>50%</b>	<b>\$11,356.16</b>
Department <b>266 - Customer Service &amp; Marketing Totals</b>	<b>\$534,700.00</b>	<b>\$70,000.00</b>	<b>\$604,700.00</b>	<b>\$51,011.73</b>	<b>\$0.00</b>	<b>\$441,432.07</b>	<b>\$163,267.93</b>	<b>73%</b>	<b>\$341,019.14</b>
Department <b>537 - Routine Transit Operations</b>									
PERSONNEL SERVICES	2,846,882.00	(148,136.00)	2,698,746.00	275,806.75	.00	2,012,617.99	686,128.01	75	1,682,685.93
OTHER CURRENT EXPENDITURES	601,100.00	(31,271.00)	569,829.00	31,925.78	4,597.16	323,961.55	241,270.29	58	383,584.28
Division <b>N - New Freedom</b>									
PERSONNEL SERVICES	.00	148,136.00	148,136.00	8,871.88	.00	105,850.66	42,285.34	71	82,390.79
OTHER CURRENT EXPENDITURES	.00	31,271.00	31,271.00	.00	.00	12,589.61	18,681.39	40	13,679.46
Division <b>N - New Freedom Totals</b>	<b>\$0.00</b>	<b>\$179,407.00</b>	<b>\$179,407.00</b>	<b>\$8,871.88</b>	<b>\$0.00</b>	<b>\$118,440.27</b>	<b>\$60,966.73</b>	<b>66%</b>	<b>\$96,070.25</b>
Division <b>T - Trolley</b>									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division <b>T - Trolley Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
Department <b>537 - Routine Transit Operations Totals</b>	<b>\$3,447,982.00</b>	<b>\$0.00</b>	<b>\$3,447,982.00</b>	<b>\$316,604.41</b>	<b>\$4,597.16</b>	<b>\$2,455,019.81</b>	<b>\$988,365.03</b>	<b>71%</b>	<b>\$2,162,340.46</b>
Department <b>591 - Transit Maintenance</b>									
PERSONNEL SERVICES	226,775.00	(11,802.00)	214,973.00	29,688.58	.00	213,080.62	1,892.38	99	161,784.16
OTHER CURRENT EXPENDITURES	390,904.00	(20,346.00)	370,558.00	6,357.04	1,350.00	349,776.86	19,431.14	95	324,247.13
Division <b>N - New Freedom</b>									
PERSONNEL SERVICES	.00	11,802.00	11,802.00	.00	.00	7,919.95	3,882.05	67	5,737.75



# Budget by Organization Report

Through 05/31/24  
 Prior Fiscal Year Activity Included  
 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
<b>Fund 103 - General Fund</b>									
<b>EXPENSE</b>									
Department <b>591 - Transit Maintenance</b>									
Division <b>N - New Freedom</b>									
OTHER CURRENT EXPENDITURES	.00	20,346.00	20,346.00	.00	.00	13,923.62	6,422.38	68	12,056.09
Division <b>N - New Freedom Totals</b>	\$0.00	\$32,148.00	\$32,148.00	\$0.00	\$0.00	\$21,843.57	\$10,304.43	68%	\$17,793.84
Department <b>591 - Transit Maintenance Totals</b>	\$617,679.00	\$0.00	\$617,679.00	\$36,045.62	\$1,350.00	\$584,701.05	\$31,627.95	95%	\$503,825.13
Department <b>890 - Contingencies Appropriation</b>									
CONTINGENCIES	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	.00
Department <b>890 - Contingencies Appropriation Totals</b>	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%	\$0.00
Department <b>CAP - Capital Outlay</b>									
CAPITAL OUTLAY	1,993,388.00	5,821,815.00	7,815,203.00	11,173.00	985,630.35	986,713.70	5,842,858.95	25	905,527.70
Department <b>CAP - Capital Outlay Totals</b>	\$1,993,388.00	\$5,821,815.00	\$7,815,203.00	\$11,173.00	\$985,630.35	\$986,713.70	\$5,842,858.95	25%	\$905,527.70
<b>EXPENSE TOTALS</b>	\$7,770,402.00	\$5,891,815.00	\$13,662,217.00	\$471,087.41	\$1,007,027.51	\$5,049,281.62	\$7,605,907.87	44%	\$4,431,301.33
Fund <b>103 - General Fund Totals</b>									
<b>REVENUE TOTALS</b>	7,770,402.00	4,770,604.00	12,541,006.00	239,516.71	.00	3,437,952.27	9,103,053.73	27%	2,584,867.03
<b>EXPENSE TOTALS</b>	7,770,402.00	5,891,815.00	13,662,217.00	471,087.41	1,007,027.51	5,049,281.62	7,605,907.87	44%	4,431,301.33
Fund <b>103 - General Fund Totals</b>	\$0.00	(\$1,121,211.00)	(\$1,121,211.00)	(\$231,570.70)	(\$1,007,027.51)	(\$1,611,329.35)	\$1,497,145.86		(\$1,846,434.30)
Grand Totals									
<b>REVENUE TOTALS</b>	7,770,402.00	4,770,604.00	12,541,006.00	239,516.71	.00	3,437,952.27	9,103,053.73	27%	2,584,867.03
<b>EXPENSE TOTALS</b>	7,770,402.00	5,891,815.00	13,662,217.00	471,087.41	1,007,027.51	5,049,281.62	7,605,907.87	44%	4,431,301.33
Grand Totals	\$0.00	(\$1,121,211.00)	(\$1,121,211.00)	(\$231,570.70)	(\$1,007,027.51)	(\$1,611,329.35)	\$1,497,145.86		(\$1,846,434.30)

# Macatawa Area Express Transportation Authority

**Meeting Date:** June 24, 2024

**Agenda Item:**

**Subject:** Financial Reports for 5/31/2024–Unaudited

**Prepared By:** Julie Ziurinskas, City Finance

**Recommendation:** Accept Financial Reports as information

Attached are Budget Performance Reports for the eight months ended May 31, 2024 (66.67% of year). The attached reports reflect the activities of the MAX as well as capital.

## Revenues

Operating revenues currently total \$3,437,952.27, or 27% 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. April operating revenues are mostly composed of investment income, fare collection revenues, and State Operating Assistance payments. Zeeland City, Zeeland Township, and Park Township are billed quarterly for services rendered. The revenue is recorded to reflect the period of service (the first two quarters have been billed), however, there is currently a receivable of \$134,173 which represents four unpaid quarters of service for Park Township. 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 eight months ended May 31, 2024 totaled \$5,049,281.62, or 44% of budget. Operating expenses appear to be in line with expectations overall, however, some accounts are currently tracking higher than anticipated but should smooth out before year-end.

## Grant Activity

- ✓ Federal Operating Grant Revenue: \$0 of \$566,000 budgeted has been received. MAX receives Federal Operating grant revenues toward the end of the fiscal year, generally mid-late September.
- ✓ State Operating Grant Revenue (received at the beginning of each month) - \$1,433,448 of \$2,179,779 has been received.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - \$31,691 of \$142,500 has been received.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - \$50,665 of \$70,000 has been received.
- ✓ Federal ARPA Operating Grant Revenue: \$1,475,098 of \$1,475,098 budgeted has been received.



# Revenue Budget Performance Report

Fiscal Year to Date 05/31/24  
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	12,143.67	.00	84,228.38	(74,228.38)	842	30,622.73
490675.0	Private Donations General	75,000.00	.00	75,000.00	.00	.00	27,562.51	47,437.49	37	480,831.22
490692.0	Miscellaneous General	1,000.00	.00	1,000.00	97.10	.00	381.10	618.90	38	2.80
REVENUE TOTALS		\$86,000.00	\$0.00	\$86,000.00	\$12,240.77	\$0.00	\$112,171.99	(\$26,171.99)	130%	\$511,456.75
Department 000 - General Revenues Totals		\$86,000.00	\$0.00	\$86,000.00	\$12,240.77	\$0.00	\$112,171.99	(\$26,171.99)	130%	\$511,456.75
Department 537 - Routine Transit Operations										
Division 4 - General										
REVENUE										
400402	Property Tax	1,358,450.00	.00	1,358,450.00	.00	.00	(100,193.60)	1,458,643.60	-7	(37,518.26)
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	27.75	.00	1,527.52	(27.52)	102	1,339.82
440573	State-Reim Local PPT Tax Loss	88,878.00	.00	88,878.00	.00	.00	.00	88,878.00	0	.00
460626.R	Fees-Finance/Management Treas Fee-NSF Check/Stop Paym	.00	.00	.00	.00	.00	45.00	(45.00)	+++	.00
460644.1	Concessions & Commissions Bus Signage-Advertising Commiss	25,000.00	.00	25,000.00	.00	.00	33,272.75	(8,272.75)	133	6,440.50
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	6,463.79	.00	40,821.25	9,178.75	82	29,739.70
460651.1F	Use & Admissions Fees Fares-Fixed Route	55,000.00	.00	55,000.00	5,102.30	.00	43,645.85	11,354.15	79	39,160.00
460651.1R	Use & Admissions Fees Fares-Adult Monthly	32,000.00	.00	32,000.00	3,652.50	.00	24,537.00	7,463.00	77	22,688.50
460651.1S	Use & Admissions Fees Fares-Daily Pass	2,000.00	.00	2,000.00	161.00	.00	1,649.10	350.90	82	1,626.10
460651.1T	Use & Admissions Fees Fares-Tickets	1,800.00	.00	1,800.00	600.00	.00	1,400.00	400.00	78	750.00
460651.1X	Use & Admissions Fees Fares-Student Pass	5,500.00	.00	5,500.00	276.00	.00	3,553.50	1,946.50	65	1,794.00
460651.1DW	Use & Admissions Fees Fares-Reduced Demand/Response	5,000.00	.00	5,000.00	40.00	.00	180.00	4,820.00	4	840.00
460651.1FD	Use & Admissions Fees Fares-Reduced Monthly (Fixed/DR)	36,000.00	.00	36,000.00	2,940.00	.00	25,740.00	10,260.00	72	24,754.50
460651.1FR	Use & Admissions Fees Fares-Reduced Fixed Route	3,000.00	.00	3,000.00	24.00	.00	1,013.50	1,986.50	34	2,317.00
460651.1WP	Use & Admissions Fees Fares-Adult Weekly	3,000.00	.00	3,000.00	90.00	.00	890.00	2,110.00	30	625.00
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	+++	3,946.05
490683.1	Reimbursements Michigan Transit Pool	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	187,527.79
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	(.10)	.00	25.49	74.51	25	50.46
490692.C	Miscellaneous Court Recovery Fee	.00	.00	.00	.00	.00	200.00	(200.00)	+++	.00
490692.E	Miscellaneous Lost Eligible Pass	200.00	.00	200.00	5.00	.00	50.00	150.00	25	45.00
490694	Cash Short/Over	.00	.00	.00	98.06	.00	(1,418.07)	1,418.07	+++	249.47
570674	Sale of Fixed Assets	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	6,479.00
REVENUE TOTALS		\$1,804,728.00	\$0.00	\$1,804,728.00	\$19,480.30	\$0.00	\$76,939.29	\$1,727,788.71	4%	\$294,526.02



# Revenue Budget Performance Report

Fiscal Year to Date 05/31/24  
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
<b>Fund 103 - General Fund</b>										
Department <b>537 - Routine Transit Operations</b>										
Division <b>4 - General Totals</b>		\$1,804,728.00	\$0.00	\$1,804,728.00	\$19,480.30	\$0.00	\$76,939.29	\$1,727,788.71	4%	\$294,526.02
Division <b>5 - Grants</b>										
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	22,892.00	.00	40,532.00	15,468.00	72	6,946.00
540536.6	Federal New Freedom	142,500.00	.00	142,500.00	.00	.00	31,691.00	110,809.00	22	61,299.50
540536.8	Federal Capital Outlay	1,193,711.00	3,593,743.00	4,787,454.00	.00	.00	61,022.00	4,726,432.00	1	455,916.00
540536.3A	Federal ARPA	1,475,098.00	.00	1,475,098.00	.00	.00	1,475,098.00	.00	100	.00
550570.1	State Operating (Current Year)	2,179,779.00	.00	2,179,779.00	179,181.00	.00	1,433,448.00	746,331.00	66	1,086,488.00
550570.4	State Mobility Management	14,000.00	.00	14,000.00	5,722.64	.00	10,133.04	3,866.96	72	1,735.74
550570.8	State Capital Outlay	.00	1,034,361.00	1,034,361.00	.00	.00	12,974.14	1,021,386.86	1	.00
<b>REVENUE TOTALS</b>		<b>\$5,627,088.00</b>	<b>\$4,628,104.00</b>	<b>\$10,255,192.00</b>	<b>\$207,795.64</b>	<b>\$0.00</b>	<b>\$3,064,898.18</b>	<b>\$7,190,293.82</b>	<b>30%</b>	<b>\$1,612,385.24</b>
Division <b>5 - Grants Totals</b>		\$5,627,088.00	\$4,628,104.00	\$10,255,192.00	\$207,795.64	\$0.00	\$3,064,898.18	\$7,190,293.82	30%	\$1,612,385.24
Division <b>6 - Operating Assistance</b>										
REVENUE										
460627.1	Charges for Services Rendered Zeeland City	62,862.00	.00	62,862.00	.00	.00	31,553.39	31,308.61	50	29,605.49
460627.2	Charges for Services Rendered Park Township	137,190.00	.00	137,190.00	.00	.00	67,086.50	70,103.50	49	67,086.50
460627.9	Charges for Services Rendered Zeeland Twp	8,034.00	.00	8,034.00	.00	.00	2,427.92	5,606.08	30	1,414.03
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
<b>REVENUE TOTALS</b>		<b>\$248,086.00</b>	<b>\$0.00</b>	<b>\$248,086.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$101,067.81</b>	<b>\$147,018.19</b>	<b>41%</b>	<b>\$98,106.02</b>
Division <b>6 - Operating Assistance Totals</b>		\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$101,067.81	\$147,018.19	41%	\$98,106.02
Division <b>N - New Freedom</b>										
REVENUE										
400402	Property Tax	.00	142,500.00	142,500.00	.00	.00	75,662.00	66,838.00	53	61,300.00
460651.1D	Use & Admissions Fees Fares-Demand/Response	.00	.00	.00	.00	.00	7,213.00	(7,213.00)	+++	7,093.00
<b>REVENUE TOTALS</b>		<b>\$0.00</b>	<b>\$142,500.00</b>	<b>\$142,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$82,875.00</b>	<b>\$59,625.00</b>	<b>58%</b>	<b>\$68,393.00</b>
Division <b>N - New Freedom Totals</b>		\$0.00	\$142,500.00	\$142,500.00	\$0.00	\$0.00	\$82,875.00	\$59,625.00	58%	\$68,393.00
Division <b>T - Trolley</b>										
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
<b>REVENUE TOTALS</b>		<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>0%</b>	<b>\$0.00</b>
Division <b>T - Trolley Totals</b>		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Department <b>537 - Routine Transit Operations Totals</b>		<b>\$7,684,402.00</b>	<b>\$4,770,604.00</b>	<b>\$12,455,006.00</b>	<b>\$227,275.94</b>	<b>\$0.00</b>	<b>\$3,325,780.28</b>	<b>\$9,129,225.72</b>	<b>27%</b>	<b>\$2,073,410.28</b>
Fund <b>103 - General Fund Totals</b>		<b>\$7,770,402.00</b>	<b>\$4,770,604.00</b>	<b>\$12,541,006.00</b>	<b>\$239,516.71</b>	<b>\$0.00</b>	<b>\$3,437,952.27</b>	<b>\$9,103,053.73</b>		<b>\$2,584,867.03</b>
Grand Totals		\$7,770,402.00	\$4,770,604.00	\$12,541,006.00	\$239,516.71	\$0.00	\$3,437,952.27	\$9,103,053.73		\$2,584,867.03



# Revenue Budget Performance Report

Fiscal Year to Date 05/31/24  
Exclude Rollup Account