



**MAX Transportation Authority Board
Meeting Agenda
Tuesday, September 10, 2024**

1. Open Public Hearing on FY2024 and FY2025 Budgets – Action
 2. Opportunity for Public Comment – Please limit public comment to three (3) minutes or less.
 3. July 2024 Board Meeting Minutes - Action
 4. Marketing Committee
 - a) Call Center Summary – Information
 5. Executive Committee
 - a) FY2024 Year-End Budget Amendments – Action
 - b) FY2025 Proposed Budget – Action
 - c) FY2025 Annual Budget Resolution – Action
 - d) Approval of Proposed Passes for MAX Reduced-Fare Riders – Action
 - e) Performance Evaluation and Employee Bonus Form – Action
 - f) Notice to Advance Procurement of EV Transit Vans and Chargers – Action
 - g) MAX Grant Funding Report – Information
 - h) VIA Scheduling Software and Tablet Installation Update – Information
 - i) Ridership Reports for August 2024 – Information
 - j) Financial Reports for August 2024 – Information
 - k) Expenditure Reports for August 2024 – Information
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6. Director's Report

Next meeting is Monday, October 28, 2024 at 3:30 p.m.

MEMO
Board Action Item

DATE: September 5, 2024
TO: MAX Authority Board
FROM: Elisa Hoekwater, Executive Director
SUBJECT: FY 2024 Year-End Budget Amendment – Action

Provided for review are recommended amendments to the FY 2024 budget (see attached). Below is a revised summary of the amended budget based on the expenses for the year-to-date (YTD).

FY2024 Budget Summary

<u>REVENUES:</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Difference</u>
Department 000 - General Revenues	\$ 86,000	\$ 75,837	\$ (10,163)
Department 537 - Routine Transit Operations	\$6,490,691	\$ 7,455,822	\$ 965,

FY2024 PROPOSED YEAR-END AMENDMENTS MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

GL Number	Description	YTD Activity 09/30/2023	Oct 23 to Sept 24 Budget	YTD THRU 09/30/2024	Proposed Year-End Amendments	Difference
Fund: 101 GENERAL FUND						
Account Category: Revenues						
101-000.000-665.000	INVESTMENT INCOME	57,473.11	10,000.00	108,115.61	32,927.00	22,927.00
101-000.000-674.000	PRIVATE DONATIONS GENERAL	653,938.09	75,000.00	27,562.51	41,910.00	(33,090.00)
101-000.000-683.000	MISCELLANEOUS GENERAL	126.41	1,000.00	28,444.08	1,000.00	-
Total Department 000.000:		711,537.61	86,000.00	164,122.20	75,837.00	(10,163.00)
Department: 593.537 NEW FREEDOM						
101-593.537-402.000	PROPERTY TAX	128,867.00	142,500.00	112,266.65	0.00	(142,500.00)
101-593.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/RESPO	13,001.00	0.00	11,152.00	0.00	-
Total Department 593.537:		141,868.00	142,500.00	123,418.65	0.00	(142,500.00)
Total For Department NEW FREEDOM		141,868.00	142,500.00	123,418.65	0.00	(142,500.00)
Department: 596.171 MANAGEMENT & ADMINISTRATION						
101-596.171-691.000	OTHER SOURCES - LEASE FINANCING	364,079.00	0.00	0.00	0.00	0.00
Total Department 596.171:		364,079.00	0.00	0.00	0.00	0.00
Department: 596.537 ROUTINE TRANSIT OPERATIONS						
101-596.537-402.000	PROPERTY TAX	1,058,564.42	1,358,450.00	529,519.55	1,358,450.00	-
101-596.537-432.000	SERVICE CHARGE IN LIEU OF TAXES	3,255.91	3,000.00	3,392.79	3,500.00	500.00
101-596.537-437.000	PROPERTY TAXES IFT IFT LEVY - GENERAL	29,487.02	25,000.00	15,290.16	25,000.00	-
101-596.537-445.000	INTEREST & PENALTIES (TAXES)	1,484.28	1,500.00	1,530.80	1,500.00	-
101-596.537-502.000	FEDERAL OPERATING (CURRENT YEAR)	1,291,618.00	566,000.00	0.00	566,000.00	-
101-596.537-502.350	FEDERAL ARPA	452,778.00	1,475,098.00	1,475,098.00	1,475,098.00	-
101-596.537-502.400	FEDERAL MOBILITY MANAGEMENT	41,644.00	56,000.00	40,532.00	56,000.00	-
101-596.537-502.600	FEDERAL NEW FREEDOM	116,793.50	142,500.00	31,691.00	142,500.00	-
101-596.537-502.800	FEDERAL CAPITAL OUTLAY	836,911.00	4,787,454.00	775,366.00	1,193,711.00	(3,593,743.00)
101-596.537-539.000	STATE OPERATING (CURRENT YEAR)	1,629,728.00	2,179,779.00	1,970,991.00	2,179,779.00	-
101-596.537-539.100	STATE OPERATING (PRIOR YEAR)	330,949.00	0.00	216,406.00	0.00	-
101-596.537-539.400	STATE MOBILITY MANAGEMENT	10,410.44	14,000.00	10,133.04	14,000.00	-
101-596.537-539.800	STATE CAPITAL OUTLAY	134,156.34	1,034,361.00	12,974.14	0.00	(1,034,361.00)
101-596.537-573.000	STATE-REIM LOCAL PPT TAX LOSS	104,266.55	88,878.00	0.00	0.00	(88,878.00)
101-596.537-581.100	CHARGES FOR SERVICES RENDERED ZEELAND CI	58,738.01	62,862.00	31,553.39	46,101.05	(16,760.95)
101-596.537-581.200	CHARGES FOR SERVICES RENDERED PARK TOWNS	134,173.00	137,190.00	67,086.50	134,173.00	(3,017.00)
101-596.537-581.900	CHARGES FOR SERVICES RENDERED ZEELAND TW	3,587.41	8,034.00	2,427.92	3,592.93	(4,441.07)
101-596.537-626.000	FEES-FINANCE/MANAGEMENT TREAS FEE-NSF CH	0.00	0.00	45.00	0.00	-
101-596.537-642.315	CONCESSIONS & COMMISSIONS BUS SIGNAGE-AD	15,347.75	25,000.00	41,126.75	20,000.00	(5,000.00)
101-596.537-651.100	USE & ADMISSIONS FEES FARES-FIXED ROUTE	56,293.20	55,000.00	57,691.60	\$58,000.00	3,000.00
101-596.537-651.101	USE & ADMISSIONS FEES FARES-REDUCED MONT	36,514.50	36,000.00	26,880.00	\$32,000.00	(4,000.00)
101-596.537-651.102	USE & ADMISSIONS FEES FARES-REDUCED FIXE	2,584.50	3,000.00	1,094.50	2,500.00	(500.00)
101-596.537-651.104	USE & ADMISSIONS FEES FARES-ADULT MONTHL	32,903.00	32,000.00	34,860.00	36,000.00	4,000.00
101-596.537-651.105	USE & ADMISSIONS FEES FARES-DAILY PASS	2,152.80	2,000.00	2,366.70	3,000.00	1,000.00
101-596.537-651.106	USE & ADMISSIONS FEES FARES-TICKETS	1,850.00	1,800.00	1,550.00	2,000.00	200.00
101-596.537-651.108	USE & ADMISSIONS FEES FARES-ADULT WEEKLY	905.00	3,000.00	1,735.00	2,500.00	(500.00)
101-596.537-651.109	USE & ADMISSIONS FEES FARES-STUDENT PASS	5,658.00	5,500.00	6,831.00	7,000.00	1,500.00
101-596.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/RESPO	42,089.45	50,000.00	49,710.00	50,000.00	-
101-596.537-651.201	USE & ADMISSIONS FEES FARES-REDUCED DEMA	980.00	5,000.00	180.00	0.00	(5,000.00)
101-596.537-651.203	USE & ADMISSIONS FEES FARES-PUNCH PASS	0.00	0.00	900.00	1,000.00	1,000.00
101-596.537-651.204	USE & ADMISSIONS FEES FARES-REDUCED PUNC	0.00	0.00	14,880.00	16,000.00	16,000.00

FY2024 PROPOSED YEAR-END AMENDMENTS MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

GL Number	Description	YTD Activity 09/30/2023	Oct 23 to Sept 24 Budget	YTD THRU 09/30/2024	Proposed Year-End Amendments	Difference
101-596.537-651.303	CHARGES FOR SERVICES RENDERED PASS-THRU	0.00	47,500.00	0.00	0.00	(47,500.00)
101-596.537-651.600	USE & ADMISSIONS FEES TROLLEY FARES	0.00	4,000.00	0.00	0.00	(4,000.00)
101-596.537-651.601	USE & ADMISSIONS FEES TROLLEY CLEANING F	0.00	500.00	0.00	0.00	(500.00)
101-596.537-667.100	RENTAL LEASE	(94.00)	0.00	0.00	0.00	-
101-596.537-667.200	RENTAL BUS / MOTOR COACH	0.00	5,000.00	0.00	0.00	(5,000.00)
101-596.537-667.300	RENTAL AMTRAK	13,383.68	0.00	0.00	0.00	-
101-596.537-671.000	LEASE INTEREST	188.00	0.00	0.00	0.00	-
101-596.537-674.100	LOCAL GRANT	4,000.00	0.00	0.00	0.00	-
101-596.537-682.100	REIMBURSEMENTS MICHIGAN TRANSIT POOL	187,527.79	45,000.00	0.00	12,117.75	(32,882.25)
101-596.537-682.200	RECOVERIES INSURANCE	0.00	1,800.00	58,348.17		(1,800.00)
101-596.537-683.000	MISCELLANEOUS GENERAL	242.46	100.00	45.48	100.00	-
101-596.537-683.100	MISCELLANEOUS COURT RECOVERY FEE	0.00	0.00	200.00	200.00	200.00
101-596.537-683.200	MISCELLANEOUS LOST ELIGIBLE PASS	50.00	200.00	65.00	100.00	(100.00)
101-596.537-689.000	CASH SHORT/OVER	(335.62)	0.00	(940.64)	1,000.00	1,000.00
101-596.537-693.000	SALE OF FIXED ASSETS	6,479.00	50,000.00	12,900.00	12,900.00	(37,100.00)
Total Department 596.537:		6,647,264.39	12,312,506.00	5,494,460.85	7,455,822.73	(4,856,683.27)
Revenues		7,864,749.00	12,541,006.00	5,782,001.70	7,531,659.73	(4,856,683.27)
Account Category: Expenditures						
Department: 225.000 CONTINGENCIES APPROPRIATION						
101-225.000-958.000	CONTINGENCY GENERAL	0.00	300,000.00	0.00	0.00	(300,000.00)
Total Department 225.000:		0.00	300,000.00	0.00	0.00	(300,000.00)
Total For Department CONTINGENCIES APPROPRIATION		0.00	300,000.00	0.00	0.00	
Department: 596.171 MANAGEMENT & ADMINISTRATION						
101-596.171-701.000	PAYROLL-REGULAR GENERAL	292,399.37	320,892.00	226,181.17	319,774.00	(1,118.00)
101-596.171-702.000	PAYROLL-TEMPORARY HELP GENERAL	1,223.60	0.00	0.00	0.00	-
101-596.171-703.100	SPECIAL PAY - ONE TIME	1,034.73	0.00	0.00	0.00	-
101-596.171-703.200	SAFETY INCENTIVE	667.95	844.00	527.70	850.00	6.00
101-596.171-710.000	PAYROLL - PAID TIME OFF	28,039.85	30,000.00	20,258.91	23,000.00	(7,000.00)
101-596.171-712.000	PAYROLL - HOLIDAYS	8,048.75	7,470.00	6,313.69	7,500.00	30.00
101-596.171-714.000	PAYROLL - BEREAVEMENT	1,705.70	0.00	2,154.98	2,200.00	2,200.00
101-596.171-720.005	INSURANCE HEALTH	35,903.47	34,312.00	30,010.93	34,000.00	(312.00)
101-596.171-720.010	INSURANCE DENTAL	2,703.34	2,647.00	3,584.73	4,100.00	1,453.00
101-596.171-720.020	INSURANCE VISION	861.84	632.00	441.20	632.00	-
101-596.171-720.025	INSURANCE - LIFE & AD&D	341.83	321.00	170.65	321.00	-
101-596.171-720.030	INSURANCE - INCOME PROTECTION	3,219.83	3,172.00	1,949.36	2,500.00	(672.00)
101-596.171-721.005	RETIREMENT CONTRIBUTION	25,271.07	26,000.00	20,392.72	26,000.00	-
101-596.171-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	24,697.77	30,900.00	19,457.28	25,000.00	(5,900.00)
101-596.171-723.500	WORKERS COMP INSURANCE	3,350.75	4,624.00	3,658.79	4,800.00	176.00
101-596.171-724.900	COMPENSATED ABSENCES ADJUSTMENT	136.38	318.00	0.00	318.00	-
101-596.171-730.000	POSTAGE	1,546.80	836.00	1,322.07	1,500.00	664.00
101-596.171-740.000	OPERATING SUPPLIES GENERAL	11,742.39	10,000.00	6,723.47	12,000.00	2,000.00
101-596.171-740.100	OPERATING SUPPLIES EQUIPMENT IT	9,531.62	2,000.00	4,065.84	8,000.00	6,000.00
101-596.171-801.000	CONTRACTUAL-LEGAL	7,182.23	5,000.00	3,882.96	5,000.00	-
101-596.171-802.005	CONTRACTUAL-FINANCE/PROPERTY INDEPENDENT	10,762.52	12,691.00	10,938.00	11,000.00	(1,691.00)
101-596.171-802.100	CONTRACTUAL-FINANCE/PROPERTY ACCOUNTING	96,921.34	90,971.00	100,433.56	109,000.00	18,029.00
101-596.171-802.200	CONTRACTUAL-FINANCE/PROPERTY FINANCE SOF	0.00	0.00	25,167.24	25,167.00	25,167.00

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101-596.171-802.250	CONTRACTUAL-FINANCE/PROPERTY FINANCIAL S	8,415.46	10,500.00	6,305.12	10,000.00	(500.00)
101-596.171-803.005	CONTRACTUAL-HUMAN RESOURCES EMPLOYEE ASS	1,080.47	1,050.00	1,178.00	1,200.00	150.00
101-596.171-803.100	CONTRACTUAL-HUMAN RESOURCES FLEX BENEFIT	2,036.42	2,500.00	2,003.20	2,500.00	-
101-596.171-808.002	CONTRACTUAL-BUILDINGS & GROUNDS GREENWAY	974.87	1,068.00	0.00	0.00	(1,068.00)
101-596.171-808.003	CONTRACTUAL-BUILDINGS & GROUNDS DEPOT SO	890.53	750.00	0.00	0.00	(750.00)
101-596.171-809.605	CONTRACTUAL-MISCELLANEOUS SERVICES	64,840.65	41,000.00	107,139.54	116,100.00	75,100.00
101-596.171-850.000	COMMUNICATIONS TELEPHONE	8,672.47	8,530.00	4,434.88	9,000.00	470.00
101-596.171-851.000	COMMUNICATIONS CELLULAR	11,863.26	12,646.00	12,586.60	14,000.00	1,354.00
101-596.171-900.000	PHOTOCOPIES	0.00	1,500.00	0.00	0.00	(1,500.00)
101-596.171-901.000	CONTRACTUAL-PROMOTIONS/PRINTING PRINTING	0.00	5,100.00	0.00	4,000.00	(1,100.00)
101-596.171-902.000	CONTRACTUAL-PROMOTIONS/PRINTING PUBLISHI	4,929.75	8,000.00	9,476.67	12,000.00	4,000.00
101-596.171-903.000	CONTRACTUAL-PROMOTIONS/PRINTING ADVERTIS	9,575.18	52,499.00	19,317.21	40,000.00	(12,499.00)
101-596.171-920.050	PUBLIC UTILITIES DEPOT	29,143.77	20,000.00	26,571.11	28,600.00	8,600.00
101-596.171-920.051	PUBLIC UTILITIES GREENWAY	29,582.60	31,391.00	21,258.29	31,391.00	-
101-596.171-920.052	PUBLIC UTILITIES STORAGE FACILITY	0.00	0.00	536.48	1,000.00	1,000.00
101-596.171-955.000	MISCELLANEOUS GENERAL	933.14	2,525.00	970.90	1,000.00	(1,525.00)
101-596.171-955.010	MISCELLANEOUS INTERNET TICKET SALES	2,612.69	3,000.00	3,425.91	3,500.00	500.00
101-596.171-955.800	EMPLOYEE EVENTS	10,832.12	10,000.00	8,386.89	13,000.00	3,000.00
101-596.171-960.000	EDUCATION & TRAINING	8,609.64	8,500.00	1,742.51	8,500.00	-
101-596.171-961.000	TRAVEL, CONF, SEMINARS	9,960.10	11,000.00	5,724.29	10,000.00	(1,000.00)
101-596.171-964.001	REFUNDS PROPERTY TAX PRIOR YEARS	603.96	835.00	285.97	301.00	(534.00)
101-596.171-965.000	DUES & SUBSCRIPTIONS	12,189.44	15,000.00	11,168.17	15,000.00	-
101-596.171-969.200	WRITE-OFFS UNCOLL PROPERTY TAXES	(4,388.99)	0.00	0.00	0.00	-
101-596.171-975.000	BUILDINGS & STRUCTURES	364,079.00	0.00	0.00	0.00	-
Total Department 596.171:		1,144,729.66	831,024.00	730,146.99	943,754.00	112,730.00
Department: 596.266 CUSTOMER SERVICE & MARKETING						
101-596.266-701.000	PAYROLL-REGULAR GENERAL	302,104.02	322,384.00	275,744.35	322,384.00	-
101-596.266-702.000	PAYROLL-TEMPORARY HELP GENERAL	20,735.63	5,000.00	30,923.72	34,000.00	29,000.00
101-596.266-703.100	SPECIAL PAY - ONE TIME	3,238.11	0.00	1,253.43	2,000.00	2,000.00
101-596.266-703.200	SAFETY INCENTIVE	1,192.92	1,500.00	1,778.13	2,900.00	1,400.00
101-596.266-703.300	SHIFT PREMIUM	593.63	0.00	865.71	1,000.00	1,000.00
101-596.266-705.000	PAYROLL - OVERTIME GENERAL	2,175.57	0.00	1,747.19	2,000.00	2,000.00
101-596.266-710.000	PAYROLL - PAID TIME OFF	13,314.34	14,200.00	21,367.78	23,200.00	9,000.00
101-596.266-712.000	PAYROLL - HOLIDAYS	7,681.85	7,000.00	6,898.41	7,500.00	500.00
101-596.266-714.000	PAYROLL - BEREAVEMENT	352.13	0.00	210.65	500.00	500.00
101-596.266-720.005	INSURANCE HEALTH	80,157.35	90,000.00	107,109.33	132,000.00	42,000.00
101-596.266-720.010	INSURANCE DENTAL	5,486.00	5,000.00	9,226.04	12,000.00	7,000.00
101-596.266-720.020	INSURANCE VISION	1,662.56	1,200.00	1,662.37	2,200.00	1,000.00
101-596.266-720.025	INSURANCE - LIFE & AD&D	816.60	800.00	437.86	600.00	(200.00)
101-596.266-720.030	INSURANCE - INCOME PROTECTION	4,815.64	4,500.00	3,277.42	4,000.00	(500.00)
101-596.266-721.005	RETIREMENT CONTRIBUTION	25,190.86	20,000.00	24,456.64	30,000.00	10,000.00
101-596.266-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	25,624.91	28,300.00	24,551.09	27,000.00	(1,300.00)
101-596.266-723.500	WORKERS COMP INSURANCE	5,425.09	7,000.00	7,109.27	9,500.00	2,500.00
101-596.266-724.900	COMPENSATED ABSENCES ADJUSTMENT	12,749.13	0.00	0.00	0.00	-
Total Department 596.266:		513,316.34	506,884.00	518,619.39	612,784.00	105,900.00
Department: 596.537 ROUTINE TRANSIT OPERATIONS						
101-596.537-701.100	PAYROLL-REGULAR DRIVERS	1,056,732.49	1,054,864.00	1,186,278.11	1,563,219.00	508,355.00
101-596.537-701.200	PAYROLL-REGULAR OTHER OPERATIONS	328,137.78	386,250.00	306,828.90	340,000.00	(46,250.00)
101-596.537-701.300	PAYROLL-REGULAR DISPATCH	91,187.30	113,300.00	79,297.10	87,000.00	(26,300.00)

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101-596.537-702.100	PAYROLL-TEMPORARY HELP DRIVERS	106,360.02	95,000.00	116,486.12	127,200.00	32,200.00
101-596.537-702.200	PAYROLL-TEMPORARY HELP OTHER OPERATIONS	39,260.61	35,000.00	731.34	2,500.00	(32,500.00)
101-596.537-702.300	PAYROLL-TEMPORARY HELP TEMPORARY HELP DI	2.60	0.00	0.00	0.00	-
101-596.537-703.100	SPECIAL PAY - ONE TIME	28,623.13	0.00	15,357.36	16,700.00	16,700.00
101-596.537-703.200	SAFETY INCENTIVE	5,914.01	10,000.00	8,285.23	13,000.00	3,000.00
101-596.537-703.300	SHIFT PREMIUM	10,911.00	0.00	26,349.44	28,550.00	28,550.00
101-596.537-705.100	PAYROLL - OVERTIME DRIVERS	87,151.90	50,000.00	137,284.59	149,000.00	99,000.00
101-596.537-705.200	PAYROLL - OVERTIME OTHER OPERATIONS	31,725.89	0.00	29,767.73	33,000.00	33,000.00
101-596.537-705.300	PAYROLL - OVERTIME DISPATCH	8,143.01	0.00	11,546.31	14,000.00	14,000.00
101-596.537-710.000	PAYROLL - PAID TIME OFF	94,229.08	110,000.00	93,497.76	110,000.00	-
101-596.537-712.000	PAYROLL - HOLIDAYS	35,708.04	40,000.00	36,581.85	40,000.00	-
101-596.537-714.000	PAYROLL - BEREAVEMENT	2,276.17	0.00	4,142.33	5,000.00	5,000.00
101-596.537-720.005	INSURANCE HEALTH	349,547.45	400,000.00	488,430.55	530,000.00	130,000.00
101-596.537-720.010	INSURANCE DENTAL	24,623.98	28,000.00	38,849.25	43,000.00	15,000.00
101-596.537-720.020	INSURANCE VISION	7,459.82	8,000.00	6,713.38	7,500.00	(500.00)
101-596.537-720.025	INSURANCE - LIFE & AD&D	4,023.35	3,500.00	1,997.53	3,000.00	(500.00)
101-596.537-720.030	INSURANCE - INCOME PROTECTION	26,320.36	37,532.00	24,432.72	27,000.00	(10,532.00)
101-596.537-721.005	RETIREMENT CONTRIBUTION	126,698.11	110,000.00	148,664.12	161,100.00	51,100.00
101-596.537-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	136,380.78	152,300.00	145,646.16	157,052.00	4,752.00
101-596.537-723.200	UNEMPLOYMENT COMP INSURANCE	3,097.45	5,000.00	5,855.33	7,000.00	2,000.00
101-596.537-723.500	WORKERS COMP INSURANCE	32,953.94	35,000.00	35,050.96	46,000.00	11,000.00
101-596.537-724.900	COMPENSATED ABSENCES ADJUSTMENT	23,198.13	25,000.00	0.00	0.00	(25,000.00)
101-596.537-743.100	ANTI-FREEZE & OIL	3,046.15	3,000.00	3,497.11	3,500.00	500.00
101-596.537-745.300	CLOTHING UNIFORMS	6,876.38	21,000.00	2,869.95	15,350.00	(5,650.00)
101-596.537-748.000	GASOLINE GENERAL	300,998.02	318,729.00	180,628.96	200,000.00	(118,729.00)
101-596.537-803.015	CONTRACTUAL-HUMAN RESOURCES DRUG/ALCOHO	10,273.26	10,000.00	9,370.68	12,000.00	2,000.00
101-596.537-939.300	VEHICLE MAINTENANCE TIRES	19,243.67	25,000.00	16,645.54	18,000.00	(7,000.00)
101-596.537-940.000	BUILDING RENTAL/LEASE GENERAL	0.00	0.00	10,740.94	15,386.00	15,386.00
101-596.537-940.100	BUILDING RENTAL/LEASE CITY DEPOT LEASE	0.00	0.00	157,368.05	157,368.00	157,368.00
101-596.537-961.000	TRAVEL, CONF, SEMINARS	0.00	7,000.00	816.18	7,000.00	-
101-596.537-962.000	COMMERCIAL INSURANCE PREMIUMS GENERAL	189,346.52	175,000.00	89,446.09	97,500.00	(77,500.00)
101-596.537-962.100	COMMERCIAL INSURANCE PREMIUMS DEPOT	917.70	10,000.00	0.00	0.00	(10,000.00)
101-596.537-964.100	REFUNDS OPERATING ASSISTANCE PY	19,073.00	100.00	0.00	100.00	-
Total Department 596.537:		3,210,441.10	3,268,575.00	3,419,457.67	4,037,025.00	768,450.00
Department: 596.591 TRANSIT MAINTENANCE						
101-596.591-701.000	PAYROLL-REGULAR GENERAL	118,529.83	109,698.00	131,110.54	142,040.00	32,342.00
101-596.591-702.000	PAYROLL-TEMPORARY HELP GENERAL	48,490.69	33,475.00	44,189.49	48,000.00	14,525.00
101-596.591-703.100	SPECIAL PAY - ONE TIME	3,289.54	0.00	1,666.18	2,000.00	2,000.00
101-596.591-703.200	SAFETY INCENTIVE	763.74	600.00	1,200.51	1,500.00	900.00
101-596.591-703.300	SHIFT PREMIUM	2,815.40	0.00	4,651.96	5,100.00	5,100.00
101-596.591-705.000	PAYROLL - OVERTIME GENERAL	13,740.33	0.00	15,285.11	16,560.00	16,560.00
101-596.591-710.000	PAYROLL - PAID TIME OFF	7,207.67	8,000.00	9,288.74	12,000.00	4,000.00
101-596.591-712.000	PAYROLL - HOLIDAYS	3,082.47	2,000.00	3,099.07	3,500.00	1,500.00
101-596.591-714.000	PAYROLL - BEREAVEMENT	952.32	0.00	0.00	0.00	-
101-596.591-720.005	INSURANCE HEALTH	33,389.06	30,000.00	53,733.82	65,000.00	35,000.00
101-596.591-720.010	INSURANCE DENTAL	2,420.81	3,500.00	4,339.17	5,500.00	2,000.00
101-596.591-720.020	INSURANCE VISION	711.08	1,200.00	810.38	1,200.00	-
101-596.591-720.025	INSURANCE - LIFE & AD&D	229.72	300.00	174.00	300.00	-
101-596.591-720.030	INSURANCE - INCOME PROTECTION	1,605.62	1,800.00	1,543.96	1,800.00	-
101-596.591-721.005	RETIREMENT CONTRIBUTION	11,097.54	8,000.00	12,799.61	15,000.00	7,000.00

FY2024 PROPOSED YEAR-END AMENDMENTS MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

GL Number	Description	YTD Activity 09/30/2023	Oct 23 to Sept 24 Budget	YTD THRU 09/30/2024	Proposed Year-End Amendments	Difference
101-596.591-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	14,747.93	12,400.00	15,477.05	16,810.00	4,410.00
101-596.591-723.500	WORKERS COMP INSURANCE	3,350.75	4,000.00	4,821.15	6,500.00	2,500.00
101-596.591-724.900	COMPENSATED ABSENCES ADJUSTMENT	2,858.41	0.00	0.00	0.00	-
101-596.591-740.000	OPERATING SUPPLIES CLEANING MATERIALS	14,567.87	15,000.00	19,912.31	22,000.00	7,000.00
101-596.591-740.410	OPERATING SUPPLIES REPAIR PARTS	52.03	1,500.00	148.41	1,000.00	(500.00)
101-596.591-808.001	CONTRACTUAL-BUILDINGS & GROUNDS DEPOT JA	0.00	3,000.00	1,360.59	2,000.00	(1,000.00)
101-596.591-808.002	CONTRACTUAL-BUILDINGS & GROUNDS DEPOT LA	5,175.68	3,000.00	3,412.94	3,500.00	500.00
101-596.591-808.003	CONTRACTUAL-BUILDINGS & GROUNDS DEPOT SN	33,235.44	15,000.00	21,643.42	22,000.00	7,000.00
101-596.591-931.000	BUILDING & GROUNDS MAINTENANCE DEPOT	38,766.67	15,000.00	14,557.37	16,000.00	1,000.00
101-596.591-931.100	BUILDING & GROUNDS MAINTENANCE GREENWAY	23,939.81	25,000.00	16,055.79	25,000.00	-
101-596.591-932.000	MECHANICAL MAINTENANCE DEPOT	764.96	500.00	0.00	500.00	-
101-596.591-933.000	EQUIPMENT MAINTENANCE RADIO MAINTENANCE	55.77	500.00	0.00	500.00	-
101-596.591-933.100	EQUIPMENT MAINTENANCE OFFICE EQUIPMENT	7,111.58	4,000.00	6,915.30	7,000.00	3,000.00
101-596.591-939.005	VEHICLE MAINTENANCE MECHANICAL	394,345.88	284,058.00	367,219.09	400,000.00	115,942.00
101-596.591-939.015	VEHICLE MAINTENANCE BODYWORK	50.30	3,000.00	10,486.07	20,000.00	17,000.00
101-596.591-939.020	VEHICLE MAINTENANCE GRAPHICS	4,173.30	1,000.00	3,777.96	4,000.00	3,000.00
Total Department 596.591:		791,522.20	585,531.00	769,679.99	866,310.00	280,779.00
Total For Department MANAGEMENT & ADMINISTRATION		5,660,009.30	5,192,014.00	5,437,904.04	6,459,873.00	1,267,859.00
Department: 900.000 CAPITAL OUTLAY						
101-900.000-974.000	LAND IMPROVEMENTS	0.00	500,000.00	0.00	42,000.00	(458,000.00)
101-900.000-975.010	BUILDINGS & STRUCTURES GRANT MI-2021-010	269,036.87	129,882.00	10,720.00	16,340.00	(113,542.00)
101-900.000-975.039	BUILDINGS & STRUCTURES GRANT MI-2020-039	0.00	537,733.00	0.00	0.00	(537,733.00)
101-900.000-977.000	MACHINERY & EQUIPMENT	23.88	45,000.00	0.00	0.00	(45,000.00)
101-900.000-977.010	MACHINERY & EQUIPMENT GRANT MI-2021-010	70,705.15	225,092.00	5,064.37	5,064.37	(220,027.63)
101-900.000-977.016	MACHINERY & EQUIPMENT GRANT MI-2023-016	36,414.00	463,586.00	67,336.00	71,592.00	(391,994.00)
101-900.000-977.029	MACHINERY & EQUIPMENT GRANT MI-2023-029	0.00	812,250.00	32,518.00	49,889.00	(762,361.00)
101-900.000-977.033	MACHINERY & EQUIPMENT GRANT MI-2019-033	16,567.76	0.00	0.00	0.00	-
101-900.000-977.039	MACHINERY & EQUIPMENT GRANT MI-2020-039	4,082.62	83,128.00	10,619.33	10,619.33	(72,508.67)
101-900.000-981.000	VEHICLE	3,633.70	1,448,388.00	0.00	0.00	(1,448,388.00)
101-900.000-981.010	VEHICLE GRANT MI-2021-010	286,076.00	2,685,505.00	876,281.80	876,281.80	(1,809,223.20)
101-900.000-981.029	VEHICLE GRANT MI-2023-029	0.00	854,335.00	0.00	0.00	(854,335.00)
101-900.000-981.039	VEHICLE GRANT MI-2020-039	289,696.00	30,304.00	0.00	0.00	(30,304.00)
Total Department 900.000:		976,235.98	7,815,203.00	1,002,539.50	1,071,786.50	(6,743,416.50)
Total For Department CAPITAL OUTLAY		976,235.98	7,815,203.00	1,002,539.50	1,071,786.50	(6,743,416.50)
Expenditures		6,959,572.60	13,662,217.00	6,798,636.59	7,531,659.50	(6,130,557.50)



TO: MAX Authority Board
FROM: Elisa Hoekwater, Executive Director
RE: FY2025 Proposed Annual Operating Budget
MEETING DATE: September 10, 2024

In January 2024 the Macatawa Area Express Transportation Authority Board approved a resolution of intent to seek State and Federal Operating funding assistance based on eligible expenses, totaling \$6,085,165. Since that time, a MAX Transit Study was completed, offering strategic recommendations to reconfigure fixed routes and improve efficiency of the transit system; the Authority Board also approved increases to hourly wages and staff salaries in order to offer competitive compensation; and MAX has successfully used competitive grant awards for capital purchases. This set of strategies have made it possible for MAX to seek opportunities which offer more efficient services, while maintaining a state of good repair for the current system. The FY2025 budget was developed to address each of these priorities.

FY2025 Budget Summary

<u>REVENUES:</u>	<u>Original Budget</u>
Department 000 - General Revenues	\$ 21,000
Department 537 - Routine Transit Operations	\$6,326,080
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Revenue Totals	\$6,347,080
<i>(Note: Revenue totals do not include funds for capital)</i>	
<u>EXPENDITURES:</u>	
Department 171 - Management & Administration	\$ 910,099
Department 266 - Customer Service & Marketing	\$ 615,455
Department 537 - Routine Transit Operations	\$ 3,949,325
Department 591 - Transit Maintenance	\$ 728,710
Department 890 – Contingencies Appropriation	\$ 143,491
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Expenditure Totals	\$6,347,080

Action Requested: The MAX Authority Board is asked to approve the proposed budget for FY2025 and Annual Budget Resolution.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY
ANNUAL BUDGET RESOLUTION
FOR THE FISCAL YEAR OCTOBER 1, 2024 - SEPTEMBER 30, 2025

September 10, 2024

WHEREAS, notification of a public hearing on the annual budget for fiscal year 2024-2025 as proposed by the Macatawa Area Express Transportation Authority (the "Authority"), has been duly published; and

WHEREAS, the proposed budget document has been placed on file for public inspection at the Padnos Transportation Center, 171 Lincoln, Suite 20, Holland MI 49423; and

WHEREAS, a public hearing on the proposed budget was held, as scheduled, at 3:30 P.M. on September 10, 2024 at 11660 Greenway Driver, Holland MI 49424, to give interested citizens an opportunity to be heard;

THEREFORE, BE IT RESOLVED, that the Macatawa Area Express Transportation Authority does hereby adopt the Annual Budget, of Estimated Revenues and Appropriations by Organizational Unit for all funds as therein presented, to include any modifications approved at the time of the public hearing, in accordance with requirements as set forth in State of Michigan Act 621 of 1978, as amended, for the fiscal year October 1, 2024 through September 30, 2025; and

BE IT FURTHER RESOLVED, that the level of budgetary control is placed at the overall fund level; and

BE IT FURTHER RESOLVED, that the MAX Director is hereby authorized to make appropriation transfer adjustments from the *Contingencies* account of their respectively administered funds, and appropriation transfer adjustments within line-items of the same fund, for:

- changes in estimates of specific operating accounts
- individual capital outlay adjustments

and, that individual appropriation transfer adjustments from a *Contingencies* account or within organizational units which exceed \$20,000 may be authorized only by action of the Macatawa Area Express Transportation Authority Board, and

BE IT FURTHER RESOLVED, that all open encumbrances in Governmental-Type Funds at September 30, 2024 will be liquidated and re-established as of October 1, 2024 in the new fiscal year. This procedure will increase total Appropriations of the new fiscal year by the amount of the re-established encumbrances. The MAX Director through the City of Holland Finance Office, as fiscal agent, is hereby authorized to increase overall fund appropriations in the new fiscal year, directly from *Fund Balance---Undesignated*, equal to re-established encumbrances.

BE IT FURTHER RESOLVED, that the Macatawa Area Express Transportation Authority's property tax millage levy against all classes of assessable property, at *taxable valuations* as approved by the Boards of Commissioners for Ottawa and Allegan counties, the State Tax Commission, and anticipated adjustments of the Michigan Tax Tribunal, for the fiscal year October 1, 2024 - September 30, 2025 is adopted as follows:

<u>Designated Purpose</u>	Property Tax Millage	
	<u>Rate</u>	<u>Amount</u>
<u>MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY</u>		
<u>Operating:</u>		
- General Operations	0.3912	3,414,084,224
<u>GRAND TOTAL - TAX MILLAGE LEVY</u>	0.3912	3,414,084,224

BE IT FURTHER RESOLVED, that the total Macatawa Area Express Transportation Authority millage rate is still subject to revision due to county equalization, potential Headlee Rollback and Authority board action.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Macatawa Area Express Transportation Authority Board of Directors at its regular meeting held on September 10, 2024.

Joseph Baumann _____

Macatawa Area Express Transportation Authority Secretary / Treasurer

FY2025 PROPOSED BUDGET MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

GL Number	Description	FY2024 Budget	Proposed FY2025 Budget	Difference
Fund: 101 GENERAL FUND				
Account Category: Revenues				
101-000.000-665.000	INVESTMENT INCOME	10,000.00	20,000.00	10,000.00
101-000.000-674.000	PRIVATE DONATIONS GENERAL	75,000.00	0.00	(75,000.00)
101-000.000-683.000	MISCELLANEOUS GENERAL	1,000.00	1,000.00	-
Total Department 000.000:		86,000.00	21,000.00	(65,000.00)
Department: 593.537 NEW FREEDOM				
101-593.537-402.000	PROPERTY TAX	142,500.00	0.00	(142,500.00)
101-593.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/RESPO	0.00	0.00	-
Total Department 593.537:		142,500.00	0.00	(142,500.00)
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Total For Department NEW FREEDOM		142,500.00	0.00	(142,500.00)
Department: 596.171 MANAGEMENT & ADMINISTRATION				
101-596.171-691.000	OTHER SOURCES - LEASE FINANCING	0.00	0.00	0.00
Total Department 596.171:		0.00	0.00	0.00
Department: 596.537 ROUTINE TRANSIT OPERATIONS				
101-596.537-402.000	PROPERTY TAX	1,358,450.00	1,358,450.00	-
101-596.537-432.000	SERVICE CHARGE IN LIEU OF TAXES	3,000.00	3,500.00	500.00
101-596.537-437.000	PROPERTY TAXES IFT IFT LEVY - GENERAL	25,000.00	25,000.00	-
101-596.537-445.000	INTEREST & PENALTIES (TAXES)	1,500.00	1,500.00	-
101-596.537-502.000	FEDERAL OPERATING (CURRENT YEAR)	566,000.00	2,047,000.00	1,481,000.00
101-596.537-502.350	FEDERAL ARPA	1,475,098.00	0.00	(1,475,098.00)
101-596.537-502.400	FEDERAL MOBILITY MANAGEMENT	56,000.00	56,000.00	-
101-596.537-502.600	FEDERAL NEW FREEDOM	142,500.00	142,500.00	-
101-596.537-502.800	FEDERAL CAPITAL OUTLAY	0.00	0.00	-
101-596.537-539.000	STATE OPERATING (CURRENT YEAR)	2,179,779.00	2,087,552.00	(92,227.00)
101-596.537-539.100	STATE OPERATING (PRIOR YEAR)	0.00	0.00	-
101-596.537-539.400	STATE MOBILITY MANAGEMENT	14,000.00	14,000.00	-
101-596.537-539.800	STATE CAPITAL OUTLAY	0.00	0.00	-
101-596.537-573.000	STATE-REIM LOCAL PPT TAX LOSS	88,878.00	88,878.00	-
101-596.537-581.100	CHARGES FOR SERVICES RENDERED ZEELAND CI	62,862.00	62,900.00	38.00
101-596.537-581.200	CHARGES FOR SERVICES RENDERED PARK TOWNS	137,190.00	139,500.00	2,310.00
101-596.537-581.900	CHARGES FOR SERVICES RENDERED ZEELAND TW	8,034.00	8,100.00	66.00
101-596.537-626.000	FEES-FINANCE/MANAGEMENT TREAS FEE-NSF CH	0.00	0.00	-
101-596.537-642.315	CONCESSIONS & COMMISSIONS BUS SIGNAGE-AD	25,000.00	25,000.00	-
101-596.537-651.100	USE & ADMISSIONS FEES FARES-FIXED ROUTE	55,000.00	58,000.00	3,000.00
101-596.537-651.101	USE & ADMISSIONS FEES FARES-REDUCED MONT	36,000.00	32,000.00	(4,000.00)
101-596.537-651.102	USE & ADMISSIONS FEES FARES-REDUCED FIXE	3,000.00	2,500.00	(500.00)

FY2025 PROPOSED BUDGET MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

GL Number	Description	FY2024 Budget	Proposed FY2025 Budget	Difference
101-596.537-651.104	USE & ADMISSIONS FEES FARES-ADULT MONTHL	32,000.00	36,000.00	4,000.00
101-596.537-651.105	USE & ADMISSIONS FEES FARES-DAILY PASS	2,000.00	3,000.00	1,000.00
101-596.537-651.106	USE & ADMISSIONS FEES FARES-TICKETS	1,800.00	2,000.00	200.00
101-596.537-651.108	USE & ADMISSIONS FEES FARES-ADULT WEEKLY	3,000.00	2,500.00	(500.00)
101-596.537-651.109	USE & ADMISSIONS FEES FARES-STUDENT PASS	5,500.00	7,000.00	1,500.00
101-596.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/RESPO	50,000.00	50,000.00	-
101-596.537-651.201	USE & ADMISSIONS FEES FARES-REDUCED DEMA	5,000.00	0.00	(5,000.00)
101-596.537-651.203	USE & ADMISSIONS FEES FARES-PUNCH PASS	0.00	1,000.00	1,000.00
101-596.537-651.204	USE & ADMISSIONS FEES FARES-REDUCED PUNC	0.00	16,000.00	16,000.00
101-596.537-651.303	CHARGES FOR SERVICES RENDERED PASS-THRU	47,500.00	0.00	(47,500.00)
101-596.537-651.600	USE & ADMISSIONS FEES TROLLEY FARES	4,000.00	0.00	(4,000.00)
101-596.537-651.601	USE & ADMISSIONS FEES TROLLEY CLEANING F	500.00	0.00	(500.00)
101-596.537-667.100	RENTAL LEASE	0.00	0.00	-
101-596.537-667.200	RENTAL BUS / MOTOR COACH	5,000.00	0.00	(5,000.00)
101-596.537-667.300	RENTAL AMTRAK	0.00	0.00	-
101-596.537-671.000	LEASE INTEREST	0.00	0.00	-
101-596.537-674.100	LOCAL GRANT	0.00	0.00	-
101-596.537-682.100	REIMBURSEMENTS MICHIGAN TRANSIT POOL	45,000.00	45,000.00	-
101-596.537-682.200	RECOVERIES INSURANCE	1,800.00	1,000.00	(800.00)
101-596.537-683.000	MISCELLANEOUS GENERAL	100.00	100.00	-
101-596.537-683.100	MISCELLANEOUS COURT RECOVERY FEE	0.00	0.00	-
101-596.537-683.200	MISCELLANEOUS LOST ELIGIBLE PASS	200.00	100.00	(100.00)
101-596.537-689.000	CASH SHORT/OVER	0.00	0.00	-
101-596.537-693.000	SALE OF FIXED ASSETS	50,000.00	10,000.00	(40,000.00)
Total Department 596.537:		6,490,691.00	6,326,080.00	(164,611.00)
Revenues		6,719,191.00	6,347,080.00	(164,611.00)
Account Category: Expenditures				
Department: 225.000 CONTINGENCIES APPROPRIATION				
101-225.000-958.000	CONTINGENCY GENERAL	300,000.00	143,491.00	(156,509.00)
Total Department 225.000:		300,000.00	143,491.00	(156,509.00)
Total For Department CONTINGENCIES APPROPRIATION		300,000.00	143,491.00	
Department: 596.171 MANAGEMENT & ADMINISTRATION				
101-596.171-701.000	PAYROLL-REGULAR GENERAL	320,892.00	330,520.00	9,628.00
101-596.171-702.000	PAYROLL-TEMPORARY HELP GENERAL	0.00	0.00	-
101-596.171-703.100	SPECIAL PAY - ONE TIME	0.00	0.00	-
101-596.171-703.200	SAFETY INCENTIVE	844.00	850.00	6.00
101-596.171-710.000	PAYROLL - PAID TIME OFF	30,000.00	23,000.00	(7,000.00)

FY2025 PROPOSED BUDGET MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

GL Number	Description	FY2024 Budget	Proposed FY2025 Budget	Difference
101-596.171-712.000	PAYROLL - HOLIDAYS	7,470.00	7,500.00	30.00
101-596.171-714.000	PAYROLL - BEREAVEMENT	0.00	2,200.00	2,200.00
101-596.171-720.005	INSURANCE HEALTH	34,312.00	38,000.00	3,688.00
101-596.171-720.010	INSURANCE DENTAL	2,647.00	4,100.00	1,453.00
101-596.171-720.020	INSURANCE VISION	632.00	632.00	-
101-596.171-720.025	INSURANCE - LIFE & AD&D	321.00	321.00	-
101-596.171-720.030	INSURANCE - INCOME PROTECTION	3,172.00	2,500.00	(672.00)
101-596.171-721.005	RETIREMENT CONTRIBUTION	26,000.00	26,000.00	-
101-596.171-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	30,900.00	25,000.00	(5,900.00)
101-596.171-723.500	WORKERS COMP INSURANCE	4,624.00	4,800.00	176.00
101-596.171-724.900	COMPENSATED ABSENCES ADJUSTMENT	318.00	318.00	-
101-596.171-730.000	POSTAGE	836.00	1,500.00	664.00
101-596.171-740.000	OPERATING SUPPLIES GENERAL	10,000.00	12,000.00	2,000.00
101-596.171-740.100	OPERATING SUPPLIES EQUIPMENT IT	2,000.00	8,000.00	6,000.00
101-596.171-801.000	CONTRACTUAL-LEGAL	5,000.00	5,000.00	-
101-596.171-802.005	CONTRACTUAL-FINANCE/PROPERTY INDEPENDENT	12,691.00	11,000.00	(1,691.00)
101-596.171-802.100	CONTRACTUAL-FINANCE/PROPERTY ACCOUNTING	90,971.00	109,000.00	18,029.00
101-596.171-802.200	CONTRACTUAL-FINANCE/PROPERTY FINANCE SOF	25,167.00	25,167.00	-
101-596.171-802.250	CONTRACTUAL-FINANCE/PROPERTY FINANCIAL S	10,500.00	10,500.00	-
101-596.171-803.005	CONTRACTUAL-HUMAN RESOURCES EMPLOYEE AS	1,050.00	1,200.00	150.00
101-596.171-803.100	CONTRACTUAL-HUMAN RESOURCES FLEX BENEFIT	2,500.00	2,500.00	-
101-596.171-808.002	CONTRACTUAL-BUILDINGS & GROUNDS GREENWAY	1,068.00	0.00	(1,068.00)
101-596.171-808.003	CONTRACTUAL-BUILDINGS & GROUNDS DEPOT SO	750.00	0.00	(750.00)
101-596.171-809.605	CONTRACTUAL-MISCELLANEOUS SERVICES	41,000.00	50,000.00	9,000.00
101-596.171-850.000	COMMUNICATIONS TELEPHONE	8,530.00	9,000.00	470.00
101-596.171-851.000	COMMUNICATIONS CELLULAR	12,646.00	14,000.00	1,354.00
101-596.171-900.000	PHOTOCOPIES	1,500.00	1,500.00	-
101-596.171-901.000	CONTRACTUAL-PROMOTIONS/PRINTING PRINTING	5,100.00	6,000.00	900.00
101-596.171-902.000	CONTRACTUAL-PROMOTIONS/PRINTING PUBLISHI	8,000.00	12,000.00	4,000.00
101-596.171-903.000	CONTRACTUAL-PROMOTIONS/PRINTING ADVERTIS	52,499.00	55,000.00	2,501.00
101-596.171-920.050	PUBLIC UTILITIES DEPOT	20,000.00	28,600.00	8,600.00
101-596.171-920.051	PUBLIC UTILITIES GREENWAY	31,391.00	31,391.00	-
101-596.171-920.052	PUBLIC UTILITIES STORAGE FACILITY	0.00	1,000.00	1,000.00
101-596.171-955.000	MISCELLANEOUS GENERAL	2,525.00	1,000.00	(1,525.00)
101-596.171-955.010	MISCELLANEOUS INTERNET TICKET SALES	3,000.00	3,500.00	500.00
101-596.171-955.800	EMPLOYEE EVENTS	10,000.00	12,000.00	2,000.00
101-596.171-960.000	EDUCATION & TRAINING	8,500.00	8,500.00	-
101-596.171-961.000	TRAVEL, CONF, SEMINARS	11,000.00	10,000.00	(1,000.00)
101-596.171-964.001	REFUNDS PROPERTY TAX PRIOR YEARS	835.00	0.00	(835.00)
101-596.171-965.000	DUES & SUBSCRIPTIONS	15,000.00	15,000.00	-
101-596.171-969.200	WRITE-OFFS UNCOLL PROPERTY TAXES	0.00	0.00	-
101-596.171-975.000	BUILDINGS & STRUCTURES	0.00	0.00	-
Total Department 596.171:		831,024.00	910,099.00	53,908.00

FY2025 PROPOSED BUDGET MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

GL Number	Description	FY2024 Budget	Proposed FY2025 Budget	Difference
Department: 596.266 CUSTOMER SERVICE & MARKETING				
101-596.266-701.000	PAYROLL-REGULAR GENERAL	322,384.00	332,055.00	9,671.00
101-596.266-702.000	PAYROLL-TEMPORARY HELP GENERAL	5,000.00	34,000.00	29,000.00
101-596.266-703.100	SPECIAL PAY - ONE TIME	0.00	0.00	-
101-596.266-703.200	SAFETY INCENTIVE	1,500.00	2,900.00	1,400.00
101-596.266-703.300	SHIFT PREMIUM	0.00	1,000.00	1,000.00
101-596.266-705.000	PAYROLL - OVERTIME GENERAL	0.00	2,000.00	2,000.00
101-596.266-710.000	PAYROLL - PAID TIME OFF	14,200.00	23,200.00	9,000.00
101-596.266-712.000	PAYROLL - HOLIDAYS	7,000.00	7,500.00	500.00
101-596.266-714.000	PAYROLL - BEREAVEMENT	0.00	500.00	500.00
101-596.266-720.005	INSURANCE HEALTH	90,000.00	132,000.00	42,000.00
101-596.266-720.010	INSURANCE DENTAL	5,000.00	12,000.00	7,000.00
101-596.266-720.020	INSURANCE VISION	1,200.00	2,200.00	1,000.00
101-596.266-720.025	INSURANCE - LIFE & AD&D	800.00	600.00	(200.00)
101-596.266-720.030	INSURANCE - INCOME PROTECTION	4,500.00	4,000.00	(500.00)
101-596.266-721.005	RETIREMENT CONTRIBUTION	20,000.00	25,000.00	5,000.00
101-596.266-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	28,300.00	27,000.00	(1,300.00)
101-596.266-723.500	WORKERS COMP INSURANCE	7,000.00	9,500.00	2,500.00
101-596.266-724.900	COMPENSATED ABSENCES ADJUSTMENT	0.00	0.00	-
Total Department 596.266:		506,884.00	615,455.00	108,571.00
Department: 596.537 ROUTINE TRANSIT OPERATIONS				
101-596.537-701.100	PAYROLL-REGULAR DRIVERS	1,054,864.00	1,563,219.00	508,355.00
101-596.537-701.200	PAYROLL-REGULAR OTHER OPERATIONS	386,250.00	340,000.00	(46,250.00)
101-596.537-701.300	PAYROLL-REGULAR DISPATCH	113,300.00	87,000.00	(26,300.00)
101-596.537-702.100	PAYROLL-TEMPORARY HELP DRIVERS	95,000.00	127,200.00	32,200.00
101-596.537-702.200	PAYROLL-TEMPORARY HELP OTHER OPERATIONS	35,000.00	2,500.00	(32,500.00)
101-596.537-702.300	PAYROLL-TEMPORARY HELP TEMPORARY HELP DI	0.00	0.00	-
101-596.537-703.100	SPECIAL PAY - ONE TIME	0.00	0.00	-
101-596.537-703.200	SAFETY INCENTIVE	10,000.00	13,000.00	3,000.00
101-596.537-703.300	SHIFT PREMIUM	0.00	28,550.00	28,550.00
101-596.537-705.100	PAYROLL - OVERTIME DRIVERS	50,000.00	50,000.00	-
101-596.537-705.200	PAYROLL - OVERTIME OTHER OPERATIONS	0.00	0.00	-
101-596.537-705.300	PAYROLL - OVERTIME DISPATCH	0.00	0.00	-
101-596.537-710.000	PAYROLL - PAID TIME OFF	110,000.00	110,000.00	-
101-596.537-712.000	PAYROLL - HOLIDAYS	40,000.00	40,000.00	-
101-596.537-714.000	PAYROLL - BEREAVEMENT	0.00	0.00	-
101-596.537-720.005	INSURANCE HEALTH	400,000.00	500,000.00	100,000.00
101-596.537-720.010	INSURANCE DENTAL	28,000.00	43,000.00	15,000.00
101-596.537-720.020	INSURANCE VISION	8,000.00	7,500.00	(500.00)
101-596.537-720.025	INSURANCE - LIFE & AD&D	3,500.00	3,000.00	(500.00)
101-596.537-720.030	INSURANCE - INCOME PROTECTION	37,532.00	27,000.00	(10,532.00)

FY2025 PROPOSED BUDGET MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

GL Number	Description	FY2024 Budget	Proposed FY2025 Budget	Difference
101-596.537-721.005	RETIREMENT CONTRIBUTION	110,000.00	161,100.00	51,100.00
101-596.537-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	152,300.00	157,052.00	4,752.00
101-596.537-723.200	UNEMPLOYMENT COMP INSURANCE	5,000.00	7,000.00	2,000.00
101-596.537-723.500	WORKERS COMP INSURANCE	35,000.00	46,000.00	11,000.00
101-596.537-724.900	COMPENSATED ABSENCES ADJUSTMENT	25,000.00	0.00	(25,000.00)
101-596.537-743.100	ANTI-FREEZE & OIL	3,000.00	3,500.00	500.00
101-596.537-745.300	CLOTHING UNIFORMS	21,000.00	15,350.00	(5,650.00)
101-596.537-748.000	GASOLINE GENERAL	318,729.00	300,000.00	(18,729.00)
101-596.537-803.015	CONTRACTUAL-HUMAN RESOURCES DRUG/ALCOHOL	10,000.00	12,000.00	2,000.00
101-596.537-939.300	VEHICLE MAINTENANCE TIRES	25,000.00	18,000.00	(7,000.00)
101-596.537-940.000	BUILDING RENTAL/LEASE GENERAL	0.00	15,386.00	15,386.00
101-596.537-940.100	BUILDING RENTAL/LEASE CITY DEPOT LEASE	0.00	157,368.00	157,368.00
101-596.537-961.000	TRAVEL, CONF, SEMINARS	7,000.00	7,000.00	-
101-596.537-962.000	COMMERCIAL INSURANCE PREMIUMS GENERAL	175,000.00	97,500.00	(77,500.00)
101-596.537-962.100	COMMERCIAL INSURANCE PREMIUMS DEPOT	10,000.00	10,000.00	-
101-596.537-964.100	REFUNDS OPERATING ASSISTANCE PY	100.00	100.00	-
Total Department 596.537:		3,268,575.00	3,949,325.00	680,750.00
Department: 596.591 TRANSIT MAINTENANCE				
101-596.591-701.000	PAYROLL-REGULAR GENERAL	109,698.00	140,000.00	30,302.00
101-596.591-702.000	PAYROLL-TEMPORARY HELP GENERAL	33,475.00	48,000.00	14,525.00
101-596.591-703.100	SPECIAL PAY - ONE TIME	0.00	0.00	-
101-596.591-703.200	SAFETY INCENTIVE	600.00	1,500.00	900.00
101-596.591-703.300	SHIFT PREMIUM	0.00	5,100.00	5,100.00
101-596.591-705.000	PAYROLL - OVERTIME GENERAL	0.00	0.00	-
101-596.591-710.000	PAYROLL - PAID TIME OFF	8,000.00	12,000.00	4,000.00
101-596.591-712.000	PAYROLL - HOLIDAYS	2,000.00	3,500.00	1,500.00
101-596.591-714.000	PAYROLL - BEREAVEMENT	0.00	0.00	-
101-596.591-720.005	INSURANCE HEALTH	30,000.00	50,000.00	20,000.00
101-596.591-720.010	INSURANCE DENTAL	3,500.00	5,500.00	2,000.00
101-596.591-720.020	INSURANCE VISION	1,200.00	1,200.00	-
101-596.591-720.025	INSURANCE - LIFE & AD&D	300.00	300.00	-
101-596.591-720.030	INSURANCE - INCOME PROTECTION	1,800.00	1,800.00	-
101-596.591-721.005	RETIREMENT CONTRIBUTION	8,000.00	15,000.00	7,000.00
101-596.591-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	12,400.00	16,810.00	4,410.00
101-596.591-723.500	WORKERS COMP INSURANCE	4,000.00	6,500.00	2,500.00
101-596.591-724.900	COMPENSATED ABSENCES ADJUSTMENT	0.00	0.00	-
101-596.591-740.000	OPERATING SUPPLIES CLEANING MATERIALS	15,000.00	20,000.00	5,000.00
101-596.591-740.410	OPERATING SUPPLIES REPAIR PARTS	1,500.00	1,000.00	(500.00)
101-596.591-808.001	CONTRACTUAL-BUILDINGS & GROUNDS DEPOT JA	3,000.00	2,000.00	(1,000.00)
101-596.591-808.002	CONTRACTUAL-BUILDINGS & GROUNDS DEPOT LA	3,000.00	3,500.00	500.00
101-596.591-808.003	CONTRACTUAL-BUILDINGS & GROUNDS DEPOT SN	15,000.00	22,000.00	7,000.00
101-596.591-931.000	BUILDING & GROUNDS MAINTENANCE DEPOT	15,000.00	16,000.00	1,000.00

FY2025 PROPOSED BUDGET MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

GL Number	Description	FY2024 Budget	Proposed FY2025 Budget	Difference
101-596.591-931.100	BUILDING & GROUNDS MAINTENANCE GREENWAY	25,000.00	25,000.00	-
101-596.591-932.000	MECHANICAL MAINTENANCE DEPOT	500.00	500.00	-
101-596.591-933.000	EQUIPMENT MAINTENANCE RADIO MAINTENANCE	500.00	500.00	-
101-596.591-933.100	EQUIPMENT MAINTENANCE OFFICE EQUIPMENT	4,000.00	7,000.00	3,000.00
101-596.591-939.005	VEHICLE MAINTENANCE MECHANICAL	284,058.00	300,000.00	15,942.00
101-596.591-939.015	VEHICLE MAINTENANCE BODYWORK	3,000.00	20,000.00	17,000.00
101-596.591-939.020	VEHICLE MAINTENANCE GRAPHICS	1,000.00	4,000.00	3,000.00
Total Department 596.591:		585,531.00	728,710.00	143,179.00
Total For Department MANAGEMENT & ADMINISTRATION		5,192,014.00	6,347,080.00	1,155,066.00
Revenues		6,719,191.00	\$6,347,080.00	-\$372,111.00
Expenditures		5,192,014.00	\$6,347,080.00	1,155,066.00



TO: MAX Authority Board

FROM: Sandra Korhorn, Mobility Manager *SKK*

RE: UPDATE - MAX Transit Fare Adjustments to Launch VIA Scheduling Software

MEETING DATE: September 10, 2024

This is a follow-up to the memo and information provided at the June meeting regarding fare adjustments to the Reduced Daily and Reduced Weekly passes. If you recall, staff requested approval for these adjustments to make them more comparable to the full fare passes. Below is the request:

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.

NEW INFORMATION

The board requested additional information on the following:

- Minimum pass purchase & the impacts on the budget
- Transaction fees for purchasing with credit cards

Minimum pass purchase & budget impacts:

Riders can only purchase the 10-Ride Reserve-A-MAX Punch Passes (Full Fare and Reduced Fare) online. They can purchase up to 5 passes at a time.

Due to the small number of Reduced Daily and Reduced Weekly passes sold, the impact on the budget should be minimal.

- From October 1, 2022, to September 30, 2023, we received \$2,584.50 in revenue for the Reduced Fixed Route passes.
- From July 1-23, 2024, we sold four (4) Reduced Daily passes that were purchased with a credit card by the same passenger, on different days.

Transaction fees for credit card purchases:

Our credit card charges through Stripe are as follows:

- 2.9% + \$.30 per successful charge for domestic cards
- + 0.5% for manually entered cards – All of our cards are entered manually

Options to cover the cost of credit card fees:

- Set a base purchase amount, **OR**
- Include a \$.50 charge for any amount below \$5.00*
*This is the preferred option since there are quite a few passengers who purchase under \$5 with their credit cards.

Example: Under \$5.00 purchase (\$4.60 purchase + \$.50= \$5.10)

$$\$5.10 * 3.4\% = \$0.1734$$

$$\$5.10 - 0.1734 = \$4.93$$

$$\$4.93 - \$0.30 = \$4.63$$

In this scenario, the fees are covered, and MAX gets an additional \$.03.

Example: \$1.00 purchase (\$1.00 + \$.50= \$1.50)

$$\$1.5 * 3.4\% = 0.051$$

$$\$1.50 - 0.051 = 1.45$$

$$\$1.45 - .30 = \$1.15$$

In this scenario, the fees are covered, and MAX gets an additional \$.15.

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



TO: MAX Authority Board
FROM: Elisa Hoekwater, Executive Director
RE: Performance Evaluation and Employee Bonus
MEETING DATE: September 10, 2024

In March 2022 the Macatawa Area Express Transportation Authority Board approved a revised step program for each of the paygrades as well as a new performance evaluation which uses metrics to assess performance. The new evaluation method is designed to assist supervisors to apply a more consistent performance evaluation that can be used to place employees into their new step. Below are key elements of the evaluation process.

1. Each budget cycle, the percent increase for each step is reviewed and either confirmed or adjusted.
2. Annually, employees receive a performance evaluation assessing their level of performance. Refer to the Annual Performance Review Form and Instructions for Writing an Effective Performance Evaluation document. The performance evaluation tool uses a point system to define acceptable level of performance for each job.
3. If an employee's performance is considered marginal, they may remain at the same step.
4. Employees performing at a minimum excellent level may move to a higher step.
5. Once an employee reaches the top of their pay, MAX will consider an annual bonus equivalent to and in lieu of a pay increase.
6. Increases will support cost of living expenses.
7. If easing into an unexpected increase, the employee is given 50% in year one and the remaining 50% in year two plus moving to the next step.

Now that the FY2025 budget has been presented to the Authority Board, we are now prepared to request approval of the performance evaluation form which includes the option of an employee bonus. Pages 2 and 3 of the attached performance evaluation form provide an employee the opportunity to set three goals in addition to the regularly assigned tasks. Goals are established between the employee and supervisor and revisited throughout the year to monitor progress. An increase of up to 2% in annual wages is possible if an employee achieves all three goals in a satisfactory manner.

Staff recommends Board approval of the proposed performance evaluation and employee bonus option.



Macatawa Transit Authority Annual Performance Review Form

Team Member Name		Hire Date	5-Nov-18
Job Title		Review Period	Annual
Department	Administration	Supervisor	
LAST REVIEW DATE	22-Jun-22	TODAY'S DATE	11-Sep-24

Performance Strengths

PRODUCTIVITY (Knowledge and Competent)	Never (0) Rarely (1) Sometimes (2) Mostly (3) Always (4)
Knowledge: Knowledge of job responsibilities, keeps aware of best practices	4
Competence: Competent in required skills, learns and applies new skills	4
Initiative: Volunteers, seeks responsibility, takes independent action	4
Planning & Organization: Prioritizes & plans tasks, efficient, integrates changes smoothly, organized, sets goals	4
Problem Solving: Identifies problems, analyzes information, develops new solutions, resolves problems quickly	4
Data Driven: Uses data to inform areas of inquiry and evidence to initiate change	4
Innovation: Brings creative solutions to advance transportation, seeks and welcomes new ideas, and thinks out of the box.	4
Total	28

Comments:

TEAMWORK (Communication and Trust)	Never (0) Rarely (1) Sometimes (2) Mostly (3) Always (4)
Communication: Demonstrates good listening skills, expresses ideas clearly verbally and in writing, and tailors message for audience	4
Trust: Processes in such a way to maintain one's well-being; recognizes how trust affects human behavior	4
Cooperation: Tact, consideration, positive outlook, working cooperatively	4
Team Focus: Supports what is in the best interest of the team versus self	4
Interpersonal Relations: Effectively works with fellow team members, supervisor, and internal and external contacts; values multi-dimensional diversity in all relationships	4
Conflict Resolution: Resolves conflicts in a timely way to ensure strong professional relationships	3
Tireless Collaboration: Proactively engages others, cultivates diverse perspectives, and incorporates the best of all views	4
Social Justice: Works to relationships that build equity; promotes diversity and inclusion	4
Total	31

Comments:	
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SELF-AWARENESS (Integrity and Accountability)	Never (0) Rarely (1) Sometimes (2) Mostly (3) Always (4)
Integrity: Displays transparency, consistency in action and words, and builds trust	4
Accountability: Shows consistency in quality and quantity of work and attention to detail. Takes ownership when makes mistakes or is unable to meet a deadline.	4
Attitude: Treats people with respect, patience, and compassion; focuses on strengths; and maintains awareness of own behavior and its impact on others	4
Judgment: Possesses sound judgment, makes well-reasoned decisions	4
Confidence: Seeks out feedback, has an accurate assessment of strengths and abilities	4
Commitment to Excellence: Committed to self-improvement, receptive to feedback, and monitors own progress	4
Total	24

Comments:	
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GOALS

ACHIEVED GOALS SET IN PREVIOUS REVIEW?					
	No	50%	75%	100%	Waived (N/A)
Teamwork Goal #1				1	
Productivity Goal #2				1	
Self-Awareness Goal #3				1	

POINTS CALCULATION

Productivity	Section Points Total	28
Teamwork	Section Points Total	31
Self-Awareness	Section Points Total	24
SECTION TOTAL	Overall Total of Sections	83
Goal Potential	Total Goal Percent Possible (# goals x 100%)	3
Goal Achievement %	Total Goal Percent Achieved	3
GOAL RESULTS TOTAL	Achievement Percent Divided by Total Percent Possible	1

WAGE CALCULATION

42 or less points and goal result total of 0- employee may not be a fit for the role

43 to 63 points and goal result total of 50% or less, employee should be placed on a development plan

	Wage Increase	
Less than 52 points	1.00%	
53 to 63 points	1.50%	
64 to 73 points	2.00%	
74 or more points	3.00%	
Goal Result Total 50% or less	Additional Increase	0.50%
Goal Result Total 51% to 75%	Additional Increase	1.00%
Goal Result Total 76% to 95%	Additional Increase	1.50%
Goal Result Total 100%	Additional Increase	2.00%
TOTAL WAGE INCREASE	+	

Professional Development Goals

Performance Development Goal	Company Support Needed	Employee Action Steps	Timelines	Goals Achieved and Team Benefits Provided
Teamwork				
		Monthly 1:1 Meetings	Immediate	Strengthen team & confidence
Productivity				
		1-3 Yr Plan; Projects in S/TIP	1-Oct	Prioritize Needs; Communicate Strategy
Self-Awareness				
		Strengths Finder, DISC or other test	2 months	Clarity

Employee Acknowledgement

I have reviewed this document and discussed the contents with my supervisor. I acknowledge that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Employee Signature/Date

Comments:

Reviewer Signature/Date

Comments:



NOTICE TO ADVANCE PROCUREMENT

DATE: 8/6/2024

DEPARTMENT: Administration

PERSON REQUESTING THE PROCUREMENT: Elisa Hoekwater

PROJECT: 2 EV Charging Stations

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 \$100,000.00. 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 August 19, 2024. The calendar date for the completion of work for this project shall be on or about February 28, 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: 8/6/2024

DEPARTMENT: Administration

PERSON REQUESTING THE PROCUREMENT: Elisa Hoekwater

PROJECT: 2 EV Transit Vans

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 \$220,000.00. 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 August 19, 2024. The calendar date for the completion of work for this project shall be on or about August 31, 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

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY
S/TIP Projects 2026, 2027, 2028, 2029

Fiscal Year	Primary Work Type	Project Description	Fed'l Amount	State Amount	Local Amount	Total Amount	Fund Source
2026	SP1101 <30 Ft bus replacement	FY2026 CMAQ - Replacement bus	\$210,424	\$52,606	\$0	\$263,030	CM
2026	SP1101 <30 Ft bus replacement	FY 2026 Bus Replacement	\$192,800	\$48,200	\$0	\$241,000	5307 \$600,000
2026	SP1101 <30 Ft bus replacement	FY 2026 Bus Replacement	\$132,061	\$33,015	\$0	\$165,076	5339
2026	SP1101 <30 Ft bus replacement	FY 2026 CRP Bus Replacement	\$132,000	\$33,000	\$0	\$165,000	CRSM
2026	SP1410 MISC	FY 2026 Support Equip	\$28,000	\$7,000	\$0	\$35,000	5307
2026	SP1408 Maintenance	FY2026 Storage	\$52,000	\$13,000	\$0	\$65,000	5307
2026	SP3000 Operating except NF	FY 2026 Transit Operating Asst.	\$1,322,716	\$1,640,827	\$1,322,716	\$4,286,259	5307
2026	6470- NF Projects	FY 2026 5310 NF Operating Asst.	\$142,500	\$0	\$142,500	\$285,000	5310
2026	6470- NF Projects	FY 2026 5310 Mobility Mgmt	\$56,000	\$14,000	\$0	\$70,000	5310
2026	SP134-042 New Start Equip / Facilities	FY 2026 Land Aquicision	\$1,200,000	\$300,000	\$0	\$1,500,000	5307
2027	SP134-042 New Start Equip / Facilities	FY 2027 Building Phase 2	\$440,000	\$110,000	\$0	\$550,000	5307
2027	SP1101 <30 Ft bus replacement	FY 2027 Bus Replacement	\$192,800	\$48,200	\$0	\$241,000	5307
2027	SP1101 <30 Ft bus replacement	FY 2027 Bus Replacement	\$192,800	\$48,200	\$0	\$241,000	5339 \$600,000
2027	SP1404 ADP Hardware	FY 2027 Computers	\$8,000	\$2,000	\$0	\$10,000	5307
2027	SP1410 MISC	FY 2027 Support Equip	\$28,000	\$7,000	\$0	\$35,000	5307
2027	SP1408 Maintenance	FY2027 Hoist	\$52,000	\$13,000	\$0	\$65,000	5307
2027	SP3000 Operating except NF	FY 2027 Transit Operating Asst.	\$1,322,716	\$1,640,827	\$1,322,716	\$4,286,259	5307
2027	6470- NF Projects	FY 2027 5310 NF Operating Asst.	\$142,500	\$0	\$142,500	\$285,000	5310
2027	6470- NF Projects	FY 2027 5310 Mobility Mgmt	\$56,000	\$14,000	\$0	\$70,000	5310
2028	SP1101 <30 Ft bus replacement	FY 2028 Bus Replacement	\$192,800	\$48,200	\$0	\$241,000	5307
2028	SP1101 <30 Ft bus replacement	FY 2028 Bus Replacement	\$192,800	\$48,200	\$0	\$241,000	5339
2028	SP1408 Maintenance	FY2028 Maintenance	\$40,000	\$10,000	\$0	\$50,000	5307
2028	SP1404 ADP Hardware	FY 2028 Computers	\$8,000	\$2,000	\$0	\$10,000	5307
2028	SP1410 MISC	FY 2028 Support Equip	\$28,000	\$7,000	\$0	\$35,000	5307
2028	SP3000 Operating except NF	FY 2028 Transit Operating Asst.	\$1,322,716	\$1,640,827	\$1,322,716	\$4,286,259	5307
2028	6470- NF Projects	FY 2028 5310 NF Operating Asst.	\$142,500	\$0	\$142,500	\$285,000	5310
2028	6470- NF Projects	FY 2028 5310 Mobility Mgmt	\$56,000	\$14,000	\$0	\$70,000	5310
2029	SP1101 <30 Ft bus replacement	FY 2029 Bus Replacement	\$192,800	\$48,200	\$0	\$241,000	5307 \$600,000
2029	SP1101 <30 Ft bus replacement	FY 2029 Bus Replacement	\$192,800	\$48,200	\$0	\$241,000	5339
2029	SP1408 Maintenance	FY2029 Maintenance	\$40,000	\$10,000	\$0	\$50,000	5307
2029	SP1404 ADP Hardware	FY 2029 Computers	\$8,000	\$2,000	\$0	\$10,000	5307
2029	SP1410 MISC	FY 2029 Support Equip	\$28,000	\$7,000	\$0	\$35,000	5307
2029	SP3000 Operating except NF	FY 2029 Transit Operating Asst.	\$1,322,716	\$1,640,827	\$1,322,716	\$4,286,259	5307
2029	6470- NF Projects	FY 2029 5310 NF Operating Asst.	\$142,500	\$0	\$142,500	\$285,000	5310
2029	6470- NF Projects	FY 2029 5310 Mobility Mgmt	\$56,000	\$14,000	\$0	\$70,000	5310

Vehicles Eligible for Replacement between	
Year	Bus No.

2026	505, 506, 507, 508	Gilling
2027	711, 712, 713, 714, 2303, 2304, 2305, 2306	Arboc
2028	N/A	Transit Van
2029	509, 510, 511, 512, 513, 2715, 2716	