MAX Transportation Authority Board
Meeting Agenda
Monday, January 26, 2026

MAX Training Room
11660 Greenway Dr., Holland, MI 49424

1. Open Public Hearing on Proposed MAX Service & Fare Changes
2. Opportunity for Public Comment – Please limit public comment to three (3) minutes or less.
3. November 2025 Board Meeting Minutes – Action
4. Marketing Committee
5. Executive Committee
    a) MAX Service & Fare Changes – Action
    b) Resolution of Intent - Action
    c) Revenue Receipt Reporting Policy Revisions – Action
    d) Federal Awards Policy – Action
    e) Vehicle & Equipment Maintenance Policy Manual Rev – Action
    f) MAX Uniform Policy Rev7 (bus operators) – Action
    g) Personal Appearance Policy (office staff) - Action
    h) Ridership Reports for December 2025 – Information
    i) Financial Reports for December 2025 – Information
    j) Expenditure Reports for December 2025 – Information
6. Directors Report

Next meeting is Monday, February 23, 2026 at 3:30 p.m.

MACATAWA AREA EXPRESS

Transportation Authority Notice of Public Hearing

A public hearing is scheduled for 3:30 p.m. on January 26, 2026 at the Macatawa Area Express (MAX) Transit Authority Operations facility, located at 11660 Greenway Drive, Holland, MI.

Macatawa Area Express Transportation Authority (MAX Transit) gives notice of upcoming changes to its fixed-route bus service beginning the Spring of 2026 based on the findings of a comprehensive transit study.

The goal of the study was to assess the needs of current and potential riders and identify ways to improve the efficiency and convenience of the fixed-route service. Community input played a key role in shaping the recommendations, with open house events and a public survey providing valuable feedback on how MAX Transit can better serve the Holland/Zeeland area.

Proposed Changes to Fixed Route and Demand Response Service –Route Map Attached

- Optimize service by reducing MAX's fixed routes from eight to six while maintaining reliable coverage.
- Improve midday service with buses running every 30 minutes from 11:00 a.m. to 2:00 p.m.
- Establish new fixed-route service hours from 7:00 a.m. to 6:00 p.m. to better align resources with ridership demand.
- Demand Response services will operate from 5:00 a.m. to 6:00 p.m.
- More cross-town routes.
- Downtown Connector – links downtown businesses with seamless transfers to other fixed-route buses every 30 minutes.
- Eliminating routes connecting at the Holland Transportation Center (depot) offering connection points in the community.
- Micro transit service within the City of Zeeland, and to and from Holland fixed route hub from 6:00 a.m. to 1:00 p.m. and 3:30 p.m. to 5:30 p.m., providing quick connections to fixed-route destinations.
- Night Owl service will operate from 6:00 p.m. to 10:30 p.m.
- Proposed Changes to the Fixed Route and Micro Transit Fare Structure - see below. No charge for transfers if trip is taken within one hour of original trip.

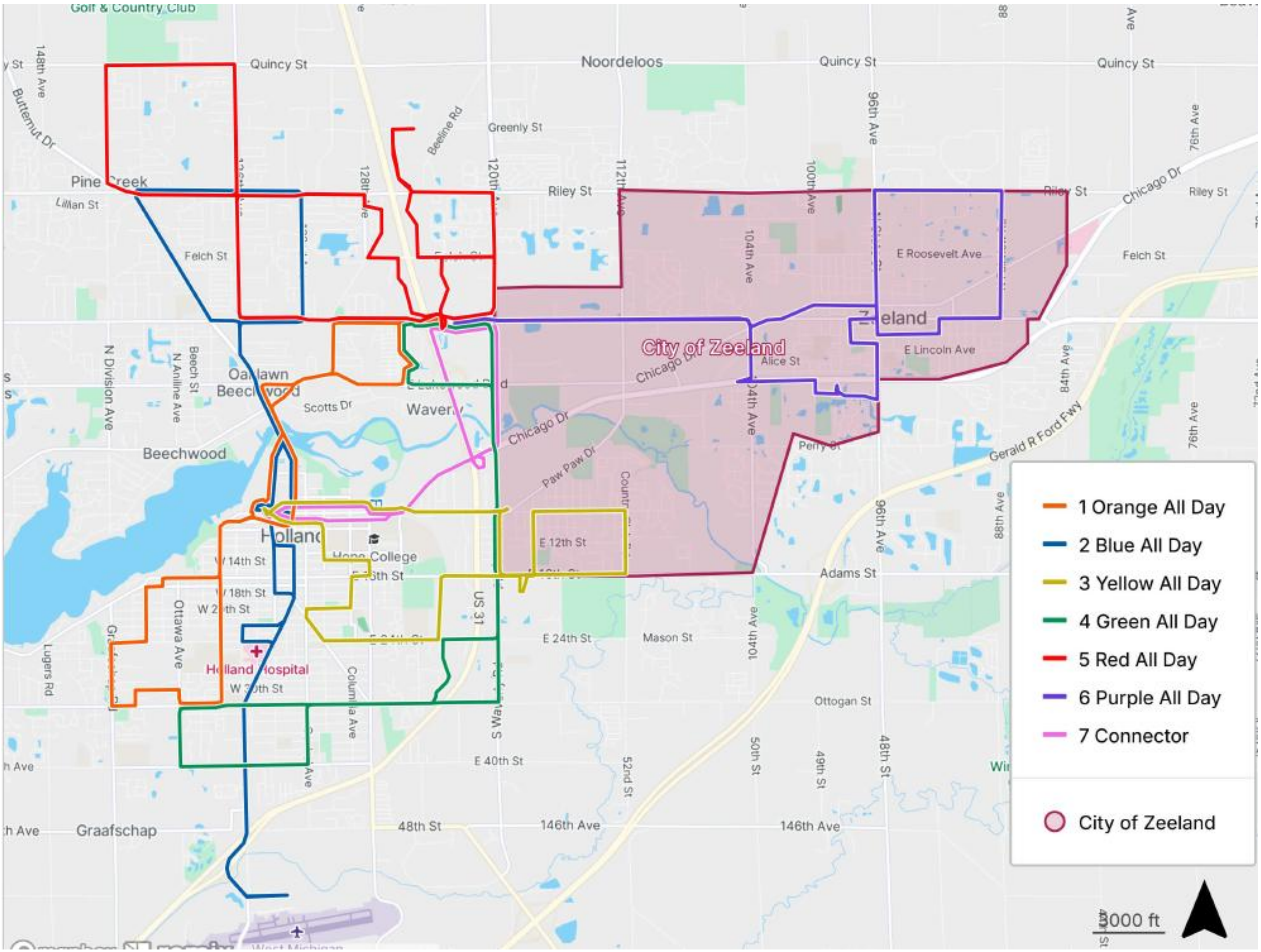
  Fixed Route Fares
  Full fare passengers will pay $1.25 per trip.
  ADA, Senior Passengers (65+ yrs), and Students will pay $.50 per trip. No change to current fare.

  Micro Transit (*Zeeland City Limits and trips to Holland Fixed Route Hub*)
  Full fare passengers will pay $3.00 per trip.
  ADA, Senior Passengers (65+ yrs), and Students will pay $1.50 per trip.

MAX encourages comments to understand the impact of service changes to our community.

You may attend the Board meeting in person, or send written comments via email through www.catchamax.org

Immediately following the Public Hearing, action is scheduled to be taken.


1 Orange All Day
2 Blue All Day
3 Yellow All Day
4 Green All Day
5 Red All Day
6 Purple All Day
7 Connector
City of Zeeland
City of Zeeland
Quincy St
Noordeloos
Riley St
Felch St
Pine Creek
Beechwood
Waverly
Chicago Dr
Paw Paw Dr
E Roosevelt Ave
E Lincoln Ave
Alice St
Hope College
Holland Hospital
E 12th St
E 24th St
Mason St
Adams St
Ottogan St
E 40th St
48th St
146th Ave
Graafschap
Gerald R Ford Fwy
US 31
3000 ft

Regional Public Transit Fare Comparison

Agency	Fixed-Route Adult Fare (One-Way)	Demand-Response/Paratransit Fare (One-Way)
MAX (Holland / Zeeland)	$1.15	$5.50
Muskegon Area Transit System (MATS)	$1.25	$2.00
CATA (Lansing)	$1.25	$2.50
Kalamazoo Metro (METRO)	$1.50	$3.00–$12.00
TheRide (Ann Arbor)	$1.50	$3.00
BATA (Traverse City)	$1.50	$6.00
Harbor Transit (Grand Haven / Spring Lake)	$1.50	$1.50
The Rapid (Grand Rapids)	$1.75	$3.50
TCATA (Benton Harbor / St. Joseph)	$2.00	$3.00
Niles DART (Niles)	$2.00	$3.00

Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, November 24, 2025
Proposed Minutes

Members Present: Chair Russ TeSlaa, Treasurer Jason Latham, Secretary Meika Weiss; Board Members, Doug Becker, Margo Walters, Kevin Klynstra, Kristen Myers, Nathan Bocks, and Doreen Sun

Staff Present: Ryan Novotney, Beth Higgs, Kait Riegling, Sandra Korhorn, Charlie Veldhoff, and Lynn McCammon

11.25.1 Approval of the Minutes for September 22, 2025 & September 29 Board Meetings
Approved motion made by Walters, supported by Latham. Motion carried unanimously.

11.25.2 Public Comment
Holland Township resident Lori Phillips expressed concern about the decision to discontinue Saturday MAX service rather than the Night Owl (evening) service, stating that the change disproportionately affects riders with disabilities. Novotny explained that Saturday service averages approximately 60 passengers, while the weekday Night Owl service provides essential transportation for workers returning home after late shifts. The MAX Chair requested that Ms. Phillips submit her concerns in writing for further review.

11.25.3 Marketing Committee
Higgs stated that the marketing team continues to work on material for the new routes. They are also busy preparing for the annual employee holiday party to take place on December 18.

11.25.4 Executive Committee

11.25.4a *Amended 2026 Millage Resolution – Action*
Higgs provided background on the amended resolution, noting a revision to the projected first-year tax levy for 2027. The original estimate of $2,472,433 was updated to $2,454,982 based on a closer review. She also reported that legal counsel recommended revisions to the ballot language to more clearly describe the intended use of millage funds. Becker asked whether the updated language might be confusing with regard to distinguishing the renewal of the current tax levy from the proposed increase. Higgs and City Finance Director Lynn McCammon explained that legal counsel drafted the ballot language in accordance with statutory requirements, and that public understanding of the ballot proposal will be communicated through marketing efforts. Motion to approve made by Becker, supported by Walters. Motion carried unanimously.

11.25.4b *Park Township Contract - Action*
Novotney presented an updated draft of the Park Township service contract noting that most of the language is consistent with the current contract. The percentage of funding provided by MDOT has changed from the previous contract, and the updated agreement reflects this change accordingly. Novotny requested approval of the proposed contract, which will be forwarded to the Park Township Board for their

consideration and signature. Motion to approve made by Latham, supported by Walters. Motion carried unanimously.

11.25.4c ***Purchasing Policy & Manual Rev 17 - Action***

At the September 2025 board meeting, staff requested revisions to the current Purchasing Policy, including an increase to the "Small Purchase" threshold from $50,000 to $250,000. This change aligns with FTA and MDOT recommendations and is intended to streamline the procurement process for both the transit agency and potential bidders. Action on the proposed change was tabled, as Board members requested data on the number of purchases made at the $50,000 and $250,000 levels over a defined period. That information was presented at this meeting, along with an additional proposed revision requiring Board approval for all purchases exceeding $50,000 prior to bid acceptance. These revisions, along with other updates to the policy, were presented to the Board for approval. Motion to approve made by Weiss, supported by Walters. Motion carried unanimously.

11.25.4d ***Drug & Alcohol Policy Revisions - Action***

Higgs requested the Boards approval for revisions to the MAX Drug & Alcohol Policy to ensure continued compliance with the most recent updates issued by the U.S. Department of Transportation (DOT). Following a comprehensive review, several updates were made to the existing policy. These revisions align MAX's policy with current DOT requirements and best practices for employee safety and regulatory compliance. Motion to approve made by Myers, supported by Weiss. Motion carried unanimously.

11.25.4e ***Paid Time Off (PTO) Revisions - Action***

Higgs requested Board approval for revisions made to their PTO Policy 307. Currently the policy refers to PTO as being "earned" or "accrued." However, the organizations practice is to award PTO days based on employees' years of service at the beginning of each calendar year (or upon hire, as applicable). To ensure alignment between policy language and actual practice, the proposed revisions replace all references to "earned" or "accrued" PTO with the term **"**awarded**."** Additionally, language related to the PTO cap has been reviewed and adjusted to ensure clarity in how capped PTO balances are applied and maintained. These edits provide transparency for employees while maintaining consistency with our PTO administration procedures. Legal counsel assisted in reviewing and revising this policy to confirm that the language accurately reflects MAX practices and remains compliant with applicable laws. Motion to approve made by Latham, supported by Walters. Motion carried unanimously.

11.25.5 **FY2025 EEO Annual Program - Information**

Veldhoff reported on the breakdowns of each EEO category statistic. Highlighted that MAX is lower than the national average with female drivers by roughly 7%. However, with all areas of MAX we are within the averages. MAX
Human Resources department records and keeps track of any reason we do not hire a candidate. This year, MAX's turnover rate has declined. There has been no EEO complaints filed this year.

11.25.6 **Directors Report**

Novotny reported that the EV charging equipment has been delivered, with additional details to be provided at a later date. He also noted that a Request for

Quote has been issued for I.T. services. MAX currently relies on multiple vendors for various I.T. needs, but the goal is to consolidate these functions under a single provider.

11.25.7 Adjournment

A motion was made by Becker and supported by Weiss to adjourn the meeting. Motion passed unanimously.

RESOLUTION OF INTENT

WHEREAS, pursuant to Act. No. 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Macatawa Area Express Transportation Authority herby known as THE APPLICANT, to provide a local transportation program for the state fiscal year of 2027 and therefore, apply for state financial assistance under provisions of Act 51; and

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

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

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

WHEREAS, THE APPLICANT has reviewed and approved the proposed balanced budget, and sources of operating funds to include estimated federal funds of $2,387,028, estimated state funds of $1,598,894, and estimated local funds of $1,523,930; capital funds to include $725,494 for service vehicles, bus stop signs, and bus shelters; with total estimated expenses of $6,227,603 (This is operating + capital).

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

HEREBY, appoints MAX Director, Ryan Novotny, or his designee, as the Transportation Coordinator for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission for its administration of Act 196 for 2027 and is also authorized to execute grant contacts, project authorizations and grant amendments with the Michigan Department of Transportation.

I, Russ TeSlaa, Board Chair, of the Macatawa Area Express Transportation Authority, having custody of the records and proceedings of the board meetings, do hereby certify that I have compared this Resolution adopted by the Macatawa Area Express Transportation Authority at the meeting of January 26, 2026, with the original minutes now on file and of record in the office and that this resolution is true and correct.

_____

Russ TeSlaa, Board Chair

_____

Witness

Date: _____

MEMO
Board Action Item

Date: January 26, 2026
To: MAX Authority Board
From: Ryan Novotny, Executive Director
Beth Higgs, Deputy Director
Subject: Revisions to Revenue Receipt & Reporting Policy

This memorandum requests Board approval of revisions to the Revenue Receipt & Reporting Policy to reflect updated procedures resulting from the replacement of our finance software system, as well as two scheduling software systems for fixed route and demand respond services.

Other revisions to the policy are as follows:

- References to the old scheduling software have been removed.
- Token Transit (fixed routes) and the MAX app (demand Response) online passenger scheduling system have been added to the policy and referenced as a source of fare payment.
- Bus passes are generally non-refundable, except to correct sales. This policy has been revised to allow refunds under special circumstances, as determined by MAX management, such as verified relocation outside the service area or the death of a passenger.

New or modified language within the policy have been highlighted in blue in the attached document for ease of reference.

Action

Staff recommend Board approval of the revised Revenue Receipt & Reporting Policy as presented, effective immediately upon Board approval.

REVENUE RECEIPT AND REPORTING POLICY & PROCEDURES

I

Adopted 9/25/2008
Revised 1/26/2026

Bus Passes for Sale

MAX has many bus passes and tickets available for purchase:
Fixed Routes:

- Full Fare Monthly Pass $34.50
- Full Fare Weekly Pass $15.00
- Full Fare Daily Pass $2.30
- Student Trimester Pass $34.50
- Reduced Fare Weekly Pass $5.00
- Reduced Fare Daily Pass $1.00
- Single Fare Tickets – Full Fare $1.15; Reduced Fare $.50
- White Business Booklets (100 Single Fare Tickets) $100.00

Reserve-A-MAX:

- Single Fare Tickets – Full Fare $5.50; Reduced Fare $2.30
- 10 Ride Punch Pass – Full Fare $50.00; Reduced Fare $20.00
- Blue Business Booklets (100 Single Fare Tickets) $350.00

Full Fare = Passengers 18-64 Years of Age
Reduced Fare = ADA Approved, Seniors Ages 65+, Youth Ages 5-17, and/or Passengers With a Disability*
*Only considered reduced fare when using the fixed routes.

All bus passes and tickets are sold at:

- MAX Office at the Padnos Transportation Center, 171 Lincoln Ave. Holland, MI 49423
- (Limited options available) Online at www.catchamax.org
- By phone with a credit card by calling MAX at 616-355-1010. Phone orders are mailed the next business day.
- By mail with a personal check sent to: MAX Transit, 171 Lincoln Ave. Ste. 20, Holland, MI 49423. Bus passes purchased by mail with check are mailed the next business day.
- Checks must be made payable to: MAX Transit, Macatawa Area Express, or MAX Transportation Authority.

MAX accepts cash, personal or business check, or major credit cards for purchases. Transactions with debit cards are handled like credit cards. MAX does NOT accept apple pay, google pay or payments without a present physical credit card.

Passengers can also purchase fares on our available apps. Token Transit for Fixed Route services. Macatawa Area Express app for Reserve-A-MAX services.

Payment and Pre-Payment of Bus Fares

For all services, drivers do not make change and exact cash fare is required of passengers. Passengers mistakenly overpaying fares on the bus will not be refunded the overpayment. Bus passes altered or tampered with in any way are VOID and will not be honored.

Payment of fares must be paid at the time of boarding with a bus pass or cash.

- Payment of fares must be paid at the time of boarding with a bus pass, cash, or pre-paid with electronic fares with one of the above listed apps.
- Drivers do not make change and exact cash fare is required of passengers.
- Passengers mistakenly overpaying fares on the bus will not be refunded the overpayment.
- Bus passes altered or tampered with in any way are VOID and will not be honored.

MAX can accept pre-payments for Reserve-A-MAX trips by phone in the form of ride credits loaded to passenger accounts.

- All transactions in the office or over the phone are recorded manually in the Receipt Book.
- Cash and checks are placed in the cash drawer, and credit card receipts are recorded in the Receipt Book.

Bus Fare Credit Card Purchases

Credit card purchases are completed through Stripe. This system is used both in office and through our VIA system, MAX website and Macatawa Area Express app. Each Customer Service Representative will record the passengers name and purchase information with the sales processed in Stripe from in office or over the phone credit card purchases.

When in person, passengers must have a physical credit card in hand to purchase with a name on the card that matches ID of whom is purchasing. Sales will not be accepted if the card is not present. If another person is purchasing for the passenger, the name on the card must either match the ID of the person purchasing or belong to a business. If the credit card does not belong to the person who is purchasing, the sale may be denied.

When purchasing over the phone, the Customer Service Representative will enter card information or obtain verbal consent to use saved credit card on profiles (to save a credit card on a profile, the Customer Service Representative must receive consent from the card holder).

For all credit card sales, the Customer Service Representative will enter credit card information into the Stripe system with details pertaining the to the purchase. After the sale is completed, a Stripe receipt will be offered.

No credit card information is written down by the processing operator.

Credit card transactions that are declined are refused and the customer is asked for an alternate payment method.

Selling Bus Passes

- Lost or stolen buses passes are not replaced.
- Bus passes are generally non-refundable, except to correct sales errors or under special circumstances as determined by MAX management, such as verified relocation outside the service area or the death of a passenger. Bus pass refund requests will be reviewed and approved or denied by MAX management.
- Exchange of unused bus passes for an equal value/amount of bus passes is at the discretion of MAX management.
- As much as possible, passes are to be sold in sequential order to simplify auditing and pass tracking
- Non-transferable passes (Monthly, Weekly, Daily, Punch Passes, and Student Trimester Passes) must have the name of the passenger written on the front of the pass
- Passes good for a set period (Monthly, Weekly, Daily, and Student Trimester Passes) must have the expiring date (MM/DD/YY) stamped on the front of the pass in the appropriate location.
- Bus passes that are spoiled are VOIDED and recorded on the Daily Revenue Sheet sent to City of Holland Finance.

Reissuing of MAX Bus Passes by Agencies

Occasionally, social service agencies or other businesses purchase MAX bus passes at sales locations for reissuance to their clients or customers. To ensure that the bus passes will be valid and honored, it is important that the agencies issue the passes within the MAX standard for the passes to be honored. If passes are not issued following these standards the passes may not be honored and may be confiscated. If this occurs, MAX will not issue a refund or reissued passes to the riders or the agency. It is recommended by MAX to get a date stamper to complete this as written dates will automatically void the pass.

DAILY PASSES – NON-TRANSFERABLE - *One Day Unlimited Rides on the Fixed Bus Routes*

1. Daily Passes must have the client's **first and last name written on them** at the time of issuance as these passes are for use by one passenger and are **non-transferable** to another individual. The passenger may be asked for ID to verify they are the person indicated on the Daily Pass.
2. The **actual date of travel and use** (Month/Day/Year) must be **stamped** in the date section. Passes with no date or handwritten dates will not be honored. Daily Passes are good for one day only.

WEEKLY PASSES – NON-TRANSFERABLE - *One Week Unlimited Rides on the Fixed Bus Routes*

Weekly Passes must have the client's **first and last name written on them** at the time of issuance as these passes are for use by one passenger and are **non-transferable**. The

passenger may be asked for ID to verify they are the person indicated on the pass. The date of expiration must be **stamped** on the front (7 days from date of issuing).

MONTHLY PASSES – **NON-TRANSFERABLE -** *One Month Unlimited Rides on the Fixed Bus Routes*
Monthly Passes must have the client's **first and last name written on them** at the time of issuance as these passes are for use by one passenger and are **non-transferable**. The passenger may be asked for ID to verify they are the person indicated on the pass. The date of expiration must be **stamped** on the front (30 days from date of issuing).

STUDENT TRIMESTER PASS – **NON-TRANSFERABLE -** *Unlimited Rides on the Fixed Bus Routes for one Trimester as indicated Fall: Sept 1 – Dec 31 or Winter: Jan 1 – Apr 30 or Spring/Summer: May 1 – Aug 31*
Student Trimester Passes must have the student's **first and last name written on them** at the time of issuance as these passes are for use by one passenger and are **non-transferable**. The passenger may be asked for ID to verify they are the person indicated on the pass. The valid Year of use must be **stamped** on the front. Must purchase and issue the current Student pass for it to be active during that time as trimesters are color coded.

Receipt and Collection Reports

At the end of the business day, all receipts from in office, website and over the phone sales are recorded and collected to be processed when Stripe's transfer report is available (usually 1-3 days later).

Once the Stripe report is available, receipts will be compared and new ones will be added for the sales conducted within the Macatawa Area Express App. Once sales are confirmed and accounted for the MAX team will enter the sales into the MAX finance software system. After completion of sale entries, the report is sent to the Treasurer's Office.

The MAX Office cash till is balanced to $200, and the cash drawer, checks, credit card receipts and Daily Revenue Report are locked in the safe until the next business day.

Refunds

All passes and tickets sold are non-refundable. However, MAX Management has the authority to request the process a refund for unique situations. (i.e. – passenger passes away or moves away)

MEMO

Date: January 26, 2026

To: **MAX Transit Authority Board**

From: Ryan Novotny, Executive Director
Beth Higgs, Deputy Director

Re: MAX Vehicle & Equipment Maintenance Policy & Procedures Manual

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As we prepare for the FY2026 Triennial Review, staff have reviewed and fine-tuned the Vehicle & Equipment Maintenance Policy & Procedures Manual. Below are revisions staff are proposing.

Recommended Policy Revisions

- **Page 5 – "Record Keeping":** Revise responsibility from the Operations Manager to the Procurement Coordinator/Grant Specialist, who currently maintains the historical records for revenue and support vehicles.
- **Page 5 – "Determining Compliance"**: Revise preventative maintenance inspection of a sample selection of vehicles to all FTA funded vehicles.

Board Action

Staff are requesting Board approval for revisions made to the Vehicle & Equipment Maintenance Policy & Procedures Manual as written.

Vehicle & Equipment Maintenance Policy & Procedures Manual

(Draft 1/26/2026 for Review and Approval)

TABLE OF CONTENTS

Appendices

A. Policy Statement

The Macatawa Area Express will ensure proper oversight of its maintenance contractor, the City of Holland Transportation Services unit, and demonstrate that preventive maintenance inspections are conducted a minimum of 80% on time, and maintenance activities are being carried out that meet FTA standards.

B. Standards of Conduct

The FTA has directed MAX to provide a written maintenance report that includes oversight procedures, along with evidence of its implementation of maintenance standards compatible with FTA requirements. The ***Macatawa Area Express Vehicle & Equipment Maintenance Policy & Procedure Manual*** developed March 10, 2004 and updated January 26, 2026 will be followed to ensure that daily pre-trip inspections and scheduled preventative maintenance are occurring in accordance with manufacturers service intervals.

MAX Staff will implement oversight procedures, as directed by the FTA. Oversight of maintenance activities will ensure that federally funded vehicles, equipment, and facilities are in good operating condition. Oversight of the City of Holland Transportation Services Mechanics assigned to MAX vehicles will also ensure that ADA accessibility features on all vehicles, equipment, and facilities are kept in good operating order.

C. History of Macatawa Area Express

The Macatawa Area Express (MAX) is a small urban transit system that has operated fixed bus routes and demand response service since 2000. Beginning as the City of Holland's "Dial-A-Ride" program in the 1970's, MAX began offering three fixed routes in 2000. An agreement was established with the City of Holland to contract vehicle maintenance services in 2004. The City of Holland and Holland Township formed a transit authority in 2006. The voters in those local jurisdictions approved a millage to support the MAX in November, 2006.

A five-year plan was adopted by the authority board in 2006. The plan called for expanding the fixed routes to seven routes and establishing a central transfer station where all buses converge hourly to simplify transfers. The expansion plan was the result of a two-year study of short and long-range transportation needs of the local area, along with recommendations for better meeting residents' needs for inexpensive, alternative transportation. Input also was sought from residents who represent the interests of current or potential system users.

The transit system is governed by an independent Authority formed under Public Act 196 on July 1, 2007, when the City of Holland transferred oversight to the Authority Board. On July 1, 2007, the transit authority assumed ownership and control of MAX and beginning in 2010 daily operations were managed in-house by MAX staff (providing drivers, dispatching, and telephone operators). In 2010, the fixed route system included 8 routes, running hourly. New bus stops were then added to routes 1, 2, 4, 5, 6, and 8. A "Twilight" service began operating on October 1, 2012 to serve 13.6 miles with a 50-minute loop from 7 – 10 p.m. Monday through Saturday.

D. Description of Current System

The Macatawa Area Express (MAX) provides public transportation with fixed route services (Catch-A-MAX) serving the Cities of Holland and Zeeland as well as Holland Charter Township, and Zeeland Charter Township. Demand Response services are provided throughout the MAX service area. In 2017 MAX began a pilot project adding Demand Response services within Park Township. This increased the service area from 47.5 square miles to a total of 68.8 square miles. A current map of the MAX service area is located on the Macatawa Area Express website: https://www.catchamax.org/routes-schedules/route-map/

A summary of Macatawa Area Express services within the region is provided on the Federal Transit Administration website and offers an annual snap shot of passenger travel, ridership, trends, and mileage: https://www.transit.dot.gov/ntd/transit-agency-profiles/macatawa-area-express-transportation-authority This information is valuable to compare current maintenance services with previous years. MAX staff and City of Holland mechanics will review these annual benchmarks along with a current bus inventory in order to plan for future service improvements.

E. Maintenance and Reliability

MAX contracts with the City of Holland to provide maintenance service for its entire fleet of vehicles. The City of Holland serves City vehicles as well as providing routine and preventative maintenance (PM) services for MAX's revenue fleet and service vehicles at their garage facility. Generally, the City assigns two (2) staff mechanics to MAX vehicles but can assign more staff on an as-needed basis.

MAX is dedicated to providing safe, reliable vehicles and equipment for both its employees and customers. Written procedures have been established to obtain daily pre-trip inspections and scheduled preventative maintenance in accordance with manufacturers service intervals. Individual vehicle records are maintained by the City of Holland mechanics to document service intervals, repair control, parts control, warranty claims and equipment performance.

Daily Inspections

Daily inspections for revenue vehicles are accomplished by having bus operators complete a daily pre-trip inspection report prior to the start of each shift. Daily inspection reports help to detect a visible problem or equipment malfunction. Fluid levels are also checked as part of the daily inspections. If a vehicle is found to have significant safety-related defects, it shall be scheduled for repair and fixed before it is used. The daily pre-trip inspections are also reviewed and used to schedule other needed repairs and maintenance.

Routine Service and Maintenance Schedule

Mileage information is recorded weekly. The mileage report is used to schedule service and preventative maintenance. Engine oil, oil filter, chassis lubrication and wheelchair lifts/ramps are inspected every 5,000 miles. For revenue vehicle preventative maintenance reporting to FTA PM shall be considered in accordance with the Vehicle Maintenance Plan provided it is conducted every 4,500 and 5,500 miles. Fuel filters are changed every 30,000 miles. Internal transmission filters are changed every 30,000 miles.

Record Keeping

The Procurement Coordinator/Grant Specialist shall maintain adequate historical records for each of its revenue or support vehicles, which the Operations Manager reviews. Each individual record includes all daily inspections, scheduled routine service, checklists, and all work completed for the vehicle. Each vehicle file will substantiate all maintenance is being performed to or above the manufacturer's recommended service intervals for the required categories and that daily and safety inspections are being performed. Work orders are kept electronically by the City of Holland mechanics.

F. Preventive Maintenance Vehicle Inspections & Compliance

A sound preventive maintenance program will extend the vehicles' useful life and reduce the need for of unscheduled repairs. Appendix B of this manual will be used to verify that preventative maintenance is occurring as noted in the *Macatawa Area Express Vehicle & Equipment Maintenance Policy & Procedures Manual* developed March 10, 2004 and **updated January 26, 2026**. The report notes the date when each inspection was accomplished and record the vehicle mileage (or hours) at the time of each inspection.

Preventive maintenance records from work orders and invoices (manual or electronic) will be requested from the City of Holland Transportation Services Unit for vehicles sampled.

Using the Monthly Vehicle Inspection report**.**

Determining Compliance

The MAX Operations Manager and Executive Director will inspect preventive maintenance procedures on a monthly basis. Preventive maintenance inspections will be done by reviewing management reports and by reviewing records for all FTA-funded vehicles. Once reviewed, each will sign and date the reports confirming the inspection was conducted. Quarterly written reports will also be prepared to summarize maintenance activities - Appendix E of this manual.

Preventive maintenance inspections will be based on relative miles since the last inspection, and will allow for specific manufacturer recommendations, or vehicle age. MAX Staff will examine the preventive maintenance history for the preceding 12 months and review the sample preventive maintenance history to determine if fewer than 80 percent of the inspections for any mode or operation occurred on time.

G. City of Holland Facility & Equipment Inspections

To ensure proper oversight of the City of Holland garage facility where MAX vehicles are maintained, inspections of the facility and equipment will be conducted monthly using the inspection checklist in Appendix D of this manual. A quarterly written report will also be prepared to summarize this inspection activity and signed by the Executive Director and Operations Manager.

Appendix A - Sample Vehicle Inventory

Local #	Vehicle ID	Bus Size In Feet	Model	Bus Type	Seat QTY	Lift QTY	Model Year	Delievery Date	FTA Useful Life Years	Year Eligible For Replacement	FY Replacement Requested	Useful Miles	Mileage as of 10/1/2022
300	2C7WDGBG1DR651055	16	Caravan	SmLghtDty-Vans	5	2	2013	3/29/2013	4	2017	2019	100,000	78,301
302	2C7WDGBG6HR802221	16	Caravan	SmLghtDty-Vans	4	2	2017	12/13/2017	4	2021		100,000	40,612
321	4UZAACBW15CU82435	29	Trolley	MedHvyDty	32	1	2004	8/2/2007	7	2014	2022	250,000	46,355
413	1GB6G5BG4C1197576	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2012	1/17/2012	7	2019	2019	250,000	252,995
415	1GB6G5BG9C1197234	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2012	12/17/2012	7	2019	2019	250,000	226,025
417	1GB6G5BG0D1115487	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2013	4/12/2013	7	2020	2021	250,000	262,047
418	1GB6G5BG7F1208204	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2015	8/21/2015	7	2022	2022	250,000	204,470
419	1GB6G5BG0F1206455	26	Chevrolet ARBOC	LghtDty-Cutaway	19	2	2015	8/21/2015	7	2022	2022	250,000	215,634
505	15GGE2718G1093003	29	GILLIG	Med Duty	26	2	2016	3/4/2016	10	2026		500,000	206,907
506	15GGE271XG1093004	29	GILLIG	Med Duty	26	2	2016	3/4/2016	10	2026		500,000	208,872
507	15GGE2711G1093005	29	GILLIG	Med Duty	26	2	2016	3/4/2016	10	2026		500,000	220,221
508	15GGE2713G1093006	29	GILLIG	Med Duty	26	2	2016	3/4/2016	10	2026		500,000	224,757
509	15GGE2711K3093633	29	GILLIG	Med Duty	26	2	2019	1/7/2020	10	2030		500,000	61,187
510	15GGE2713K3093634	29	GILLIG	Med Duty	26	2	2019	1/7/2020	10	2030		500,000	70,194
511	15GGE2715K3093635	29	GILLIG	Med Duty	26	2	2019	1/3/2020	10	2030		500,000	62,456
512	15GGE2717K3093636	29	GILLIG	Med Duty	26	2	2019	1/7/2020	10	2030		500,000	61,015
513	15GGE2719K3093637	29	GILLIG	Med Duty	26	2	2019	12/26/2019	10	2030		500,000	67,048
701	1GB6GUBGOH1134640	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	172,465
702	1GB6GUBG4H1135709	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	176,925
703	1GB6GUBG2H1135000	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	181,565
704	1GB6GUBG2H1135931	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	03/012017	7	2024	2014 needs to be updated to 2024	250,000	169,301
705	1GB6GUBGOH1136050	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	178,618
706	1GB6GUBG3H1134759	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	180,709
707	1GB6GUBG4H1134415	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	175,788
708	1GB6GUBG3H1134292	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	171,855
709	1GB6GUBG3H1136348	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	172,190
710	1GB6GUBGOH1135514	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2017	3/1/2017	7	2024	2014 needs to be updated to 2024	250,000	169,645
711	1HA6GUBB8KN011728	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2020	2/19/2020	7	2027		250,000	64,908
712	1HA6GUBB0KN011805	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2020	2/19/2020	7	2027		250,000	64,043
713	1HA6GUBB7KN011896	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2020	2/19/2020	7	2027		250,000	60,008
714	1HA6GUBB7KN011770	26	Chevrolet ARBOC	Light Duty-Cutaway	19	2	2020	2/19/2020	7	2027		250,000	61,681

Appendix B - Sample Monthly Vehicle Inspection

5.000 MILE PM SERVICE (FY 2023)														
#	Service Date	Service Time	Service Code	Description	Total Cost	Total Hours	Service Cost	Work Order No.	Mileage at Service	Mileage Between Services	MAX Standards 4,500 -5,500 Miles	Total Repair Orders	On Time Service	% of FTA Goal
Previous										0		0	0	#DIV/0!
										0				
										0				
										0				
										0				
										0				
										0				
										0				
										0				
										0				
										0				
										0				
										0				
										0				
										0				
										0				

30,000 MILE TRANSMISSION SERVICE (FY 2023)														
#	Service Date	Service Time	Service Code	Description	Total Cost	Total Hours	Service Cost	Work Order No.	Mileage at Service	Mileage Between Services	MAX Standards 27,000 - 33,0000 Miles	Total Repair Orders	On Time Service	% of On Time Service
Previous										N/A		0	0	#DIV/0!
										0				
										0				
										0				
										0				

10,000 MILE FUEL FILTER CHANGES (FY 2023)														
#	Service Date	Service Time	Service Code	Description	Total Cost	Total Hours	Service Cost	Work Order No.	Mileage at Service	Mileage Between Services	MAX Standards 27,000 - 49,500 Miles	Total Repair Orders	On Time Service	% of On Time Service
Previous										N/A		0	1	#DIV/0!
										31,037	ON TIME			
										0				
										0				
										0				

Appendix C - Maintenance Strategy

Asset Category	Asset Class	Maintenance Activity	Frequency
Revenue Vehicles*	BU - Bus / CU - Cutaway	Wash / Clean & Vacuum	Daily / 2-3 Times per Week
		Pre-Trip Inspection	Daily
		Post-Trip Inspection	Daily
		Engine Oil, Oil Filter, Chassis Lubrication, PM Service	4,500-5,500 Miles
		Transmission Inspection / Serviced; Fluid / Filter Change	30,000 Miles
		Fuel Filters (Diesel Engines)	30,000 Miles
		Fuel Filters (Gas Engines - if Equipped w/an Inline Filter)	30,000 Miles
		Air Dryer Inspection / Filters Change	30,000 Miles
		ADA Ramps / Lifts Inspection	Daily / Serviced 5,000 Miles
Revenue Vehicles*	MV - Minivan	Wash / Clean & Vacuum	Daily / 2-3 Times per Week
		Pre-Trip Inspection	Daily
		Post-Trip Inspection	Daily
		Engine Oil, Oil Filter, PM Service	4,500-5,500 Miles
		Transmission Inspection / Serviced; Fluid / Filter Change	30,000 Miles
		ADA Ramps / Lifts Inspection	Daily / Serviced 5,000 Miles
Equipment**	Automobile	Wash, Clean & Vacuum	As needed
		Transmission Serviced	30,000 Miles
		Oil Change / PM Service	4,500-5,500 Miles
Equipment**	Truck or Other Rubber-Tired Vehicle	Wash, Clean & Vacuum	As needed
		Transmission Serviced	30,000 Miles
		Oil Change / PM Service	4,500-5,500 Miles
Facilities***	Passenger & Parking	Facility & Equipment Inspection	Monthly, Quarterly, Bi-Annual, Annual, & Semi-Annual
		SGR Facility & Equipment Inspection	Annual
Facilities***	Admin & Maintenance	Facility & Equipment Inspection	Monthly, Quarterly, Bi-Annual, Annual, & Semi-Annual
		SGR Facility & Equipment Inspection	Annual

*Reference *Vehicle & Equipment Maintenance Policy & Procedures Manual* ; *Operations Policy & Procedure Manual* ; MAX Transit Asset Management (TAM) Plan

**Reference *Equipment* section of the *MAX Transit Asset Management (TAM) Plan*

***Reference *Facility Maintenance Plan* ; *MAX Transit Asset Management (TAM) Plan*

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY
FACILITY CONDITION ASSESSMENT
MONTHLY BUILDING INSPECTION CHECKLIST

FACILITY NAME/ADDRESS:	CITY GARAGE	333 WYNGARDEN WAY

ASSESSED BY:	DOUG MYTTON	DATE:	

MONTH INSPECTION COMPLETED:

☐ JAN ☐ APR ☐ JUL ☐ OCT
☐ FEB ☐ MAY ☐ AUG ☐ NOV
☐ MAR ☐ JUN ☐ SEP ☐ DEC

Please complete the following sections:

AREA OF INSPECTION	YES	NO	N/A	COMMENTS/ACTIONS
FIRE SUPPRESSION SYSTEM				
EXTINGUISHERS INSPECTED				
EXIT SIGN LIT				
GENERAL BUILDING MAINTENANCE				
GARAGE AREA				
FLOORING				
OVERHEAD DOORS				
LIGHTS				
HYDRAULIC LIFTS				
OTHER				

The facility, equipment and "other" listed above were inspected and in working condition (unless otherwise noted), as of the date and time that this document was signed below.

SIGN: _____ DATE: _____ TIME: _____

Appendix E – Maintenance Monitoring Quarterly Written Report

Macatawa Area Express Transportation Authority
Quarter 1 Written Report

Vehicle & Equipment Maintenance and Site Review
City of Holland Transportation Department

Review Dale: _____ Required Signatures Date

Report Submitted By: Susan Gorby. Operations Manager _____

Approved By: Ryan Novotny. Executive Director _____

Present - Macatawa Area Express Transportation Authority. Ryan Novotny, Susan Gorby, Doug Mytton, and Kail Riegling
Present - City of Holland. Joe Pedersen. Barry Wassink. Mark Groenheide. Ryan DeVries. and Scott Bovee

Area of Discussion	Information/Concern/Deficiency	Action Taken	Due Date	Completed

Approval by Governing Board

The Macatawa Area Express Authority Board hereby approves the revisions to the Vehicle & Equipment Policy & Procedures Manual as written at the meeting held on day 26 day of January 2026.

The undersigned duly qualified member of the Macatawa Area Express Transportation Authority certifies the foregoing is true and correct copy of the Vehicle & Equipment Policy & Procedures Manual adopted by the Board at the meeting held on **January 26, 2026**.

_____

Russell TeSlaa – Macatawa Area Express Board Chairman

Uniform Policy Adjustment Proposal

Bus Operator Pants

Prepared by: Susan Gorby, Operations Manager
Applies to: Fixed-Route & Demand Response Operators, Road Supervisors, Administrative Staff

Adjustment Purpose

Bus operators are required to wear uniform dress-style slacks while performing duties that include extended sitting, passenger assistance, kneeling, bending, and exposure to winter weather. At the same time, other frontline staff performing physical work are permitted to wear more durable and weather-appropriate clothing.

Concerns and complaints are raised from Bus Operators regarding:

- Warmth and mobility during passenger assistance
- Fit availability, particularly for larger operators
- Durability and appearance of current uniform pants
- Perceived inequity between frontline workgroups

These concerns impact morale, safety, employee retention, and if addressed, would provide consistency for all employees.

We currently have two frontline work groups exposed to the public, but only one is required to wear less durable, less warm clothing. That perceived inequity directly impacts morale and labor relations.

Dark denim pants aren't casual, they're functional PPE-adjacent clothing.

- Dark denim provides:
  - Better insulation in winter
  - Greater durability when kneeling, bending, and assisting with mobility devices
  - Less restriction of movement (especially for larger operators)
  - Greater protection from cuts and scrapes on the legs caused by loading wheelchairs and other passenger items as well as moving ramps/lifts
- Dress slacks:
  - Tear more easily
  - Fade quickly
  - Become slick or stiff in cold temperatures
  - Restrict movement which causes increased risk of strains when assisting passengers
  - Offer no protection from cuts and scrapes

We are asking operators to perform physical assistance tasks in clothing designed for an office environment. That's a liability argument, not a fashion argument.

Uniform Cost and Lifecycle Factors

- Dress slacks:
  - Tear more easily
  - Fade quickly
  - Show salt stains during winter weather
  - Require replacement more often
- Dark, uniform-approved dark denim:
  - Last longer
  - Hold color
  - Provide durable protection from cuts and scrapes
  - Require fewer replacements and could also be provided by the Bus Operators instead of MAX.

Allowing dark denim to be worn in place of uniform pants is not lowering standards, it's shifting to a more durable, modern uniform component.

Recruitment & Retention

- Younger workers expect functional, modern uniforms
- Rigid dress codes are a known deterrent in recruitment

We are competing for employees with private sector driving jobs like Uber and Lyft that offer greater comfort and flexibility in attire. Meijer now allows their team members to wear dark denim. Uniform rigidity is a recruitment disadvantage we don't need in an industry that is struggling to recruit.

Operational Considerations

Bus operators:

- Frequently exit vehicles in winter conditions
- Assist passengers using mobility devices, groceries, and strollers
- Kneel, bend, and reach in snow, slush, and uneven surfaces

Dress-style slacks are not designed for these conditions and degrade quickly, resulting in faded or worn appearances despite compliance with policy.

What the public actually notices

- Uniform shirts, badges, and demeanor drive the most noticed aspects of a driver.
- Pants are among the least noticed uniform elements
    - Complaints are made more often about vehicle cleanliness, the driver's attitude. driving behavior, and agency clarity of communication

Proposal

Implement a uniform adjustment allowing operators to wear uniform-approved dark denim work pants in addition to the dress slacks.

Approved Pants Criteria

- Dark blue or black denim
- Regular cut straight leg or boot cut style only
- No fading, distressing, rips, or embellishments
- Clean, well-fitted, and in good condition
- Worn with full uniform shirt, outerwear, badge, and ID
- During the warmer months, Bermuda Shorts will still be allowed with the following:
    - Denim or Slack Material
    - No fading, distressing, rips, or embellishments
    - Clean, well-fitted, and in good condition
    - MAX 2" above knee (typical inseam of 9-12")

The above criteria will maintain a professional, consistent appearance while improving functionality.

Benefits

1. Safety & Performance

- Improved mobility during passenger assistance
- Better thermal protection in winter conditions

2. Equity & Morale

- Aligns uniform expectations across frontline workgroups
- Addresses long-standing morale concerns
- Demonstrates responsiveness to operator working conditions

3. Cost & Durability

- Denim has a longer wear life than dress slacks
- Operators can provide their own denim pants
- Reduces frequency of uniform replacement
- Maintains a cleaner, more consistent appearance over time

4. Recruitment & Retention

- Modern, functional uniforms align with current workforce expectations
- Removes an unnecessary barrier in operator recruitment
- Supports retention in a competitive labor market

Evaluation and monitoring

Bus Operator appearance is monitored daily by the Operations Department. This will continue following the criteria laid out in this proposal. Those monitoring include:

- Management
- Dispatch
- Road Supervisors
- Administrative employees

Public Perception

Professionalism is defined by cleanliness, consistency, and behavior—not fabric type. Operators remain clearly identifiable through logoed shirts, outerwear, badges, and vehicle branding. Transit agencies in cold-weather regions have adopted similar functional uniform standards without negative public feedback.

Recommendation

Allow dark denim as a controlled uniform option following the criteria previously listed.

Anticipated Questions & Responses

Q: Will this lower our professional image?
A: No. Professional appearance is maintained through uniform shirts, outerwear, branding, and behavior. Clean, dark denim presents a neat, consistent appearance and is used by many companies now.

Q: Will this be applicable to more than just bus operators?
A: Bus Operators combine customer service, physical assistance, and weather exposure while seated for long periods, this change is geared towards them but should be applied to all employees for consistency.

Q: Why not just buy better slacks?
A: Fit availability, durability, and winter performance remain ongoing issues.

Anticipated Statements and Responses

1. "We've never done this before."

That's true. Our operating environment, workforce expectations, and business attire have changed over the years and with a multitude of industries. Most operational improvements start with something we haven't done before. This one is low risk, reversible, and measurable.

2. "This isn't how transit operators are supposed to look."

Transit operators are supposed to look professional, identifiable, and capable of safely assisting passengers. That's achieved through cleanliness, consistent branding, and behavior, not the specific fabric of the pants. Our operators will still be in logoed shirts, agency outerwear, badges, and ID. The public will see a uniformed professional, not a casual employee. The current pants we use fade and wear quickly, which actually undermines the image we're trying to protect. Dark denim maintains a cleaner, more consistent appearance over time. There is no universal federal rule on public transit drivers wearing jeans, it's an agency-by-agency decision.

3. “What will the public think?”

Historically, public feedback on transit is driven by reliability, safety, cleanliness, and operator behavior, not uniform details. As long as operators are clearly identifiable and professional, clothing material is not something riders focus on. In fact, operators who are more comfortable and mobile are better able to assist passengers, which *improves* the public experience.

Industry Comparisons & Professional Standards – Short List

Many highly visible, customer-facing organizations have modernized their dress codes to allow dark denim or jeans as acceptable professional attire when paired with clear appearance standards. This shift reflects broader workplace trends focused on employee comfort, retention, and practicality, without diminishing professionalism or public trust.

Nationally recognized companies permit jeans for employees who interact with the public:

- **Best Buy** allows store employees to wear blue or black jeans as part of their official uniform, paired with branded shirts. These employees are highly visible and customer-facing.
- **Target** permits blue denim as part of its standard dress code for sales floor staff, alongside clearly identifiable branded tops.
- **Walmart** allows denim for front-line associates while maintaining visibility and professionalism through standardized vests and name badges.
- **Meijer** allows denim for front-line associates while maintaining visibility and professionalism through standardized polo shirts, sweaters, and name badges.
- **Starbucks** permits blue denim for baristas and other customer-facing employees under defined color and condition requirements.
- Other national retailers (e.g., **Kohl’s, Sephora, JCPenney**) routinely allow dark or black denim for employees who are interacting directly with customers, subject to cleanliness and fit standards.
- School bus drivers, **Uber**, and **Lyft** drivers are allowed to wear their own clothing with no specific uniform requirements.
- More often than not, national and local family restaurants allow wait staff to wear denim.

- Many schools and colleges allow teachers and professors to wear denim.

These organizations demonstrate that dark, well-maintained denim is now widely accepted as professional attire, even in roles requiring frequent public interaction, brand representation, and customer service.

Allowing dark, uniform-style denim aligns with contemporary professional standards while offering practical benefits such as improved comfort, durability, and employee satisfaction.

UNIFORM POLICY

Effective Date: 4/1/2010 *Revision 6 Date: 01/26/2026*

I. POLICY STATEMENT

It is the policy of the Authority to require uniforms for all operators and supervisors to promote a positive, professional image to the public, and to provide specific guidelines for the appropriate wearing of uniforms.

II. PURPOSES OF THE POLICY

The purposes of this policy are to ensure:

1. Uniformed employees wear attire that is appropriate for their job function;

2. Employees can be clearly identified as Authority personnel by passengers and the public;

3. A positive and professional image is projected to passengers and the general public.

III. APPLICATION

This Policy applies to all uniformed employees, which includes bus operators (drivers) and road supervisors.

IV. APPROVED UNIFORMED ITEMS

The Authority provides uniforms that are functional and professional and accommodate all four seasons of weather. The Authority reserves the right to change or substitute the style, color and fabric of any, and all uniform pieces as necessary.

New Hires Uniform Issue

New hires will be issued the following by MAX at no cost to the Bus Operator:

- Three (3) “in training” uniform shirts for the first sixty (60) days of employment, or until solo date
- One winter jacket, or one spring jacket depending on the time of year they are hired
- One winter beanie cap
- One set of snow cleats

Bus operators must purchase their own:

- Employee’s own solid black or brown closed toe shoes or boots *(lace up, slip-on, or velcro style enclosure acceptable)* – *see Appendix A for acceptable boot style*
- Employee’s own solid white or black socks
- Employees may wear their own black or navy blue uniform-style trousers, cargo pants, or Bermuda style shorts *(2” above the knee)*, solid dark blue or black denim straight-leg or boot-cut pants; or Bermuda-style denim shorts *(2” above the knee)*. Garments must be free of dyes, bleaching, rips, tears, holes, or fraying.
- Employee’s own black belt

After successfully completing a 60 day period, or driving solo, **new hires will return the Authority-issued shirts to their immediate supervisor** and will be issued the permanent uniform. New hire "in training" shirts may only be worn by new hires during their introductory period. Employees who are terminated must return all Authority-issued uniform items.

Permanent Uniform Issue

Once bus operators and supervisors successfully complete a 60 day introductory period, or driving solo, they must order permanent uniform items in the specified quantities:

1. Full Time bus operators: Five (5) approved style woven shirts (any combination of long or short sleeve at the employee's preference)
2. Part time bus operators: Three (3) approved style woven shirts (any combination of long or short sleeve at the employee's preference)
3. One additional winter or rain jacket (whichever one was not provided as a new hire)
4. 1 outer vest OR 1 sweater

Optional uniform items that are approved and may be ordered with uniform allowance or at the employee's expense include:

1. Black or navy knit cap *(initially receive one at no cost)*
2. Navy ball cap
3. Navy blue mock turtleneck - may not be worn as a shirt. Must be worn under the uniform
4. Sunglasses/protective eye wear
5. Winter snow cleats *(initially receive one pair at no cost)*

Summer Uniforms

- MAX summer uniforms consist of Lime green or Turquoise polo shirts. These summer uniforms can only be worn from May 1 – Oct 1. *These summer polo shirts are not required but optional.*
- Bus Operators may wear their Iron Grey and Navy Polo during this time May 1 – Oct 1.

V. APPROVED WEARING OF UNIFORMS

The following are acceptable combinations of the approved uniform pieces:

1. Approved pants or shorts with the approved long or short sleeve shirt. Solid black pants or shorts must be paired with black shoes or boots.
2. A solid black belt is required with the pants.
3. Solid black or white socks with closed toe solid black or brown shoes or boots with heels not exceeding 1.5".
4. The uniform shirt (long or short sleeve) must always be worn under the sweater. Sweater may not be worn alone or with only a tee.
5. The optional mock turtleneck may only be worn under the uniform shirt.
6. The approved outer vest may be worn over the shirt or over the shirt and sweater.
7. The Authority issued jacket is to be worn over the approved uniform in cold weather. All other jackets or coats are prohibited.
8. The Authority issued jacket, sweater or vest may be worn over the introductory polo shirt.

VI. UNIFORM VIOLATIONS

The following are specific examples of violations of the Uniform policy. If you are found in violation of the Uniform Policy during visual inspection at the start of your shift, you will be sent home to change and will not be paid for that time. Employees who violate this policy will be subject to discipline, up to and including, termination.

1. Wearing Authority uniforms off-duty is prohibited. Uniforms may only be worn when employees are on duty, traveling to and from work, or representing the Authority at public events or Authority functions.

2. Failure to wear the Authority-issued Identification badge at all times while on duty.

3. Wearing unauthorized badges, buttons, pins, necklaces and lanyards are prohibited.

4. Wearing excessive rings and jewelry, or anything deemed unsafe while driving. Employees may wear one wristwatch.

5. Long or short sleeve t-shirts of any other color than solid navy blue or white, or wearing t-shirts that are frayed, stained, ripped or otherwise unacceptable.

6. Wearing long sleeve t-shirts or the mock turtleneck under short sleeve shirts so that the t-shirt sleeves show.

7. Soiled, stained, ripped/torn, ill-fitting (too tight, baggy, long or short) and thread-bare or worn uniform items are prohibited.

8. Failure to wear socks is prohibited. Socks are required.

9. Wearing socks of any other color than black or white is prohibited.

10. Wearing shoes or boots that are any other color than black or brown. Only black or brown shoes or boots are allowed, with a heel no higher than 1.5". Black pants/shorts must be paired with black shoes.

11. Wearing any hat other than the Authority approved knit or baseball hat. A plain black or navy without any logo is acceptable.

12. Belts of any other color than black.

13. Failure to wear underwear or allowing underwear to show. Women must wear bras.
14. Wearing of new hire polo shirts beyond the introductory period is prohibited. Temporary uniform polo shirts must be returned at the end of the introductory period.

VII. IMPLEMENTATION & ENFORCEMENT

1. The Human Resource Assistant or designee in their absence is responsible for:
    a. Issuing uniform items and ensuring full compliance with the Uniform Policy.

b. Ordering uniform shirts, jackets, hats, vests or sweater, snow cleats, and sunglasses.

c. Retrieve old and worn uniform pieces from operators when new items are received, as assigned.

2. Road Supervisors are responsible for:
    a. Enforcing uniform compliance bus operators at the beginning of shifts with visual inspections.

    b. Notifying bus operators when their uniforms are in non-compliance and documenting non-compliance.

    c. Directing operators to order replacement items as needed.

3. Road Supervisor/Dispatch Coordinator/Safety Coordinator/HR Assistant are responsible for:
    a. Retrieve Authority-issued uniform items upon an operator's separation from employment with the Authority, using employee uniform inventory list to ensure all items are returned.

4. Bus Operators are responsible for:
    a. Reporting to work in a clean uniform that complies with the Uniform Policy.

    b. Minor mending and repairs (sewing on buttons, mending hems, etc.) to the uniform to ensure its upkeep.

    c. Regular laundering and pressing of garments as necessary for a neat, professional appearance.

    d. Replacing items when specifically directed to do so by their immediate supervisor.

    e. Returning all uniform items to their immediate supervisor or Human Resource Coordinator when they terminate employment with the Authority.

    f. Alterations to uniforms to accommodate size changes after initial fitting and/or ordering are the responsibility of the employee and will be done at his/her expense, or new items may be ordered with their uniform allowance.

    g. Keeping track of his/her own uniform items. Only employees of MAX may wear issued uniform items.

5. The Authority is responsible for allocating resources to fund the ongoing purchase and replacement of uniform items as the budget allows in order for operators and supervisors to Be clearly identified as transit employees and to maintain a neat, professional image in the community.

APPENDIX A

Black or Brown Boots Approved Styles




Black or Brown Boots Unapproved Styles



Uggs or Ugg-style boots of any kind



Acknowledgement Form

EMPLOYEE UNIFORM ACKNOWLEDGEMENT & RECEIPT FORM

I acknowledge receipt of the approved issued uniform items. I understand that all uniform items are the property of the MAX and must be returned upon voluntary or involuntary termination from MAX, and that I may be charged for any Uniform items not returned as stated in the Employee Handbook in section *707 Return of MAX Property*.

I have been informed that custom Uniform items are not exchangeable and are more points than listed on the Uniform Order Form.

I understand that it is my responsibility to read and follow the Uniform Policy.

Date: _____

Employee's Name: _____

Employee's Signature: _____

AUTHORITY COPY

706 Personal Appearance & Dress Code

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

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

Non-uniformed and office employees are required to dress in a manner that is professional and appropriate for the duties of their job in terms of functionality and appearance. Non-uniformed office staff who interact with customers or the public may wear appropriate business attire. Acceptable options include slacks or straight-leg or boot-cut jeans that are clean and free of fraying, rips, stains, bleaching, or embellishments. Office appropriate shorts are permitted provided they are loose fitting and fall no more than two (2) inches above the knee. Dresses are also permitted if they fall no more than two (2) inches above the knee and have covered shoulders. Black leggings may be worn when paired with a long shirt or sweater that provides full coverage over the hips and seat.

Office Staff CDL Holders must keep driver appropriate apparel and footwear on hand should you be asked to drive. Please refer to Uniform Policy for details of appropriate attire.

No dress code can cover all contingencies, so employees are asked to use good judgment in their choice of clothing for work. Unacceptable and inappropriate office attire includes, but is not limited to: low cut tops and/or lingerie; revealing or sheer/see-through clothing; midriff, halter and tube tops; spaghetti strap and strapless tops or dresses; skirts or dresses which exceed two (2) inches above the knee; beach apparel including flip flop sandals; sweatshirts, sweatpants; pajama's and any top that has graphic images or messages unless MAX issued.

If you are unsure if your clothing will be appropriate, ask your supervisor. Employees who report to work with inappropriate clothing or uniform will be asked to leave work to change their clothing and will be unpaid for their time away from work. Discipline for reporting to work in inappropriate attire or uniform may include a verbal or written warning, and possible termination for repeat violations.

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.	%	Auxiliary	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.	%	Auxiliary	%
Oct-23	16,417	8,680	53	6,472	39	1,265	8	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	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	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	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	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	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	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	1,905	10	4,148	1,983	48	1,521	37	261	6	60	1	323	8	0	0
Jun-24	15,415	8,529	55	6,035	39	851	6	0	0	0	0	3,783	1,834	48	1,402	37	237	6	52	1	258	7	0	0
Jul-24	17,148	9,119	53	7,053	41	976	6	0	0	0	0	3,832	1,855	48	1,395	36	229	6	50	1	303	8	0	0
Aug-24	17,507	9,054	52	7,438	42	1,015	6	0	0	0	0	3,933	1,903	48	1,440	37	250	6	46	1	294	7	0	0
Sep-24	16,844	8,504	50	6,836	41	1,049	6	0	0	455	3	3,938	1,814	46	1,594	40	219	6	34	1	277	7	0	0
Total	**197,275**	**105,585**	**54**	**76,559**	**39**	**12,771**	**6**	**0**	**0**	**2,360**	**1**	**44,115**	**20,534**	**47**	**16,932**	**38**	**2,581**	**6**	**542**	**1**	**3,433**	**8**	**93**	**0**
Oct-24	19,648	10,051	51	8,175	42	1,422	7	0	0	0	0	4,729	2,099	44	1,910	40	284	6	58	1	378	8	0	0
Nov-24	17,707	9,225	52	7,293	41	1,189	7	0	0	0	0	4,322	2,006	46	1,700	39	192	4	50	1	252	6	122	3
Dec-24	17,017	9,081	53	6,901	41	1,035	6	0	0	0	0	4,139	1,993	48	1,629	39	221	5	43	1	253	6	0	0
Jan-25	16,273	8,748	54	6,570	40	955	6	0	0	0	0	4,459	2,112	47	1,748	39	268	6	51	1	280	6	0	0
Feb-25	16,498	9,029	55	6,583	40	886	5	0	0	0	0	4,929	2,230	45	1,977	40	292	6	55	1	375	8	0	0
Mar-25	17,261	9,386	54	6,884	40	991	6	0	0	0	0	5,187	2,317	45	2,137	41	280	5	45	1	408	8	0	0
Apr-25	17,544	9,459	54	6,933	40	1,152	7	0	0	0	0	5,171	2,417	47	2,119	41	239	5	59	1	337	7	0	0
May-25	17,558	8,833	50	6,017	34	1,113	6	0	0	1,595	9	4,746	2,213	47	1,853	39	273	6	87	2	320	7	0	0
Jun-25	15,735	8,795	56	5,803	37	1,137	7	0	0	0	0	4,737	2,256	48	1,730	37	237	5	80	2	434	9	0	0
Jul-25	17,281	9,667	56	6,580	38	1,034	6	0	0	0	0	5,008	2,326	46	1,824	36	237	5	69	1	440	9	112	2
Aug-25	16,304	9,093	56	6,140	38	1,071	7	0	0	0	0	4,716	2,157	46	1,876	40	242	5	61	1	380	8	0	0
Sep-25	16,876	9,181	54	6,159	36	1,246	7	0	0	290	2	5,288	2,565	49	2,013	38	256	5	67	1	387	7	0	0
Total	**205,702**	**110,548**	**54**	**80,038**	**39**	**13,231**	**6**	**0**	**0**	**1,885**	**1**	**57,431**	**26,691**	**46**	**22,516**	**39**	**3,021**	**5**	**725**	**1**	**4,244**	**7**	**234**	**0**
Oct-25	18,822	10,480	56	6,765	36	1,577	8	0	0	0	0	4,966	2,203	44	2,042	41	274	6	72	1	375	8	0	0
Nov-25	14,828	8,236	56	5,445	37	1,147	8	0	0	0	0	4,120	1,788	43	1,683	41	215	5	61	1	297	7	76	2
Dec-25	16,171	8,685	54	5,898	36	1,168	7	0	0	420	3	4,439	1,957	44	1,886	42	257	6	60	1	279	6	0	0
Jan-26	0	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Feb-26	0	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Mar-26	0	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Apr-26	0	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
May-26	0	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jun-26	0	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jul-26	0	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Aug-26	0	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Sep-26	0	0	###	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Total	**49,821**	**27,401**	**55**	**18,108**	**36**	**3,892**	**8**	**0**	**0**	**420**	**1**	**13,525**	**5,948**	**44**	**5,611**	**41**	**746**	**6**	**193**	**1**	**951**	**7**	**76**	**1**

Macatawa Area Express Ridership by Government Unit

Fiscal Year	Night Owl									Total												
	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-23	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	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	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	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	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	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	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	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	391	100	26	188	48	103	26	0	0	19,589	10,463	53	7,625	39	1,191	6	52	0	258	1	0	0
Jul-24	406	95	23	225	55	86	21	0	0	21,386	11,069	52	8,673	41	1,291	6	50	0	303	1	0	0
Aug-24	422	117	28	207	49	98	23	0	0	21,862	11,074	51	9,085	42	1,363	6	46	0	294	1	0	0
Sep-24	447	169	38	202	45	75	17	1	0	21,229	10,487	49	8,632	41	1,343	6	35	0	277	1	455	2
Total	**4,553**	**1,473**	**32**	**2,150**	**47**	**929**	**20**	**1**	**0**	**245,943**	**127,592**	**52**	**95,641**	**39**	**16,281**	**7**	**543**	**0**	**3,433**	**3**	**2,453**	**1**
Oct-24	588	231	39	259	44	97	16	1	0	24,965	12,381	50	10,344	41	1,803	7	59	0	378	2	0	0
Nov-24	527	218	41	223	42	86	16	0	0	22,556	11,449	51	9,216	41	1,467	7	50	0	252	1	122	1
Dec-24	476	202	42	191	40	83	17	0	0	21,632	11,276	52	8,721	40	1,339	6	43	0	253	1	0	0
Jan-25	577	261	45	220	38	92	16	4	1	21,309	11,121	52	8,538	40	1,315	6	55	0	280	1	0	0
Feb-25	659	285	43	260	39	94	14	20	3	22,086	11,544	52	8,820	40	1,272	6	75	0	375	2	0	0
Mar-25	694	304	44	257	37	112	16	21	3	23,142	12,007	52	9,278	40	1,383	6	66	0	408	2	0	0
Apr-25	664	289	44	249	38	105	16	21	3	23,379	12,165	52	9,301	40	1,496	6	80	0	337	1	0	0
May-25	624	219	35	264	42	121	19	20	3	22,928	11,265	49	8,134	35	1,507	7	107	0	320	1	1,595	7
Jun-25	579	158	27	271	47	129	22	21	4	21,051	11,209	53	7,804	37	1,503	7	101	0	434	2	0	0
Jul-25	577	165	29	256	44	136	24	20	3	22,866	12,158	53	8,660	38	1,407	6	89	0	440	2	112	0
Aug-25	587	170	29	256	44	140	24	21	4	21,607	11,420	53	8,272	38	1,453	7	82	0	380	2	0	0
Sep-25	596	209	35	239	40	126	21	22	4	22,760	11,955	53	8,411	37	1,628	7	89	0	387	2	290	1
Total	**7,148**	**2,711**	**38**	**0**	**0**	**0**	**0**	**0**	**0**	**270,281**	**139,950**	**52**	**105,499**	**39**	**17,573**	**7**	**896**	**0**	**4,244**	**2**	**2,119**	**1**
Oct-25	485	154	32	207	43	100	21	24	5	24,273	12,837	53	9,014	37	1,951	8	96	0	375	2	0	0
Nov-25	389	119	31	157	40	93	24	20	5	19,337	10,143	52	7,285	38	1,455	8	81	0	297	2	76	0
Dec-25	387	100	26	195	50	73	19	19	5	20,997	10,742	51	7,979	38	1,498	7	79	0	279	1	420	2
Jan-26	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Feb-26	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Mar-26	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Apr-26	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
May-26	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jun-26	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Jul-26	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Aug-26	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Sep-26	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###
Total	**1,261**	**373**	**30**	**559**	**44**	**266**	**21**	**63**	**5**	**64,607**	**33,722**	**52**	**24,278**	**38**	**4,904**	**8**	**256**	**0**	**951**	**1**	**496**	**1**

Historical Ridership FY2000-FY2025
7,747,241

Historical Ridership Through FY2026
7,811,848

MACATAWA AREA EXPRESS - MONTHLY RIDERSHIP SUMMARY

(NOTES: Some figures calculated using non-rounded numbers. AUXILIARY ridership includes counts for non-traditional services: Tulip Time Tours, Shuttle, Kertsmarket, etc.)

FIXED ROUTE	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	DEC. '25	DEC. '24	% CHG.	DEC. '25	DEC. '24	% CHG.	DEC. '25	DEC. '24	% CHG.
ROUTE 1	2,427	2,861	-15.2%	110.3	126.3	-12.7%	0.0	52.0	-100.0%
ROUTE 2	1,984	2,442	-18.8%	90.2	108.6	-17.0%	0.0	40.5	-100.0%
ROUTE 3	1,623	1,661	-2.3%	73.8	79.1	-6.7%	0.0	0.0	#DIV/0!
ROUTE 4	1,689	1,846	-8.5%	76.8	87.9	-12.7%	0.0	0.0	#DIV/0!
ROUTE 5	2,051	2,130	-3.7%	93.2	101.4	-8.1%	0.0	0.0	#DIV/0!
ROUTE 6	3,450	3,719	-7.2%	156.8	167.0	-6.1%	0.0	52.8	-100.0%
ROUTE 7	1,298	1,269	2.3%	59.0	60.4	-2.3%	0.0	0.0	#DIV/0!
ROUTE 8	1,229	1,089	12.9%	55.9	51.9	7.6%	0.0	0.0	#DIV/0!
AUXILIARY	420	0	#DIV/0!	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
REGULAR	9,547	10,758	-11.3%	434.0	496.0	-12.5%	0.0	85.7	-100.0%
YOUTH	1,928	1,463	31.8%	87.6	66.3	32.2%	0.0	17.5	-100.0%
SENIOR	2,318	2,208	5.0%	105.4	101.5	3.8%	0.0	19.3	-100.0%
ADA	2,378	2,588	-8.1%	108.1	118.9	-9.1%	0.0	22.8	-100.0%
TOTAL	**16,171**	**17,017**	**-5.0%**	**735.0**	**782.7**	**-6.1%**	**0.0**	**145.3**	**-100.0%**

	TOTAL MONTHLY BOARDING		
	DEC. '25	DEC. '24	% CHG.
CITY OF HOLLAND	8,685	9,082	-4.4%
HOLLAND TWP.	5,898	6,901	-14.5%
CITY OF ZEELAND	1,168	1,035	12.8%
ZEELAND TWP.	0	0	#DIV/0!
PARK TWP.	0	0	#DIV/0!
AUXILIARY	420	0	#DIV/0!

RESERVE-A-MAX	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	DEC. '25	DEC. '24	% CHG.	DEC. '25	DEC. '24	% CHG.	DEC. '25	DEC. '24	% CHG.
REGULAR	730	657	11.1%	33.2	28.9	14.8%	0.0	12.8	-100.0%
YOUTH	134	69	94.2%	6.1	3.3	84.6%	0.0	0.0	#DIV/0!
SENIOR	662	658	0.6%	30.1	28.9	4.1%	0.0	13.0	-100.0%
ADA	2,913	2,755	5.7%	132.4	122.0	8.5%	0.0	47.5	-100.0%
TOTAL	**4,439**	**4,139**	**7.2%**	**201.8**	**183.1**	**10.2%**	**0.0**	**73.3**	**-100.0%**

	TOTAL MONTHLY BOARDING		
	DEC. '25	DEC. '24	% CHG.
CITY OF HOLLAND	1,957	1,993	-1.8%
HOLLAND TWP.	1,886	1,629	15.8%
CITY OF ZEELAND	257	221	16.3%
ZEELAND TWP.	60	43	39.5%
PARK TWP.	279	253	10.3%
AUXILIARY	0	0	#DIV/0!

NIGHT OWL	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	DEC. '25	DEC. '24	% CHG.	DEC. '25	DEC. '24	% CHG.	DEC. '25	DEC. '24	% CHG.
REGULAR	175	192	-8.9%	8.0	8.5	-6.4%	0.0	3.3	-100.0%
YOUTH	9	0	#DIV/0!	0.4	0.0	#DIV/0!	0.0	0.0	#DIV/0!
SENIOR	49	45	8.9%	2.2	1.6	39.2%	0.0	2.8	-100.0%
ADA	154	239	-35.6%	7.0	10.2	-31.4%	0.0	6.4	-100.0%
TOTAL	**387**	**476**	**-18.7%**	**17.6**	**20.3**	**-13.3%**	**0.0**	**12.5**	**-100.0%**

	TOTAL MONTHLY BOARDING		
	DEC. '25	DEC. '24	% CHG.
CITY OF HOLLAND	100	202	-50.5%
HOLLAND TWP.	195	191	2.1%
CITY OF ZEELAND	73	83	-12.0%
ZEELAND TWP.	19	0	#DIV/0!
-	0	0	#DIV/0!

OVERALL RIDERSHIP	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	DEC. '25	DEC. '24	% CHG.	DEC. '25	DEC. '24	% CHG.	DEC. '25	DEC. '24	% CHG.
REGULAR	10,452	11,607	-10.0%	475.1	533.3	-10.9%	0.0	101.7	-100.0%
YOUTH	2,071	1,532	35.2%	94.1	69.6	35.3%	0.0	17.5	-100.0%
SENIOR	3,029	2,911	4.1%	137.7	132.0	4.3%	0.0	35.0	-100.0%
ADA	5,445	5,582	-2.5%	247.5	251.2	-1.5%	0.0	76.8	-100.0%
TOTAL	**20,997**	**21,632**	**-2.9%**	**954.4**	**986.1**	**-3.2%**	**0.0**	**231.0**	**-100.0%**

	TOTAL MONTHLY BOARDING		
	DEC. '25	DEC. '24	% CHG.
CITY OF HOLLAND	10,742	11,277	-4.7%
HOLLAND TWP.	7,979	8,721	-8.5%
CITY OF ZEELAND	1,498	1,339	11.8%
ZEELAND TWP.	79	43	83.7%
PARK TWP.	279	253	10.3%
AUXILIARY	420	0	#DIV/0!

ON-TIME PERCENTAGE

	DEC. '25	DEC. '24	DIFF. (+/-)
FIXED ROUTE	95.6%	94.0%	1.6%
RESERVE-A-MAX	96.0%	96.9%	-0.9%

SERVICE DAYS

	DEC. '25	DEC. '24
WEEKDAYS	22	21
SATURDAYS	0	4

DISTRIBUTION OF RIDERSHIP

	DEC. '25	DEC. '24	DIFF. (+/-)
FIXED ROUTE	77.02%	78.67%	-1.65%
RESERVE-A-MAX	21.14%	19.13%	2.01%
TWILIGHT	0.00%	0.00%	0.00%
NIGHT OWL	1.84%	2.20%	-0.36%
TBD	0.00%	0.00%	0.00%

Macatawa Area Express Transportation Authority

Meeting Date: 01/26/2026	**Agenda Item:**
Subject: Financial Reports for 12/31/2025–Unaudited	**Prepared By:** Wayne Reed, City Finance

Recommendation: Accept Financial Reports as information

Attached are Budget Performance Reports for the one month ended December 31, 2025 (25.00% of year). The FY25 audit has been completed and final documents are pending. The attached reports reflect the activities of the MAX as well as capital.

Financial statements are presented in the following manner:

- *General Fund Balance Sheet Report.* This report includes a calculation of the Unassigned Fund Balance % of Total **Operational** Expenditures. The Government Finance Officers Association (GFOA) states that fund balance predicts a government's fiscal health and ability to weather financial challenges. Therefore, this is an important ratio to track. The report provides this for FY 2024 (actual), FY 2025 (actual) and FY 2026 (budget). This ratio has declined from 65% to an anticipated 39% over the three years presented.
- *MAX Cash and Investment Portfolio Status Report.* City Finance sends this report to MAX each week. This presents the total available cash and investments. The current balance is allocated to liquid accounts given the recent strains on cash flow and potential disruption with federal funding. The total cash can vary from fund balance due to timing of cash flows and accounting treatment for revenue and expenditure recognition.
- *Budget Report by Department (in summary).* This includes all activities of the General Fund, including Transit Operations, New Freedom and Mobility Management
- *Transit Operations Budget Report* – this summarizes the activity for transit operations, not including those allocated to New Freedom or Mobility Management
- *New Freedom Budget Report* – activity for New Freedom Grant
- *Mobility Management Report* – activity for Mobility Management

Revenues

Operating revenues for routine transit currently total $746,738.88, or 10.68% of budget. The lower than anticipated amount is primarily a timing difference as a large portion of revenues are not received until the end of the fiscal year. November operating revenues are mostly composed of State Operating Assistance, State capital outlay receipts, investment income, and fare collection revenues. Zeeland City, Zeeland Township, and Park Township are billed quarterly for services rendered. Federal operating grant revenues are received mid-late September.

Expenses

Operating expenditures for routine transit for the one month ended December 31, 2025, totaled $1,388,228.43, or 22.50% of budget. The overall percentage of operating expenses appears to be tracking within budget, however, there are several accounts that are over budget after only three months of activity. This can be amended as part of a mid-year budget amendment and should be noted for improvements to future budgeting efforts.

Macatawa Area Express Transportation Authority

Some notes to consider while reviewing the current revenues and expenditures:

Revenues:

- Property Tax-Allocated accounts show a budget of $(142,500.00) due to New Freedom revenue sharing allocation. The New Freedom grant is a 50% Federal/50% Local grant match and MAX uses Property Tax revenues as their match funding source. The property taxes are reallocated through a journal entry from the Regular Service account to the New Freedom property tax account each quarter. Allocations will start after the end of Q1.
- Miscellaneous General revenue shows a negative balance of $(2,174.98) in December due to reallocation of revenues to more specific fare and revenue accounts from prior periods.

Expenditures:

- Cash Short/Over account shows $(775.79) balance year to date. MAX staff continues to monitor the impact of new financial and rider data collection systems on reporting and changes to this account.
- Regular Service gasoline expenses show a negative balance of $(2,273.23) for December due to allocation to New Freedom accounts for the quarter for fuel used in grant related activities.

Grant Activity

- ✓ Federal Operating Grant Revenue: $0 of $3,155,249 budgeted has been received. MAX receives Federal Operating grant revenues toward the end of the fiscal year, generally in mid-late September. MAX staff chose to reallocate $400,000 to operating assistance in FY2025. An amendment should be proposed for this adjustment.
- ✓ State Operating Grant Revenue (received at the beginning of each month) - $462,798 of $1,658,559 has been received.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - $0 of $142,500 has been received.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - $0 of $79,445 has been received.

MAX TRANSPORTATION
BALANCE SHEET

GL Number	Description	YTD Balance 09/30/2024	YTD Balance 09/30/2025	Beg. Balance 12/31/2025
Cash				
101-000.000-001.100	RESTRICTED CASH DUE FRM RESTRICTED CASH/	654,102.00	654,102.00	654,102.00
101-000.000-001.675	CASH DUE FROM CASH/INV POOL	3,657,207.06	2,791,441.03	2,501,963.83
Total Cash		4,311,309.06	3,445,543.03	3,156,065.83
Other Assets				
101-000.000-004.000	PETTY CASH GENERAL	900.00	900.00	900.00
101-000.000-018.000	ACCOUNTS RECEIVABLE GENERAL	140,620.53	62,919.26	(21,592.07)
101-000.000-028.000	TAXES RECEIVABLE	34,763.58	65,594.94	55,365.28
101-000.000-029.000	IFT TAXES RECEIVABLE	632.70	318.90	(204.96)
101-000.000-031.000	ALLOWANCE FOR UNCOLLECTIBLE TAXES	(2,780.09)	(3,109.46)	(3,109.46)
101-000.000-062.000	LEASE RECEIVABLE	9,437.63	9,437.63	9,437.63
101-000.000-078.000	DUE FROM STATE OF MICHIGAN	185,782.67	118,744.15	-
101-000.000-079.000	DUE FROM FEDERAL GOVT	757,568.54	516,972.99	-
101-000.000-083.000	DUE FROM EMPLOYEES	-	351.74	-
101-000.000-123.000	PREPAID EXPENSE GENERAL	94,786.31	217,990.89	12,308.72
101-000.000-123.005	PREPAID ITEMS-MTP LIABILITY FUND	12,187.00	56,322.00	56,322.00
101-000.000-123.010	PREPAID ITEMS-MTP PROPERTY DAMAGE FUND	4,707.00	4,707.00	4,707.00
101-000.000-123.015	PREPAID ITEMS-MTP SETTLEMENT	125,570.44	-	-
Other Assets		1,364,176.31	1,051,150.04	114,134.14
Total Assets		5,675,485.37	4,496,693.07	3,270,199.97
Liabilities				
101-000.000-201.000	CONTRACTS PAYABLE	107,914.06	-	-
101-000.000-202.000	ACCOUNTS PAYABLE GENERAL	426,900.46	173,020.02	-
101-000.000-257.000	ACCRUED WAGES PAYABLE GENERAL	90,981.42	110,478.25	-
101-000.000-360.000	DEFERRED REVENUE GENERAL	-	101,290.42	10,364.05
101-000.000-360.100	DEFERRED REVENUE REAL PROPERTY TAX	28,736.37	30,260.73	30,260.73
Total Liabilities		654,532.31	415,049.42	40,624.78
Fund Equity				
101-000.000-390.000	FUND BALANCE - UNASSIGNED	4,366,851.06	3,427,541.65	2,575,473.19
101-000.000-391.005	RESTRICTED BUS REPLACEMENT	300,000.00	300,000.00	300,000.00
101-000.000-391.010	RESTRICTED CONTINGENCY	100,000.00	100,000.00	100,000.00
101-000.000-391.015	RESTRICTED LOCAL GRANT MATCH	100,000.00	100,000.00	100,000.00
101-000.000-391.020	RESTRICTED OPERATING (WORKING CAPITAL)	100,000.00	100,000.00	100,000.00
101-000.000-391.025	RESTRICTED TROLLEY REPLACEMENT	18,102.00	18,102.00	18,102.00
101-000.000-391.030	RESTRICTED ZEELAND CITY 2000	36,000.00	36,000.00	36,000.00
Total Fund Equity		5,020,953.06	4,081,643.65	3,229,575.19
TOTAL LIABILITIES AND FUND BALANCE		5,675,485.37	4,496,693.07	3,270,199.97
		-	-	-
Fund Balance Summary				
BEG. FUND BALANCE		4,945,328.46	5,020,953.06	4,081,643.65
+ NET OF REVENUES & EXPENDITURES		75,624.60	(939,309.41)	(852,068.46) *
= ENDING FUND BALANCE		5,020,953.06	4,081,643.65	3,229,575.19
		Actual	Actual	Budget
Total Expenditures		7,886,481.31	7,958,648.56	6,725,883.00
Less: Capital Expenditures		(1,158,337.71)	(1,094,165.07)	(197,688.00)
General Fund Less Capital Expenditures		6,728,143.60	6,864,483.49	6,528,195.00
Unassigned Fund Balance % of Total Expenditures		65%	50%	39%

* FY 2026 budgeted increase (decrease) operational expenditures

MACATAWA AREA TRANSPORTATION AUTHORITY - CASH AND INVESTMENT PORTFOLIO STATUS REPORT

Jan 02, 2026

Cash or Investment Type	Fifth Third & HNB	West Michigan Community Bank	Michigan Class	Mercantile	Flagstar	Huntington Liquidity Portal	United Federal Credit Union	Other Financial Arrangements	TOTAL	Percent Of Grand Total
POOLED										
Short-Term Money Management:										
- Cash in Bank Deposit Account	96,169.01								96,169.01	3.00%
- Michigan Class Funds			1,892,760.76						1,892,760.76	59.11%
- Huntington Liquidity Portal						1,213,125.98			1,213,125.98	37.89%
- Certificates of Deposit		- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -		- 0 -	0.00%
- Accrued Interest Receivable		- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -		- 0 -	0.00%
Total Short-Term	96,169.01	- 0 -	1,892,760.76	- 0 -	- 0 -	1,213,125.98	- 0 -	- 0 -	**3,202,055.75**	**100.00%**
Long-Term Money Management:										
- Money Market Account	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
- Certificates of Deposit	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
- U.S. Treasuries / Instrumentalities:										
> FHLB at Par Value	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
> Market Value Adjustment	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
> Accrued Interest Receivable	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
Total Long-Term	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	**- 0 -**	**0.00%**
TOTAL POOLED	96,169.01	- 0 -	1,892,760.76	- 0 -	- 0 -	1,213,125.98	- 0 -	- 0 -	3,202,055.75	100.00%
SEGREGATED										
No Segregated Items										
- None	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
										0.00%
TOTAL SEGREGATED	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
GRAND TOTALS	**96,169.01**	**- 0 -**	**1,892,760.76**	**- 0 -**	**- 0 -**	**1,213,125.98**	**- 0 -**	**- 0 -**	**3,202,055.75**	**100.00%**
Percent of Short-Term Total	3.00%	0.00%	59.11%	0.00%	0.00%	37.89%	0.00%	0.00%		100.00%
Percent of Long-Term Total	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%
Percent of Grand Total	3.00%	0.00%	59.11%	0.00%	0.00%	37.89%	0.00%	0.00%		100.00%

	25-26 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
000.000 - GENERAL	81,000.00	8,533.88	31,406.73	49,593.27	38.77
593.537 - NEW FREEDOM-OPERATIONS	157,677.00	0.00	0.00	157,677.00	0.00
596.537 - ROUTINE TRANSIT OPERATIONS	6,911,583.00	195,420.93	715,332.15	6,196,250.85	10.35
Revenues	7,150,260.00	203,954.81	746,738.88	6,403,521.12	10.44
Account Category: Expenditures					
593.171 - NEW FREEDOM-MANAGEMENT & ADMIN	41,766.00	0.00	0.00	41,766.00	0.00
593.266 - NEW FREEDOM-CUSTOMER SERVICE	28,275.00	0.00	0.00	28,275.00	0.00
593.537 - NEW FREEDOM-OPERATIONS	176,216.00	2,273.23	2,273.23	173,942.77	1.29
593.591 - NEW FREEDOM-MAINTENANCE	33,478.00	0.00	0.00	33,478.00	0.00
594.266 - MOBILITY GRANT	79,445.00	3,572.87	11,071.29	68,373.71	13.94
596.171 - MANAGEMENT & ADMINISTRATION	1,006,715.00	85,101.35	219,935.55	786,779.45	21.85
596.266 - CUSTOMER SERVICE & MARKETING	663,500.00	74,875.57	167,922.74	495,577.26	25.31
596.537 - ROUTINE TRANSIT OPERATIONS	3,624,500.00	339,388.42	869,144.32	2,755,355.68	23.98
596.591 - TRANSIT MAINTENANCE	874,300.00	123,890.69	131,225.82	743,074.18	15.01
Expenditures	6,528,195.00	629,102.13	1,401,572.95	5,126,622.05	21.47
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	7,150,260.00	203,954.81	746,738.88	6,403,521.12	10.44
TOTAL EXPENDITURES	6,528,195.00	629,102.13	1,401,572.95	5,126,622.05	21.47
Total Fund 101 GENERAL FUND:	622,065.00	(425,147.32)	(654,834.07)	1,276,899.07	

Macatawa Area Express

		25-26 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
Department: 000.000 GENERAL						
101-000.000-665.000	INVESTMENT INCOME	80,000.00	10,708.86	30,779.00	49,221.00	38.47
101-000.000-674.000	PRIVATE DONATIONS GENERAL	0.00	0.00	58.68	(58.68)	100.00
101-000.000-682.000	RECOVERIES OTHER PARTIES	0.00	0.00	75.00	(75.00)	100.00
101-000.000-683.000	MISCELLANEOUS GENERAL	1,000.00	(2,174.98)	494.05	505.95	49.41
Total Dept 000.000 - GENERAL		81,000.00	8,533.88	31,406.73	49,593.27	38.77
Department: 596.537 ROUTINE TRANSIT OPERATIONS						
101-596.537-402.000	PROPERTY TAX	1,387,678.00	0.00	0.00	1,387,678.00	0.00
101-596.537-402.100	PROPERTY TAX - ALLOCATED	(142,500.00)	0.00	0.00	(142,500.00)	0.00
101-596.537-432.000	SERVICE CHARGE IN LIEU OF TAXES	3,500.00	0.00	0.00	3,500.00	0.00
101-596.537-437.000	PROPERTY TAXES IFT IFT LEVY - GENERA	27,000.00	0.00	0.00	27,000.00	0.00
101-596.537-445.000	INTEREST & PENALTIES (TAXES)	1,500.00	113.88	204.94	1,295.06	13.66
101-596.537-502.000	FEDERAL OPERATING (CURRENT YEAR)	3,155,249.00	0.00	0.00	3,155,249.00	0.00
101-596.537-502.400	FEDERAL MOBILITY MANAGEMENT	63,556.00	0.00	0.00	63,556.00	0.00
101-596.537-502.600	FEDERAL NEW FREEDOM	142,500.00	0.00	0.00	142,500.00	0.00
101-596.537-502.800	FEDERAL CAPITAL OUTLAY	0.00	0.00	157,398.33	(157,398.33)	100.00
101-596.537-539.000	STATE OPERATING (CURRENT YEAR)	1,658,559.00	154,266.00	462,798.00	1,195,761.00	27.90
101-596.537-539.400	STATE MOBILITY MANAGEMENT	15,889.00	0.00	0.00	15,889.00	0.00
101-596.537-539.800	STATE CAPITAL OUTLAY	0.00	18,528.84	37,046.88	(37,046.88)	100.00
101-596.537-573.000	STATE-REIM LOCAL PPT TAX LOSS	91,000.00	0.00	0.00	91,000.00	0.00
101-596.537-581.100	CHARGES FOR SERVICES RENDERED ZEELAN	66,152.00	0.00	0.00	66,152.00	0.00
101-596.537-581.200	CHARGES FOR SERVICES RENDERED PARK T	139,500.00	0.00	0.00	139,500.00	0.00
101-596.537-581.900	CHARGES FOR SERVICES RENDERED ZEELAN	8,000.00	0.00	0.00	8,000.00	0.00
101-596.537-642.315	CONCESSIONS & COMMISSIONS BUS SIGNAG	25,000.00	0.00	0.00	25,000.00	0.00
101-596.537-651.100	USE & ADMISSIONS FEES FARES-FIXED RO	50,000.00	5,263.95	13,072.81	36,927.19	26.15
101-596.537-651.101	USE & ADMISSIONS FEES FARES-REDUCED	25,000.00	0.00	0.00	25,000.00	0.00
101-596.537-651.102	USE & ADMISSIONS FEES FARES-REDUCED	2,000.00	349.00	520.00	1,480.00	26.00
101-596.537-651.104	USE & ADMISSIONS FEES FARES-ADULT MO	35,000.00	1,621.50	5,554.50	29,445.50	15.87
101-596.537-651.105	USE & ADMISSIONS FEES FARES-DAILY PA	3,500.00	764.60	946.30	2,553.70	27.04
101-596.537-651.106	USE & ADMISSIONS FEES FARES-TICKETS	2,000.00	0.00	(116.50)	2,116.50	(5.83)
101-596.537-651.108	USE & ADMISSIONS FEES FARES-ADULT WE	2,500.00	15.00	345.00	2,155.00	13.80
101-596.537-651.109	USE & ADMISSIONS FEES FARES-STUDENT	7,000.00	586.50	1,380.00	5,620.00	19.71
101-596.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/R	50,000.00	5,659.43	13,924.88	36,075.12	27.85
101-596.537-651.203	USE & ADMISSIONS FEES FARES-PUNCH PA	1,000.00	950.00	3,500.00	(2,500.00)	350.00
101-596.537-651.204	USE & ADMISSIONS FEES FARES-REDUCED	50,000.00	5,962.30	18,179.80	31,820.20	36.36
101-596.537-682.100	REIMBURSEMENTS MICHIGAN TRANSIT POOL	26,000.00	0.00	0.00	26,000.00	0.00
101-596.537-682.200	RECOVERIES INSURANCE	0.00	1,338.00	1,338.00	(1,338.00)	100.00
101-596.537-683.200	MISCELLANEOUS LOST ELIGIBLE PASS	0.00	10.00	15.00	(15.00)	100.00
101-596.537-689.000	CASH SHORT/OVER	0.00	(8.07)	(775.79)	775.79	100.00
101-596.537-693.000	SALE OF FIXED ASSETS	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS		6,911,583.00	195,420.93	715,332.15	6,196,250.85	10.35
Revenues		6,992,583.00	203,954.81	746,738.88	6,245,844.12	10.68
Account Category: Expenditures						
Department: 596.171 MANAGEMENT & ADMINISTRATION						
101-596.171-701.000	PAYROLL-REGULAR GENERAL	400,000.00	45,641.64	98,725.35	301,274.65	24.68
101-596.171-703.100	SPECIAL PAY - ONE TIME	4,000.00	0.00	0.00	4,000.00	0.00
101-596.171-703.200	SAFETY INCENTIVE	500.00	0.00	200.00	300.00	40.00

Macatawa Area Express

		25-26 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 596.171 MANAGEMENT & ADMINISTRATION						
101-596.171-710.000	PAYROLL - PAID TIME OFF	32,000.00	3,410.00	4,521.08	27,478.92	14.13
101-596.171-712.000	PAYROLL - HOLIDAYS	10,000.00	3,673.76	3,673.76	6,326.24	36.74
101-596.171-714.000	PAYROLL - BEREAVEMENT	600.00	0.00	1,187.20	(587.20)	197.87
101-596.171-720.005	INSURANCE HEALTH	82,000.00	5,547.72	17,911.50	64,088.50	21.84
101-596.171-720.010	INSURANCE DENTAL	3,000.00	276.52	869.78	2,130.22	28.99
101-596.171-720.020	INSURANCE VISION	1,000.00	89.45	287.07	712.93	28.71
101-596.171-720.025	INSURANCE - LIFE & AD&D	1,000.00	49.64	77.12	922.88	7.71
101-596.171-720.030	INSURANCE - INCOME PROTECTION	3,500.00	550.57	855.60	2,644.40	24.45
101-596.171-721.005	RETIREMENT CONTRIBUTION	30,000.00	4,094.34	8,391.30	21,608.70	27.97
101-596.171-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	34,000.00	3,871.45	7,909.14	26,090.86	23.26
101-596.171-723.500	WORKERS COMP INSURANCE	9,500.00	643.92	643.92	8,856.08	6.78
101-596.171-730.000	POSTAGE	2,500.00	0.00	159.99	2,340.01	6.40
101-596.171-740.000	OPERATING SUPPLIES GENERAL	11,000.00	688.42	921.99	10,078.01	8.38
101-596.171-740.100	OPERATING SUPPLIES EQUIPMENT IT	8,000.00	355.10	527.65	7,472.35	6.60
101-596.171-801.000	CONTRACTUAL-LEGAL	2,500.00	1,782.00	2,106.00	394.00	84.24
101-596.171-802.005	CONTRACTUAL-FINANCE/PROPERTY INDEPEN	11,000.00	0.00	10,710.00	290.00	97.36
101-596.171-802.100	CONTRACTUAL-FINANCE/PROPERTY ACCOUNT	115,000.00	0.00	0.00	115,000.00	0.00
101-596.171-802.200	CONTRACTUAL-FINANCE/PROPERTY FINANCE	4,100.00	0.00	12,318.75	(8,218.75)	300.46
101-596.171-802.250	CONTRACTUAL-FINANCE/PROPERTY FINANCI	8,000.00	580.41	1,121.32	6,878.68	14.02
101-596.171-803.005	CONTRACTUAL-HUMAN RESOURCES EMPLOYEE	1,200.00	0.00	0.00	1,200.00	0.00
101-596.171-803.100	CONTRACTUAL-HUMAN RESOURCES FLEX BEN	2,750.00	157.26	558.58	2,191.42	20.31
101-596.171-808.002	CONTRACTUAL-BUILDINGS & GROUNDS GREE	20,000.00	0.00	377.74	19,622.26	1.89
101-596.171-809.605	CONTRACTUAL-MISCELLANEOUS SERVICES	45,000.00	1,217.50	13,823.66	31,176.34	30.72
101-596.171-850.000	COMMUNICATIONS TELEPHONE	10,000.00	1,690.99	2,832.93	7,167.07	28.33
101-596.171-851.000	COMMUNICATIONS CELLULAR	18,500.00	1,034.28	3,102.84	15,397.16	16.77
101-596.171-901.000	CONTRACTUAL-PROMOTIONS/PRINTING PRIN	2,100.00	0.00	0.00	2,100.00	0.00
101-596.171-902.000	CONTRACTUAL-PROMOTIONS/PRINTING PUBL	1,500.00	0.00	0.00	1,500.00	0.00
101-596.171-903.000	CONTRACTUAL-PROMOTIONS/PRINTING ADVE	13,000.00	7.21	14.42	12,985.58	0.11
101-596.171-920.050	PUBLIC UTILITIES DEPOT	32,000.00	2,769.13	5,096.13	26,903.87	15.93
101-596.171-920.051	PUBLIC UTILITIES GREENWAY	25,000.00	4,021.65	4,351.65	20,648.35	17.41
101-596.171-920.052	PUBLIC UTILITIES STORAGE FACILITY	2,200.00	224.77	244.71	1,955.29	11.12
101-596.171-955.010	MISCELLANEOUS INTERNET TICKET SALES	6,000.00	585.96	1,540.22	4,459.78	25.67
101-596.171-955.800	EMPLOYEE EVENTS	16,000.00	842.36	952.59	15,047.41	5.95
101-596.171-960.000	EDUCATION & TRAINING	7,265.00	555.00	555.00	6,710.00	7.64
101-596.171-961.000	TRAVEL, CONF, SEMINARS	17,000.00	740.30	1,077.29	15,922.71	6.34
101-596.171-965.000	DUES & SUBSCRIPTIONS	14,000.00	0.00	12,289.27	1,710.73	87.78
Total Dept 596.171 - MANAGEMENT & ADMINISTRATION		1,006,715.00	85,101.35	219,935.55	786,779.45	21.85
Department: 596.266 CUSTOMER SERVICE & MARKETING						
101-596.266-701.000	PAYROLL-REGULAR GENERAL	370,000.00	44,621.02	97,703.71	272,296.29	26.41
101-596.266-702.000	PAYROLL-TEMPORARY HELP GENERAL	15,000.00	0.00	0.00	15,000.00	0.00
101-596.266-703.100	SPECIAL PAY - ONE TIME	1,500.00	0.00	0.00	1,500.00	0.00
101-596.266-703.200	SAFETY INCENTIVE	1,500.00	0.00	450.00	1,050.00	30.00
101-596.266-703.300	SHIFT PREMIUM	1,500.00	1.80	97.63	1,402.37	6.51
101-596.266-710.000	PAYROLL - PAID TIME OFF	26,000.00	3,915.39	6,845.01	19,154.99	26.33
101-596.266-712.000	PAYROLL - HOLIDAYS	10,000.00	3,476.16	3,476.16	6,523.84	34.76
101-596.266-714.000	PAYROLL - BEREAVEMENT	500.00	0.00	1,094.79	(594.79)	218.96
101-596.266-720.005	INSURANCE HEALTH	150,000.00	12,645.66	37,875.82	112,124.18	25.25

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		25-26 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 596.266 CUSTOMER SERVICE & MARKETING						
101-596.266-720.010	INSURANCE DENTAL	5,000.00	438.04	1,312.41	3,687.59	26.25
101-596.266-720.020	INSURANCE VISION	2,000.00	149.41	447.77	1,552.23	22.39
101-596.266-720.025	INSURANCE - LIFE & AD&D	500.00	82.32	123.54	376.46	24.71
101-596.266-720.030	INSURANCE - INCOME PROTECTION	3,500.00	628.89	943.79	2,556.21	26.97
101-596.266-721.005	RETIREMENT CONTRIBUTION	32,000.00	4,161.15	8,716.19	23,283.81	27.24
101-596.266-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	32,000.00	3,789.85	7,870.04	24,129.96	24.59
101-596.266-723.500	WORKERS COMP INSURANCE	12,500.00	965.88	965.88	11,534.12	7.73
Total Dept 596.266 - CUSTOMER SERVICE & MARKETING		663,500.00	74,875.57	167,922.74	495,577.26	25.31
Department: 596.537 ROUTINE TRANSIT OPERATIONS						
101-596.537-701.100	PAYROLL-REGULAR DRIVERS	1,300,000.00	144,307.63	319,036.93	980,963.07	24.54
101-596.537-701.200	PAYROLL-REGULAR OTHER OPERATIONS	350,000.00	38,384.21	83,883.10	266,116.90	23.97
101-596.537-701.300	PAYROLL-REGULAR DISPATCH	95,000.00	10,413.09	22,187.10	72,812.90	23.35
101-596.537-702.100	PAYROLL-TEMPORARY HELP DRIVERS	144,000.00	20,294.92	45,583.65	98,416.35	31.66
101-596.537-702.300	PAYROLL-TEMPORARY HELP TEMPORARY HEL	0.00	3,413.88	6,773.81	(6,773.81)	100.00
101-596.537-703.100	SPECIAL PAY - ONE TIME	20,000.00	0.00	2,641.25	17,358.75	13.21
101-596.537-703.200	SAFETY INCENTIVE	6,000.00	0.00	1,750.00	4,250.00	29.17
101-596.537-703.300	SHIFT PREMIUM	30,000.00	1,798.80	4,439.02	25,560.98	14.80
101-596.537-705.100	PAYROLL - OVERTIME DRIVERS	0.00	2,056.17	4,877.80	(4,877.80)	100.00
101-596.537-705.200	PAYROLL - OVERTIME OTHER OPERATIONS	35,000.00	883.45	3,403.14	31,596.86	9.72
101-596.537-705.300	PAYROLL - OVERTIME DISPATCH	11,000.00	264.49	1,119.42	9,880.58	10.18
101-596.537-710.000	PAYROLL - PAID TIME OFF	138,000.00	11,694.15	32,792.82	105,207.18	23.76
101-596.537-712.000	PAYROLL - HOLIDAYS	47,500.00	14,735.20	14,735.20	32,764.80	31.02
101-596.537-714.000	PAYROLL - BEREAVEMENT	7,000.00	1,963.13	4,795.43	2,204.57	68.51
101-596.537-720.005	INSURANCE HEALTH	550,000.00	40,793.40	123,193.44	426,806.56	22.40
101-596.537-720.010	INSURANCE DENTAL	20,000.00	1,470.78	4,447.38	15,552.62	22.24
101-596.537-720.020	INSURANCE VISION	8,000.00	525.66	1,591.11	6,408.89	19.89
101-596.537-720.025	INSURANCE - LIFE & AD&D	2,000.00	315.56	477.46	1,522.54	23.87
101-596.537-720.030	INSURANCE - INCOME PROTECTION	20,000.00	3,331.15	5,063.96	14,936.04	25.32
101-596.537-721.005	RETIREMENT CONTRIBUTION	155,000.00	17,617.63	38,161.55	116,838.45	24.62
101-596.537-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	170,000.00	18,437.57	40,083.73	129,916.27	23.58
101-596.537-723.500	WORKERS COMP INSURANCE	72,000.00	5,365.96	5,365.96	66,634.04	7.45
101-596.537-743.100	ANTI-FREEZE & OIL	2,000.00	468.00	468.00	1,532.00	23.40
101-596.537-745.300	CLOTHING UNIFORMS	3,000.00	188.82	482.69	2,517.31	16.09
101-596.537-748.000	GASOLINE GENERAL	200,000.00	(2,273.23)	19,270.30	180,729.70	9.64
101-596.537-803.015	CONTRACTUAL-HUMAN RESOURCES DRUG/ALC	12,000.00	628.00	1,117.50	10,882.50	9.31
101-596.537-939.300	VEHICLE MAINTENANCE TIRES	15,000.00	0.00	865.74	14,134.26	5.77
101-596.537-940.000	BUILDING RENTAL/LEASE GENERAL	6,000.00	0.00	2,395.83	3,604.17	39.93
101-596.537-940.100	BUILDING RENTAL/LEASE CITY DEPOT LEA	105,000.00	2,310.00	6,930.00	98,070.00	6.60
101-596.537-961.000	TRAVEL, CONF, SEMINARS	1,000.00	0.00	0.00	1,000.00	0.00
101-596.537-962.000	COMMERCIAL INSURANCE PREMIUMS GENERA	100,000.00	0.00	71,211.00	28,789.00	71.21
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS		3,624,500.00	339,388.42	869,144.32	2,755,355.68	23.98
Department: 596.591 TRANSIT MAINTENANCE						
101-596.591-701.000	PAYROLL-REGULAR GENERAL	140,000.00	15,222.89	35,045.63	104,954.37	25.03
101-596.591-702.000	PAYROLL-TEMPORARY HELP GENERAL	74,000.00	8,284.22	18,260.81	55,739.19	24.68
101-596.591-703.100	SPECIAL PAY - ONE TIME	2,000.00	2,676.00	2,676.00	(676.00)	133.80
101-596.591-703.200	SAFETY INCENTIVE	1,000.00	0.00	300.00	700.00	30.00

Macatawa Area Express

		25-26 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 596.591 TRANSIT MAINTENANCE						
101-596.591-703.300	SHIFT PREMIUM	5,000.00	450.00	991.63	4,008.37	19.83
101-596.591-705.000	PAYROLL - OVERTIME GENERAL	0.00	663.86	857.17	(857.17)	100.00
101-596.591-710.000	PAYROLL - PAID TIME OFF	12,000.00	2,317.24	2,954.72	9,045.28	24.62
101-596.591-712.000	PAYROLL - HOLIDAYS	5,000.00	1,232.32	1,232.32	3,767.68	24.65
101-596.591-720.005	INSURANCE HEALTH	65,000.00	5,051.82	15,155.46	49,844.54	23.32
101-596.591-720.010	INSURANCE DENTAL	3,000.00	188.94	566.82	2,433.18	18.89
101-596.591-720.020	INSURANCE VISION	1,000.00	62.38	187.14	812.86	18.71
101-596.591-720.025	INSURANCE - LIFE & AD&D	300.00	27.48	41.22	258.78	13.74
101-596.591-720.030	INSURANCE - INCOME PROTECTION	1,500.00	231.06	346.59	1,153.41	23.11
101-596.591-721.005	RETIREMENT CONTRIBUTION	15,000.00	1,732.15	3,370.32	11,629.68	22.47
101-596.591-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	20,000.00	2,288.20	4,571.23	15,428.77	22.86
101-596.591-723.500	WORKERS COMP INSURANCE	10,000.00	751.24	751.24	9,248.76	7.51
101-596.591-740.000	OPERATING SUPPLIES CLEANING MATERIAL	15,000.00	1,772.78	4,310.12	10,689.88	28.73
101-596.591-808.001	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	1,500.00	115.11	343.85	1,156.15	22.92
101-596.591-808.002	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	5,000.00	115.11	442.11	4,557.89	8.84
101-596.591-808.003	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	30,000.00	0.00	0.00	30,000.00	0.00
101-596.591-931.000	BUILDING & GROUNDS MAINTENANCE DEPOT	7,000.00	1,507.99	2,220.89	4,779.11	31.73
101-596.591-931.100	BUILDING & GROUNDS MAINTENANCE GREEN	20,000.00	720.04	2,034.70	17,965.30	10.17
101-596.591-933.100	EQUIPMENT MAINTENANCE OFFICE EQUIPME	10,000.00	791.60	2,567.04	7,432.96	25.67
101-596.591-939.005	VEHICLE MAINTENANCE MECHANICAL	425,000.00	77,578.31	31,778.91	393,221.09	7.48
101-596.591-939.015	VEHICLE MAINTENANCE BODYWORK	5,000.00	109.95	219.90	4,780.10	4.40
101-596.591-939.020	VEHICLE MAINTENANCE GRAPHICS	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 596.591 - TRANSIT MAINTENANCE		874,300.00	123,890.69	131,225.82	743,074.18	15.01
Expenditures		6,169,015.00	623,256.03	1,388,228.43	4,780,786.57	22.50
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,992,583.00	203,954.81	746,738.88	6,245,844.12	10.68
TOTAL EXPENDITURES		6,169,015.00	623,256.03	1,388,228.43	4,780,786.57	22.50
NET OF REVENUES & EXPENDITURES:		823,568.00	(419,301.22)	(641,489.55)	1,465,057.55	

		25-26 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
Department: 593.537 NEW FREEDOM-OPERATIONS						
101-593.537-402.100	PROPERTY TAX - ALLOCATED	142,500.00	0.00	0.00	142,500.00	0.00
101-593.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/R	15,177.00	0.00	0.00	15,177.00	0.00
Total Dept 593.537 - NEW FREEDOM-OPERATIONS		157,677.00	0.00	0.00	157,677.00	0.00
Revenues		157,677.00	0.00	0.00	157,677.00	0.00
Account Category: Expenditures						
Department: 593.171 NEW FREEDOM-MANAGEMENT & ADMIN						
101-593.171-701.000	PAYROLL-REGULAR GENERAL	15,205.00	0.00	0.00	15,205.00	0.00
101-593.171-703.200	SAFETY INCENTIVE	100.00	0.00	0.00	100.00	0.00
101-593.171-705.000	PAYROLL - OVERTIME GENERAL	5.00	0.00	0.00	5.00	0.00
101-593.171-710.000	PAYROLL - PAID TIME OFF	1,340.00	0.00	0.00	1,340.00	0.00
101-593.171-712.000	PAYROLL - HOLIDAYS	390.00	0.00	0.00	390.00	0.00
101-593.171-714.000	PAYROLL - BEREAVEMENT	86.00	0.00	0.00	86.00	0.00
101-593.171-720.005	INSURANCE HEALTH	1,749.00	0.00	0.00	1,749.00	0.00
101-593.171-720.010	INSURANCE DENTAL	131.00	0.00	0.00	131.00	0.00
101-593.171-720.020	INSURANCE VISION	42.00	0.00	0.00	42.00	0.00
101-593.171-720.025	INSURANCE - LIFE & AD&D	16.00	0.00	0.00	16.00	0.00
101-593.171-720.030	INSURANCE - INCOME PROTECTION	155.00	0.00	0.00	155.00	0.00
101-593.171-721.005	RETIREMENT CONTRIBUTION	1,219.00	0.00	0.00	1,219.00	0.00
101-593.171-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	1,194.00	0.00	0.00	1,194.00	0.00
101-593.171-723.500	WORKERS COMP INSURANCE	163.00	0.00	0.00	163.00	0.00
101-593.171-730.000	POSTAGE	74.00	0.00	0.00	74.00	0.00
101-593.171-740.000	OPERATING SUPPLIES GENERAL	563.00	0.00	0.00	563.00	0.00
101-593.171-740.100	OPERATING SUPPLIES EQUIPMENT IT	466.00	0.00	0.00	466.00	0.00
101-593.171-801.000	CONTRACTUAL-LEGAL	348.00	0.00	0.00	348.00	0.00
101-593.171-802.005	CONTRACTUAL-FINANCE/PROPERTY INDEPEN	537.00	0.00	0.00	537.00	0.00
101-593.171-802.100	CONTRACTUAL-FINANCE/PROPERTY ACCOUNT	4,655.00	0.00	0.00	4,655.00	0.00
101-593.171-802.250	CONTRACTUAL-FINANCE/PROPERTY FINANCI	404.00	0.00	0.00	404.00	0.00
101-593.171-803.005	CONTRACTUAL-HUMAN RESOURCES EMPLOYEE	50.00	0.00	0.00	50.00	0.00
101-593.171-803.100	CONTRACTUAL-HUMAN RESOURCES FLEX BEN	100.00	0.00	0.00	100.00	0.00
101-593.171-808.002	CONTRACTUAL-BUILDINGS & GROUNDS GREE	100.00	0.00	0.00	100.00	0.00
101-593.171-809.605	CONTRACTUAL-MISCELLANEOUS SERVICES	3,105.00	0.00	0.00	3,105.00	0.00
101-593.171-850.000	COMMUNICATIONS TELEPHONE	413.00	0.00	0.00	413.00	0.00
101-593.171-851.000	COMMUNICATIONS CELLULAR	572.00	0.00	0.00	572.00	0.00
101-593.171-902.000	CONTRACTUAL-PROMOTIONS/PRINTING PUBL	236.00	0.00	0.00	236.00	0.00
101-593.171-903.000	CONTRACTUAL-PROMOTIONS/PRINTING ADVE	427.00	0.00	0.00	427.00	0.00
101-593.171-920.050	PUBLIC UTILITIES DEPOT	2,000.00	0.00	0.00	2,000.00	0.00
101-593.171-920.051	PUBLIC UTILITIES GREENWAY	2,000.00	0.00	0.00	2,000.00	0.00
101-593.171-955.000	MISCELLANEOUS GENERAL	47.00	0.00	0.00	47.00	0.00
101-593.171-955.010	MISCELLANEOUS INTERNET TICKET SALES	300.00	0.00	0.00	300.00	0.00
101-593.171-955.800	EMPLOYEE EVENTS	1,500.00	0.00	0.00	1,500.00	0.00
101-593.171-960.000	EDUCATION & TRAINING	410.00	0.00	0.00	410.00	0.00
101-593.171-961.000	TRAVEL, CONF, SEMINARS	464.00	0.00	0.00	464.00	0.00
101-593.171-965.000	DUES & SUBSCRIPTIONS	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 593.171 - NEW FREEDOM-MANAGEMENT & ADMIN		41,766.00	0.00	0.00	41,766.00	0.00
Department: 593.266 NEW FREEDOM-CUSTOMER SERVICE						
101-593.266-701.000	PAYROLL-REGULAR GENERAL	16,580.00	0.00	0.00	16,580.00	0.00

		25-26 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 593.266 NEW FREEDOM-CUSTOMER SERVICE						
101-593.266-702.000	PAYROLL-TEMPORARY HELP GENERAL	994.00	0.00	0.00	994.00	0.00
101-593.266-703.100	SPECIAL PAY - ONE TIME	151.00	0.00	0.00	151.00	0.00
101-593.266-703.200	SAFETY INCENTIVE	57.00	0.00	0.00	57.00	0.00
101-593.266-703.300	SHIFT PREMIUM	27.00	0.00	0.00	27.00	0.00
101-593.266-705.000	PAYROLL - OVERTIME GENERAL	91.00	0.00	0.00	91.00	0.00
101-593.266-710.000	PAYROLL - PAID TIME OFF	643.00	0.00	0.00	643.00	0.00
101-593.266-712.000	PAYROLL - HOLIDAYS	373.00	0.00	0.00	373.00	0.00
101-593.266-714.000	PAYROLL - BEREAVEMENT	20.00	0.00	0.00	20.00	0.00
101-593.266-720.005	INSURANCE HEALTH	4,859.00	0.00	0.00	4,859.00	0.00
101-593.266-720.010	INSURANCE DENTAL	500.00	0.00	0.00	500.00	0.00
101-593.266-720.020	INSURANCE VISION	200.00	0.00	0.00	200.00	0.00
101-593.266-720.025	INSURANCE - LIFE & AD&D	40.00	0.00	0.00	40.00	0.00
101-593.266-720.030	INSURANCE - INCOME PROTECTION	233.00	0.00	0.00	233.00	0.00
101-593.266-721.005	RETIREMENT CONTRIBUTION	1,700.00	0.00	0.00	1,700.00	0.00
101-593.266-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	1,542.00	0.00	0.00	1,542.00	0.00
101-593.266-723.500	WORKERS COMP INSURANCE	265.00	0.00	0.00	265.00	0.00
Total Dept 593.266 - NEW FREEDOM-CUSTOMER SERVICE		28,275.00	0.00	0.00	28,275.00	0.00
Department: 593.537 NEW FREEDOM-OPERATIONS						
101-593.537-701.100	PAYROLL-REGULAR DRIVERS	63,525.00	0.00	0.00	63,525.00	0.00
101-593.537-701.200	PAYROLL-REGULAR OTHER OPERATIONS	15,854.00	0.00	0.00	15,854.00	0.00
101-593.537-701.300	PAYROLL-REGULAR DISPATCH	4,644.00	0.00	0.00	4,644.00	0.00
101-593.537-702.100	PAYROLL-TEMPORARY HELP DRIVERS	1,600.00	0.00	0.00	1,600.00	0.00
101-593.537-703.100	SPECIAL PAY - ONE TIME	1,336.00	0.00	0.00	1,336.00	0.00
101-593.537-703.200	SAFETY INCENTIVE	283.00	0.00	0.00	283.00	0.00
101-593.537-703.300	SHIFT PREMIUM	2,859.00	0.00	0.00	2,859.00	0.00
101-593.537-705.200	PAYROLL - OVERTIME OTHER OPERATIONS	2,000.00	0.00	0.00	2,000.00	0.00
101-593.537-705.300	PAYROLL - OVERTIME DISPATCH	400.00	0.00	0.00	400.00	0.00
101-593.537-710.000	PAYROLL - PAID TIME OFF	7,457.00	0.00	0.00	7,457.00	0.00
101-593.537-712.000	PAYROLL - HOLIDAYS	2,948.00	0.00	0.00	2,948.00	0.00
101-593.537-714.000	PAYROLL - BEREAVEMENT	106.00	0.00	0.00	106.00	0.00
101-593.537-720.005	INSURANCE HEALTH	16,944.00	0.00	0.00	16,944.00	0.00
101-593.537-720.010	INSURANCE DENTAL	1,194.00	0.00	0.00	1,194.00	0.00
101-593.537-720.020	INSURANCE VISION	362.00	0.00	0.00	362.00	0.00
101-593.537-720.025	INSURANCE - LIFE & AD&D	193.00	0.00	0.00	193.00	0.00
101-593.537-720.030	INSURANCE - INCOME PROTECTION	1,275.00	0.00	0.00	1,275.00	0.00
101-593.537-721.005	RETIREMENT CONTRIBUTION	6,106.00	0.00	0.00	6,106.00	0.00
101-593.537-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	12,122.00	0.00	0.00	12,122.00	0.00
101-593.537-723.500	WORKERS COMP INSURANCE	1,605.00	0.00	0.00	1,605.00	0.00
101-593.537-743.100	ANTI-FREEZE & OIL	148.00	0.00	0.00	148.00	0.00
101-593.537-745.300	CLOTHING UNIFORMS	327.00	0.00	0.00	327.00	0.00
101-593.537-748.000	GASOLINE GENERAL	12,600.00	2,273.23	2,273.23	10,326.77	18.04
101-593.537-803.015	CONTRACTUAL-HUMAN RESOURCES DRUG/ALC	490.00	0.00	0.00	490.00	0.00
101-593.537-910.000	BUILDING RENTAL/LEASE GENERAL	948.00	0.00	0.00	948.00	0.00
101-593.537-939.300	VEHICLE MAINTENANCE TIRES	1,000.00	0.00	0.00	1,000.00	0.00
101-593.537-940.000	PARKING RENTAL PAYMENTS	240.00	0.00	0.00	240.00	0.00
101-593.537-940.100	BUILDING RENTAL/LEASE CITY DEPOT LEA	8,300.00	0.00	0.00	8,300.00	0.00
101-593.537-961.000	TRAVEL, CONF, SEMINARS	100.00	0.00	0.00	100.00	0.00

		25-26 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 593.537 NEW FREEDOM-OPERATIONS						
101-593.537-962.000	COMMERCIAL INSURANCE PREMIUMS GENERA	9,250.00	0.00	0.00	9,250.00	0.00
Total Dept 593.537 - NEW FREEDOM-OPERATIONS		176,216.00	2,273.23	2,273.23	173,942.77	1.29
Department: 593.591 NEW FREEDOM-MAINTENANCE						
101-593.591-701.000	PAYROLL-REGULAR GENERAL	5,704.00	0.00	0.00	5,704.00	0.00
101-593.591-702.000	PAYROLL-TEMPORARY HELP GENERAL	2,329.00	0.00	0.00	2,329.00	0.00
101-593.591-703.100	SPECIAL PAY - ONE TIME	154.00	0.00	0.00	154.00	0.00
101-593.591-703.200	SAFETY INCENTIVE	36.00	0.00	0.00	36.00	0.00
101-593.591-703.300	SHIFT PREMIUM	130.00	0.00	0.00	130.00	0.00
101-593.591-705.000	PAYROLL - OVERTIME GENERAL	664.00	0.00	0.00	664.00	0.00
101-593.591-710.000	PAYROLL - PAID TIME OFF	349.00	0.00	0.00	349.00	0.00
101-593.591-712.000	PAYROLL - HOLIDAYS	150.00	0.00	0.00	150.00	0.00
101-593.591-720.005	INSURANCE HEALTH	1,604.00	0.00	0.00	1,604.00	0.00
101-593.591-720.010	INSURANCE DENTAL	116.00	0.00	0.00	116.00	0.00
101-593.591-720.020	INSURANCE VISION	34.00	0.00	0.00	34.00	0.00
101-593.591-720.025	INSURANCE - LIFE & AD&D	11.00	0.00	0.00	11.00	0.00
101-593.591-720.030	INSURANCE - INCOME PROTECTION	78.00	0.00	0.00	78.00	0.00
101-593.591-721.005	RETIREMENT CONTRIBUTION	533.00	0.00	0.00	533.00	0.00
101-593.591-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	709.00	0.00	0.00	709.00	0.00
101-593.591-723.500	WORKERS COMP INSURANCE	163.00	0.00	0.00	163.00	0.00
101-593.591-740.000	OPERATING SUPPLIES CLEANING MATERIAL	706.00	0.00	0.00	706.00	0.00
101-593.591-808.001	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	35.00	0.00	0.00	35.00	0.00
101-593.591-808.002	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	239.00	0.00	0.00	239.00	0.00
101-593.591-808.003	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	1,684.00	0.00	0.00	1,684.00	0.00
101-593.591-931.000	BUILDING & GROUNDS MAINTENANCE DEPOT	1,809.00	0.00	0.00	1,809.00	0.00
101-593.591-931.100	BUILDING & GROUNDS MAINTENANCE GREEN	1,157.00	0.00	0.00	1,157.00	0.00
101-593.591-933.100	EQUIPMENT MAINTENANCE OFFICE EQUIPME	125.00	0.00	0.00	125.00	0.00
101-593.591-939.005	VEHICLE MAINTENANCE MECHANICAL	14,934.00	0.00	0.00	14,934.00	0.00
101-593.591-939.015	VEHICLE MAINTENANCE BODYWORK	25.00	0.00	0.00	25.00	0.00
Total Dept 593.591 - NEW FREEDOM-MAINTENANCE		33,478.00	0.00	0.00	33,478.00	0.00
Expenditures		279,735.00	2,273.23	2,273.23	277,461.77	0.81
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		157,677.00	0.00	0.00	157,677.00	0.00
TOTAL EXPENDITURES		279,735.00	2,273.23	2,273.23	277,461.77	0.81
NET OF REVENUES & EXPENDITURES:		(122,058.00)	(2,273.23)	(2,273.23)	(119,784.77)	

		25-26 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 594.266 MOBILITY GRANT						
101-594.266-701.000	PAYROLL-REGULAR GENERAL	60,995.00	2,495.57	7,531.32	53,463.68	12.35
101-594.266-720.005	INSURANCE HEALTH	11,800.00	561.12	2,142.08	9,657.92	18.15
101-594.266-720.010	INSURANCE DENTAL	600.00	30.06	115.60	484.40	19.27
101-594.266-720.020	INSURANCE VISION	225.00	9.88	37.80	187.20	16.80
101-594.266-720.025	INSURANCE - LIFE & AD&D	25.00	5.44	5.44	19.56	21.76
101-594.266-720.030	INSURANCE - INCOME PROTECTION	300.00	60.40	60.40	239.60	20.13
101-594.266-721.005	RETIREMENT CONTRIBUTION	2,250.00	199.64	602.50	1,647.50	26.78
101-594.266-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	3,250.00	210.76	576.15	2,673.85	17.73
Total Dept 594.266 - MOBILITY GRANT		79,445.00	3,572.87	11,071.29	68,373.71	13.94
Expenditures		79,445.00	3,572.87	11,071.29	68,373.71	13.94
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		79,445.00	3,572.87	11,071.29	68,373.71	13.94
NET OF REVENUES & EXPENDITURES:		(79,445.00)	(3,572.87)	(11,071.29)	(68,373.71)	

MAX TRANSPORTATION CASH DISBURSEMENT REPORT FOR MAX TRANSPORTATION

EXP CHECK RUN DATES 12/01/2025 - 12/31/2025
POSTED
PAID

Invoice Number	Date Paid	Paid By Check Number	Vendor Name	Description	Inv Amt
447181	12/26/2025	1249	AFLAC	DECEMBER 2025 PMT	494.04
MAX104	12/26/2025	12149	ANDREWS TECHNOLOGY HMC, INC.	TIME CLOCK SYSTEM	5,534.00
1467760	12/26/2025	12150	ARNOLD SALES	MAX SUPPLIES	372.55
12142025	12/26/2025	12151	AT&T MOBILITY	PHONE LINES	121.21
166824	12/11/2025	12136	CCS TECHNOLOGIES, INC	MONTHLY SERVICES	1,092.50
70042	12/26/2025	12152	CHROMATIC GRAPHICS INC	EMBROIDERY	36.00
377959	12/31/2025	12157	CUNNINGHAM DALMAN PC	LEGAL CONSULT	1,782.00
RIS0006757986	12/26/2025	1248	DELTA DENTAL PLAN OF MICHIGAN INC - ACH	DELTA DENTAL	3,652.52
REMIT	12/04/2025	1233	EFTPS	Remittance Check	27,988.14
REMIT	12/18/2025	1245	EFTPS	Remittance Check	28,183.66
REMIT	12/31/2025	1252	EFTPS	Remittance Check	30,683.14
55	12/04/2025	12127	FOGGWAY LLC	MONTHLY DEC RENT	2,310.00
77526909-01 11.27	12/04/2025	12128	HOLLAND BOARD OF PUBLIC WORKS	GREENWAY UTILITIES	1,099.96
10952040-02 12.02	12/04/2025	12128	HOLLAND BOARD OF PUBLIC WORKS	FIRE PROTECTION	11.75
12.08.25	12/11/2025	12137	HOLLAND BOARD OF PUBLIC WORKS	MAX UTILITIES	40.00
12.12.25	12/18/2025	12143	HOLLAND BOARD OF PUBLIC WORKS	MAX UTILITIES	2,252.77
77526909-01 12.15	12/18/2025	12143	HOLLAND BOARD OF PUBLIC WORKS	GREENWAY UTILITIES	984.64
11.25.25	12/04/2025	12129	HOLLAND CHARTER TOWNSHIP	UTILITY & FIRELINE	199.05
11.26.25	12/04/2025	12129	HOLLAND CHARTER TOWNSHIP	UTILITY & FIRE LINE	199.05
12.23.25	12/31/2025	12158	HOLLAND CHARTER TOWNSHIP	UTILITY & FIRE LINE	4.98
2026-00400	12/04/2025	12130	HOLLAND CITY TREASURER	SEP 25 MONTHLY MAINTENANCE CHARGE	45,799.40
2026-00581	12/18/2025	12144	HOLLAND CITY TREASURER	OCT 25 MAINTENANCE	30,532.02
610317351	12/26/2025	12153	ICW GROUP HOLDINGS INC.	WORKERS COMP	7,727.00
16114645	12/04/2025	1231	J&H OIL CO - ACH	DIESEL FLUID FOR MAX	468.00
5037088135	12/31/2025	12159	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	PRINTING SERVICES	791.60
97940	12/11/2025	12138	KUSHNER & COMPANY INC	MONTHLY ADMIN FEE	195.36
LS04777	12/04/2025	12131	LEFF, SARAH	WEBSITE MAINTENANCE AND HOSTING	125.00
NOVEMBER 2025	12/04/2025	12132	LIFE INSURANCE COMPANY OF NORTH AMERICA	INSURANCE FOR LIFE, STD, LTD	3,458.81
DECEMBER 2025	12/31/2025	12160	LIFE INSURANCE COMPANY OF NORTH AMERICA	INS PREMIUMS LIFE, STD, LTD	3,400.46
1474955&1475399	12/18/2025	12145	MED-1 HOLLAND LLC	AND 14774369	628.00
REMIT	12/04/2025	1234	MERS	Remittance Check	11,812.23
REMIT	12/18/2025	1246	MERS	Remittance Check	11,586.34
REMIT	12/31/2025	1253	MERS	Remittance Check	11,957.78
REMIT	12/04/2025	1232	MISSION SQUARE - ACH	PLAN 306713	605.05
REMIT	12/18/2025	1243	MISSION SQUARE - ACH	PLAN 306713	606.68
REMIT	12/31/2025	1251	MISSION SQUARE - ACH	PLAN 306713	606.36
65236 + 65244	12/04/2025	12133	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	64.52
65567+65915	12/18/2025	12146	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	80.04
65923	12/18/2025	12146	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	24.50
66622 + 66614	12/31/2025	12161	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	64.52
66260	12/31/2025	12161	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	40.02
806094	12/26/2025	12154	ONE WAY PRODUCTS, INC	WAX & WASH	957.60
10.27.25	12/11/2025	1242	PCARD - ADOBE	ADOBE SUBS	180.10
10.24.25	12/11/2025	1239	PCARD - AMAZON	OFFICE SUPPLIES	52.70
10.24 GAK9	12/11/2025	1239	PCARD - AMAZON	OFFICE SUPPLIES	26.97
10.26	12/11/2025	1239	PCARD - AMAZON	OFFICE SUPPLIES	109.16
11.04.25	12/11/2025	1239	PCARD - AMAZON	SUPPLIES	197.94
11.05	12/11/2025	1239	PCARD - AMAZON	SUPPLIES FOR EVENTS	25.85
10.13	12/11/2025	1238	PCARD - AMAZON	CLEANING SUPPLY	84.96
FULL SOURCE 10.27.25	12/11/2025	1240	PCARD - CLOTHING/UNIFORM	UNIFORMS	152.82
10.17.25	12/11/2025	1239	PCARD - EVENTS	PARTY SUPPLY	55.20

MAX TRANSPORTATION CASH DISBURSEMENT REPORT FOR MAX TRANSPORTATION

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Invoice Number	Date Paid	Paid By Check Number	Vendor Name	Description	Inv Amt
MEIJER 10.17.25	12/11/2025	1239	PCARD - EVENTS	PARTY SUPPLIES	30.11
ETSY 10.27	12/11/2025	1239	PCARD - EVENTS	GIFTS FOR PARTY	19.81
WALMART 10.28	12/11/2025	1239	PCARD - EVENTS	SUPPLIES FOR PARTY	9.54
GFS 10.28	12/11/2025	1239	PCARD - EVENTS	PARTY SUPPLY	80.28
ALDI 10.29	12/11/2025	1239	PCARD - EVENTS	PARTY SUPPLIES	10.18
11.06	12/11/2025	1239	PCARD - EVENTS	PARTY SUPPLIES	36.54
11.07 WALMART	12/11/2025	1239	PCARD - EVENTS	PARTY SUPPLIES	35.61
11.11 WALMART	12/11/2025	1239	PCARD - EVENTS	EMPLOYEE PARTY SUPPLIES	67.04
11.11 BLAINES	12/11/2025	1239	PCARD - EVENTS	GIFTS FOR EMPLOYEES	455.24
COURTYARD	12/11/2025	1239	PCARD - HOTEL	HOTEL FOR EMPLOYEE	205.80
COURTYARD 10.30	12/11/2025	1237	PCARD - HOTEL	HOTEL ROOM FOR EMPLOYEE	217.56
COURTYARD 10.30.25	12/11/2025	1237	PCARD - HOTEL	HOTEL ROOM FOR EMPLOYEE	217.56
TRAVELOCITY 10.13	12/11/2025	1237	PCARD - HOTEL	HOTEL ROOM FOR EMPLOYEE	89.38
10.15.25	12/11/2025	1239	PCARD - MENARDS	PADLOCK	12.18
10.24.25	12/11/2025	1238	PCARD - MENARDS	REPLACEMENT SPOUT	21.98
10.17	12/11/2025	1238	PCARD - MENARDS	MAINT. SUPPLY	15.96
11.04.25	12/11/2025	1238	PCARD - MENARDS	SUPPLIES	29.98
CALLFIRE 10.12	12/11/2025	1242	PCARD - MISCELLANEOUS	TEXTING SERVICE	7.21
ALTIGEN FINAL 10.29	12/11/2025	1242	PCARD - MISCELLANEOUS	PHONE LINES	1,050.00
CLEARFLY 11.05	12/11/2025	1242	PCARD - MISCELLANEOUS	FAXING SUB	22.28
TOMMYS 11.02	12/11/2025	1239	PCARD - MISCELLANEOUS	CAR WASHES	109.95
ROCK AUTO 10.29.25	12/11/2025	1237	PCARD - MISCELLANEOUS	FUEL TANK	1,246.89
PARKING 10.16.25	12/11/2025	1237	PCARD - MISCELLANEOUS	PARKING IN LANSING	5.00
SAMS 10.30.25	12/11/2025	1237	PCARD - MISCELLANEOUS	FOOD FOR PARTY	16.96
10.21.25	12/11/2025	1238	PCARD - MNTC SUPPLIES	MAINT. SUPPLY	133.50
10.15.25	12/11/2025	1238	PCARD - MNTC SUPPLIES	KEYS FOR VAULT	10.98
HARBOR FREIGHT	12/11/2025	1238	PCARD - MNTC SUPPLIES	STAWPING STEEL	14.99
BATTERY PLUS10.29	12/11/2025	1238	PCARD - MNTC SUPPLIES	LAWN TRACTOR BATTERY	60.95
10.30.25 SAMS	12/11/2025	1238	PCARD - MNTC SUPPLIES	BROOMS	77.88
WALMART 10.21.25	12/11/2025	1238	PCARD - OFFICE SUPPLIES	DISH SOAP / SILVERWARE	17.83
STATE OF MI 10.16.25	12/11/2025	1241	PCARD - TRAINING	PARKING FOR TRAINING	5.00
10.13 CENTURY	12/11/2025	1240	PCARD - TRAINING	CDL TEST	185.00
10.15 CENTURY	12/11/2025	1240	PCARD - TRAINING	CDL TEST	185.00
CENTURY 11.05	12/11/2025	1240	PCARD - TRAINING	CDL TEST	185.00
99368758	12/11/2025	12139	QUALITY DOOR COMPANY, INC	LUBE	893.00
2025-12-04	12/04/2025	1235	SEMCO ENERGY - ACH	NATURAL GAS BILLS	761.20
2025-12-31	12/31/2025	1254	SEMCO ENERGY - ACH	2 NATURAL GAS ACCTS	1,442.21
12.22.25	12/31/2025	12162	SEMCO ENERGY STORAGE UNIT	UTILITIES FOR STORAGE	19.94
70008020038	12/18/2025	1244	STAPLES - ACH	CALENDER	15.79
7008003575	12/18/2025	1244	STAPLES - ACH	OFFICE SUPPLY	252.84
REMIT	12/04/2025	1236	STATE OF MICHIGAN	Remittance Check	4,854.88
REMIT	12/04/2025	12134	STATE OF MICHIGAN	Remittance Check	426.44
REMIT	12/18/2025	12148	STATE OF MICHIGAN	Remittance Check	426.44
REMIT	12/18/2025	1247	STATE OF MICHIGAN	Remittance Check	4,889.62
REMIT	12/31/2025	1255	STATE OF MICHIGAN	Remittance Check	5,208.13
REMIT	12/31/2025	12163	STATE OF MICHIGAN	Remittance Check	426.44
921377	12/11/2025	12140	TELE-RAD INC	TECH LABOR	175.00
60971	12/26/2025	12155	TELNET GROUP INC.	PHONE LINES	497.50
39078	12/31/2025	12164	TOWN & COUNTRY GROUP	NETWORK ISSUES	363.70
IN00505503	12/11/2025	12141	VANGUARD FIRE & SECURITY SYSTEMS, INC.	FIRE EXTINGUISHER / INSPECT	493.00
6130709554	12/31/2025	12165	VERIZON WIRELESS	PHONE LINES	1,034.28

MAX TRANSPORTATION CASH DISBURSEMENT REPORT FOR MAX TRANSPORTATION

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Invoice Number	Date Paid	Paid By Check Number	Vendor Name	Description	Inv Amt
824230032	12/26/2025	12156	VSP INSURANCE CO (CT)	VISION FOR JAN	1,165.55
8308828+8308827	12/04/2025	12135	WASTE MANAGEMENT OF MICHIGAN INC.	WASTE SERVICES	230.22
878461	12/11/2025	12142	WESTENBROEK MOWER INC	HARDWARE	1.99
JAN 2026	12/26/2025	1250	WESTERN MICHIGAN HEALTH INSURANCE POOL - ACH	PRIORITY HEALTH SERVICES FOR MAX	92,229.78
9319052	12/31/2025	12166	WYRICK CO.	ASTROGRIP	197.20
Report Total:					360,353.27