

# Appendix J: Glossary

## Glossary

### Budget Terms

**administration expense** Expense of labor, materials, and fees associated with general office functions, insurance, MIS, legal services, and customer services.

**capital budget** The appropriation of State and Federal grants for the purchase of vehicles and for improvements to facilities and other infrastructure and equipment.

**cost per mile** Operating expense divided by vehicle miles for a particular program or in total.

**cost per passenger** Operating expense divided by ridership for a particular program or in total.

**deficit** The excess of expense over revenue.

**farebox revenue** Revenues gained from passengers and local, employer and other fare subsidies exclusive of the State Reduced Fare Subsidy Program. Also excludes interest income and advertising revenues.

**fares** The amount charged to passengers for use of various services.

**fringes (fringe benefit expense)** Pay or expense to, or on behalf of, employees not for performance of their work, including sick pay, vacation pay, pension contributions, life and health insurance, unemployment and workers' compensation, social security costs and other allowances.

**full-time equivalent position (FTE)** A position (or positions) that total 2,080 hours of annual service.

**funding formula** A specific formula used to determine a subsidy level.

**labor expense** The cost of wages and salaries (including overtime) to employees for performance of their work.

**maintenance expense** Expense of labor, materials, services, and equipment used to repair and service transit vehicles and service vehicles including all fuels for vehicle propulsion.

**non-vehicle maintenance expense** Expense of labor, materials, services, and equipment used to repair and service way and structures, vehicle movement control systems, fare collection equipment, communication systems, buildings and grounds and equipment other than transit vehicles.

**operating assistance** Financial assistance for transit operations (not capital expenditures). Such aid may originate with federal, local or state governments.

**operating budget** The planning of revenues and expenses for a given period of time to maintain daily operations.

**operations expense** Expense for labor, materials, fees and rents required for operating transit vehicles and passenger stations except electric propulsion power.

**performance measure** Information collected to determine how efficient a route is operating.

**private contract services** Expense of labor, materials, and fees paid to companies or organizations providing transit service under contract to Pace. Also known as purchased transportation.

**program (noun)** Refers to groupings of expense accounts of similar activities or objects of expenditures (i.e., operations, maintenance, administration, or vanpool, dial-a-ride, as well as capital programs).

## Glossary (Continued)

**program (verb)** To commit funds, for a given capital purpose, without necessarily appropriating these funds for expenditure. When the RTA approves Pace's capital budget, certain funds will be "programmed" so that they may be obligated (i.e., contracts signed) during the upcoming year, these funds may be expended during future years, not necessarily in the upcoming year.

**purchased transportation** Expense of labor, materials, and fees paid to companies or organizations providing transit service under contract to Pace.

**recovery ratio (recovery rate)** In total, equals system generated revenues divided by total operating expenses or can be calculated for a particular program. This ratio is calculated for each of the Service Boards and for the RTA region as a whole. The RTA Act mandates that the RTA region must attain a recovery ratio of at least 50% for a given year.

**services (purchased service)** Services performed by outside organizations for a fee. Purchased transportation is considered a purchased service.

**subsidy** Funds received from another source which are used to cover the cost of a service or program that is not self-supporting.

**system generated revenue (total operating revenue)** The total revenue generated from operations includes farebox revenues, local subsidies, state fare subsidies, advertising, interest and all other income. Excludes RTA and Federal subsidies.

**total operating expense** The sum of "vehicle operations," "vehicle maintenance," "non-vehicle maintenance," and "general administration" expense categories.

### Transit Service Terms

**ADA** The Americans with Disabilities Act of 1990. Transit systems are required to offer accessible mainline services and complementary ADA paratransit services by the Act and were given until January, 1997 to achieve full compliance.

**ART (arterial bus rapid transit service)** An integrated high quality service providing regional connectivity.

**BRT (bus rapid transit)** A combination of technologies, design features, operating practices and marketing approaches that allow rubber-tired transit vehicles to approach the speed and service quality of light rail transit service.

**ADA paratransit service** Comparable transportation service required by the ADA for individuals with disabilities who are unable to use the fixed route transportation services.

**CTA** The Chicago Transit Authority, created by state legislation, began operations in 1947. Operates bus and Rapid Transit service in the City and several suburbs.

**Chicago Metropolitan Agency for Planning (CMAP)** A regional planning organization which merged Chicago Area Transportation Study (CATS) and Northeastern Illinois Planning Commission (NIPC) into one planning agency.

**Dial-a-Ride service (D-A-R)** Non-fixed route (paratransit) service utilizing vans and small buses to provide prearranged trips to and from specific locations within the Dial-a-Ride service area to individuals deemed eligible based on local requirements.

**Demand response service** Non-fixed route service utilizing vans and small buses based on demand activation or calls from passengers to Pace. Vehicles are dispatched to pick up passengers and transport them to their destinations.

**express bus (or route)** A suburban or intercity bus that operates a portion of the route without stops or with a limited number of stops.

**fixed route service** Pace service provided on a regularly scheduled basis along a specific route with vehicles stopping to pick up and discharge passengers along the route.

**full size bus** A bus from 35 to 41 feet in length.

**medium size bus** A bus from 29 to 34 feet in length.

**Metra** The Commuter Rail Division of the RTA. Created in 1983 by amendment to the RTA Act to operate and oversee commuter rail operations in northeastern Illinois.

**Pace** The Suburban Bus Division of the RTA. Created in 1983 by amendment to the RTA Act, responsible for all non-rail suburban public transit service with the exception of those services provided by the CTA.

**paratransit service** A generic term used to describe non-fixed route service utilizing vans or buses to provide pre-arranged trips within the system service area.

**Regional ADA Paratransit Service** The category referring to the combination of Suburban and the City of Chicago ADA Paratransit services.

**ridership (unlinked passenger trips)** The number of transit vehicle boardings. Each passenger counted each time that person boards a vehicle.

**rolling stock** Public transportation vehicles which, for Pace, includes all buses and vans.

**service board** A reference to the region's transit operators—CTA, Metra and Pace.

**small bus** A bus 28 feet or less in length.

**subscription bus** A Pace service program which provides regular daily express bus service to 30 or more individuals with guaranteed seating that is open to the general public.

**Suburban Service** The category referring to all existing Pace services and programs with the exception of ADA Paratransit services.

**TAP** The taxi access program operated in the City of Chicago. The program provides subsidized taxi service to ADA eligible riders.

**total vehicle miles** Sum of all miles operated by passenger vehicles, including mileage when no passengers are carried.

**van** A 20-foot long or shorter vehicle, usually with an automotive type engine and limited seating normally entered directly through side or rear doors rather than from a central aisle, used for demand response and vanpool service.

## Glossary (Continued)

**vanpool** A group of 5 to 15 people who commute to and from work together in a Pace owned van. Pace offers several vanpool options.

**wheelchair accessible vehicle (accessible vehicle)** A vehicle that a wheelchair bound person may enter either 1) via an on board retractable lift or ramp, 2) directly from a station platform reached by an elevator or a ramp that is either level with the vehicle floor or can be raised to floor level.

### Funding Terms

**ADA Complementary Service** The Federal Transit Administration reimburses transit operators for eligible capital costs of providing ADA complementary paratransit services. The maximum amount allowable is limited to 10% of the annual formula apportionment under Section 5307.

**Alternate Analysis Program** A federal program designed to pay for studies conducted as part of the transportation planning process for the New Starts Program. These studies address issues of costs, benefits, environmental, community impacts and financial feasibility.

**ARRA (American Recovery and Reinvestment Act)** The American Recovery and Reinvestment Act was signed into law by President Barack Obama on February 17, 2009. ARRA includes appropriations and tax law changes totaling approximately \$787 billion to support government wide efforts to stimulate the economy. Goals of the statute include the preservation or creation of jobs and the promotion of an economic recovery, as well as the investment in transportation, environmental protection and other infrastructure providing long-term economic benefits. Over \$48 billion will be invested in transportation infrastructure, including \$8.4 billion for transit capital improvements made available through three FTA programs—the Fixed Guideway Infrastructure Investment Program, Capital Investment Grants, and the Transit Capital Assistance Program.

**Bus Overhaul/Maintenance Expense** The Federal Transit Administration reimburses transit operators for operating expenses for bus maintenance under Section 5307.

**Capital Cost of Contracting** The Federal Transit Administration reimburses transit operators for capital consumed in the course of a private operated contractor service. The program is designed to encourage and support service privatization and is funded with Section 5307 urbanized area formula grant funds.

**CMAQ (Congestion Mitigation/Air Quality)** A federal grant program designed to support transportation projects which reduce traffic congestion and improve air quality.

**Discretionary funds** Funds which the RTA allocates, at its discretion, to the service boards. These funds include the 15% of the RTA Part I sales tax and PTF.

**Federal SAFETEA-LU Program** The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) provides for funding for federal surface transportation programs over four years through FFY 2009.

**FTA (Federal Transit Administration)** The federal agency which provides financial and planning assistance to help build and operate transit systems through grant programs.

**FEMA (Federal Emergency Management Agency)** FEMA is an Agency of the United States Department of Homeland Security. This Agency provides grant money to transit systems under the Freight Rail Security Grant Program and other such programs.

**fund balance** See “unrestricted net assets.”

**grants** Monies received from local, federal and state governments to provide capital or operating assistance.

**ICE (Innovative, Coordination and Enhancement Fund)** The RTA Act provides a special funding earmark to the RTA to pay for projects that support regional system development.

**IDOT (Illinois Department of Transportation)** The State of Illinois, Illinois Department of Transportation provides capital and student reduced fare funding.

**Illinois FIRST** A fund passed by the Illinois legislature for infrastructure, roads, schools and transit. The funding for the program has now been exhausted.

**Illinois Jobs Now** A state program signed into law July 13, 2009. Approved \$1.8 billion for transit.

**Illinois Jump Start** A state program signed into law April 3, 2009. Approved \$900 million for transit.

**JARC (Job Access and Reverse Commute Program)** A federal program which provides funding for the provision of transportation services designed to increase access to jobs and employment related activities.

**marks** Level of funding prepared by the Regional Transportation Authority to the Service Boards.

**New Freedom** A federal program which provides funding for the provision of community based alternatives for individuals with disabilities; these include services provided that exceed the mandated ADA 3/4 mile area and hours of service.

**New Starts Program** A federal program which provides funding for fixed guideway transit projects which utilize and occupies a separate right of way or other high occupancy vehicles.

**Positive Budget Variance (PBV)** The amount by which a Service Board comes in favorable to available funding from the RTA in a given budget year. RTA policy allows the service boards to retain these funds in an unrestricted fund balance which can be used for capital projects or one time operating expenses.

**Public Transportation Fund (PTF)** An operating subsidy from the State of Illinois equivalent to 30% of the RTA sales tax and Chicago real estate transfer tax (RETT) collected. The RTA is required to allocate these funds to the service boards, the basis is at their discretion, with the exception of a 25% PTF match on the Chicago RETT which is directed to CTA. (Also known along with 15% sales tax, as discretionary funds).

**RETT** A real estate transfer tax in the City of Chicago implemented by Public Act 95-0708 in January 2008. The tax (of \$1.50 for every \$500 of sales price) went into effect April 2008. Proceeds are directed to the CTA.

## Glossary (Continued)

**RTA Sales Tax Part I** A sales tax of 1% in Cook County and 1/4% in the collar counties of DuPage, Kane, Lake, McHenry and Will.

- 85% of the sales tax is fully distributed to the service boards by the RTA according to formulas established by the RTA Act (also known as formula funds or 85% funds).
- 15% of the sales tax is retained by the RTA and distributed to the service boards at its discretion (also known as discretionary funds).

**RTA Sales Tax Part II (PA 95-0708)** - A 1/4% regionwide sales tax implemented in April 2008 as a result of passage of Public Act 95-0708 by the state legislature. Funds from this source are added with matching public transportation funds (PTF) and allocated according to a defined formula which is explained under the source of funds section.

**RTA Bond Funding** Through the Illinois First Program, the RTA was authorized to secure bonds for capital needs. The RTA authorized \$1.6 billion (\$1.3 billion for Strategic Capital Improvement Program (SCIP) and \$300 million for General Obligation Bonds (GO)). The State of Illinois reimburses the RTA for principal and interest expenses incurred on SCIP bonds. The funding for this program has now been exhausted.

**SCMF (Suburban Community Mobility Fund)** The RTA Act provides a special funding earmark to Pace to pay for existing and new non-traditional transit services such as dial-a-ride, vanpool, reverse commute and others.

**Small New Starts** A federal program providing capital assistance for non-fixed guideway corridor improvements (i.e. bus rapid transit).

**SOGR (State of Good Repair)** A Federal program which provides funding for capital asset replacements identified in a transit agency's backlog. A particular focus of the program is asset management and strategies to achieving a State of Good Repair and backlog reduction.

**South Cook Job Access** The RTA Act provides a designated amount (\$7.5 million) of RTA funding to Pace for the provision of employment related services in South Cook County.

**TIGER (Transportation Investment Generating Economic Recovery)** Appropriated \$1.5 billion for obligation no later than September 30, 2011 for projects that have a significant impact on the Nation, a Metro Area or a Region. Projects eligible include highways/bridges, reconstruction of overpasses and interchanges, transit projects (investments in New Starts or Small Starts), passenger and freight rail transportation projects, and port infrastructure. Grants awarded will be no less than \$20 million and no more than \$300 million.

**TIGGER (Transit Investment in Greenhouse Gas and Energy Reduction)** The American Recovery and Reinvestment Act provides for a discretionary program to support transit capital projects that resulted in greenhouse gas reductions or reduced energy use. A total of \$6.9 billion was appropriated for the Transit Capital Assistance Program. Of that amount, \$100 million was reserved for TIGGER.

**unrestricted net assets** The portion of net assets that is neither restricted nor invested in capital assets net of related debt. These funds are considered by Pace to represent the available fund balance.