

Received for the benefit of the City of Sacramento

When recorded return to:

City of Sacramento, City Clerk's Office - TRANSPORTATION SYSTEMS MANAGEMENT PLAN

Room 304, City Hall, Sacramento, CA 95814 - TRANSIT PASS SUBSIDY AGREEMENT

1915 I ST

ANNUAL PAYMENT, OPTION #2

THE PARTIES TO THIS AGREEMENT, dated January 19, 1992, are the CITY OF SACRAMENTO, a municipal corporation (CITY), SACRAMENTO REGIONAL TRANSIT DISTRICT, a public corporation (RT), and ROMAN CATHOLIC BISHOP OF SACRAMENTO (OWNER).

NO FEE T

RECITALS

- A. OWNER has filed with CITY an application for development of its project, referred to as Bishop Manogue Site - DMV, located at 2541 21st Street, Sacramento, and designated as City Project No. P91-034 (hereinafter referred to as "Project").
- B. Pursuant to CITY'S Transportation Systems Management Ordinance for new Non-Residential Development, OWNER is required to prepare and implement a Transportation Management Plan designed to achieve a reduction in the number of vehicle trips that would otherwise be generated by the Project.
- C. OWNER has elected to purchase on an annual basis 28 RT monthly transit passes each month over a ten year period.
- D. OWNER'S project was approved by CITY subject to approval of the Transportation Management Plan which provides that:
  - 1. Prior to the issuance of a building permit for the Project, OWNER, RT, and CITY execute this Agreement; and
  - 2. Prior to issuance of the building occupancy permit for the Project, OWNER is required to pay to RT the Initial Payment as set forth in Article 1.

19

CITY MANAGER AGREEMENT NO. 93-030

WITNESS

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. INITIAL PAYMENT

Prior to the issuance of the occupancy permit for the Project, OWNER shall pay to RT as the initial annual payment the sum of ~~One Thousand Eight Hundred Ninety Dollars (\$1,890.00)~~. This amount is computed as follows: \$ 2520.

- A. The number of full months until the June 30th following the execution of this Agreement (9), multiplied by
- B. The number of RT monthly transit passes which OWNER is obligated to subsidize (28), multiplied by

C. The dollar amount per transit pass which OWNER is obligated to pay (\$7.50).

Upon receipt of such funds, RT will establish an account in the name of the Project's building address. Owner, or any successor in interest, shall notify RT in writing of the person authorized to withdraw funds from this account.

2. ANNUAL FEE

On or before June 15, 1993, and on or before June 15 of each and every subsequent year until and including June 15, 2001, OWNER, any successor in interest, or authorized designee, shall pay the following amounts to RT: (The first year's calculated amount is \$2,520.00)

Year    Computation

2	Multiply the 1st year's calculated amount by 105% = <u>\$2,646.00</u>
3	Multiply the 2nd year's calculated amount by 105% = <u>\$2,778.30</u>
4	Multiply the 3rd year's calculated amount by 105% = <u>\$2,917.22</u>
5	Multiply the 4th year's calculated amount by 105% = <u>\$3,063.08</u>
6	Multiply the 5th year's calculated amount by 105% = <u>\$3,216.23</u>
7	Multiply the 6th year's calculated amount by 105% = <u>\$3,377.04</u>
8	Multiply the 7th year's calculated amount by 105% = <u>\$3,545.89</u>
9	Multiply the 8th year's calculated amount by 105% = <u>\$3,723.18</u>
10	Multiply the 9th year's calculated amount by 105% = <u>\$3,909.34</u>

3. PURCHASE OF PASSES

Owner hereby agrees to establish an RT Sales Outlet in accordance with the provisions set forth in Attachment "A," incorporated herein by this reference. Owner agrees that each month during the term of this Agreement it will purchase 28 RT monthly passes in accordance with Article 4, and may withdraw funds from its RT account in an amount not to exceed \$7.50 per RT monthly pass for each pass purchased.

4. TERM

The term of this Agreement shall be ten (10) years from the date of the RT Sales Outlet Agreement.

5. DISTRIBUTION OF PASSES

OWNER, all successors in interest and authorized designees agree (1) to distribute and/or sell all RT monthly passes solely to tenants of the proposed building, or persons who are regularly employed in said office building, and (2) to take reasonable steps to ensure that all persons regularly employed in the office building are informed of the availability of RT passes from OWNER, any successor interest, or authorized designee. OWNER is prohibited from selling the passes to the

occupants of said building at a rate higher than 94 percent of the face value of RT monthly passes.

6. TERMINATION

All obligations imposed by this Agreement on all parties shall terminate upon occurrence of any of the following events:

- A. Depletion of account funds.
- B. Expiration of the term of this Agreement.
- C. The building becomes permanently non-operational because of a natural catastrophe or demolition. In this situation, any funds remaining shall be returned to OWNER.
- D. RT permanently discontinues all transit service within 1/2 mile of OWNER's Project. In this situation, RT shall release any remaining funds to the CITY. CITY may then use the funds at CITY's discretion.

7. SUSPENSION

- A. At any time during the ten (10) year period, OWNER or any successor in interest or authorized designee may submit to the City Planning Director a written request for a suspension period. A request for a suspension shall be accompanied by a processing fee of \$20.00. The City Planning Director shall grant or partially grant such a request only if he or she believes that more than fifty percent (50%) of the square footage of the building is and will continue to be unoccupied during the suspension time period. Minimum suspension period granted pursuant to a written request shall be six (6) months.
- B. Should the building continue to be occupied at less than fifty percent (50%) at the end of the requested suspension period, OWNER may request subsequent additional six (6) month suspension waivers from CITY. Failure by OWNER to obtain and forward to RT a subsequent suspension on or before the expiration date of the then existing suspension shall allow RT to deduct the monthly amount due for passes from the account established by Article 2. This amount shall be deducted for each month RT does not have a current suspension from CITY. Any amounts so deducted shall not be refundable to OWNER and shall be considered a penalty for failure to provide a suspension notice within the time specified herein. Upon depletion of the funds in said account, RT may send CITY and OWNER, or any successor in interest or authorized designee, a delinquency notice as set forth in Article 10.

- C. Without a written request for suspension, all obligations imposed by this Agreement on all parties shall be automatically suspended during any and all months in which fire, earthquake, or a similar casualty prevents occupancy of more than fifty percent (50%) of the square footage of the building; or
- D. The term of this Agreement shall be extended by the period of suspension.

8. **LIEN CREATED**

The annual payments due pursuant to Article 2 of this Agreement shall constitute a lien against the property described in Exhibit "A." Upon execution of this Agreement, the City Planning Director shall be authorized to place a lien of record by recording in the Office of the County Recorders a certificate substantially in the following form:

**NOTICE OF LIEN**

Pursuant to the City of Sacramento's Transportation Systems Management Ordinance for New Non-Residential Development and that Agreement Number \_\_\_\_\_ relating to fees for a transit pass subsidy program between the City of Sacramento and Roman Catholic Bishop of Sacramento, dated the 19<sup>th</sup> day of January, 1993, the City of Sacramento does hereby claim a lien on the real property hereinafter described for all of the fees due pursuant to Article 2 of said Agreement. The same shall be a lien upon said real property until all sums due pursuant to the Agreement have been paid in full and discharged of record.

The real property hereinabove mentioned and upon which a lien is hereby claimed, assessor in piece or parcel of land in the City of Sacramento, County of Sacramento, described as 2541-21<sup>st</sup> Street, Sacramento

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

**CITY PLANNING DIRECTOR**

By: \_\_\_\_\_

**NOTARY**

9. ESTOPPEL CERTIFICATE

CITY hereby covenants that upon written request of the OWNER, or their successor in interest, an Estoppel Certificate stating:

- A. Whether the CITY knows of any default under this Agreement and if there are known defaults, specify the nature thereof;
- B. Whether to its knowledge this Agreement has been assigned, modified, or amended in any way (or if it has, then stating the nature thereof);
- C. Whether to the CITY'S knowledge, this Agreement as of that date is in full force and effect.

10. NOTICE OF DELINQUENCY

RT shall send a written fee delinquency notice to CITY and OWNER or any successor in interest, not later than July 1 of any year in which RT does not receive the full amount of the annual fee due, as specified in Article 2 of this Agreement, or at the end of a suspension period when OWNER has not provided either (1) a new suspension approval letter from CITY or (2) paid the required fee.

11. ENFORCEMENT OF LIEN - ACCELERATION OF TOTAL AMOUNT DUE

If the initial payment required under Article 1 has not been received by RT when due or if the full annual fee required under Article 2 of this Agreement has not been received by RT by July 1 of any year in which payment is due pursuant to this Agreement, or a current suspension approval letter from CITY has not been provided by OWNER to RT; the CITY may send written notice to OWNER, or any successor in interest, stating that if an amount equal to the then prevailing RT monthly pass rate, times the number of years remaining until July 1, \_\_\_\_\_ is not received by the CITY within ten (10) days of notice, the City Council may order that the lien recorded pursuant to this Agreement be enforced by the CITY by this procedure set forth in *California Streets and Highways Code Sections 8800-8809, Sale for Delinquency, and Sections 8830-8835, Foreclosure by Action*, as though the lien herein were an assessment lien created pursuant to Division 10 of the *Streets and Highways Code*. Any funds collected pursuant to this paragraph shall be deposited in a trust account administered by the CITY. The City Council shall thereafter utilize these funds either: (1) to purchase RT monthly transit passes for distribution to persons regularly employed at the Project; or (2) for the cost of parking facilities or RT services, facilities or equipment following a determination by the City

Council that such parking facilities or RT services, facilities or equipment are likely to be used by persons travelling to or from the proposed project.

**12. SPECIFIC PERFORMANCE**

If OWNER, their successor in interest, or authorized designee fails to pay the full annual fee due pursuant to this Agreement or a current suspension approval letter from CITY has not been provided by OWNER to RT, and the City Council elects not to enforce the lien in the manner and circumstances described in Article 10, OWNER'S obligations under this Agreement may be specifically enforced by a court of competent jurisdiction in an action brought either by the CITY, or, with the written consent of the City Council, by any person(s) eligible to receive an RT transit pass pursuant to this Agreement.

**13. TERMINATION**

All obligations imposed by this Agreement on all parties shall terminate upon occurrence of any of the following events:

- A. Expiration of term of this Agreement.
- B. The building becomes permanently non-operational because of a natural catastrophe or demolition. In this situation, any funds remaining shall be returned to OWNER.
- C. RT permanently discontinues all transit service within 1/2 mile of OWNER'S Project. In this situation, RT shall release any remaining funds to the CITY. CITY may then use the funds at CITY'S discretion.

**14. RECORDATION OF THIS AGREEMENT**

All parties agree that this Agreement may be recorded by RT or CITY in the Official Records of Sacramento County.

**15. SUCCESSORS AND ASSIGNS**

All rights of each party under this Agreement shall inure to the benefit of the successors and interests and authorized designee; all obligations and burdens assumed under this Agreement by each party shall bind the successors and interest and authorized designee of each party.

**16. ENFORCEMENT**

No waiver of any breach of any term or condition of this Agreement shall be construed to be a waiver of a successive breach of the same term or condition, or a breach of any other term or condition of this Agreement. No delay by CITY in

enforcing any legal right pursuant to this Agreement shall effect in any manner its right to elect at any time to enforce its rights under this Agreement. No election by CITY to enforce any right or remedy which it may have shall effect its right to elect to enforce any other right or remedy which it may have, either simultaneously or subsequently, and regardless of the consistency of any such right or remedy.

17. AMBIGUITIES

The parties have each carefully reviewed this Agreement and have agreed to each term of this Agreement. No ambiguity shall be presumed to be construed against either party.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day and year first hereinabove appearing.

ROMAN CATHOLIC  
BISHOP OF SACRAMENTO

*A Corporation Sole*

By: *Sister Bridget Mary Flynn*  
*Chancellor*

SACRAMENTO REGIONAL  
TRANSIT DISTRICT

By: *[Signature]*  
THOMAS G. MATOFF  
General Manager

Approved as to Legal Form:

By: *[Signature]*  
SHERYL PATTERSON  
Attorney

CITY OF SACRAMENTO

By: *Walter J. Slype*  
WALTER J. SLYPE  
City Manager

Approved as to Legal Form:

By: *[Signature]*  
Sacramento Deputy City  
Attorney

ATTEST:

*Talene A. Binnows*  
CITY CLERK

**ALL-PURPOSE ACKNOWLEDGMENT**

NO 209

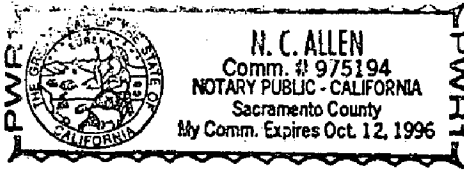
State of California  
County of Sacramento }

On 2/9/93 before me, N. C. Allen Notary  
DATE NAME, TITLE OF OFFICER - E.G., "JANE DOE, NOTARY PUBLIC"

personally appeared Walter J. Slips and Valerie A. Burrows  
NAME(S) OF SIGNER(S)

personally known to me - OR -  proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Witness my hand and official seal.



N. C. Allen  
SIGNATURE OF NOTARY

**CAPACITY CLAIMED BY SIGNER**

- INDIVIDUAL(S)
- CORPORATE OFFICER(S) \_\_\_\_\_ TITLE(S) \_\_\_\_\_
- PARTNER(S)
- ATTORNEY-IN-FACT
- TRUSTEE(S)
- SUBSCRIBING WITNESS
- GUARDIAN/CONSERVATOR
- OTHER: City Manager  
+ City Clerk

**SIGNER IS REPRESENTING:**  
NAME OF PERSON(S) OR ENTITY(IES)

City of Sacramento

ATTENTION NOTARY: Although the information requested below is OPTIONAL, it could prevent fraudulent attachment of this certificate to unauthorized document.

THIS CERTIFICATE  
MUST BE ATTACHED  
TO THE DOCUMENT  
DESCRIBED AT RIGHT:

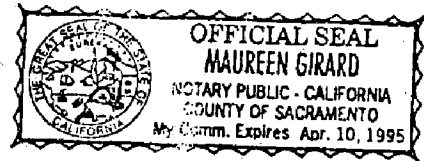
Title or Type of Document Computation Systems Management Plan  
Transit Pass Subsidy Agreement  
Number of Pages 18 Date of Document 1-19-93  
Signer(s) Other Than Named Above \_\_\_\_\_

**CITY MANAGER**  
AGREEMENT NO. 93-030

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF SACRAMENTO )

On this 17th day of February, in the year 1993, before me, Maureen Girard, a Notary Public, personally appeared **SISTER BRIDGET MARY FLYNN**, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument, and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.



Signature: Maureen Girard

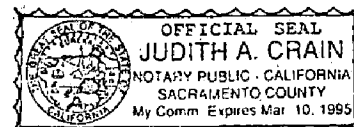
Title of Document: **Transportation Systems Management Plan  
Transit Pass Subsidy Agreement**

Date of Document: **January 19, 1993**

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF SACRAMENTO )

On this 22nd day of February, in the year 1993, before me, Judith A. Crain, a Notary Public, personally appeared **THOMAS G. MATOFF**, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument, and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.



Signature: Judith A. Crain

Title of Document: **Transportation Systems Management Plan  
Transit Pass Subsidy Agreement**

Date of Document: **January 19, 1993**

No fee document (Gov. Code 6103)  
Recorded on behalf of Sacramento  
Regional Transit District, a  
public corporation (Public  
Utilities Code 102050)

When recorded, mail to:  
Legal Department  
Regional Transit  
P O Box 2110  
Sacramento CA 95812-2110

Space above line for Recorder's use.

NOTICE OF LIEN

Pursuant to the City of Sacramento Transportation Systems Management Ordinance for New Non-Residential Development and that Agreement Number 93-030 relating to fees for a transit pass subsidy program between the City of Sacramento and Roman Catholic Bishop of Sacramento dated January 19, 1993, the City of Sacramento does hereby claim a lien on the real property hereinafter described for all of the fees due pursuant to Article 10 of said Agreement. The same shall be a lien upon said real property until all sums due pursuant to the Agreement have been paid in full and discharged of record.

The real property hereinabove mentioned and upon which a lien is hereby claimed, assessor in piece or parcel of land in the City of Sacramento, County of Sacramento, described as 2541 21<sup>st</sup> Street, Sacramento.

Dated this 5<sup>th</sup> day of February, 1993.

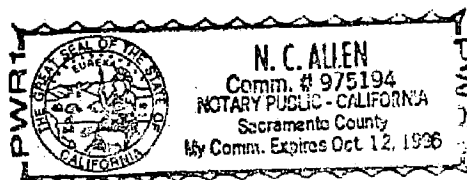
Janice Gyzman  
CITY PLANNING DIRECTOR

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF SACRAMENTO )

On this, 9<sup>th</sup> day of February, in the year 1993, before me, the undersigned, a Notary Public in and for said State, personally appeared Diane Herzman, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument, and acknowledged to me that he ~~has~~ executed it.

WITNESS my hand and official seal.

N.C. Allen  
Notary Public in and for the State  
of California



CITY MANAGER  
AGREEMENT NO. 93-030



# SACRAMENTO REGIONAL TRANSIT DISTRICT

MAILING ADDRESS: P.O. BOX 2110 • SACRAMENTO CA 95812-2110 • 916/321-2800

## ATTACHMENT "A"

### RT SALES OUTLET AGREEMENT

This Sales Outlet Agreement between the SACRAMENTO REGIONAL TRANSIT DISTRICT ("RT") and Roman Catholic Bishop of Sacramento (Business Name) ("Outlet") is made and entered into, and shall be effective, as of January 19, 1993, and shall continue until terminated pursuant to Article 2 herein.

1. Outlet agrees to abide by all terms and conditions pertaining to RT sales outlet services for the sale of passes, stamps, and tickets, as set forth in the RT Sales Outlet Program Guide. A copy of the Guide is attached hereto and incorporated herein by this reference. Said Guide may be amended from time to time, and Outlet agrees to abide by new terms as implemented by RT. Outlet shall receive revised Guides from RT via certified or registered mail or personal delivery.
2. Either party may terminate this Agreement for convenience by providing the other party with 60 days' advance written notice of such termination. At the sole discretion of RT, this Agreement may be cancelled without prior notice for Outlet's failure to adhere to the terms and conditions as set forth in the RT Sales Outlet Program Guide.
3. The party signing this Agreement hereby certifies that (s)he has the authority to enter into this Agreement on behalf of the Outlet.

ROMAN CATHOLIC BISHOP OF SACRAMENTO  
BUSINESS NAME

SACRAMENTO REGIONAL  
TRANSIT DISTRICT

By: Sister Bridget Mary Flynn  
SIGNATURE  
Chancellor

By: [Signature]  
THOMAS G. MINTOFF, General Manager

Sister Bridget Mary Flynn

PRINTED NAME

1119 K St., P.O. Box 1706

BUSINESS ADDRESS

Sacramento, CA 95812-1706

CITY/STATE/ZIP

916-443-1996

BUSINESS PHONE

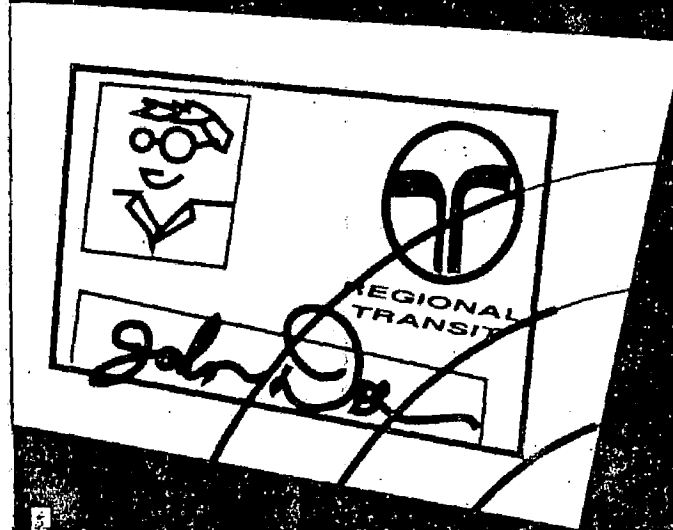
CITY MANAGER

AGREEMENT NO. 93-030

FORMS\SALESOUT.LET



**The RT  
Sales  
Outlet  
Program**



**Regional Transit**

**Seen in all the right places**

**CITY MANAGER**  
**AGREEMENT NO. 93-030**

**Become  
an RT  
Sales  
Outlet**

Now it's easier than ever for you to encourage the use of public transit. RT will work closely with you to develop and implement a transportation program that will benefit your company, your employees or customers and the Sacramento Community.

RT's Sales Outlet Program offers you a chance to support energy conservation by taking advantage of and promoting RT's great Bus and Light Rail service. That can help reduce traffic congestion, parking problems and air pollution.

By having RT merchandise available for your employees or customers you can provide them with the convenience of purchasing a pass or tickets in an effort to support use of public transportation.

Becoming an RT Sales Outlet is simple. Once your company signs the enclosed RT Sales Outlet Agreement, you're part of our program. You will receive passes, stamps, and tickets on a consignment basis. Each month thereafter you'll receive your order by certified mail or courier. Just call between the 1st and the 5th of each month to reorder ticket books or to change your pass order. Passes are sent out each month and tickets are sent out on an as-needed basis per your request. It's that easy!

And because RT is "seen in all the right places" you and your employees can ride RT to work, school, shopping . . . just about anywhere.

**Types of RT  
Merchandise  
Available**

Our pass, stamp and ticket programs were designed with you in mind - to be easy and convenient. There's no reason why you shouldn't be a part of our program. We think it's a good idea. We hope you will agree.

**Passes & Stamps**

- Monthly Pass ..... \$45  
Good for unlimited rides for one month
- \*Discount Monthly Stamp ..... \$20  
Good for unlimited rides for one month
- Zone Stamp ..... \$10  
To be affixed to an RT Monthly Pass  
Good for unlimited rides for one month of travel  
between Woodland, Davis and Sacramento

**Ticket Books**

- Daily Pass Ticket Book ..... \$30  
(11 tickets per book)  
Good for unlimited rides for one day
- \*Discount Daily Pass Ticket Book ..... \$12.50  
(10 tickets per book)  
Good for unlimited rides for one day
- Basic Single Fare Ticket Books ..... \$12.50  
(11 tickets per book)
- \*Discount Single Fare Ticket Books ..... \$5  
(10 tickets per book)

Daily Passes and Tickets are sold by the book only, and they cannot be sold individually.

**\*Discount Eligibility Requirements**

- RT Photo ID, Medicare card or State of California ID card needed
- Senior (ages 62 and over)
- Disabled
- Student (ages 18 & younger)
- Youth (ages 5-12)

*Effective July 1, 1992. Fares are subject to change.*

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CITY MANAGER  
AGREEMENT NO. 93-030

**Ordering  
& Delivery  
of RT  
Merchandise**

**Ordering Merchandise**

**Passes & Stamps**

After your outlet status is established and based on your needs, you will automatically be given a set amount of Monthly Passes and Stamps each month. If you need to change the quantity of Passes or Stamps, call RT's outlet ordering line at 321-2820 between the 1st and the 5th of the month.

**Ticket Books**

After your initial order, Daily Pass and Single Fare Ticket Books are delivered based on your request. Don't forget to call RT's outlet ordering line at 321-2820 when you are running low on your ticket inventory. Please allow seven (7) working days to process your order.

In an effort to better serve you, when ordering Ticket Books, Passes or Stamps please leave the following information:

- Your name
- Your company name
- Phone Number
- Outlet Number
- The quantity and denomination of each type of merchandise you need.

**Delivery of Passes & Ticket Books**

You will receive your RT Monthly Passes and Stamps between the 15th and the 24th of each month preceding the ridership month. For example, passes to be used in September would

be delivered to the program administrator or other designated person responsible for receiving the order by the 24th of August. Small orders will be sent by certified mail with a return receipt requested. If possible RT tries to coordinate delivery of both Ticket Books and Passes. It is important that before accepting an order, you check to be sure that your order is complete and correct. Verify what you ordered with the merchandise received against the invoice that accompanies your order. Be sure to check that you received the right type of merchandise, the right quantity and the right serial numbers. Once you've verified this information please sign the invoice for receipt of the merchandise. Once accepted, you are responsible for the merchandise ordered until it is either sold or returned to RT. Should you find any discrepancy please contact the Fare Prepayment Department at 321-2849 immediately.

**Dates to Remember**

- 25th - 5th Call in changes to pass or stamp orders and order ticket books.
- 10th - 14th Reconcile accounts
- 15th - 24th New merchandise delivered or sent by certified mail. Have returned merchandise ready for pick up or send by certified mail.

**Sales  
and  
Returns**

**Sales**

Monthly Passes and Stamps are sold between the 25th of the month and the 10th of the following month. Daily Passes and Single Fare Ticket Books can be sold all month long because they have no expiration date. The actual structure of sales-hours, location, personnel etc. . . . is up to you.

Between the 11th and the 14th of the month reconcile your accounts and be ready for the courier to pick up unused/unsold merchandise and payment or send it back to RT by certified mail.

**Returns of Passes, Stamps and Ticket Books**

RT merchandise is given to you on consignment so you can return unused/unsold merchandise for credit. Monthly Passes and Stamps must be returned to RT by the 15th of each month after you close out sales. Ticket Books have no expiration date and should only be returned if you are no longer going to sell them, or there is no demand for a certain type of Ticket Book.

If a courier delivers your merchandise, please have returns ready by the 15th of each month even though RT's courier may not pick them up until the 24th. If you receive your order by certified mail, please certify and mail the returns by the 15th of each month. Always be sure to enclose a copy of your invoice with the appropriate section filled out for returned merchandise. All unused/unsold merchandise must be received by RT no later than the 25th of the month to receive credit, unless prior arrangements have been made.

**Payment of Passes and Ticket Books**

Payment of merchandise sold should accompany your returns and be received by RT no later than the 25th of the month. The remittance copy of the invoice should be enclosed with your payment, and you should make note of returned serial numbers and amount due to insure proper credit to your account.

**Example Fare Prepayment Invoice**

The diagram shows a fare prepayment invoice form with several callout boxes pointing to specific sections:

- OUTLET CUSTOMER NUMBER**: Points to the top left header area.
- QUANTITY OF MERCHANDISE**: Points to the 'QUANTITY' column in the main table.
- SERIAL NUMBERS OF MERCHANDISE**: Points to the 'SERIAL NUMBER' column in the main table.
- UNIT COST OF MERCHANDISE**: Points to the 'UNIT COST' column in the main table.
- TYPE OF MERCHANDISE**: Points to the 'TYPE OF MERCHANDISE' column in the main table.
- RETURNED MERCHANDISE**: Points to the bottom section of the form labeled 'RETURNED MERCHANDISE'.
- PAY THIS AMOUNT**: Points to the bottom right section of the form labeled 'PAY THIS AMOUNT'.

The main table has columns for: TYPE OF MERCHANDISE, QUANTITY, SERIAL NUMBER, UNIT COST, and AMOUNT. Below the table is a section for 'RETURNED MERCHANDISE' with fields for 'TYPE OF MERCHANDISE', 'QUANTITY', and 'SERIAL NUMBER'. At the bottom right is a section for 'PAY THIS AMOUNT' with fields for 'TOTAL DUE', 'PAID', and 'BALANCE DUE'.

**Sales  
and  
Returns**

**Sales**

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If a courier delivers your merchandise, please have returns ready by the 15th of each month, even though RT's courier may not pick them up until the 24th. If you receive your order by certified mail, please certify and mail the returns by the 15th of each month. Always be sure to enclose a copy of your invoice with the appropriate section filled out for returned merchandise. All unused/unsold merchandise must be received by RT no later than the 25th of the month to receive credit, unless prior arrangements have been made.

**Payment of Passes and Ticket Books**

Payment of merchandise sold should accompany your returns and be received by RT no later than the 25th of the month. The remittance copy of the invoice should be enclosed with your payment, and you should make note of returned serial numbers and amount due to insure proper credit to your account.

**Example Fare Prepayment Invoice**

The diagram shows a 'Fare Prepayment Invoice' form with several callout boxes pointing to specific sections:

- OUTLET CUSTOMER NUMBER**: Points to the top left header area.
- QUANTITY OF MERCHANDISE**: Points to the top middle header area.
- SERIAL NUMBERS OF MERCHANDISE**: Points to the top right header area.
- UNIT COST OF MERCHANDISE**: Points to a column in the main table.
- TYPE OF MERCHANDISE**: Points to a column in the main table.
- RETURNED MERCHANDISE**: Points to a section at the bottom right of the form.
- PAY THIS AMOUNT**: Points to a section at the bottom right of the form.

The main table has columns for: DATE, DESCRIPTION, QTY, UNIT COST, and TOTAL. Below the table are sections for 'RETURNED MERCHANDISE' and 'PAY THIS AMOUNT'.

**Important  
Information  
& Helpful  
Materials**

**Commissions and Handling Fees**

The collection of a commission, handling fee or any other surcharge is strictly prohibited by RT.

**Liability of Merchandise**

After merchandise has been accepted, it is the sole responsibility of the outlet to sell or return unsold merchandise to RT.

If passes, stamps or ticket books are lost or stolen they will not be replaced by RT.

**Outlet Termination**

Either party may terminate the RT Sales Outlet Agreement by giving sixty (60) days written notice to the other.

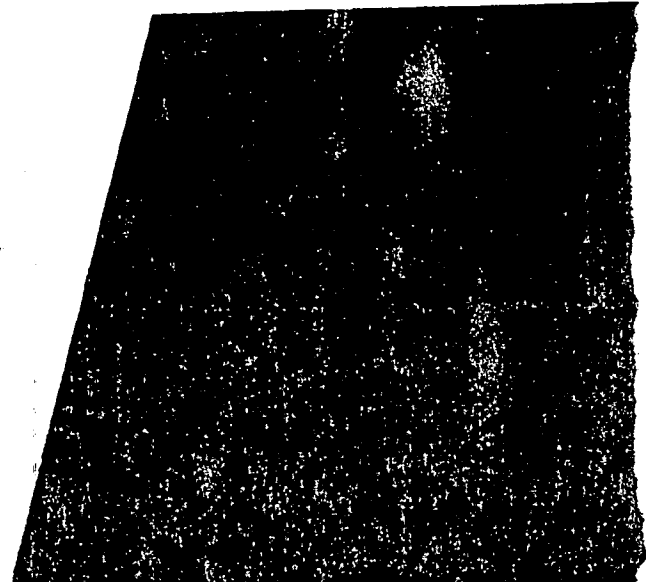
**Return Check Policy**

RT will impose a \$10.00 service charge for all returned checks.

**Helpful Materials**

RT's Marketing Department can make available at no charge to our outlets, system maps, pocket bus and Light Rail timetables and one complimentary timetable book. Occasionally some new marketing items may also be available so call 321-2850 to place your order.

RT's Customer Service Department is able to assist with route and schedule questions and handles commendations, complaints and suggestions. The Customer Service Department is open Monday thru Friday from 6:00 a.m.- 9:00 p.m., Saturdays from 7:00 a.m.- 6:30 p.m. and Sundays and Holidays from 10:00 a.m.- 6:30 p.m. and their telephone number is 321-BUSS.



OFFICIAL RECORDS  
SACRAMENTO COUNTY, CALIF.

93 MAR -4 AM 8: 36

  
COUNTY CLERK-RECORDER

Outlet Ordering .....321-2820

Marketing .....321-2850

Customer Service

Bus and Light Rail Info. ....321-BUSS



Regional Transit

P.O. Box 2110

Sacramento, California 95812-2110

CITY MANAGER  
ASSIGNMENT NO. 93-030