

AGENDA REGULAR MEETING PASADENA COMMUNITY ACCESS CORPORATION Tuesday, April 4, 2017 7:00 p.m. at 150 S. Los Robles Ave., Suite 101

BOARD OF DIRECTORS

Ann Marie Hickambottom (District 1) Grant Scott McComb (District 2) Robert Oltman (District 3) Howie Zechner, Vice-Chair (District 4) Yuny Parada (District 5) Tim Winter, Treasurer (District 6) Sally Howell (District 7) Gail Schaper-Gordon, Chair (Mayor's Representative) William Boyer, Secretary (City Manager's Office Representative) Beth Leyden (PUSD Representative) Alexander Boekelheide (PCC Representative)

STAFF

George Falardeau, Executive Director CEO Chris Miller, Chief Operations Officer

MISSION STATEMENT

The Pasadena Community Access Corporation is dedicated to the community access function of the Pasadena Telecommunications system and shall be operated exclusively for charitable, scientific, literary and educational purposes. In fulfilling these purposes, the corporation shall strive to achieve communication, facilitation, and development of media skills toward the ends of self-expression and community cohesion and improvement.

Item on the agenda may not be called in order listed.

Agendas and supporting documents are available on the Internet at <u>http://www.pasadenamedia.org</u>

Materials related to an item on this Agenda submitted to Pasadena Media <u>after</u> distribution of agenda packet are available for public inspection in the Pasadena Media Administrative office at 150 S. Los Robles Avenue, Suite 450, Pasadena, during normal business hours.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact PCAC at (626) 794-8585. Notification 24 hours prior to the meeting will enable PCAC to make reasonable arrangements to assure accessibility to this meeting.

DISTRIBUTION: PCAC Board of Directors City Council City Manager City Attorney City Clerk Central Library Public Information Officer

Los Angeles Times Pasadena Star News Pasadena Journal Pasadena Weekly Pasadena Now

NOTICE OF REGULAR MEETING PASADENA COMMUNITY ACCESS CORPORATION (PCAC) BOARD OF DIRECTORS

NOTICE IS HEREBY GIVEN that a regular meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for Tuesday, April 4, 2017, starting at <u>7:00 p.m.</u>, at <u>Pasadena Community Access Corporation</u> located at 150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101.

AGENDA

PUBLIC MEETING

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF MARCH 7, 2017 BOARD MEETING MINUTES
 - Motion to Approve
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA Please limit comments to three minutes each.
- TREASURER REPORT
- EXECUTIVE DIRECTOR REPORT
- OLD BUSINESS
- NEW BUSINESS
 - AUDIT PRESENTATION: FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT FY15-16
 - Information Item
 - PCAC FY18 BUDGET PRESENTATION AND APPROVAL
 - Action Item
 - ADOPTION OF RETIREMENT PLAN POLICY AND EXECUTION OF AGREEMENTS WITH AMERICAN FUNDS DISTRIBUTORS, INC. TO IMPLEMENT RETIREMENT PLAN POLICY
 Action Item
 - PEG CAPITAL FUND REQUEST FOR SUITE CONSOLIDATION RELATED TENANT IMPROVEMENTS NOT TO EXCEED \$97,500
 - Action Item
 - PROBLEMS WITH CHARTER SIGNALS
 - Information Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

Gail Schaper-Gordon, Chair, PCAC Board of Directors

I HEREBY CERTIFY that this notice, in its entirety, was posted on both the Council Chambers Bulletin Board, Room 247, and the Information Kiosk (in the rotunda area), at City Hall, 100 N. Garfield Ave., Pasadena, CA, in Pasadena Community Access Corporation Suite 101, and a copy was distributed to the Central Library for posting on the 31st day of March, 2017.

Liza Rodriguez, Office Administrator

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

MINUTES FOR THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR MARCH 7, 2017

MEETING HELD AT PCAC, 150 S. LOS ROBLES AVE., SUITE 101, PASADENA, CALIFORNIA, 91101

REGULAR MEETING

1. CALL TO ORDER/ROLL CALL

Board Chair Gail Schaper-Gordon called meeting to order at 7:04 p.m.

Board Members Present, Absent or Late, at the time of the call to order:

Ann Marie Hickambottom, District 1, present Grant Scott McComb, District 2, present Robert Oltman, District 3, present Howie Zechner, Vice Chair & District 4, present Yuny Parada, District 5, absent Tim Winter, Treasurer & District 6, present Sally Howell, District 7, absent Gail Schaper-Gordon, Chair & Mayor's Representative, present Beth Leyden, PUSD Representative, present Alexander Boekelheide, PCC Representative, absent William Boyer, Secretary, City/City Manager Representative, present

Staff:

George Falardeau, Executive Director/CEO, present Chris Miller, Chief Operations Officer, present Javan Rad, Chief Assistant City Attorney, present

2. APPROVAL OF MINUTES FOR DECEMBER 6, 2016 and JANUARY 3, 2017 REGULAR BOARD MEETINGS

Moved by Vice Chair Zechner; second by Leyden to approve.

Unanimous approval, with Winter and Oltman abstaining. No public comment

3. PUBLIC COMMENT

No public comment

4. TREASURER'S REPORT

Treasurer Winter presented as per board packet info. Information item. No action taken. No public comment.

5. EXECUTIVE DIRECTOR'S REPORT

As presented by Mr. Falardeau, per Board agenda packet information, with additional information as presented by Mr. Miller and other staff present.

Highlight included ongoing update on plans to consolidated 4th Floor Admin with 1st Floor Production; new "wrap" for Pasadena Media van revealed (logo); Miller to attend ACM Regional Conference with report back.

No action taken No public comment

6. OLD BUSINESS

None

7. NEW BUSINESS

Term Limits of Board Members—Winter read letter into the record his letter about the importance for all Council-appointed Board members to adhere to the term limits for the good of the organization and step away for new members of the community to participate when the time comes. Winter reiterated his intention to do so later this year and encouraged others whose terms expire soon to do the same.

Information item only. No action. No public commenty

8. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

Misc. announcements per board members No public comment.

9. ADJOURNMENT

Adjourned 8:38 p.m.

FUTURE MEETING DATES

- April 4, 2017
- May 2, 2017
- June 6, 2017

Pasadena Community Access Corporation Statement of Financial Position

As of March 31, 2017

		Tot	tal	
	As of I	Mar 31, 2017	As of Jur	n 30, 2016 (PP)
ASSETS				
Current Assets				
Bank Accounts				000
1010 Petty Cash		200		200
1120 Bank of America Checking (1018)		355,703		44,311
1130 Bank of America Capital - Restricted (9451)		153,006		323,431
1140 Bank of America Savings (0990)		100,129		100,089
1150 Pex Debit Card		2,318		3,436
1160 Paypal		4,555		-621
Total Bank Accounts	\$	615,910	\$	470,846
Accounts Receivable				
1200 Accounts Receivable		2,282		1,241
Total Accounts Receivable	\$	2,282	\$	1,241
Other Current Assets				
1190 Undeposited Funds		125		738
1210 Other Receivables		0		84
1300 Prepaid Expenses		0		29,073
1310 Prepaid Direct Deposits		14,868		14,868
1320 Prepaid Taxes		661		661
1330 Prepaid Insurance		1,902		1,902
Total Other Current Assets	\$	17,556	\$	47,320
Total Current Assets	\$	635,748	\$	519,413
Fixed Assets				
1600 Production Equipment		286,429		284,864
1650 Accumulated Depreciation		-140,255		-140,255
Total Fixed Assets	\$	146,174	\$	144,609
Other Assets				
1800 Security Deposit		1,000		1,000
Total Other Assets	\$	1,000	\$	1,000
TOTAL ASSETS	\$	782,922	\$	665,021
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 Accounts Payable		55		(
Total Accounts Payable	\$	55	\$	(
Other Current Liabilities				
2100 Payroll Liabilities		33,400		30,156
2200 Accrued Vacation		13,767		13,767
2300 Direct Deposit Payable		14,868		(
2400 Accrued Liabilities		24,000		44,000
2800 Deferred Income		153,006		301,493
Total Other Current Liabilities	\$	239,040	\$	389,416
Total Current Liabilities	\$	239,095	\$	389,416
Total Liabilities	\$	239,095	\$	389,416
Equity				
3000 Opening Bal Equity		-36,271		-36,271
3100 Retained Earnings		311,876		311,876
Net Income		268,222		
Total Equity	\$	543,827	\$	275,605
TOTAL LIABILITIES AND EQUITY	\$	782,922		665,021

Friday, Mar 31, 2017 09:06:48 AM GMT-7 - Accrual Basis

Pasadena Community Access Corporation Pro Forma P&L 2017 YTD Actual vs 2017 Budget

			2017 A	ctual		2017 YTC	O Actual
	Fiscal Y	ear 2017	vs. Full Yea	r Budget		vs. 9 mo.	Budget
	YTD Actual	2017 Budget	\$	%	YTD Budget	\$	%
Income							
City of Pasadena	1,008,000	1,008,000	-	0.0%	756,000	252,000	33.3%
Contributions & Grants	6,434	2,500	3,934	157.3%	1,875	4,559	243.1%
Production Services	14,781	41,300	(26,519)	-64.2%	30,975	(16,194)	-52.3%
Program Services	6,436	10,000	(3,564)	-35.6%	7,500	(1,064)	-14.2%
Other Revenue	857	1,100	(243)	-22.1%	825	32	3.9%
Total Income	1,036,508	1,062,900	(26,392)	-2.5%	797,175	239,333	30.0%
Expenses							
Payroll Expenses	411,248	554,843	143,595	25.9%	416,132	4,884	1.2%
Payroll Taxes	36,297	53,820	17,523	32.6%	40,365	4,068	10.1%
Employee Benefits	65,950	101,657	35,707	35.1%	76,243	10,293	13.5%
Occupancy Expenses	191,688	240,349	48,661	20.2%	180,262	(11,426)	-6.3%
Accounting & Audi	8,467	12,250	3,783	30.9%	9,188	721	7.8%
Advertising & Marketing	2,744	4,000	1,256	31.4%	3,000	256	8.5%
Automobile Expense	267	1,500	1,233	82.2%	1,125	858	76.2%
Bank & Payroll Processing Fees	983	1,500	517	34.5%	1,125	142	12.7%
Board Materials & Expenses	1,718	500	(1,218)	-243.7%	375	(1,343)	-358.2%
Cable Drop Fees	2,153	5,000	2,847	56.9%	3,750	1,597	42.6%
Contract Labor	1,220	5,000	3,780	75.6%	3,750	2,530	67.5%
Dues and Subscriptions	2,270	2,000	(270)	-13.5%	1,500	(770)	-51.3%
Legal & Professional Fees	25,000	38,000	13,00Ó	34.2%	28,500	3,500	12.3%
Licenses, Permits & Other Fees	116	4,100	3,984	97.2%	3,075	2,959	96.2%
Meals & Entertainmen	1,309	1,500	191	12.7%	1,125	(184)	-16.4%
Office Expense	3,338	13,500	10,162	75.3%	10,125	6,787	67.0%
Production Expense	9,360	13,000	3,640	28.0%	9,750	390	4.0%
Professional Developmen	1,355	3,000	1,645	54.8%	2,250	895	39.8%
Travel & Lodging	2,803	4,300	1,497	34.8%	3,225	422	13.1%
Total Expenses	768,286	1,059,819	291,533	27.5%	794,864	26,578	3.3%
Net Operating Income	268,222	3,081	265,141	8605.7%	2,311	265,911	11507.6%
PEG Capital Income Recognized	246,798.00	200,000.00	46,798.00	23.4%	150,000.00	96,798.00	64.5%
PEG Capital Equipment Expense	246,798.00	200,000.00	46,798.00	23.4%	150,000.00	(96,798.00)	-64.5%

EXECUTIVE DIRECTOR CEO REPORT

- Respectfully submitted by George Falardeau

Pasadena Community Access Corporation Board of Directors Meeting

Tuesday, April 4, 2017 - 7:00 PM

ANNOUNCEMENTS - ED/CEO is pleased to announce that Pasadena Media received two Bronze Telly Awards in 38th annual competition. In the category of TV Shows/Segments - Motivational, Bobbie Ferguson and Charles Winners won for *Greg Louganis: 2017 Rose Parade Grand Marshal*. Bobbie Ferguson and Quyen Lovrich won the second in honor of *The Gamble House 50th Anniversary* in the TV Shows/Segments - History category. Both programs aired on KPAS and can be found on YouTube.

Pasadena Media Administrative Staff had a kick-off meeting with Hoyt Hilsman in preparation of our new series, *TALK Pasadena* (working title). The first guest scheduled is the honorable Mayor Terry Tornek. Mr. Hilsman will co-produce and host the program; details forthcoming.

Bobbie Ferguson held a pre-production meeting with ED/CEO and COO to finalize plans for the upcoming magazine style show *What's Up Pasadena!* co-produced and hosted by Bobbie Ferguson.

ED/CEO met with Assemblymember Chris Holden and Phlunte Riddle, Field Representative, to update them on Pasadena Media's community outreach plans. Further discussed Pasadena Media's relevance to the community and overall viewership composition. Also discussed Pasadena Media's poor picture quality from Charter impacting all four channels. Indicated Pasadena's Mayor and City Council's concerns regarding the lack of a high definition picture emanating from Pasadena Media to our community overall. Assemblymember Holden asked that we keep him apprised on this issue as we continue to deal with our cable providers. ED/CEO updated them on our upcoming talk show (*TALK Pasadena*) with hopes that he would one day be our guest.

KEY ACHIEVEMENTS:

Member Relations/Outreach

- ED/CEO and Grant McComb met with District 2 Councilmember Margaret McAustin to discuss current and future plans for Pasadena Media. Other topics discussed were relevancy of programming, educational value and training, social media outreach, cost structure and future program highlights.
- ED/CEO met with Jesus Rivas, Facilities Director of Camino Nuevo Charter Academy to seek advice regarding our upcoming space consolidation and tenant improvements. Discussed were costs associated with construction and fiber optic run connectivity.
- ED/CEO and Production Supervisor Bobbie Ferguson met with Jacqueline Kibler and Board Chair Gail Schaper-Gordon to discuss a potential new program *From the Corner Office*. This show will highlight business leaders in and around the greater Los Angeles area; details forthcoming.
- Pasadena Media successfully covered the 35th Annual Black History Parade which is airing on KPAS. Special thanks to Producer Kevin Bruce, Camera Operator Jarred Hodgdon, Audio Tech Danny Hesse and a host of volunteers that helped make this program possible.
- As part of our marketing and branding campaign, and to increase our visibility within the city, we now have our Pasadena Media logo on our van.
- Pasadena Media hosted a three-day training session with the Aveson Charter Schools as part of their student training program; details forthcoming.

Facilities

- Space Consolidation/Tenant Improvements see agenda report.
- PCAC Board Chair, Gail Schaper-Gordon, hosted her Vistage Group Meeting here at Pasadena Media. Pasadena Media gave a presentation on the state

of community media television today and provided a two-hour training session with attendees on what does it take to make TV.

Personnel

• ED/CEO and COO submit for the Board's approval a 3% simple IRA matching retirement plan for employees. No cost to employer, and supersedes prior identified plans - see agenda report.

Financial

- Pasadena Media recognizes the generosity of Board Chair Gail Schaper-Gordon and Board Treasurer Tim Winter for their donations to our campaign. The current total is \$6,875.00.
- ED/CEO and COO met with the City Manager, Steve Mermell and his Finance team to present Pasadena Media's Fiscal Budget for 2017-2018. Plan was submitted and accepted by the city with final approval from the Mayor and City Council forthcoming. Overall plan reflects a 7% decrease in operating cost through space consolidation and business efficiencies - see spreadsheet in agenda report.

Board

• ED/CEO and COO met with Board Treasurer Tim Winter and accountant Mike Noll to review LLS Audit for FY 2015-2016. We are pleased to report that we had a "Clean Audit" with no findings.

Attached: Operations Report, Production Services Report, Community Development Report

Operations Report - March 2017

Notable Operations Projects and Their Statuses Prepared by Chris Miller, Chief Operations Officer

City Council Chamber Meeting Management System Assisted Listening Issue 11/7: Ongoing

The audio distribution system output that feeds the assisted listening devices malfunctioned. We bypassed the port by connecting the assisted listening transmitter directly to an output from our audio board. The vendor attempted to address, but has not yet rectified the issue fully. We have notified DoIT staff.

Suite Consolidation: Ongoing

We received three bids from contractors regarding our suite consolidation plan. A PEG funding request is before you tonight regarding the lowest bid of approximately \$62,000.

City Council Chamber Closed Captioning Installation: Ongoing

The closed captioning system hardware has been assembled and is being tested in suite 101. While the unit works unexpectedly well out of the box, we are in the process of updating it with local terms before installing it permanently at City Hall. We expect it's first production to be the April 18th run-off election coverage.

Charter KPAS Issues 3/20-23: Monitoring

Charter technicians have been working with me over the past couple weeks to identify and address issues affecting all channels, particularly KPAS. Outage reports on these days were due to our testing of channel equipment. The most notable issue, an A/C hum bar, was traced back to our equipment at City Hall. While we were able to lessen the effects, the problem is still present and a solution is still being sought. AT&T and the pasadenamedia.org stream were unaffected by this issue.

Alliance for Community Media Western Region Conference 3/8-10: Attended

I recently attended the ACM West annual conference in Fresno. Beyond communing with others of my kind, I attended sessions entitled "Nurturing Volunteer Developments and Membership Outreach," "Creating New Revenue Streams," and "Building Partnerships with Local Gov't, Schools and Community Organizations." I also moderated the panel on drone use compliance, got information from a number of vendors at the trade show and took part in a roundtable discussion concerning PEG channels in high definition (HD) and on electronic program guides (EPG).

We also were fortunate to visit the local access center, CMAC. Their beautiful facility is, like ours, a gem in the access world. As host to the conference, CMAC didn't just share their city and the spirit of their organization, they also provided coverage of much of the conference. You can find many videos from the conference on the ACM West website: <u>http://acmwest.org/2017-conference-videos</u>

I encourage all PCAC stakeholders, particularly anyone interested enough to read my monthly report, to visit that link and watch the Keynote speech by ACM President Mike Wassenaar (direct link: https://youtu.be/03zLSwuslxQ). His take on the future of community media is worthy of repeating and we need to take his words to heart if we are to survive.

Pasadena Media Production Report - March 2017

Studio Productions:

3/1: "Take Back the Family"- Anthony McFarland	3/2: "Anybody Can Play Guitar"- James Jones Jr. (PP)
3/2: "Behind the Curtains"- Eric Bailey (PP)	3/2: "Our Music Live"- Billy Mitchell
3/4: "World of Wisdom"- Malika Hendry	3/4: "Behind the Curtains"- Eric Bailey
3/9: "Skeelove's House of Hip Hop"- Lonnie Lee (PP)	3/10: "Power of One"- Brian Biery
3/10: "Sounds Within"- L.V. Smith	3/11: "Skeelove's House of Hip Hop"- Lonnie Lee
3/13: "the Melody Trice Show"- Melody Trice (PP)	3/14: "Is It Reasonable"- Walter Brown
3/15: "Tongues of Fire"- Rob Reyes	3/16: "The Sure Truth"- Alice Muhammad
3/16: "Choices"- Marion Cathcart	3/17: "Smile and Spread a Little Joy"- Debra Johnson
3/17: "Anybody Can Play Guitar"- James Jones Jr.	3/21: "Casa Martinez"- Roberta Martinez (PP)
3/21: "The Conner Bubble"- Joe Conner	3/22: "Nuclear Popcorn"- Maurice Smith
3/22: "Cuttin' Up in the Kitchen"- Barbara Shay	3/23: "Casa Martinez"- Roberta Martinez
3/24: "Eddie's Gospel Hour"- Eddie Fulton	3/25: "The Melody Trice Show"- Melody Trice
3/28: "Korbin's Kode"- Korbin Deary	3/28: "Creative People Podcast"- Keno Deary
3/29: "Riq the Critic"- Wanetta Benton	3/30: "The Nowman Show"- Dan Niswander
3/30: "Thursday Night Live"- M.C. Franklin	

Total Number of Studio Productions/Pre-production Meetings: 29

KPAS/City/Outside Productions:

3/2: One City, One Story 2017	3/2: District 3 Community Meeting
3/10: Art Night 2017	3/13: Pasadena City Council Meeting
3/14: Design Commission Meeting (Audio Only)	3/15: FPRS Meeting (Audio Only)
3/16: Heritage Square Senior Apartments Grand Opening	3/16: First 100 Days- Impact on Women
3/18: Black History Parade 2017	3/21: Pasadena City Council Meeting
3/21: Altadena Town Council Meeting	3/23: District 6 Town Hall Meeting
3/24: Arroyo Seco Weekend Festival- AEG	3/25: Fire Station 37 Open House
3/26: 2017 Women of the Year	3/27: Pasadena City Council Meeting
3/28: Design Commission Meeting (Audio Only)	

Total Number of KPAS/City/Outside Productions: 17



Community Development & Member Services Report for the month of March 2017

New	Returning	Total Paid	Total Active
Members	Member(s)	Members	Volunteers
29	2	46	89
New Producers	Returning	Total Active	Productions in
Training	Producer(s)	Producers	Development
6	1	41	22

New	Local	Local Bicycled	New Regional LA County
Series	Episodes	Episodes	Episodes
2	48	12	4

Media Training Courses:

Orientation	29	Studio Camera	5	TD & Media Mgmt.	2	Teleprompter	5	Editing	4
Producing Training	10	Floor Manager	5	Lighting	6	Character Generation	0	Green Screen	3
Director	0	Audio	0	Field Production	6	Studio Workshop	6		

Organization Training:

Aveson School Youth Media - 15 youth participants Mentoring & Partnership for Youth Development (MPYD) - In Talks

Pasadena Media Website Analytics

-	Total Visitors	Device Usage	Peak Visitors: Mar. 28th
	1372	Computer 91% / Mobile & Tablet 9%	81

Social Media Marketing:



Community Media Networking:

Pasadena Media CoLAB: Pasadena Media's Official Media Collaboration Meetup Group

Meetup page: <u>www.meetup.com/PasadenaMediaCoLAB</u> Official Hashtag: #PasadenaMediaCoLAB

Group details: Where Innovation and Media Enthusiasts from across cultures and communities converge. Meetings will include guest speakers, skills training and plenty of networking opportunities. Our mission is media literacy, skills development and freedom of expression.

Total Members: 93 March meeting: 2 participants



February 28, 2017

To the Board of Directors Pasadena Community Access Corporation City of Pasadena, California

We have audited the financial statements of the Pasadena Community Access Corporation (the Corporation), a component unit of the Corporation of Pasadena, California, for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 24, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Corporation are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2015-2016.

We noted no transactions entered into by the Corporation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 28, 2017.





To the Board of Directors Pasadena Community Access Corporation City of Pasadena, California

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Corporation's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Corporation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

The following new Governmental Accounting Standards Board (GASB) pronouncements were effective for fiscal year 2015-2016 audit:

GASB Statement No. 72, Fair Value Measurement and Application.

GASB Statement No. 76, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.

GASB Statement No. 79, Certain External Investment Pools and Pool Participants.

The following Governmental Accounting Standards Board (GASB) pronouncements are effective in the following fiscal year audit and should be reviewed for proper implementation by management:

Fiscal year 2016-2017

GASB Statement No. 73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement No. 68, and Amendments to Certain Provisions of GASB Statement Nos. 67 and 68.

GASB Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans.

GASB Statement No. 77, Tax Abatement Disclosures.

GASB Statement No. 78, Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans.



To the Board of Directors Pasadena Community Access Corporation City of Pasadena, California

GASB Statement No. 80, Blending Requirements for Certain Component Units-an Amendment of GASB Statement No. 14.

GASB Statement No. 82, Pension Issues an Amendment of GASB Statements Nos. 67, 68, and 73.

Fiscal year 2017-2018

GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions.

GASB Statement No. 81, Irrevocable Split Interest Agreements.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Pasadena Community Access Corporation and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Lance, Soll & Lunghard, LLP

Brea, California



PASADENA COMMUNITY ACCESS CORPORATION (A COMPONENT UNIT OF THE CITY OF PASADENA, CALIFORNIA)

FOR THE FISCAL YEAR ENDED JUNE 30, 2016 (WITH COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2015)

FINANCIAL STATEMENTS WITH INDEPENDENT AUDITORS' REPORT

> Focused on YOU



PASADENA COMMUNITY ACCESS CORPORATION (A COMPONENT UNIT OF THE CITY OF PASADENA, CALIFORNIA)

> FINANCIAL STATEMENTS WITH INDEPENDENT AUDITORS' REPORT

FOR THE FISCAL YEAR ENDED JUNE 30, 2016 (WITH COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2015)

Prepared by:

CHRIS MILLER, INTERIM EXECUTIVE DIRECTOR

PASADENA COMMUNITY ACCESS CORPORATION (A COMPONENT UNIT OF THE CITY OF PASADENA, CALIFORNIA)

FINANCIAL STATEMENTS WITH INDEPENDENT AUDITORS' REPORT

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors Pasadena Community Access Corporation Pasadena, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Pasadena Community Access Corporation (the Corporation), a component unit of the City of Pasadena, California, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Corporation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.





To the Board of Directors Pasadena Community Access Corporation Pasadena, California

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Pasadena Community Access Corporation as of June 30, 2016, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Prior Year Comparative Information

The financial statements include (partial or summarized) prior-year comparative information. Such information does not include all of the information required or sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Corporation's financial statements for the year ended June 30, 2015, from which such partial information was derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 28, 2017, on our consideration of the Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control over financial reporting and compliance.

ance, Soll & Lunghard, LLP

Brea California February 28, 2017

PASADENA COMMUNITY ACCESS CORPORATION MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Pasadena Community Access Corporation's (a component unit of the City of Pasadena, California) (the Corporation) financial performance provides an overview of the Corporation's financial activities for the fiscal year ended June 30, 2016. Please read it in conjunction with the Corporation's financial statements, which begin on page 7.

FINANCIAL HIGHLIGHTS

• The Corporation's net position for the fiscal year ending June 30, 2016, was \$275,606, a decrease of \$56,003 or 16.9%.

• During the year, the Corporation had operating expenses that were \$77,860 more than the \$1,016,613 generated from the operating agreement, service contracts, and other revenues from the Corporation's programs from the fiscal year ended June 30, 2016. This compares to last year, when operating expenses exceeded revenues by \$58,163.

• Total cost of all of the Corporation's programs was \$1,094,473. The programmatic activities of the Corporation remained unchanged.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position (on pages 7 and 8) provide information about the activities of the Corporation as a whole and present a long-term view of the Corporation's finances. As the Corporation operates as a business-type activity, no additional fund statements are necessary. When the Corporation charges customers for the services it provides—whether to outside customers or to the City of Pasadena or other governments—these services are reported similarly to the way a business operates.

A Statement of Cash Flows is also presented using the direct method, which portrays inflows and outflows for specific classes of operations along with an indirect reconciliation of losses to net cash used in operations. There were no non-cash entries during the year.

Reporting the Corporation's Results as a Whole

Our analysis of the Corporation as a whole begins on page 4. One of the most important questions asked about the Corporation's finances is, "Is the Corporation as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Corporation as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Corporation's *net position* and changes in them. You can think of the Corporation's net position—the difference between assets and liabilities—as one way to measure the Corporation's financial health, or *financial position*. Over time, *increases or decreases* in the Corporation's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the Corporation's long-term contractual revenues and the condition of the Corporation's equipment and other assets, to assess the *overall health* of the Corporation.

THE CORPORATION AS A WHOLE

The Corporation's net position decreased from a year ago, from \$331,609 to \$275,606. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the Corporation's activities.

Table 1

	June 30, 2016	June 30, 2015
Current assets	\$520,413	\$498,863
Capital assets, net	144,609	178,104
Total assets	665,022	676,967
Current Liabilities	(389,416)	(345,358)
Net position:		· · ·
Net investment in capital assets	144,609	178,104
Unrestricted	130,997	153,505
Total net position	\$275,606	\$331,609

Unrestricted net position—the part of net position that can be used to finance day-to-day operations without constraints established by debts, contribution restrictions, or other legal requirements—changed from \$153,505 at June 30, 2015, to \$130,997 at the end of this fiscal year. Unless restricted by donation or grant covenant (of which the Corporation has no such restrictions at the present time), the Corporation generally can use these net position to finance continuing operations in the coming fiscal year.

Table 2

	For the Year Ended June 30, 2016	For the Year Ended June 30, 2015	Percentage Change From 2015
Revenues			
Operating revenues:			
Operating Agreement	\$960,000	\$849,000	13.1%
Service contracts	18,000	28,000	-35.7%
Production and other operating revenue	38,613	58,594	-34.1%
Total operating revenues	1,016,613	935,594	8.7%
Nonoperating revenues:			
Public, education, and gov't (PEG)			
revenue	55,415	187,793	-70.5%
Interest income	67	22	204.5%
Total nonoperating revenues	55,482	187,815	-70.5%
Total revenues	1,072,095	1,123,409	-4.6%
Operating expenses:			
Salaries and benefits	703,699	724,726	-2.9%
Production expense	11,141	2,920	281.5%
Occupancy expense	215,830	157,019	37.5%
Contractual services	35,400	15,797	124.1%
General and administrative	73,118	44,478	64.4%
Depreciation	55,285	48,817	13.2%
Total operating expenses	1,094,473	993,757	10.1%
Nonoperating expenses:			
PEG expense	33,625	119,083	-71.8%
Total expenses	1,128,098	1,112,840	1.4%
Net Income (loss)	(56,003)	10,569	-629.9%
Net position at beginning of year	331,609	321,040	3.3%
Net position at end of year	\$275,606	\$331,609	-16.9%

Although the Corporation's total cost of programs and services had a net increase of 1.4% (\$15,258), a closer look shows that Operating expenditures increased 10.1% (\$100,716), while PEG expenditures decreased 71.8% (\$85,458). The Corporation's revenues decreased by a net 4.6% (\$51,314), resulting from a combination of increased Operating revenues offset by reduced deferred revenue recognition in Nonoperating revenue.

Budgetary Highlights

Over the course of the year, the Board of Directors reviewed the budget during regular monthly meetings. There were no budget reforecasts submitted for approval.

The Corporation's adopted operating budget was \$1,009,000 for the fiscal year ended June 30, 2016. Actual operating revenues were \$7,613 more than budget, and operating expenses exceeded budget by \$85,473. The Corporation's expenditures were higher due to depreciation and legal fees.

CAPITAL ASSETS

At the end of 2016, the Corporation had \$144,609 invested in production equipment, net of accumulated depreciation. (See Table 3 below.) This amount represents a net decrease (including additions and disposals) of \$33,495 or 18.8% over last year.

Table 3

	June 30, 2016	June 30, 2015
Production equipment	\$284,864	\$263,074
Accumulated depreciation	(140,255)	(84,970)
Property and equipment, net	\$144,609	\$178,104

More detailed information about the Corporation's capital assets is presented in Note 3 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Corporation's Board of Directors considered many factors when setting the fiscal year 2017 budget. The major expense budget increase was the planned increase in lease costs. Additional increases in payroll and healthcare insurance premiums were also included.

CONTACTING THE CORPORATION'S FINANCIAL MANAGEMENT

This financial report is designed to provide our stakeholders including donors, customers, and the City of Pasadena's officials with a general overview of the Corporation's finances and to show the Corporation's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Corporation Office at 150 S. Los Robles Avenue, Suite 101, Pasadena, California, 91101. Our main office number is 626-794-8585 and our email is info@pasadenamedia.org.

STATEMENT OF NET POSITION JUNE 30, 2016 (WITH COMPARATIVE INFORMATION AS OF JUNE 30, 2015)

	2016	2015		
Assets				
Current:				
Cash and cash equivalents (Note 2)	\$ 471,467	\$ 376,424		
Receivables:				
Accounts	1,325	119,042		
Prepaid assets	47,621	3,397		
Total Current Assets	520,413	498,863		
Noncurrent:				
Capital assets, net of accumulated depreciation (Note 3)	144,609	178,104		
Total Noncurrent Assets	144,609	178,104		
Total Assets	665,022	676,967		
Liabilities				
Current:				
Accounts payable and other liabilities	-	2,009		
Related party payables (Note 12)	44,000	-		
Advances from other agencies (Note 7)	301,493	298,908		
Accrued salaries and benefits	30,156	29,066		
Compensated absences (Note 9)	13,767	15,375		
Total Current Liabilities	389,416	345,358		
Total Liabilities	389,416	345,358		
Net Position				
Net investment in capital assets	144,609	178,104		
Unrestricted	130,997	153,505		
Total Net Position	\$ 275,606	\$ 331,609		

The accompanying notes are an integral part of these financial statements.

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STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION YEAR ENDED JUNE 30, 2016 (WITH COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2015)

	2016	2015
Operating Revenues		
Operating agreement	\$ 960,000	\$ 849,000
Service contracts	18,000	28,000
Production and other operating revenue	38,613	58,594
Total Operating Revenues	1,016,613	935,594
Operating Expenses		
Salaries and benefits	703,699	724,726
Production expense	11,141	2,920
Occupancy expense	215,830	157,019
Contractual services	35,400	15,797
General and administrative	73,118	44,478
Depreciation expense	55,285	48,817
Total Operating Expenses	1,094,473	993,757
Operating Loss	(77,860)	(58,163)
Nonoperating Revenues (Expenses)		
Public, education, and government (PEG) revenue	55,415	187,793
PEG expense	(33,625)	(119,083)
Investment income	67	22
Total Nonoperating Revenues (Expenses)	21,857	68,732
Changes in Net Position	(56,003)	10,569
Net Position		
Beginning of Year	331,609	321,040
End of Year	\$ 275,606	\$ 331,609

The accompanying notes are an integral part of these financial statements.

PASADENA COMMUNITY ACCESS CORPORATION

STATEMENT OF CASH FLOWS YEAR ENDED JUNE 30, 2016 (WITH COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2015)

	2016	2015
Cash Flows from Operating Activities		
Cash received from customers	\$ 38,613	\$ 58,594
Cash received from contracts	1,095,717	985,425
Cash paid to employees for services	(704,217)	(729,184)
Cash paid to suppliers for goods and services	 (337,722)	 (225,567)
Net Cash Provided by Operating Activities	 92,391	 89,268
Cash Flows from Capital and Related Financing Activities		
Capital grants received	58,000	230,000
PEG eligible expenses paid	(33,625)	(119,083)
Acquisition of capital assets	(21,790)	(23,277)
Acquisition of capital assets for other agencies	 -	 (45,433)
Net Cash Provided by Capital and Related Financing Activities	 2,585	 42,207
Cash Flows from Investing Activities:		
Investment income	 67	 22
Net Cash Provided by Investing Activities	 67	 22
Net Increase in Cash and Cash Equivalents	95,043	131,497
Cash and Cash Equivalents at Beginning of Year	 376,424	 244,927
Cash and Cash Equivalents at End of Year	\$ 471,467	\$ 376,424
Reconciliation of Operating Loss to Net Cash Provided by Operating Activities		
Operating Loss	\$ (77,860)	\$ (58,163)
Adjustments to Reconcile Operating Loss to Net Cash Provided by Operating Activities		
Depreciation	55,285	48,817
Decrease in accounts receivable	117,717	108,425
Increase in prepaid assets	(44,224)	(182)
Increase (decrease) in accounts payable and accrued expenses	 41,473	 (9,629)
Total Adjustments	 170,251	 147,431
Net Cash Provided by Operating Activities	\$ 92,391	\$ 89,268

The accompanying notes are an integral part of these financial statements.

Note 1: Organization and Summary of Significant Accounting Policies

a. Reporting Entity

The Pasadena Community Access Corporation (the Corporation) was organized in 1983 as a nonprofit, telecommunications resource for the City of Pasadena, California (the City). The Corporation was organized to perform the community access function of the Pasadena telecommunications system pursuant to the Cable Communications Ordinance of the City. In 2011, the City Council determined that the Corporation should be reported as a discretely presented component unit of the City in accordance with accounting principles generally accepted in the United States of America (GAAP).

The Board of Directors consists of eleven members with representatives from each of the seven City Council Districts, the Mayor, the City Manager, Pasadena Community College (PCC), and Pasadena Unified School District (PUSD). Residency is required except for the City Manager, PCC, and PUSD representatives. These operations constitute part of the overall financial reporting entity of the City and are accounted for as a discretely presented component unit in the City's Comprehensive Annual Financial Report consistent with GAAP. Revenues and expenses of the Corporation include direct revenues and expenses and certain allocations from the City.

b. Basis of Presentation

The Corporation's basic financial statements are presented in conformance with Governmental Accounting Standards Board (GASB) Statement No. 34, which established standards for external financial reporting for all state and local governmental entities. The basic financial statements include the statement of net position, statement of revenues, expenses, and changes in net position, and statement of cash flows.

c. Basis of Accounting

The Corporation is accounted for as an enterprise fund (proprietary fund type). A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity. The activities of enterprise funds closely resemble those of ongoing businesses in which the purpose is to conserve and add to basic resources while meeting operating expenses from current revenues. Enterprise funds account for operations that provide services on a continuous basis and are substantially financed by revenues derived from user charges. The Corporation utilizes the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized as they are incurred.

d. Classification of Revenues and Expenses

The Corporation classifies its revenues and expenses into the following classifications: operating revenues, operating expenses, nonoperating revenues, and nonoperating expenses.

Operating revenues consist of charges to customers for sales and use of the facilities, with the relating costs considered operating expenses. Nonoperating revenues consist of investment earnings and other nonoperating income.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

e. Cash and Cash Equivalents

For the purposes of the statement of cash flows, cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash or so near their maturity that they present insignificant risk of changes in value because of changes in interest rates, and have an original maturity date of 3 months or less.

f. Prepaid Assets

Certain payments to vendors, which reflect costs applicable to future accounting periods and are recorded as prepaid assets.

g. Capital Assets

The Corporation capitalizes capital assets having an estimated useful life in excess of one year and acquisition cost of at least \$5,000. Capital assets, which include production equipment are recorded at cost and are depreciated over the estimated useful life of the asset using the straight-line method of depreciation. Donated capital assets are recorded at estimated fair value as of the date of the donation. All significant expenditures exceeding \$5,000 for repairs, renewals, and betterments that materially prolong the useful lives of the assets are capitalized.

The estimated useful lives of the assets are as follows:

Leasehold improvements	5 years
Furniture and fixtures	5 years
Production equipment	5 years

h. Compensated Absences

Regular full-time and part-time employees accrue vacation. Vacation time is accrued two to four weeks per year, depending on how long an employee has been with the Corporation. Part-time employees who work 20 hours per week or more are eligible to accrue vacation on a pro rata basis. It is the Corporation's policy to permit employees to accumulate earned by unused vacation benefits from year to year up to a maximum of two times a full-time employee's annual vacation amount.

All accumulated compensated absences are recorded as an expense and a liability at the time the benefit is earned.

i. Net Position

Net position represents the difference between assets and liabilities on the Statement of Net Position. Net positions were classified in the following categories: net investment in capital assets, restricted, and unrestricted.

Net investment in capital assets consists of the cost of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets, as applicable.

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Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Net position is reported as restricted when there are limitations imposed on the use either through the enabling legislation adopted by the Corporation's Board of Directors, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. All other net position is reported as unrestricted.

When both restricted and unrestricted resources are available for use, it is the Corporation's policy to use unrestricted resources first, and then restricted resources as they are needed.

j. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

k. Comparative Data

The amounts shown for the year ended June 30, 2015, in the accompanying financial statements are included to provide a basis for comparison with 2016 and present summarized totals only. Accordingly, the 2015 totals are not intended to present all information necessary for a fair presentation in conformity with accounting principles generally accepted in the United States of America. Such information should be read in conjunction with the Corporation's financial statements for the year ended June 30, 2015, from which the summarized information was derived.

Note 2: Cash and Cash Equivalents

a. Summary of Cash and Cash Equivalents

As of June 30, 2016, cash and cash equivalents were reported in the accompanying financial statements:

Cash on hand Deposits with financial institutions	\$ 200 471,267
Total cash and cash equivalents	\$ 471,467

b. Deposits

At June 30, 2016, the carrying amount of the Corporation's deposits was \$471,467 and the bank balance was \$501,256. The \$29,789 difference represents outstanding checks and other reconciling items. All of the Corporation's cash and cash equivalents as of June 30, 2016 were collateralized or insured with securities held by pledging financial institutions in the Corporation's name.

Note 2: Cash and Cash Equivalents (Continued)

c. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the Corporation's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

d. Investments Authorized by the California Government Code

The table below identifies the investment types that are authorized for the Corporation by the California Government Code. Other than what is in the Government Code, the Corporation has no other investment policy.

Investment Types Authorized by the California Government Code	Authorized by Investment Policy	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	Yes	5 years	None	None
U.S. Treasury Obligations	Yes	5 years	None	None
U.S. Agency Securities	Yes	5 years	None	None
Bankers' Acceptances	Yes	180 days	40%	30%
Commercial Paper	Yes	270 days	25%	10%
Negotiable Certificates of Deposit	Yes	5 years	30%	None
Repurchase Agreements	Yes	1 year	None	None
Reverse Repurchase Agreements	Yes	92 days	20%	None
Medium-Term Notes	Yes	5 years	30%	None
Mutual Funds	Yes	N/A	20%	10%
Money Market Mutual Funds	Yes	N/A	20%	10%
Mortgage Pass-Through Securities	Yes	5 years	20%	None
County Pooled Investment Funds	Yes	N/A	None	None
Local Agency Investment Fund	Yes	N/A	None	None
Joint Power Agency Pools (other investment pools)	Yes	N/A	None	None

e. Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the Corporation manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. The Corporation held no investments as of the year ended June 30, 2016.

Note 2: Cash and Cash Equivalents (Continued)

f. Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Corporation held no investments as of the year ended June 30, 2016.

g. Concentration of Credit Risk

In accordance with GASB Statement No. 40 requirements, the Corporation is considered to be exposed to concentration of credit risk whenever they have invested more than 5% of their total investments in any one issuer. Investments guaranteed by the U.S. Government and investments in mutual funds and external investment pools are excluded from this requirement. The Corporation held no investments as of the fiscal year ended June 30, 2016.

Note 3: Capital Assets

Capital asset activity for the year ended June 30, 2016 is as follows:

	Balance at June 30, 2015		Additions		Dispositions		Balance at June 30, 2016	
Capital assets being depreciated: Production Equipment	\$	263,074	\$	21,790	\$	-	\$	284,864
Less accumulated depreciation for: Production Equipment		(84,970)		(55,285)				(140,255)
Total capital assets being depreciated, net	\$	178,104	\$	(33,495)	\$	-	\$	144,609

Depreciation expense for the year ended June 30, 2016, was \$55,285.

Note 4: Defined Contribution Pension Plan

Effective January 1, 2004, the Corporation adopted a defined contribution 403(b)(7) pension plan (the Plan) for which all employees who have completed one year of service (as defined in the plan) are eligible to participate. The employees of the Corporation may elect to contribute to the Plan (subject to overall limits) in any one plan year provided the Plan does not violate certain conditions as set forth in the Plan document. Each year the Corporation may choose to make a matching contribution to the Plan, for the employees who are contributing to the Plan. In addition, the Corporation may choose to make an additional contribution to the Plan of 2% of compensation for eligible employees. These discretionary contributions are not required. The Corporation and employee contributions are fully vested immediately upon contribution to the Plan.

The Corporation did not contribute to the Plan for the year ended June 30, 2016.

Note 5: Operating Lease

The Corporation leases office and production facilities in Pasadena, California, under an operating lease agreement. The lease term is through 2020. The Corporation is obligated to pay utilities, property taxes, insurance, and normal repairs and maintenance for the space that the Corporation occupies.

The minimum annual lease payments due during the term of the lease are as follows:

Year Ending December 31,	 Amount
2017	\$ 191,316
2018	142,490
2019	 146,035
Total	\$ 479,841

Total rent expense for the year ended June 30, 2016 was approximately \$174,288.

Note 6: Other Provisions of Revenue and Contracts

a. Franchise Fees

On December 2, 1983, a 15-year cable franchise agreement (the Agreement) was entered into by and between the City and a cable communications operator (Cable Operator). According to the terms of the Agreement, the Corporation is entitled to receive 2% of the Cable Operator's gross revenues (as defined in the Agreement) in return for providing the public access and public service programming function of the Cable Operator's communications system. This agreement expired during the years ended June 30, 1999. The City committed to continue to fund the agreement, after expiration, until a new agreement could be reached.

Effective October 1, 2000, the City and the Cable Operator entered into a new nonexclusive franchise agreement to operate a cable television system in the City. Although the City continues to fund at 2% of the Cable Operator's gross revenues, the funding amount is discretionary.

b. Management and Operating Agreement

On February 10, 2015, the Corporation entered into an agreement with the City to provide operation and day-to-day management of the local PEG access system, for a period of twenty-five (25) years, commencing as of the date of the Agreement, and ending July 1, 2040.

c. 1% Public, Education, and Government (PEG) Allocation

Pursuant to Pasadena Municipal Code 18.04.060, it was established that a fee would be paid to the City for the support of public, educational, and governmental access facilities and activities within the City. The Pasadena Municipal Code states that this fee shall be one percent (1%) of a cable provider's gross revenues, as defined in California Public Utilities Code Section 5860.

Note 6: Other Provisions of Revenue and Contracts (Continued)

The Corporation serves as a receiving, holding, and disbursing entity for monies intended to promote noncommercial uses of the cable telecommunication medium. These funds are allocated as grants solely for PEG related purposes.

During the 2015-2016 fiscal year, the Corporation received \$58,000 in PEG funding, while spending \$55,415 on eligible PEG capital expenses, including the purchase of capital assets.

As shown in Note 7, cumulative unspent PEG funding of \$301,493 has been classified as advances from other agencies within these financial statements.

d. Other Contracts

The Corporation earns additional service contract revenue by providing various production services to Los Angeles County for Altadena Town Council Meetings.

Note 7: Advances from other Agencies

As discussed in Note 6, the Corporation received \$58,000 of PEG funding during the year ended June 30, 2016. Any PEG funds that have not been spent on approved capital expenditures will be deferred until earned. These unearned amounts are classified as advances from other agencies within these financial statements.

As of June 30, 2016, advances from other agencies were as follows:

Beginning advances from other agencies	\$ 298,908
PEG Grant: PEG revenue received	58,000
PEG Capital Equipment Expenses	 (55,415)
PEG eligible disbursements	 (55,415)
PEG subtotal	 2,585
Ending advances from other agencies	\$ 301,493

Note 8: Concentrations of Revenue

For the year ended June 30, 2016, income from the Operating Agreement accounted for 90% of total revenue.

Note 9: Compensated Absences

Changes in compensated absences as of June 30, 2016, were as follows:

Balance at June 30, 2015		curred	S	Balance at Satisfied June 30, 2016		Du	mount e Within ne Year	Amou in Mor One		
\$ 15,375	\$	14,317	\$	(15,925)	\$	13,767	\$	13,767	\$	

Note 10: Risk Management

The Corporation is covered under Special Liability, Property and Participant Accident policies through Alliant Insurance Services, Inc. Liability and Participant Accident claims are insured for up to \$1,000,000 per occurrence for any amount over the Corporation's deductible amount of \$1,000. Property claims are insured for up to \$25,000,000 per occurrence for any amount over the Corporation's deductible amount of \$1,000.

Workers' Compensation claims are covered under a purchased policy through Hartford Accident and Indemnity Company for claims up to \$1,000,000 for each occurrence for any amount over the Corporation's deductible amount of \$1,000.

Note 11: Income Taxes

The Corporation is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and applicable state law.

The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under that guidance, the Corporation may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Corporation and various positions related to the potential sources of unrelated business taxable income (UBIT). The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement. There were no unrecognized tax benefits identified or recorded as liabilities for fiscal year ending June 30, 2016.

The Corporation files forms 990 in the U.S. federal jurisdiction and the State of California.

Note 12: Related Party Transactions

The City of Pasadena (the City) bills the Corporation for advances and services rendered on the Corporation's behalf. Advances and services provided to the Corporation for the years ended June 30, 2016 and 2015, were \$54,000 and \$-0-, respectively. The amount payable to the City as of June 30, 2016 and 2015, was \$44,000 and \$-0-, respectively. These costs are expected to be paid back in full by the Corporation to the City.

Note 13: Office Lease

The Company leases its offices at 150 South Los Robles Avenue, Suite 101 and Suite 450, Pasadena, California, from Pasadena Tri City Ventures (the Landlord). The lease for Suite 101 is for 78 months commencing May 1, 2013 and expiring on October 31, 2019. The lease for Suite 450 is for 26 months commencing March 1, 2015 and expiring May 31, 2017. Notice must be given by the Company to the Landlord 90 days prior to the end of the term to exercise the renewal option. The current combined monthly rent is \$16,291.

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE FISCAL YEAR ENDED JUNE 30, 2016

Note 13: Office Lease (Continued)

The combined, future minimum annual lease payments due during the term of the leases are as follows:

Year Ending June 30,	Amount
2017	\$ 191,316
2018	142,490
2019	146,035
Total	\$ 479,841

Note 14: Subsequent Events

The Corporation has evaluated subsequent events through February 28, 2017, the date on which the financial statements were available to be issued.



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors Pasadena Community Access Corporation City of Pasadena, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Pasadena Community Access Corporation, (the Corporation) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements, and have issued our report thereon dated February 28, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Corporation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.





To the Board of Directors Pasadena Community Access Corporation City of Pasadena, California

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lance, Soll & Lunghard, LLP

Brea, California February 28, 2017

	FY18 Budget Draft									
	revised March 21, 2017									
		FY18 Budget	FY17 Budget	Difference	%	FY17 Forecast	FY16 Actuals			
	Income		Ŭ							
1	4200 City of Pasadena	940,000	1,008,000	(68,000)	-7%	1,008,000	960,000			
2	4300 Contributions & Grants	5,000	2,500	2,500	100%	7,500	129			
3	4700 Production Services	38,300	41,300	(3,000)	-7%	38,116	42,945			
4	4800 Program Services	10,000	10,000	-	0%	9,620	8,354			
5	4900 Other Revenue	500	1,100	(600)	-55%	878	5,252			
	Total Income	993,800	1,062,900	(69,100)	-7%	1,064,114	1,016,680			
	Expenses									
6	5100 Salaries & Wages	553,442	554,843	(1,401)	0%	553,823	563,678			
7	5200 Payroll Taxes	52,024	53,820	(1,796)	-3%	49,844	50,814			
8	5300 Benefits	108,616	101,657	6,959	7%	95,923	89,208			
8a	5310 Health Benefits	82,513	75,012	7,501	10%	78,975	80,912			
8b	5320 Retirement	16,603	16,645	(42)	0%	8,323	-			
8c	5390 Workman's Compensation	9,500	10,000	(500)	-5%	8,626	8,295			
9	6000 Occupancy Expenses	181,007	240,349	(59,342)	-25%	231,771	215,829			
10	7120 Accounting & Audit	12,500	12,250	250	2%	12,424	12,296			
11	7130 Advertising & Marketing	3,500	4,000	(500)	-13%	2,756	2,865			
12	7140 Automobile Expense	1,500	1,500	-	0%	1,200	266			
13	7150 Bank & Payroll Processing	1,500	1,500	-	0%	1,422	1,613			
14	7160 Board Materials & Expense	600	500	100	20%	1,885	548			
15	7170 Cable Drop Fees	4,274	5,000	(726)	-15%	2,714	3,832			
16	7180 Contract Labor	4,000	5,000	(1,000)	-20%	2,100	1,843			
17	7240 Dues and Subscriptions	2,270	2,000	270	14%	2,270	2,220			
18	7440 Legal & Professional Fees	28,000	38,000	(10,000)	-26%	45,000	62,000			
19	7460 Licenses, Permits & Other	4,100	4,100	-	0%	4,100	161			
20	7480 Meals & Entertainment	1,500	1,500	-	0%	1,578	1,600			
21	7500 Office Expense	11,000	13,500	(2,500)	-19%	11,500	14,980			
22	7600 Production Expense	14,500	13,000	1,500	12%	14,000	11,142			
23	7700 Professional Development	2,500	3,000	(500)	-17%	1,875	1,580			
24	7800 Travel & Lodging	4,000	4,300	(300)	-7%	3,685	2,716			
	Total Expenses	990,833	1,059,819	(68,987)	-7%	1,039,871	1,039,188			
	Net Gain or (Loss)	2,967	(3,081)	6,048	N/A	24,243	(22,508			

Agenda Report PCAC Retirement Plan April 4, 2017

Recommendation:

It is recommended that the Board of Directors:

- A. Adopt a policy to match each employee's salary reduction contribution on a dollar-for-dollar basis, up to three percent of the employee's compensation; and
- B. Authorize the Executive Director to execute all necessary agreements with American Funds Distributors, Inc., including, but not limited to, a Contribution Agreement and Adoption Agreement, for the purpose of implementing a SIMPLE IRA plan pursuant to the policy described above.

Background:

A company retirement plan was first approved by the board of directors in September 2003.

From Sept. 2003 Minutes:

XIII Employee Benefits

Motion: Ralph McKnight moved that the Executive Director establish a retirement plan as presented this evening. Phil Hopkins seconded the motion. The motion passed with unanimous consent.

From Sept. 2003 ED Report:

Employee Benefits

Geoff Baum and I had a meeting with a Merrill Lynch representative regarding the set up of a retirement plan for Pasadena Community Access Corporation employees. The plan that was discussed is a 403(b)(7) (please see attached [plan] document). After reading over the materials I would suggest that Pasadena Community Access Corporation adopt the plan as an employee retirement benefit. In addition, I would suggest that each current participating employee be given a one-time gift of five hundred dollars (\$500) to be used towards setting up their retirement accounts for fiscal year 2002-2003. At the start of the 2003-2004 fiscal year, PCAC would adopt the practice of matching employee contributions into their retirement accounts not to exceed 2% of the employees annual salary. PCAC has been lacking a retirement plan for many years and most of the employees seem very happy with the concept of developing a plan, as well as participating in the plan.

A 2% match starts with 8/5/2004 paychecks (pay period 7/17-30). The contribution amount became a 3% match starting with the 1/18/2007 paychecks (pay period 12/30/2006-1/12/2007). I've found no documentation (board action or otherwise) regarding the increase.

The last employee that had retirement with PCAC received her last paycheck on 9/11/2014. There have been no contributions made via PCAC since that date. While the current employee handbook makes no mention of retirement benefits, the current ED CEO contract states that he is eligible for a 403(b) plan with a 2% match.

Discussion:

In January 2009, federal requirement changes occurred making 403(b) plans more administratively intensive and expensive. For example, an associate of our health benefits administrator would have charged \$1650 plus \$30 per participant annually in addition to \$1000 to install a new 403(b) account. These costs would include the annual filing of form 5500. PCAC would also be required to maintain former employee accounts. By contrast, a SIMPLE IRA account would cost PCAC nothing (outside of matching contributions) and have no reporting responsibilities (outside of notifying employees annually). Other facts regarding SIMPLE IRAs:

- The company may choose a financial institution to serve as trustee of the SIMPLE IRAs to hold each participant's retirement plan assets, but the participant can transfer his or her balance without cost or penalty to another institution.
- You can set up a SIMPLE IRA plan effective any date from Jan. 1 through Oct. 1 of a year.
- A SIMPLE IRA is funded by:

 Employee salary reduction contributions (elective deferrals) limited to \$12,500 in 2017 (For employees age 50 or over, a \$3,000 "catch-up" contribution is also allowed in 2017).
 The employer must annually choose one of the contribution methods:

- 2% nonelective contribution: 2% of each eligible employee's compensation regardless of whether or how much the employee deferred, or

- 3% matching contribution: match of employee's elective deferrals on a dollar-for-dollar basis up to 3% of the employee's compensation. (May reduce the 3% limit to a lower percentage, but not lower than 1%. May not lower the 3% limit for more than 2 calendar years out of the 5-year period ending with the calendar year the reduction is effective.) The employer cannot make any other contributions to a SIMPLE IRA plan.

• Employer match is a tax-deductible business expense

Pricing was obtained from the following:

- Pasadena Federal Credit Union (American Funds) \$10/employee/yr + \$10/empl setup fee
- Putnam \$15/empl/yr
- Oppenheimer \$25/empl/yr
- Fidelity \$350/yr up to 14 employees, then \$25/empl/yr
- Vanguard \$25/fund/IRA/yr

I have attached the American Funds Plan Sponsor Guide.

Fiscal Impact

PCAC will not pay any fees to the vendor. Ten dollars (\$10) will be deducted from each employee's SIMPLE IRA account every year for a maintenance fee. Ten dollars (\$10) will also be deducted from each employee's initial contribution for a startup fee.

PCAC budgeted \$16,645 for this fiscal year's retirement contribution for employees. This plan will begin retroactively on January 1, 2017. So if all employees take full advantage, PCAC will contribute \$8,323 for the current fiscal year. We are budgeting \$16,603 for next fiscal year.

Respectfully submitted, Chris Miller COO



SIMPLE IRA Plan Sponsor Guide

Everything you need to establish an American Funds SIMPLE IRA at your company

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Thank you for choosing an American Funds SIMPLE IRA

We appreciate your confidence in entrusting us with your company's SIMPLE IRA retirement plan. Use this brochure to establish your plan and put our decades of experience to work for you.

American Funds is a key provider for your SIMPLE IRA plan:

- Since 1931, American Funds, part of Capital Group, has invested with a long-term focus and attention to risk.
- American Funds has more than \$1.3 trillion in assets under management (as of 12/31/16).
- American Funds understands that investors need help with retirement planning; that's why its funds are distributed through financial professionals.

Investments are not FDIC-insured, nor are they deposits of or guaranteed by a bank or any other entity, so they may lose value.

To establish your plan:

- 1. Complete the two required forms in this booklet the Online Group Investments (OGI) Contributions Agreement and the SIMPLE IRA Adoption Agreement – and send them to American Funds.
- 2. Use the Notification to Eligible Employees to inform eligible employees about the plan. They must be given 60 days to enroll after they receive this notification.
- **3. Conduct an enrollment meeting.** You may wish to request the assistance of your financial advisor. Be sure to distribute the following materials to all eligible employees:
 - SIMPLE IRA Employee Guide*
 - Prospectuses for all of the plan's investment options
 - A copy of the Summary Description (in the back of this booklet; be sure to complete the information at the top before distributing this document)
- 4. Send a completed SIMPLE IRA Application* for each eligible employee. If the company is paying the account setup fees, include a check for \$10 for each new participant establishing an account.
- 5. In preparation for your plan's first contribution, review the contribution information that follows on the next page.

Next steps

- Once the Contributions Agreement and the Adoption Agreement (both required) are completed and received, we will establish your retirement plan and provide you access to our OGI website.
- The employer contacts (and third-party remitter, if applicable) will be sent an email providing the website address, user IDs and instructions for getting started.

^{*} If you wish to establish a plan with Class F-2 shares and your advisor's firm allows for this share class, employees will need to complete the *F-2 Share Account Application* and *SIMPLE IRA F-2 Share Class Supplement*.

Contribution information

Employer contributions

Annual employer contributions are required. You can choose:

a) Dollar-for-dollar match made for each eligible employee who is contributing to the plan (limited to 3% of the eligible employee's compensation)

You can even adjust the match contribution to as little as 1% of participating employees' compensation – but for no more than two calendar years in any five-year period.

OR

b) Nonelective contribution equal to 2% of each eligible employee's compensation per year (up to a \$270,000 compensation limit for 2017). This contribution is made even for those eligible employees who don't make contributions on their own.

You can also switch between the match option and nonelective contribution option annually.

Employee qualifications and contributions

Employees who earned at least \$5,000 per year during any two preceding years and who are expected to earn at least \$5,000 in the current year are eligible to participate in the plan.

Participants may contribute up to \$12,500 in 2017 as indexed for inflation in future years. Those 50 and older may contribute an additional \$3,000. The IRS does not tax these contributions or any earnings until they are withdrawn.

All accounts are immediately vested.

Remitting contributions online

Your new American Funds SIMPLE IRA *requires* that you remit contributions through the OGI website, which makes your payroll contribution process secure and efficient. Complete the Contributions Agreement to establish online access.

Funding deadlines

The Department of Labor requires employers to remit employee contributions in a timely manner. For SIMPLE IRA plans, employee contributions must be remitted as soon as they can be reasonably segregated from company assets, but in no event later than 30 days after the last day of the month the contributions were withheld. For plans with fewer than 100 participants, employee contributions deposited no later than the 7th business day following withholding by the employer will be considered timely.

Employer matching or nonelective contributions must be made by the employer's tax filing deadline (including extensions) for the applicable tax year.

Everything you need

On the pages that follow, you'll find the forms and documents you need to establish and operate your SIMPLE IRA plan.

Documents required to set up your plan

We need to receive both the Contributions Agreement and the Adoption Agreement at the same time. Keep a copy of each for your files.

5 Contributions Agreement

SIMPLE IRA plan contributions are submitted electronically through the OGI website. Use this form to set up electronic submission via Automated Clearing House (ACH).

- Designate the contacts who will have access to the OGI website. User IDs will be created for each designated contact. A separate user ID will be issued to the third-party remitter, if requested.
- An email providing the OGI website address, user IDs and instructions for signing on will be sent to the designated contacts after we receive this form and the completed Adoption Agreement. After signing on to the OGI website, the contacts will have access to all of the tools they need to submit contributions and maintain plan information.

7 | SIMPLE IRA Adoption Agreement

This form is required to either move an existing SIMPLE IRA plan or establish a new SIMPLE IRA plan with Capital Bank and Trust CompanySM (CB&T) as the new custodian. A SIMPLE plan that has previously been established but is being moved to American Funds is an amended and restated plan. For additional information you'll need to understand before completing this form, read the Terms and Conditions document within this booklet. Documents to assist you with operating your plan

- 9 SIMPLE IRA Notification to Eligible Employees This model document is provided to inform the appropriate employees of their eligibility to participate in the plan. Simply pre-fill this form and provide it, along with the other required documentation, to your employees.
- **10** Summary Description for the SIMPLE IRA Plan This document is a summary of the Terms and Conditions. You'll need to complete this document and provide a copy to each eligible plan participant.
- 11 | SIMPLE IRA Salary Deferral Election

12 | Terms and Conditions

This document defines the provisions of the American Funds SIMPLE IRA plan. Keep this document with your records to help employees understand the plan and to help answer their questions.

Please mail or fax these forms to the appropriate service center.

(If you live outside the U.S., mail the form to the Indiana Service Center.)



American Funds Service Company P.O. Box 6164 Indianapolis, IN 46206-6164

Overnight mail address 12711 N. Meridian St. Carmel, IN 46032-9181

Fax (888) 421-4371



Virginia Service Center

American Funds Service Company P.O. Box 2560 Norfolk, VA 23501-2560

Overnight mail address 5300 Robin Hood Rd. Norfolk, VA 23513-2430

Fax (888) 421-4371

If you have questions or require more information, contact your financial advisor or call American Funds Service Company at (800) 421-4225.



Online Group Investments (OGI) Contributions Agreement

- Submit this form together with a completed Adoption Agreement and all completed employee applications.
- An email will be sent to the OGI contacts with instructions for getting started.
- If additional updates are needed after the Plan is established, the Plan Sponsor may call us at (800) 421-4225, ext. 45 to add or remove OGI contacts.

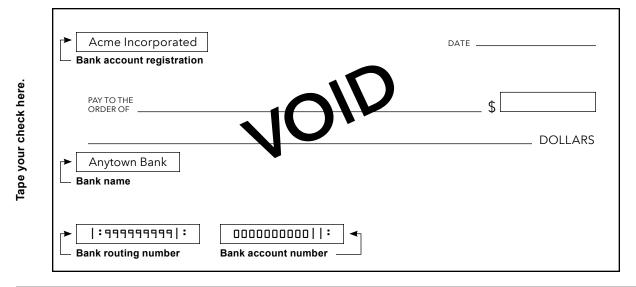
1	Fax cover					
	Please type or print clearly.					
To:	American Funds	Date		Number of pa	ges (includi	ng this page)
	(888) 421-4371 Fax					
From						
From:	Contact name					
2	Contact information					
2	Designate the Employer contacts who	will have access to the (OGI website. User ID and	password should not	be shared wi	th others.
	,,,,,			,		
Name o	of company					
				()	Ext.
Name o	of Plan Administrator (the individual author	rized to act on behalf of the	e plan)	Day	time phone	
 Fmail a	ddress*					
Emaira						
				()	Ext.
Name o	of Plan Sponsor (the Employer/business o	wner responsible for plan	oversight)	Day	time phone	
 Email a	ddress*					
Emaira						
2	Third-party remitter					
J	Complete this section only if you are d	esignating a third party to	have access to Plan info	rmation and make con	tributions to t	he Plan. A separate user l
	will be assigned.					
				()	Ext.
Name o	of third-party remitter (business name)			Day	, time phone	Ext.
Name o	of third-party contact		Email address*			
						-
Addres	S		City		State	ZIP
Polotic	nahin to the company (pouroll company)	dvicer CRA etc.)				Cluber ID (if epplicable)
Relatio	nship to the company (payroll company, a	uvisul, GPA, etc.)				OGI User ID (if applicable)

*We require an email address to send you a user ID and a link to the OGI website so that you can submit contributions online. We respect your privacy. For more information on our privacy policy, visit www.americanfunds.com.

Confidential and legally privileged information may be contained in this fax; it is intended only for the addressee. If you are not the addressee, you are prohibited from disclosing, copying, distributing or taking any action based on the contents of this material. If you receive this fax by mistake, please call the sender immediately. Thank you.

Bank information

If not attaching a voided check here, you can submit bank information on the OGI website after receiving a user ID. If attaching a check, the unsigned, voided check you attach below **must** be preprinted with the bank name, registration, routing number and account number. **Please do not staple.**



5 Employer authorization

By signing below, I agree to submit contributions electronically via ACH through the OGI website.

I understand that **1**) the OGI contacts designated on this form are authorized users of the OGI website and will have access to the website to update employee investment allocations and to instruct CB&T to initiate the ACH transaction to fund the contributions; **2**) immediate notification to CB&T is needed if a contact is to be removed and/or replaced; **3**) and a unique user ID will be provided to the contacts via email (as indicated within this form).

CB&T is hereby authorized to access the account listed on this form on behalf of the Plan to withdraw money in respect of contributions via ACH.

In consideration of CB&T acting on such instructions and processing such transactions, I agree to hold harmless and indemnify CB&T; any of their affiliates or mutual funds managed by such affiliates; and each of their respective directors; trustees; officers; employees; and agents from any losses, expenses, costs or liability (including attorney fees) that may be incurred as a result of CB&T establishing these privileges or acting on such instructions.

Name (print)

Title

Х

Authorized signature

Date (mm/dd/yyyy)

If you have any questions about submitting contributions, call (800) 421-4225, ext. 45, for more information.

1	Employer and Plan informat	ion				
	Please type of print cleany.	()	_			
Emplo	yer's name	Daytime phone	Ext.	TIN		
Addres	SS	C	Sity		State ZIP	
Form	of business: Sole proprietor	Corporation Partn	ership 🗌 S co	rporation Oth	er	
2	Effective dates Please complete either A or B .					
A. 🗌] This is a new Plan that is effective as o		nsert any date betw	een January 1 and Oct	ober 1)	
в. 🗌] This is an amended and restated Pla	n.			_	
	The effective date of the amended and		(mm/dd/yyyy)			
	Note: Any amendments to Sections 3 of the content of the Plan notice for	or 4 below can become e		January 1 of a cale	ndar year and m	ust conform to
3	Eligibility requirements *Not to exceed \$5,000. If left blank, \$5,000	will apply. †Provide 0, 1 or 2	only. Not to excee	d 2 years. If left blank	r, "2" will apply.	
A. AI	I Employees receiving at least \$	* in Compe	nsation, as define	ed in the Plan, duri	ng any	† prior years
	nd who are reasonably expected to receiv participate in the Plan pursuant to the te					
B. Th	ne following Employees will be excluded f	rom participation in the F	Plan unless you c	heck the box below	to include them	:
	Employees covered by a collective barg faith bargaining	gaining agreement under	which retirement	t plan benefits have	e been the subje	ct of good-
	Note: If this box is checked, the specia	I rule for the one-plan red	quirement in Sect	tion 2.1 of the Term	s and Conditions	s does not apply.
	Employees who are nonresident aliens	with no U.S. income from	n the Employer			
4	Salary deferral elections *If left blank, "Monthly" will apply. [†] If left bla	nk, "may" will apply.				
A. In	addition to the 60-day period preceding th	ne first day of the Plan Yea	ar, a Participant m Semimonthly	hay make or amend	his or her Salary	Deferral Election:
		_ · _	,	,		
	Quarterly Semiannually Participant who terminates his or her Sal	Other	ing the year [†]	may OR	may not	— enter into
	new Salary Deferral Election as provided		ing the year			enterinto
5	Financial advisor informatio	'n				
				()	Ext.
Name		Rep number	Branch number	Daytir	ne phone	





Reducing the sales charge on Class A shares

Complete only if Class A shares were selected. Purchases in the money market fund do not apply toward a Class A share SOI or Rights of Accumulation.

Rights of Accumulation (cumulative discount)

Please list the Plan Sponsor's other American Funds retirement plan accounts:

Statement of Intention (SOI)

To establish an SOI, obtain a *Statement of Intention (SOI)* form from your financial advisor. Submit the completed form with this Adoption Agreement.

7 Signatures

To review the tax consequences of adopting this Plan, the Sponsor recommends that you consult your attorney or tax advisor prior to executing this Adoption Agreement.

The undersigned Employer hereby establishes a SIMPLE IRA Plan ("Plan") for the exclusive benefit of eligible Employees and appoints the Custodian as the Designated Financial Institution for the Plan. A related Employer must jointly co-sponsor the Plan by signing the Co-Sponsor adoption section. The terms of the Plan are set forth in the accompanying Plan document.

A. By the Employer: The undersigned Employer is an Eligible Employer.

Signed for the Employ	er by Name (print)	Title		
	X			/ /
	Authorized signature		Date	(mm/dd/yyyy)
	nancial Institution: The undersigned agrees to rsuant to this Plan and depositing those contrib	utions to the SIMPLE IRA of each Pa	articipar	. 0
	Denise Cassin, President	Address		
Co-Sponsor i	nformation (if applicable)			

Each related Employer (as described under Section 1.6 of the Terms and Conditions) must execute the following and adopt the Plan as a Co-Sponsor. If there is more than one related Employer, each one must execute a separate Co-Sponsor adoption section. Any reference to the Employer in this Agreement is also a reference to the Co-Sponsor unless otherwise noted.

Name of Co-Sponsor company	TIN of Co-Sponsor

O Co-Sponsor adoption

By signing below, the Co-Sponsor agrees to adopt (or continue its participation in) the Plan identified in Section 1 of this Adoption Agreement.

Name (print)

Title

X Authorized signature

Date (mm/dd/yyyy)



General information	
Date (mm/dd/yyyy)	
Name of plan	Employer contact
2 Notice of eligibility	
0	E IRA Plan. This notice and the attached Summary Description provide you with whether to start, continue or change your Salary Deferral Election.
3 Employer contribution Please choose one.	
A matching contribution equal to 100% of your election	ive deferrals, up to a limit of 3% of your compensation for the calendar year
A matching contribution equal to 100% of your election for the calendar year	ive deferrals, up to% (between 1% and 3%) of your compensation
A contribution equal to 2% of your compensation for contributions is limited to \$270,000 for 2017, as inde	the calendar year (The maximum amount of your compensation used to calculate xed for inflation in future years.)
4 Administrative procedures	
If you decide to start or change your Salary Deferral Ele	ction, you must complete and return it by:

 Date (mm/dd/yyyy)

(within 60 days of the date this notice is provided)

I. Plan Information

Employer	 	 	
Address			
EIN	 	 	

Plan benefits contact name

II. Eligibility Requirements

You are eligible to participate in this Savings Incentive Match Plan for Employees ("SIMPLE") IRA Plan (the "Plan") if

• you received at least \$5,000 (or a lesser amount

if noted here \$ _____) in compensation as defined under the terms of the Plan ("Compensation") from your employer during any two (or lesser number if noted here

_) prior years and

• you are reasonably expected to receive at least \$5,000 (or a lesser amount if noted here

\$ _____) in Compensation during the current year.

You are not eligible to participate in this SIMPLE Plan if you fall into one of the categories listed below unless the box next to the description has been checked.

A. Collectively Bargained Employees Employees who are part of a collective bargaining unit may be excluded from participation in this Plan if retirement benefits have been the subject of good faith bargaining between the collective bargaining unit and the employer.

B. Nonresident Aliens Employees who are nonresident aliens who receive no taxable income from

sources within the United States.

III. Contributions

Contributions made to your SIMPLE Individual Retirement Account ("SIMPLE IRA") can be Employee pre-tax deferrals and your employer's Matching Contributions or Nonelective Contributions, as described below. No other contributions may be made to your SIMPLE IRA. All contributions made to the Plan, and the earnings, are fully vested and nonforfeitable.

A. Employee Pre-Tax Deferrals

Once you are eligible, you may direct your employer to contribute a percentage of your Compensation on a pre-tax basis to your SIMPLE IRA by completing a Salary Deferral Election. The applicable limits are shown on the election.

B. Employer Contributions

Your employer must also make contributions to each eligible Employee's SIMPLE IRA. Your employer will notify you each year of the type and amount of contribution.

Matching Contributions

If your employer chooses to provide Matching Contributions, your employer will match your pre-tax deferrals on a dollar-for-dollar basis up to 3% (but not less than 1%) of your Compensation for any year. Your employer may contribute less than a 3% match (but not less than 1%) in no more than two out of every five years.

Example

Here is an example of a valid election to provide a reduced match in no more than two out of every previous five years. Please note that in every grouping of five years, the 3% match was provided to Employees at least three times.

Year 1	3% of Compensation
Year 2	1% of Compensation
Year 3	2% of Compensation
Year 4	3% of Compensation
Year 5	3% of Compensation
Year 6	3% of Compensation
Year 7	1% of Compensation

Nonelective Contributions

In lieu of Matching Contributions, your employer may elect to contribute 2% of Compensation to your SIMPLE IRA, whether you elect to make pre-tax contributions or not.

IV. Employee Elections

The enrollment period for each Plan Year runs from November 2 through December 31. During this time, once you are eligible, you will have the opportunity to make an election to participate in the Plan or, in subsequent years, to change your deferral percentage. You may elect to stop participating in the Plan at any time during the year. Your Plan may require you to wait until the beginning of the following year to restart contributions once you stop. Check with the Plan benefits contact listed in Section I of this summary for the Plan rules.

V. Withdrawals, Rollovers and Transfers From the Plan

Contributions made on your behalf to a SIMPLE IRA may be withdrawn, rolled over into another IRA or transferred to another IRA as provided below. To initiate a withdrawal, rollover or transfer, call (800) 421-4225 to request the appropriate form.

A. Withdrawals

You may withdraw the Employee and employer contributions made to your SIMPLE IRA, including the earnings thereon, at any time. However, if you take a distribution prior to the time that you attain age 59½, you may be subject to a penalty of either 25% or 10%, depending on how long you have been a participant in the Plan. There are certain exceptions to the 25% and 10% early withdrawal penalties. In addition, withdrawals from your SIMPLE IRA are taxed as ordinary income. For more information on withdrawals, you may obtain IRS Publication 590-B by calling (800) TAX-FORM or by accessing the IRS website at **www.irs.gov**.

Summary Description for the SIMPLE IRA Plan

B. Rollovers

You may roll over your SIMPLE IRA held with Capital Bank and Trust CompanySM (CB&T) to another SIMPLE IRA with another custodian at any time. You may roll over your SIMPLE IRA to a Traditional IRA only after the two-year period beginning from the time you first participated in this Plan.

C. Transfers

When CB&T is the designated financial institution of your employer's SIMPLE IRA Plan, you may transfer your contributions (both your salary deferrals and your employer's contributions) to another trustee or custodian without cost or penalty by notifying CB&T when you initially establish your SIMPLE IRA account, or at any other time, by using the CB&T SIMPLE Transfer Election Form. CB&T will process this request without cost or penalty, provided you meet certain transfer requirements.

Prior to the transfer, the contributions (both your salary deferrals and your employer's contribution) that you want to transfer may only be invested in A shares of American Funds U.S. Government Money Market FundSM so that the transfer may occur without cost or penalty to you. If you elect not to invest in A shares of American Funds U.S. Government Money Market Fund but in another American Funds mutual fund or share class for which a sales charge or a contingent deferred sales charge is applicable, you may also transfer these contributions, but the transfer cannot be made without cost or penalty, since the sales charge will not be refunded.

To initiate such a transfer, contact the new trustee or custodian to obtain the appropriate forms. CB&T will complete a "custodian to custodian," or similar transfer, of all or a portion of your SIMPLE IRA account balance upon receipt of the recipient institution's acceptance of the SIMPLE IRA account. If your contribution was invested in a mutual fund class of shares subject to a sales charge or a contingent deferred sales charge, then the sales charges will not be refunded.

VI. Limitations of Description

This Summary Description is intended to provide general information about the Plan. However, the details of the form and features of the Plan are provided in the Plan document. Any discrepancies between this Summary Description and the Plan Document shall be determined in favor of the Plan Document. You may obtain a copy of the Plan Document from your employer, who may charge you a reasonable fee for copying the Plan Document.

VII. Custodian Information

Name:	Capital Bank and Trust Company
Address:	6455 Irvine Center Drive Irvine, CA 92618-4518

SIMPLE IRA Salary Deferral Election

For employer/employee use only

Important information

- If you are opening a new account, you must attach a completed application to this form. Your employer will forward the completed forms to American Funds Service Company[®] on your behalf.
- Return this completed form to your employer. Do not send this form to American Funds Service Company or Capital Bank and Trust Company.[™]

General information

Please type or print clearly.

Name of employee

Name of employer

Payroll election

See the chart at the bottom of this page for deferral and catch-up limits. Select one of the following five options.

A		W accounts — I am conserved by the second		a new account (the application is atta ive date below.)	iched) and elect to par	ticipate in the
	Pre-tax deferrals of	%	OR	\$	Effective date	(mm/dd/yyyy)
В.	Change deferrals — and effective date be	, , ,	ating in	a SIMPLE IRA Plan and wish to char	nge my election. (Spec	cify your election
	Pre-tax deferrals of	%	OR	\$	Effective date	(mm/dd/yyyy)
C .	Maintain deferrals -	 I am participating in 	a SIMPL	E IRA plan and wish to maintain my	current deferral election	on.
D. 🗌	Suspend deferrals -	— I wish to stop partici	pating ir	the SIMPLE IRA Plan as of the effect	ctive date specified be	low.
	Effective date					
		(mm/dd/yyyy)				
E.	I do not wish to partic	cipate in the SIMPLE IF	RA Plan	at this time.		

Signature

If electing salary deferrals, I authorize my employer to withhold the amount/percentage specified above from each paycheck as of the effective date provided, which will reduce my compensation under this election (my elective deferral contributions). I may revoke or update this election at any time as permitted by my employer. My elective deferral contributions are not subject to federal (or state, if applicable) income tax until distributed from the Plan. If I revoke this election, I acknowledge that, contingent upon the terms of the SIMPLE IRA Plan, I may be prohibited from submitting another Salary Deferral Election until the enrollment period immediately preceding the next plan year. The revocation or update will be effective as soon as administratively possible by my employer after they have received the notice. I also understand that my elective deferral contributions are subject to gain or loss in accordance with my selected investments.

Х				/ /
Signature of employee				Date (mm/dd/yyyy)
	Vear	Deferral limit	Catch-up limit*	

Year	Deferral limit	Catch-up limit*
2016	\$12,500	\$3,000
2017	\$12,500	\$3,000

*You must be at least 50 years old to make a catch-up contribution.



Savings Incentive Match Plan for Employees for use with a SIMPLE Retirement Account

Internal Revenue Service Letter Serial No. K901972b

Terms and Conditions

American Funds Distributors, Inc. hereby establishes this Savings Incentive Match Plan for Employees ("SIMPLE") for use by eligible Employers who wish to establish a SIMPLE for their Employees. Upon execution of an Adoption Agreement by an Employer, a SIMPLE IRA Plan, which incorporates by reference both this document and the American Funds SIMPLE Individual Retirement Account Custodial Agreement ("SIMPLE IRA"), collectively referred to as ("SIMPLE IRA Plan"), is established. The Custodian will serve as the Designated Financial Institution for the SIMPLE IRA Plan and as Custodian of each SIMPLE IRA that must be established by or on behalf of Participants. This SIMPLE IRA Plan is intended to comply with §408(p) of the Internal Revenue Code of 1986 ("Code"), as amended, and the applicable provisions of the Employee Retirement Income Security Act of 1974, including all regulations thereunder.

Article I — Definitions

1.1 "Adoption Agreement" means the document attached to this Plan through which the Employer establishes a SIMPLE IRA Plan.

1.2 "Compensation" means wages, tips and other compensation from the Employer that are subject to federal income tax withholding under Code §3401(a), and all other payments of compensation to an Employee by the Employer (in the course of the Employer's trade or business) for which the Employer is required to furnish the Employee a written statement under Code §§6041(d) and 6051(a)(3). Compensation must be determined without regard to any rules under Code §3401(a) that limit the remuneration included in wages based on the nature or location of the employment or the services performed.

Compensation also includes the Elective Deferrals made under this SIMPLE IRA Plan and, if applicable, compensation deferred under a Code §457 plan. Compensation does not include any amounts deferred by the Employee pursuant to a Code §125 cafeteria plan.

In determining an Employee's Compensation for prior years, the Employee's elective deferrals under a Code §401(k) plan, SARSEP or Code §403(b) arrangement are also counted as Compensation.

For Self-Employed Individuals, Compensation is Earned Income from self-employment. "Earned Income" means the net earnings from selfemployment with respect to the Employer determined under Code §1402(a), without regard to Code §1402(c)(6), prior to subtracting any contributions made pursuant to the plan on behalf of the Individual.

1.3 "Effective Date" means the date on which the SIMPLE IRA Plan, or an amendment thereto, becomes effective. The Effective Date must be January 1 of the applicable year. If this is the first year for which the Employer is adopting a SIMPLE IRA Plan, the Effective Date may be any date between January 1 and October 1, inclusive of the applicable year. **1.4 "Elective Deferrals**" means the employer contributions made at the election of a Participant via a Salary Deferral Agreement in lieu of cash Compensation. Elective Deferrals must be made pursuant to a Salary Deferral Agreement.

No Elective Deferrals may be made by an Employee on the basis of Compensation that the Employee received or had a right to receive before the date on which the Employee commences participation in the SIMPLE IRA Plan and the Employee's execution of a Salary Deferral Agreement.

1.5 "Employee" means any individual, including a Self-Employed Individual, who is determined to be an Employee, including leased employees described under Code §414(n) and employees described under Code §414(o) of the Employer, as defined in paragraph 1.6.

1.6 "Employer" means the eligible entity adopting this SIMPLE IRA Plan, including any eligible entity that succeeds the Employer and adopts this SIMPLE IRA Plan. For the purpose of this SIMPLE IRA Plan, Employer shall also mean the Employer that adopts this SIMPLE IRA Plan and all members of a controlled group of corporations (as defined in Code §414(b)), all commonly controlled trades or businesses (as defined in Code §414(c)) and all affiliated service groups (as defined in Code §414(m)) of which the adopting Employer is a part. Employer shall also include any other entity required to be aggregated with the Employer pursuant to Code §414(c).

1.7 "Matching Contributions" means employer contributes to a Participant's SIMPLE IRA on his or her behalf attributable to the amount of his or her Elective Deferrals under the SIMPLE IRA Plan.

1.8 "Nonelective Contributions" means employer contributions that are contributed to a Participant's SIMPLE IRA on his or her behalf in proportion to their Compensation under the SIMPLE IRA Plan.

1.9 "Plan Year" means the calendar year.

1.10 "Salary Deferral Agreement" means the written agreement between the Employer and a Participant in which the Participant authorizes the Employer to withhold and deposit a portion of his or her Compensation to his or her SIMPLE IRA.

1.11 "Self-Employed Individual" means a person who has Earned Income for the taxable year from the trade or business for which the SIMPLE IRA Plan is established including an individual who would have had Earned Income but for the fact that the trade or business had no net profits for the taxable year.

1.12 "SIMPLE IRA" means an American Funds SIMPLE Individual Retirement Account is established pursuant to the terms of the American Funds SIMPLE Individual Retirement Account Custodial Agreement upon execution of an American Funds SIMPLE IRA Application by or on behalf of a Participant.

1.13 "SIMPLE IRA Plan" means this Savings Incentive Match Plan for Employees, including the attached Adoption Agreement.

1.14 "Sponsor" means American Funds Distributors, Inc. or any successor(s) or assign(s).

1.15 "Custodian" means Capital Bank and Trust Company or any successor thereto.

Article II — Eligibility Requirements

2.1 Eligible Employer. The Employer will be an eligible Employer if, with respect to any year, the Employer had no more than 100 Employees who received at least \$5,000 of Compensation from the Employer for the preceding calendar year. Additionally, the Employer may not maintain any other qualified plan (as defined in Code §219(g)(5)(A) or (B)) with respect to which contributions were made, or benefits were accrued, in any year in the period beginning with the year this SIMPLE IRA Plan became effective and ending with the year for which a determination is being made. Except this one-plan requirement is not violated if the Employer maintains another gualified plan that limits participation to Employees covered under a collective bargaining agreement described in Code §410(b)(3)(A) and eligibility to participate in this SIMPLE IRA Plan is limited to other Employees.

2.2 Two-Year Grace Period. An Employer who properly establishes and maintains this SIMPLE IRA Plan for one or more years, and who subsequently fails to be an Eligible Employer in a calendar year pursuant to paragraph 2.1, shall be treated as an Eligible Employer for the two years following the last year the Employer was eligible. During this period, employees who would be employed by another employer involved in the transaction, had the transaction not occurred, are not eligible to participate in this SIMPLE IRA Plan unless the other employer executes a Co-Sponsor Adoption Page as a Co-Sponsor. If, after expiration of the two-year grace period, the Employer fails to comply with the eligibility requirement of paragraph 2.1, the Employer must terminate this SIMPLE IRA Plan. However, if such failure is due to an acquisition, disposition or similar transaction involving the Employer, the preceding sentence shall apply only in accordance with rules similar to the rules of Code §410(b)(6)(C)(i).

2.3 Participation. Employees shall be eligible to participate in this SIMPLE IRA Plan the first day of the first Plan Year after they have met the SIMPLE IRA Plan's eligibility requirements as set forth in the Adoption Agreement. In no event shall an Employee receiving at least \$5,000 in Compensation (or such lesser amount, if provided in the Adoption Agreement) from the Employer during any two prior years, or such lesser period if provided in the Adoption Agreement, and who is reasonably expected to receive at least \$5,000 in Compensation, or such lesser amount, if provided in the Adoption Agreement, during the current year be excluded from the SIMPLE IRA Plan unless he or she is a member of a class that has been excluded by the Employer in the Adoption Agreement. There are no age or service requirements for an Employee to participate in this SIMPLE IRA Plan.

2.4 Exclusions From Eligibility. If elected in the Adoption Agreement, the following classification of Employees may be excluded from participation in the SIMPLE IRA Plan:

- (a) Employees who are part of a collective bargaining unit if retirement benefits have been the subject of good faith bargaining, and/or
- (b) Nonresident aliens with no taxable income from U.S. sources.



2.5 Change in Employment Class. If an Employee who is not a member of an eligible class of Employees becomes a member of such class, the Employee shall participate as of the date the Employee changes to an eligible class, provided that he or she has satisfied the eligibility requirements under paragraph 2.3, if any. If a Participant becomes ineligible because he or she is no longer a member of an eligible class of Employees, such Participant shall participate as of the date the Employee returns to an eligible class of Employees. A former Participant shall again become a Participant as of the date of his or her rehire by the Employer.

2.6 Employment Rights. Participation in the SIMPLE IRA Plan shall not confer upon a Participant any employment rights, nor shall it interfere with the Employer's right to terminate the employment of any Employee.

2.7 Plan Notice. The Employer shall notify each Eligible Employee immediately before each 60-day Enrollment Period of the Employee's opportunity to make an election. The notice shall include a copy of the summary description as described in Code §408(I)(2)(B). Code §6693(c)(1) provides that, if an Employer fails to provide one or more notices, such Employer may be subject to a penalty of \$50 per day for each day there is a failure to provide such notice.

Article III — Employee Contributions

3.1 Elective Deferral. A Participant may make Elective Deferrals to this SIMPLE IRA Plan by executing a Salary Deferral Agreement. The amount that a Participant may elect to contribute may be expressed as a percentage of Compensation.

Elective Deferrals may not be based on Compensation a Participant has received, or had a right to receive, prior to the date on which such Participant commenced participation in this SIMPLE IRA Plan and the execution of the Participant's Salary Deferral Agreement.

Each Participant may elect to participate in the SIMPLE IRA Plan and, in subsequent years, change his or her deferral percentage during the "Enrollment Period" or as otherwise provided in the Adoption Agreement.

"Enrollment Period" means for the first Plan Year of the SIMPLE IRA Plan, a 60-day period that includes or extends beyond the Effective Date and begins no later than the Effective Date, or, a 60-day period that begins before the Effective Date and concludes no sooner than the day before the Effective Date. For any Plan Year, other than the first Plan Year of the SIMPLE IRA Plan, in which an Employee first becomes eligible to participate, the Enrollment Period is the 60-day period that ends on the date the Employee becomes eligible. The Enrollment Period for all subsequent years is the 60-day period immediately preceding the first day of the Plan Year.

In the case of an Employee who becomes an eligible Employee other than at the beginning of a calendar year because 1) this plan does not impose a prioryear-compensation requirement, 2) the Employee satisfied this plan's prior-year-compensation requirement during a prior period of employment with the Employer or 3) this plan is first effective after the beginning of a calendar year, the eligible Employee must be permitted to make or modify a salary reduction election during the 60-day period that begins on the day Plan Notice is provided to the Employee and that includes the day the Employee becomes an eligible Employee or the day before.

The Salary Deferral Agreement will become effective as soon as practical after receipt by the Employer (or, if later, the date specified by the Participant in the Salary Deferral Agreement), but any election made by the Participant may be modified prospectively any time during the 60-day period.

In addition to the elections allowed above, a Participant may make or change his or her deferral election as provided in the Adoption Agreement. If an election is made or modified during one of these other election periods, it will become effective as soon as practical after the receipt of the election by the Employer or if later, the date specified by the Participant in the Salary Deferral Agreement. A Participant may elect to stop participating in the SIMPLE IRA Plan at any time during the year. If elected in the Adoption Agreement, a Participant who terminates his or her Salary Deferral Agreement may resume participation prior to the beginning of the next Plan Year.

A Participant who would attain age 50 or over by the end of the year can elect to have his or her Compensation reduced by an additional amount of \$500 for 2002, \$1,000 for 2003, \$1,500 for 2004, \$2,000 for 2005, and \$2,500 for 2006 and later years. After 2006, the maximum additional amount will be adjusted by the Secretary of the Treasury for cost-of-living increases under Code §414(v)(2)(C). Such adjustments will be in multiples of \$500.

3.2 Contribution of Elective Deferrals. The Employer must deposit the Elective Deferrals to each Participant's SIMPLE IRA as of the earliest date on which those contributions can reasonably be segregated from the Employer's general assets, but in no case later than the close of the 30-day period following the last day of the month to which such Elective Deferrals relate.

3.3 Limit on Elective Deferrals. A Participant's total annual Elective Deferrals are limited to \$7,000 for 2002, \$8,000 for 2003, \$9,000 for 2004, and \$10,000 for 2005 and later years. After 2005, the maximum amount will be adjusted by the Secretary of the Treasury for cost-of-living increases under Code \$408(p)(2)(E). Such adjustments will be in multiples of \$500.

Article IV — Employer Contributions

4.1 Contribution Requirement. The Employer is required to make a contribution on behalf of eligible Participants in accordance with the requirements of either paragraph 4.2 or 4.3 below.

4.2 Matching Contribution. The Employer may elect to match each Participant's Elective Deferrals on a dollar-for-dollar basis up to 3% of each Participant's Compensation. As an alternative, the Employer may elect to match Elective Deferrals on a dollar-for-dollar basis on a lower percentage of Compensation (not less than 1%) for any Plan Year. If the Employer makes this election for any Plan Year, the Employer must notify Employees of the election within a reasonable period before the 60th day preceding the beginning of such Plan Year.

Savings Incentive Match Plan for Employees for use with a SIMPLE Retirement Account

The election to match on a lower percentage for any Plan Year may not result in the Matching Contribution being less than 3% of Compensation for more than two of the years in the period of five calendar years ending with such Plan Year. If any year in the five-year period is a year prior to the Effective Date of this SIMPLE IRA Plan or any year the Employer makes nonelective contributions to a SIMPLE IRA Plan, the Employer shall be treated as if it had made a 3% Matching Contribution for such Plan Year.

4.3 Nonelective Contribution. In lieu of the Matching Contribution described in paragraph 4.2, the Employer may elect to make a Nonelective Contribution of 2% of Compensation for each eligible Employee for the current year. For purposes of the 2% Nonelective Contribution, the Compensation taken into account for any year shall not exceed the compensation limit in effect for such year under §401(a)(17) of the Code as adjusted by the Secretary of the Treasury for increases in the cost-of-living in accordance with Code §417(a)(17)(B). Such adjustments will be in multiples of \$5,000. (The Compensation limit for 2016 is \$265,000.) If the Employer makes this election for any Plan Year, the Employer must notify Employees of the election within a reasonable period before the 60th day preceding the beginning of such Plan Year.

4.4 Timing of Employer Contributions. Matching Contributions and Nonelective Contributions must be deposited to each Participant's SIMPLE IRA by the Employer's tax filing due date, plus extensions. Matching Contributions and Nonelective Contributions are deductible in the taxable year of the Employer that ends with or within the Plan Year for which such contributions were made. Matching and Nonelective Contributions shall be treated as made for a taxable year if they are made on account of the taxable year and made not later than the Employer's tax filing due date, plus extensions.

4.5 No Other Contributions. Employee Elective Deferrals under paragraph 3.1, Matching and Nonelective Contributions under paragraphs 4.2 and 4.3, respectively, are the only contributions that may be made to this SIMPLE IRA Plan.

Article V — Vesting

A Participant's interest in his or her Elective Deferrals, Matching Contributions and Nonelective Contributions, including the earnings thereon, is 100% vested and nonforfeitable at all times.

Article VI — Treatment of Excess Contributions

The maximum amount of Elective Deferrals that may be contributed to each Participant's SIMPLE IRA in a Plan Year is limited to \$12,500, as adjusted. If excess Elective Deferrals are made to a Participant's SIMPLE IRA for a Plan Year, he or she must withdraw the excess from the SIMPLE IRA (plus investment earnings thereon) by the April 15 immediately following the end of the Plan Year in which the excess was deferred.

If the excess Elective Deferrals (plus investment earnings thereon) are distributed within the time period provided above, the excess Elective Deferrals are included in the Participant's gross income for the calendar year in which contributed and any income



thereon is taxable in the calendar year withdrawn. If the excess Elective Deferrals (plus investment earnings thereon) are not distributed within the specified time period, the excess Elective Deferrals are subject to the contribution limits of Code §§219 and 408 and may be considered an excess contribution to the Participant's SIMPLE IRA. Such excess Election Deferrals may be subject to the 6% tax on excess contributions pursuant to Code §4973. Income on the excess Elective Deferrals withdrawn from the SIMPLE IRA after the time period provided above may be subject to the 10% tax on early distributions pursuant to Code §72(t) if the recipient Participant has not attained age 59½.

If less than 100% of the excess Elective Deferrals and any income thereon is distributed, the distribution is treated as if ratably received from the excess Elective Deferrals and the income thereon.

Article VII — Participant Accounts

7.1 SIMPLE Retirement Accounts. This SIMPLE IRA Plan must be used in conjunction with a SIMPLE IRA. Each Employee, upon becoming a Participant under the SIMPLE IRA Plan, shall establish a SIMPLE IRA in accordance with the rules and regulations established by agreement between the Custodian and the Employer.

7.2 Determination of Deposit. When making a contribution under the SIMPLE IRA Plan, the Employer shall calculate each Participant's proportionate share of the Employer's contribution for that Plan Year. The Employer shall then deliver the contribution to the Custodian indicating the amount to be credited to each Participant's SIMPLE IRA.

7.3 Control of the Account. All contributions made under the SIMPLE IRA Plan by the Employer shall be irrevocable. After allocation to a Participant's SIMPLE IRA, the Employer shall have no further control of such contribution and the terms of the Participant's SIMPLE IRA shall be fully effective and controlling.

7.4 Allocation of Elective Deferrals. The Employer shall contribute to each Participant's SIMPLE IRA the amount of the Elective Deferrals designated in his or her Salary Deferral Agreement, up to the contribution limits allowed by applicable law.

Article VIII — Administration

8.1 Plan Administrator. The Employer shall be the Plan Administrator, unless such duties are designated to another party. The duties of the Plan Administrator shall include:

- (a) carrying out the provisions of the SIMPLE IRA Plan, including determining eligibility of Employees, allocating contributions and interpreting the SIMPLE IRA Plan when necessary;
- (b) delivering all contributions to the Custodian, showing the amount to be allocated to each Participant's SIMPLE IRA;
- (c) communicating with Employees regarding their participation and benefits under the SIMPLE IRA Plan;
- (d) advising Employees in writing of all contributions to their SIMPLE IRAs;

- (e) performing any other duties required of the Plan Administrator;
- (f) insuring that no contribution exceeds the limits imposed by Code §408(p) or any other applicable law, regulation or order;
- (g) executing necessary documents to establish a SIMPLE IRA with the Custodian for eligible Employees; and
- (h) providing the Plan notice described in paragraph 2.7 to eligible Employees.

8.2 Custodian. The Custodian shall be depositary for individual SIMPLE IRAs, established by or on behalf of Participants. As depositary, the Custodian shall:

- (a) accept for deposit contributions transmitted by the Employer; and
- (b) administer each individual SIMPLE IRA in accordance with the provisions of the SIMPLE IRA agreement.

The Custodian shall not need to verify the amount of the contributions received or the amounts allocated to individual SIMPLE IRAs.

8.3 Designated Financial Institution. The Custodian agrees to serve as the Designated Financial Institution, receiving all contributions made pursuant to this SIMPLE IRA Plan and depositing those contributions to the SIMPLE IRA of each Participant as soon as practicable. Upon request of any Participant, the Custodian also agrees to transfer the Participant's balance in the SIMPLE IRA established hereunder to another SIMPLE IRA without cost or penalty to the Participant, if such SIMPLE IRA's investments meet the requirements of the Custodian for transfer without cost or penalty.

8.4 Withdrawals. A Participant may withdraw contributions made to the Participant's SIMPLE IRA, including the earnings thereon, at any time. However, if the Participant makes any withdrawals prior to the time he or she attains age 591/2, the Participant will be subject to a penalty unless an exception applies. The penalty is contingent on the Participant's period of participation in the SIMPLE IRA Plan. If the Participant has been participating in the SIMPLE IRA Plan for two years or less, withdrawals prior to age 591/2 will be subject to a 25% penalty, unless an exception applies under the Code. Similarly, if the Participant has been participating in the SIMPLE IRA Plan for more than two years, withdrawals prior to age 591/2 will be subject to a 10% penalty, unless an exception applies under the Code.

8.5 Rollovers. A Participant may roll over contributions made to the Participant's SIMPLE IRA, including the earnings thereon, to another SIMPLE IRA at any time. If the Participant is under age 59½ and such Participant would like to roll over his or her SIMPLE IRA to an IRA, the Participant may only do so after a two-year period beginning from the time he or she first participated in the SIMPLE IRA Plan.

8.6 Use of IRS Compliance Programs. Nothing in this SIMPLE IRA Plan should be construed to limit the availability of the IRS' voluntary compliance programs, the Employee Plans Compliance Resolution System (which encompasses the Administrative Policy Regarding Self-Correction, the Walk-in CAP, Audit CAP, and the Voluntary Compliance Resolution Program).

Article IX — Amendment and Termination

Savings Incentive Match Plan for Employees

for use with a SIMPLE Retirement Account

9.1 Amendment by Sponsor. The Sponsor may amend this SIMPLE IRA Plan at any time without obtaining the approval or consent of the Employer or Participant(s) provided that no amendment shall authorize or permit any SIMPLE IRA Plan asset to be used for or diverted to purposes other than the exclusive benefit of Participants and their beneficiaries. The Sponsor will inform each adopting Employer of any amendments to or termination of the SIMPLE IRA Plan.

9.2 Amendment by Employer. The Employer may amend any option elected in the Adoption Agreement provided that no amendment shall authorize or permit any part of the Employer's contribution to be used for or diverted to purposes other than for the exclusive benefit of Participants.

9.3 Plan Amendments. Any amendment to this SIMPLE IRA Plan can become effective only at the beginning of a calendar year and must conform to the content of the Plan notice for the calendar year.

9.4 Termination. The Employer may terminate the Plan upon 60 days' written notice to the Custodian. In such event, the Custodian, if applicable, shall continue to administer each Participant's SIMPLE IRA as provided under the SIMPLE IRA agreement. The Sponsor may also terminate the SIMPLE IRA Plan upon written notice to the Employer.

Article X — Governing Law

Construction, validity and administration of this SIMPLE IRA Plan shall be governed by federal law. Where there is no applicable federal law, this SIMPLE IRA Plan shall be governed by, construed in accordance with and administered under the laws of the State of California. Each party agrees that all actions or proceedings instituted by the Custodian, Employer, Participant, Beneficiary or any interested party arising under or growing out of this Agreement shall be brought in the state or federal courts of California. In the event of reasonable doubt respecting the proper course of action to be taken with respect to the SIMPLE IRA Plan, the Custodian may, in its sole and absolute discretion, resolve such doubt by judicial determination that shall be binding on all parties who may claim any interest in the SIMPLE IRA Plan. A judicial determination may include, but not be limited to, the Custodian petitioning the appropriate court to remain as Custodian over the SIMPLE IRAs in order to preserve the SIMPLE IRA's federal tax-deferred status pending the court's resolution of the SIMPLE IRA Plan. In the event of any such judicial determination, all court costs, legal expenses, reasonable compensation for the time expended by the Custodian and any other expenses and costs, including reasonable attorney's fees, shall be collected by the Custodian from the SIMPLE IRA(s) in accordance with the terms of the SIMPLE IRA(s).



Channel Managers Conference Call - March 30, 2017 PEG Fund Allocation Re: Space Consolidation

Prepared by Chris Miller

Alexander Boekelheide, PCC Representative / PCC-TV, present William Boyer, City Manager Representative / KPAS, present George Falardeau, PCAC ED CEO / Arroyo Channel, present Beth Leyden, PUSD Representative / KLRN, present Chris Miller, PCAC COO, present

The Channel Managers met with PCAC staff for the purpose of discussing the PEG capital fund request for suite consolidation related tenant improvements. The following list was provided prior to the meeting:

1. Tenant Improvements (\$74,000)

Consolidate suite 450 office space into suite 101 studio space

- Construction: approx. \$62,000
- Design: approx. \$9,000
- Construction Contingency (4.8%): \$3,000

2. Fiber Connectivity between suite 101 & City Hall (\$21,000)

Allows transfer of live video and files to eliminate secondary playout system and deliver live video from studio to Charter

- Cable/Connectors: approx. \$5,000
- Design/Labor: approx. \$5,000
- Hardware: approx. \$11,000

3. Multi-viewer Monitoring System (\$2,500)

Allows continuous simultaneous monitoring of 16 signals including all four Charter channels and replaces failing DPS units

- Blackmagic MultiView 16: \$1,500
- Converters/Adapters: approx. \$1,000

4. Live Multi-camera Field Production Kit (\$2,300)

Repurposes 3 robotic cameras in mobile kit and eliminates lengthy setup process for mobile TriCaster Mini system

- Robotic Camera Pedestals (3) / Cases: approx. \$1,200
- TriCaster Mini Road Case / Accessories: approx. \$1,100

5. Pro Services (\$8,900)

Allows PCAC to be competitive in the marketplace to capture alternate sources of revenue and produce high-quality content for community and City departmental productions

- Canon C100: \$2,500
- Canon Lens 24-70mm f/2.8L II: \$1,750
- Ikan Flyweight Camcorder Shoulder Rig: \$500
- Axler CS-HCS-30 Slider: \$500
- Aputure Amaran AL-H198: \$50
- Cinema 4D Studio software: \$3,600

6. Audio (\$1,300)

Improves audio quality in studio and in the field

- Sennheiser MKE-600 Shotgun Mic Kit w/ Boompole, Bag & Shockmount: \$700
- Behringer USB Audio Mixer XENYX 302USB: \$50
- ALPHAENVIRO PVC Sound Baffle for Ceiling (Box of 8): \$220
- Zoom Recorder: \$160
- DBX 166XS Compressor/Limiter: \$170

After COO Miller's description of the project, Leyden expressed near future needs of KLRN including a van and equipment for new studio under construction at John Muir High School. ED CEO Falardeau suggested that needs 4, 5 and 6 be tabled in favor of banking PEG funds for upcoming KLRN needs.

Motion by Boyer, Second by Boekelheide as follows:

Approve proposal set forth by PCAC ED CEO Falardeau and COO Miller to allocate PEG funding for:

- 1. Tenant Improvements: \$74,000
- 2. Fiber Project: \$21,000
- 3. Monitoring System \$2,500
- 4. Set-aside earmark not to exceed of \$35,000 for new KLRN-only "transit" van for KLRN

Motion modified by Miller/Falardeau to include that Channel Managers further resolve and agree that no other PEG funding requests to be brought forth for approval, unless clearly demonstrated as an emergency, until 2018 to allow KLRN / Leyden to develop PEG funding proposal for a vehicle and/or new studio equipment at John Muir High School.

The motion passed by unanimous vote.

Channel Managers further agreed to ask ED CEO Falardeau to research specific dollar amount agreed upon as a PEG reserve for emergency contingencies in the PEG account. 20 percent of the annual \$200,000 allocation (\$40,000) was suggested, but it will be up to the ED CEO to recommend.

Channel Managers agreed that codified written rules and processes need to be set in place.

ED CEO Falardeau to look into more frequent, non-regular meetings for the Ad Hoc Channel Managers Committee.

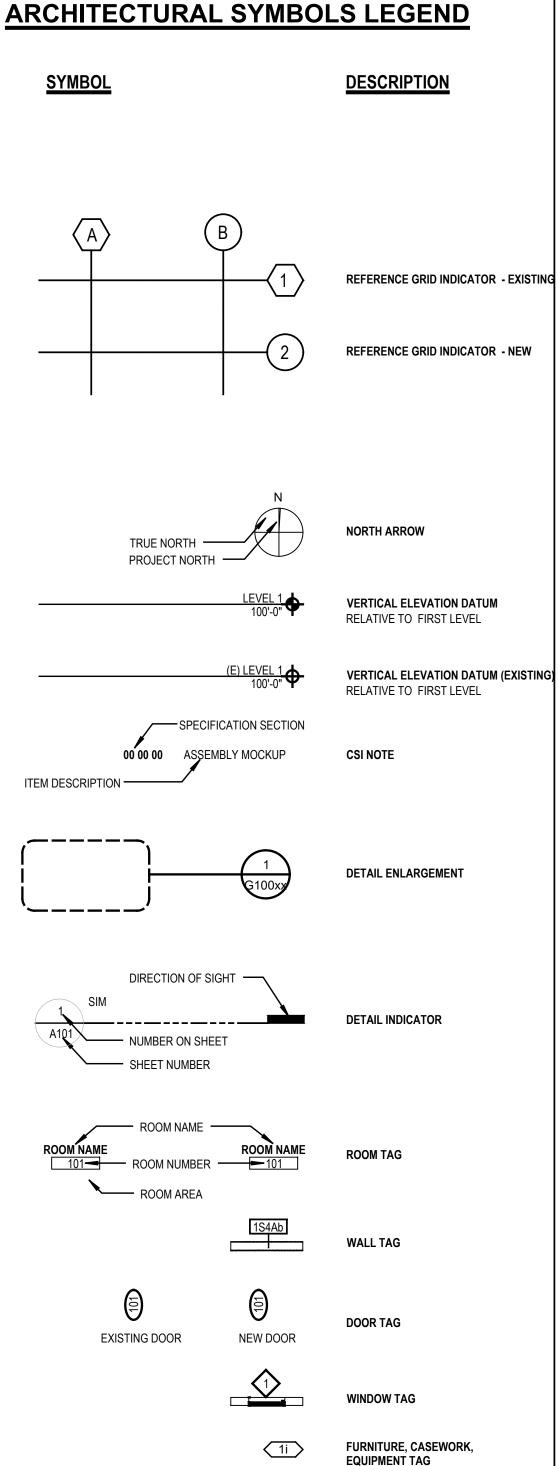
GENERAL NOTES

LOCAL BUILDING ACCESS.

FACE OF FINISH UNLESS NOTED OTHERWISE.

ALL WORK SHALL COMPLY WITH THE REGULATIONS OF GOVERNMENT AUTHORITIES HAVING JURISDICTION. THE SPECIFICATIONS SHALL BE SUPPLEMENTAL TO ALL LAWS AND CODES OF GOVERNMENTAL REGULATING BODIES RELATING TO BUILDINGS, AND ALL APPLICABLE REQUIREMENTS SPECIFIED IN THESE REGULATIONS SHALL BE FOLLOWED AS THOUGH SPECIFICALLY NOTED IN THE SPECIFICATIONS OR DRAWINGS THIS SHALL NOT, HOWEVER, BE CONSTRUED TO MEAN THAT ANY REQUIREMENTS SET FORTH IN THE SPECIFICATIONS CAN BE MODIFIED BECAUSE THEY ARE NOT SPECIFICALLY NOTED BY SUCH CODES OR LAWS. IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO NOTIFY KLAWITER AND ASSOCIATES OF ANY CONFLICTS BETWEEN THESE DRAWINGS AND

- PRIOR TO BEGINNING WORK, THE GENERAL CONTRACTOR SHALL FURNISH A CONSTRUCTION SCHEDULE SHOWING CHRONOLOGICAL PHASING OF WORK WITH START AND COMPLETION DATES.
- 3. DO NOT SCALE DRAWINGS: DIMENSIONS GOVERN. LARGE SCALE DETAILS GOVERN OVER SMALL SCALE DETAILS. DIMENSIONS AS SHOWN ON FLOOR PLANS SHALL BE TO
- 4. THE CONTRACTOR/SUBCONTRACTOR SHALL OBTAIN AND PAY FOR ALL APPROVALS AND PERMITS NECESSARY FOR EXECUTION OF THE WORK.
- THESE DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. SAFETY ON THE JOB SITE IS THE CONTRACTOR'S RESPONSIBILITY.
- 6. ONLY DRAWINGS, SPECIFICATIONS, ADDENDA AND CHANGE ORDERS BEARING APPROVAL OF KLAWITER AND ASSOCIATES AND OWNER SHALL BE USED IN THE EXECUTION OF WORK OR PERMITTED ON THE JOB SITE. SUCH REVISIONS SHALL BECOME A PART OF THE CONTRACT DOCUMENTS.
- THE GENERAL CONTRACTOR SHALL PROVIDE SUBMITTALS IN TRIPLICATE WHEN SAMPLES ARE PROVIDED. ALL OTHER SUBMITTALS SHALL BE PROVIDED IN ELECTRONIC (PDF) FASHION ONLY. SUBMIT TO KLAWITER AND ASSOCIATES FOR REVIEW AND APPROVAL IN A TIMELY MANNER PRIOR TO FABRICATION RELEASE
- 8. SUBSTITUTIONS, REVISIONS OR CHANGES MUST HAVE PRIOR APPROVAL BY KLAWITER AND ASSOCIATES. THE GENERAL CONTRACTOR IS TO SUBMIT SUBSTITUTION MATERIAL SPECIFICATIONS AND SAMPLES FOR APPROVAL IN WRITING PRIOR TO COMMENCEMENT OF WORK.
- THE GENERAL CONTRACTOR SHALL PROVIDE AND INSTALL ALL MATERIALS AND EQUIPMENT REQUIRED TO COMPLETE CONSTRUCTION OF THE PROJECT IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS.
- 10. THE CONTRACTOR IS RESPONSIBLE FOR DAMAGE AND QUALITY INSPECTION OF ALL MATERIALS UPON DELIVERY TO THE JOB SITE AND PRIOR TO INSTALLATION. DAMAGED OR SUBSTANDARD GOODS WILL NOT BE ACCEPTED.
- 11. DURING THE ENTIRE PERIOD OF DEMOLITION AND CONSTRUCTION, ALL EXISTING EXITS, EXIT LIGHTING, FIRE PROTECTIVE DEVICES AND ALARMS SHALL BE MAINTAINED.
- 12. ALL CONTRACTORS SHALL CONTACT BUILDING MANAGEMENT TO DETERMINE THE RULES OF THE BUILDING OWNER FOR CONSTRUCTION, TO DETERMINE WHEN AND HOW DELIVERIES CAN BE MADE, WHAT PHASES OF CONSTRUCTION CAN BE DONE ON REGULAR OR OVERTIME AND ANY SPECIAL BUILDING REQUIREMENTS WHICH WILL AFFECT THEIR WORK.
- 13. THE GENERAL CONTRACTOR SHALL PROPERLY PROTECT THE LANDLORD'S AND ADJOINING PROPERTY OF ANY DAMAGE CAUSED BY HIS WORK OR WORKMEN AND THE DAMAGE MUST BE MADE GOOD WITHOUT DELAY. PATCHING AND REPLACING OF DAMAGED WORK SHALL BE DONE BY THE CONTRACTOR WHO IS RESPONSIBLE FOR THE DAMAGE.
- 14. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING MEETING MINUTES FOR ALL MEETINGS.



FINISH 1—FINISH 2

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PROJECT SCOPE OFFICE TENANT IMPROVEMENT, INCLUDING ELECTRICAL, HVAC MODIFICATIONS AND FIN

PROJECT DATA EXISTING BUILDING

EXISTING BUILDING NUMBER OF FLOORS: 0 OCCUPANCY: TYPE OF CONSTRUCTION: PROJECT FLOOR LOCATIONS TOTAL IMPACTED AREA:

APPLICABLE COD

2016 CALIFORNIA ADMINISTRATIVE CODE (CAC PART 1, TITLE 24, CALIFORNIA CODE OF F 2016 CALIFORNIA BUILDING CODE (CBC) PART 2, TITLE 24, CALIFORNIA CODE OF I INTERNATIONAL BUILDING CODE (IBC) AN

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2016 CALIFORNIA EXISTING BUILDING CODE (PART 10, TITLE 24, CALIFORNIA CODE OF 2012 INTERNATIONAL EXISTING BUILDING 2016 CALIFORNIA GREEN BUILDING STANDARD PART 11, TITLE 24, CALIFORNIA CODE OF 2016 CALIFORNIA REFERENCED STANDARDS (PART 12, TITLE 24, CALIFORNIA CODE OF NFPA 13 - 2013 STANDARD FOR THE INSTALLA

NFPA 72 - 2013 NATIONAL FIRE ALARM AND SIG NFPA 101 - LIFE SAFETY CODE

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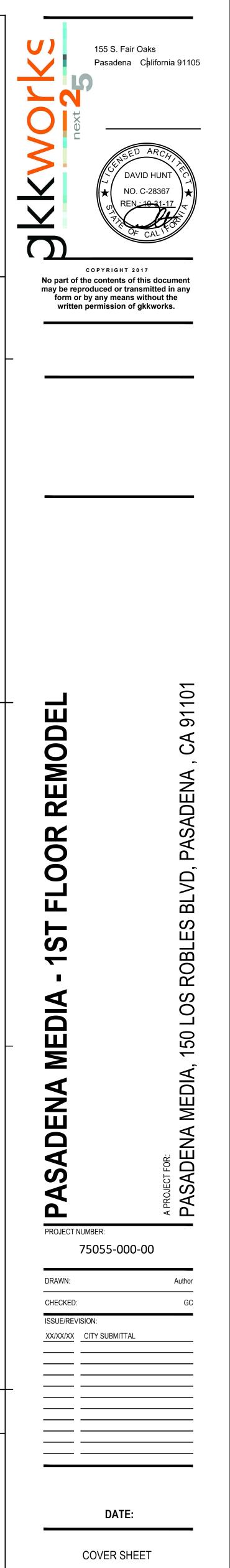
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AREA OF WORK -



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 A. <u>SITE DEVELOPMENT</u> 1. GRADE AND DEVELOP SITE SO THAT ALL BUILDING ENTRANCES, 	3. PEDESTRIAN RAMPS SERVING ACCESSIBLE ENTRANCES TO BUILDINGS SHALL BE A MINIMUM 48 INCHES CLEAR WIDTH.
REQUIRED EXITS, AND OTHER ACCESS POINTS TO THE BUILDING, AS DESIGNATED BY THE GOVERNING AGENCY, ARE ACCESSIBLE TO THE PHYSICALLY DISABLED FROM BOTH THE PUBLIC WAY AND	4. PEDESTRIAN RAMPS SERVING ACCESSIBLE ENTRANCES TO BUILDINGS HAVING AN OCCUPANT LOAD OF 300 OR MORE SHALL HAVE A MINIMUM CLEAR WIDTH OF 60 INCHES.
FROM THE SPECIAL PARKING SPACE(S) PROVIDED FOR THE DISABLED. THE ACCESSIBLE ROUTE OF TRAVEL SHALL BE PROVIDED BETWEEN THE BUILDING AND FACILITIES ON THE SITE.	5. PEDESTRIAN RAMPS SERVING ACCESSIBLE ENTRANCES TO BUILDINGS HOUSING GROUP R OCCUPANCIES MAY BE 36 INCHES
PARKING	 CLEAR WIDTH WHEN THE OCCUPANT LOAD IS 50 OR LESS. 6. THE MAXIMUM SLOPE OF A RAMP THAT SERVES ANY EXITWAY, PROVIDES DISABLED ACCESS OR IS IN THE PATH OF TRAVEL
 PROVIDE DISABLED PARKING SPACES. EACH SPACE SHALL BE 14 FEET WIDE AND OUTLINED TO PROVIDE A 9 FOOT PARKING AREA AND A 5 FOOT LOADING AND UNLOADING 	SHALL BE 1 FOOT RISE IN 12 FEET OF HORIZONTAL RUN. THE LEAST POSSIBLE SLOPE SHALL BE USED FOR ANY RAMP.
AREA. SEE NOTE #3 BELOW. VAN ACCESSIBLE STALLS AS REQUIRED.	7. RAMP LANDINGS SHALL BE PROVIDED AT THE TOP AND BOTTOM OF EACH RAMP.
 TWO ADJACENT PARKING SPACES MAY BE PROVIDED WITH A 23 FOOT WIDE AREA LINED TO PROVIDE A 9 FOOT PARKING AREA ON EACH SIDE OF A 5 FOOT LOADING AND UNLOADING AREA IN THE CENTER. 8 FOOT LOADING/UNLOADING AREA AT VAN 	8. INTERMEDIATE LANDINGS SHALL BE PROVIDED AT INTERVALS NOT EXCEEDING 30 INCHES OF VERTICAL RISE AND AT EACH CHANGE OF DIRECTION. LANDINGS ARE NOT CONSIDERED IN DETERMINING THE MAXIMUM HORIZONTAL DISTANCE OF EACH
ACCESSIBLE STALLS. 4. THE MINIMUM LENGTH OF EACH PARKING SPACE SHALL BE 18	 RAMP. 9. TOP LANDINGS SHALL BE NOT LESS THAN 60 INCHES WIDE AND
 FEET. 5. SURFACE SLOPES OF PARKING SPACES FOR THE PHYSICALLY DISABLED SHALL NOT EXCEED 1/4 INCH PER FOOT (2.083%) 	SHALL HAVE A LENGTH OF NOT LESS THAN 60 INCHES IN THE DIRECTION OF RAMP RUN. 10. DOORS IN ANY POSITION SHALL NOT REDUCE THE MINIMUM
 6. ALL PARKING STRUCTURES AND PARKING AREAS SHALL HAVE 	DIMENSION OF THE RAMP LANDING TO LESS THAN 42 INCHES AND SHALL NOT REDUCE THE REQUIRED WIDTH BY MORE THAN 3-1/2 INCHES WHEN FULLY OPEN.
ACCESSIBLE PARKING SPACES AND ALL ENTRANCES LEADING TO THE ACCESSIBLE PARKING SPACES AND ALL VEHICLE EXITS FROM THE ACCESSIBLE PARKING SPACES INCLUDING THE DRIVEWAY, AISLE AND STALL AREA, SHALL HAVE A MINIMUM VERTICAL CLEARANCE OF	11. THE WIDTH OF THE LANDING SHALL EXTEND 24 INCHES PAST THE STRIKE EDGE OF ANY DOOR OR GATE FOR EXTERIOR RAMPS AND 18 INCHES PAST THE STRIKE EDGE FOR INTERIOR RAMPS.
8'-2". PROVIDE 114" (9'-6") MINIMUM CLEARANCE TO BUILDING/ FACILITIES PASSENGER LOADING ZONE FROM THE PUBLIC WAY AND INCLUDING THE PASSENGER LOADING ZONES.	12. INTERMEDIATE LANDINGS AT A CHANGE OF DIRECTION AND BOTTOM LANDINGS SHALL HAVE A DIMENSION IN THE DIRECTION
 THE 8'-2" AND 9'-6" VERTICAL DIMENSIONS SHALL BE CLEAR OF ALL OBSTRUCTIONS, INCLUDING BEAMS, SPRINKLER HEADS, PIPING, 	OF RAMP RUN OF NOT LESS THAN 72 INCHES. 13. AT BOTTOM AND INTERMEDIATE LANDINGS, THE WIDTH SHALL BE AT LEAST THE SAME AS REQUIRED FOR THE RAMPS.
ETC. 8. A DISABLED PARKING SPACE SHALL BE LOCATED SO AS NOT TO REQUIRE ITS USER TO WHEEL OR WALK BEHIND ANY OTHER	 OTHER INTERMEDIATE LANDINGS SHALL HAVE A DIMENSION IN THE DIRECTION OF RAMP RUN OF NOT LESS THAN 60 INCHES.
DISABLED OR NON-DISABLED PARKING SPACE.	15. THE SLOPE ACROSS A RAMP LANDING IN ANY DIRECTION SHALL NOT EXCEED 1/4 INCH RISE IN 1 FOOT OF HORIZONTAL RUN.
 PEDESTRIAN WAYS WHICH ARE ACCESSIBLE TO THE PHYSICALLY DISABLED SHALL BE PROVIDED FROM EACH ACCESSIBLE PARKING SPACE TO RELATED FACILITIES, INCLUDING ELEVATORS, CURB CUTS AND/OB RAMPS AS NEEDED 	 HANDRAILS ARE REQUIRED ON RAMPS THAT PROVIDE DISABLED ACCESS, IF THE SLOPE EXCEEDS 1 FOOT RISE IN 20 FEET OF HORIZONTAL RUN.
AND/OR RAMPS AS NEEDED. 10. IN EACH PARKING AREA, A BUMPER OR CURB SHALL BE PROVIDED AND LOCATED TO PREVENT ENCROACHMENT OF CARS OVER THE	17. HANDRAILS SHALL BE PLACED ON EACH SIDE OF EACH RAMP. HANDRAILS SHALL BE CONTINUOUS, THE FULL LENGTH OF THE RAMP, SHALL
REQUIRED WIDTH OF WALKWAYS. 11. ACCESSIBLE PARKING SPACES SHALL BE LOCATED AS	BE AT 34 INCHES ABOVE THE RAMP WITH A HORIZONTAL RAIL AT 27" ABOVE RAMP SURFACE WHEN INTERMEDIATE RAILING WITH MAX. OF 4" OF CLEAR SPACE IS NOT REQUIRED. LOW HORIZONTAL RAIL SHALL EXTEND SAME AS REQUIRED FOR HANDRAILS AND SHALL EXTEND A MI
NEAR AS PRACTICAL TO ACCESSIBLE ENTRANCE(S). 12. WHEN ACCESSIBLE PARKING IS LOCATED SUCH THAT THE PATH OF TRAVEL FROM THE ACCESSIBLE PARKING SPACE(S) TO A BUILDING	OF 1 FOOT BEYOND THE TOP AND BOTTOM OF THE RAMP, AND THE ENDS SHALL BE RETURNED TO A WALL, FLOOR, OR POST.
OR FACILITY REQUIRES A DISABLED PERSON TO TRAVEL INTO THE PUBLIC WAY, THE ENTIRE PATH OF TRAVEL, INCLUDING THAT PORTION IN THE PUBLIC WAY SHALL CONFORM TO ALL	18. HANDRAILS PROJECTING FROM A WALL SHALL HAVE A SPACE OF NOT LESS THAN 1 1/2 INCHES BETWEEN THE WALL AND THE HANDRAIL.
APPLICABLE CODE REQUIREMENTS, INCLUDING NOTE #17 BELOW. 13. WHEN SEPARATE PARKING AREAS SUCH AS COVERED AND	19. THE GRIP PORTION OF THE HANDRAIL SHALL BE NOT LESS THAN 1 1/4 INCHES NOR MORE THAN 1 1/2 INCHES IN CROSS SECTIONAL OUTSIDE DIMENSION, OR THE SHAPE SHALL PROVIDE AN EQUIVALENT
UNCOVERED AREAS, NON-INTERCONNECTED PARKING AREAS OR LEVELS OR SEPARATE PARKING AREAS OR STRUCTURES, ARE PROVIDED ON A SITE, EACH PARKING AREA SHALL HAVE	GRIPPING SURFACE AND ALL SURFACES SHALL BE SMOOTH WITH NO SHARP CORNERS. SEE TYPICAL ACCESSIBILITY DETAIL SHEET.
ACCESSIBLE PARKING STALLS. 14. EACH PARKING SPACE RESERVED FOR THE DISABLED SHALL BE IDENTIFIED BY A PERMANENTLY AFFIXED REFLECTORIZED SIGN	 20. THE SURFACE ON RAMPS SHALL BE NON-SLIP MEETING A COEFFICIENT OF FRICTION OF 0.8. 21. WHEN THE RAMP SURFACE IS NOT BOUNDED BY A WALL OR
CONSTRUCTED OF PORCELAIN ON STEEL, BEADED TEXT, OR EQUAL, DISPLAYING THE INTERNATIONAL SYMBOL OF ACCESSIBILITY. THE SIGN SHALL NOT BE SMALLER THAN 70	FENCE AND THE RAMP EXCEEDS 10 FEET IN LENGTH, THE RAMP SHALL COMPLY WITH ONE OF THE FOLLOWING REQUIREMENTS:
SQUARE INCHES IN AREA AND SHALL BE CENTERED AT THE INTERIOR END OF THE PARKING SPACE AT A MINIMUM HEIGHT OF 80 INCHES FROM THE BOTTOM OF THE SIGN TO THE HIGHEST	A. A GUIDE CURB A MINIMUM OF 2 INCHES IN HEIGHT SHALL BE PROVIDED AT EACH SIDE OF THE RAMP, EXCEPT WHEN ADJACENT GRADE IS 4" OR GREATER BELOW RAMP SURFACE, THEN CURB
ADJACENT FINISHED GRADE, OR CENTERED ON THE WALL AT THE INTERIOR END OF THE PARKING SPACE AT A MINIMUM HEIGHT THAT WILL NOT BE OBSCURED BY A VEHICLE PARKED IN THE SPACE. "VAN ACCESSIBLE" SIGN SHALL BE INSTALLED BELOW	SHALL BE A MIN. 6" HIGH ABOVE RAMP SURFACE.B. A WHEEL GUIDE RAIL SHALL BE PROVIDED, CENTERED 3 INCHES PLUS OR MINUS 1 INCH ABOVE THE SURFACE ON THE RAMP.
THE SYMBOL OF ACCESSIBILITY SIGN WHERE VAN PARKING OCCURS.	C. SEE NOTE #T-7 FOR ADDITIONAL INFORMATIONS.22. WHERE A RAMP SURFACE HAS A SLOPE OF 1:20 (5%) OR
15. A SIGN SHALL ALSO BE POSTED, IN A CONSPICUOUS PLACE, AT EACH ENTRANCE TO THE OFF-STREET PARKING FACILITY, NOT LESS THAN 17 INCHES X 22 INCHES IN SIZE WITH LETTERING NOT LESS THAN 1 INCH IN HEIGHT, WHICH CLEARLY AND	GREATER AND THE ADJACENT GRADE IS GREATER THAN 4" BELOW THE RAMP SURFACE A CURB 6" HIGH ABOVE THE RAMP SURFACE SHALL BE PROVIDED ALONG SUCH OPEN SIDE OF RAMP SURFACE
CONSPICUOUSLY STATES THE FOLLOWING:	OR WHEEL GUIDE. SEE 21.B ABOVE. 23. WHERE AN ADJACENT GRADE IS 30" BELOW THE OPEN SIDE OF THE RAMP, A 42"-45" HIGH GUARDRAIL SHALL BE INSTALLED WITH
UNAUTHORIZED VEHICLES PARKED IN DESIGNATED DISABLED ACCESS ONLY PARKING SPACES AND NOT DISPLAYING DISTINGUISHING PLACARDS OR LICENSE PLATES ISSUED FOR DISABLED PERSONS MAY BE TOWED AWAY AT OWNER'S EXPENSE. TOWED VEHICLES MAY BE	INTERMEDIATE MEMBERS SO AN OBJECT OF 4" DIAMETER CAN NOT PASS THROUGH SUCH INTERMEDIATE MEMBERS. E. CURB RAMPS
RECLAIMED ATOR BY TELEPHONING	CURB RAMPS SHALL BE CONSTRUCTED AT EACH CORNER OF STREET INTERSECTIONS, WHERE A PEDESTRIAN WAY CROSSES A CURB AND WHEN ACCESSIBLE ROUTE FROM ACCESSIBLE PARKING
16. IN ADDITION TO THE ABOVE SIGNAGE REQUIREMENTS, THE	STALL OCCURS.2. CURB RAMPS SHALL BE A MINIMUM OF 4 FEET IN WIDTH AND SHALL
SURFACE OF EACH PARKING PLACE SHALL HAVE A SURFACE IDENTIFICATION SYMBOL DUPLICATING THE SYMBOL OF ACCESSIBILITY IN BLUE PAINT, AT LEAST 3 FOOT SQUARE.	LIE GENERALLY, IN A SINGLE SLOPED PLANE, WITH A MINIMUM OF SURFACE WARPING AND CROSS SLOPE. 3. THE SLOPE OF CURB RAMPS SHALL NOT EXCEED 1 VERTICAL TO
17. IF A WALK CROSSES OR ADJOINS A VEHICULAR WAY, AND THE WALKING SURFACES ARE NOT SEPARATED BY CURBS, RAILINGS, OR OTHER ELEMENTS BETWEEN THE PEDESTRIAN AREAS AND	12 HORIZONTAL. THE SLOPE OF THE FANNED OR FLARED SIDES OF CURB RAMPS SHALL NOT EXCEED 1 VERTICAL TO 10 HORIZONTAL. CURB RAMP MAXIMUM RISE AND RUN SHALL BE
VEHICULAR AREAS THE BOUNDARY BETWEEN THE AREAS SHALL BE DEFINED BY A CONTINUOUS 36" WIDE DETECTABLE WARNING BANDS CONSISTING OF RAISED TRUNCATED DOMES WITH A 0.9 INCH (23 MM)DIAMETER, HEIGHT OF 0.2 INCH (5 MM) AND 2.35 INCH (60	6" AND 6'-0", RESPECTIVELY.4. A LEVEL LANDING 4 FEET DEEP SHALL BE PROVIDED AT THE
MM) O.C. AND SHALL BE OF A LIGHT VS. DARK COLOR CONTRAST.	UPPER END OF EACH CURB RAMP OVER ITS FULL WIDTH TO PERMIT SAFE EGRESS FROM THE RAMP SURFACE, OR THE SLOPE OF THE FANNED OR FLARED SIDES OF THE CURB RAMP SHALL NOT EXCEED ONE VERTICAL TO 12 HORIZONTAL. SEE NOTE C.6
VALKS AND SIDE WALKS. WALKS AND SIDE WALKS SUBJECT TO THESE REGULATIONS SHALL HAVE A CONTINUOUS COMMON SURFACE, NOT	 ABOVE. 5. THE LOWER END OF EACH CURB RAMP SHALL HAVE A 1/2 INCH LIP BEVELED AT 1:2. SEE NOTE C.1 ABOVE.
INTERRUPTED BY STEPS OR BY ABRUPT CHANGES IN LEVEL EXCEEDING 1/2 INCH AND SHALL BE A MINIMUM OF 48 INCHES IN WIDTH. WHEN CHANGES IN LEVEL DO OCCUR, THEY SHALL BE BEVELED	6. THE SURFACE OF EACH CURB RAMP AND ITS FLARED SIDES SHALL BE NON-SLIP MEETING A STATIC COEFFICIENT OF FRICTION OF 0.8 AND SHALL BE OF
WITH A SLOPE NO GREATER THAN 1:2, EXCEPT THAT LEVEL CHANGES NOT EXCEEDING 1/4 INCH MAY BE VERTICAL. (26 DEGREE MAX. BEVEL = 1:2 SLOPE). SEE TYPICAL ACCESSIBILITY DETAIL SHEET.	 CONTRASTING FINISH FROM THAT OF THE ADJACENT SIDEWALK. THE WALKING SURFACE OF EACH CURB RAMP SHALL HAVE DETECTABLE WARNING TIL INSTALLED ACROSS THE FULL WIDTH FOR A DEPTH OF 36", REFER TO DETAILS ON AR-1
 WALK AND SIDEWALK SURFACES SHALL BE SLIP-RESISTANT WITH A STATIC COEFFICIENT OF FRICTION OF 0.6, SEE RAMPS AND CURB RAMPS NOTES FOR RAMP SURFACES. 	SURFACE OF THESE PAVERS SHALL BE AN INTEGRAL PART OF THE WALKING SURFACE CONSIST OF RAISED TRUNCATED DOMES 0.9 INCHES (23 MM) DIAMETER, 0.2 (5 MM) HIG AND 2.35 INCHES (60 MM) O.C., AS MANUFACTURED BY INTERLOCK SAN DIEGO 760/434-55
3. WHEN THE SLOPE IN THE DIRECTION OF TRAVEL OF ANY WALK EXCEEDS 1 VERTICAL TO 20 HORIZONTAL (5% GRADIENT) IT SHALL	 OR EQUAL, COLOR AS SELECTED BY ARCHITECT. SEE TYPICAL ACCESSIBILITY DETAILS 8. ALL CURB RAMPS SHALL HAVE A DETECTABLE WARNING BORDER 12 INCHES WIDE AT THE LEVEL SURFACE OF THE SIDEWALK ALONG THE 1
 COMPLY WITH THE PROVISIONS FOR PEDESTRIAN RAMPS. 4. SURFACE CROSS SLOPES SHALL NOT EXCEED 1/4 INCH PER FOOT. 	AND EACH SIDE OF THE RAMP. THIS BORDER SHALL CONSIST OF 1/4 INCH BY 1/4 INCH GROOVES APPROXIMATELY 3/4 INCHES ON CENTER AND RUNNING PERPENDICULAR TO THE FLOW OF PEDESTRIAN TRAFFI
5. WALKS, SIDEWALKS AND PEDESTRIAN WAYS SHALL BE FREE OF GRATINGS WHENEVER POSSIBLE. FOR GRATINGS LOCATED IN	SEE TYPICAL ACCESSIBILITY DETAILS SHEET. F. <u>ENTRANCES</u>
THE SURFACE OF ANY OF THESE AREAS, GRID OPENINGS IN GRATINGS SHALL BE LIMITED TO 1/2 INCH IN THE DIRECTION OF TRAFFIC FLOW.	 AT LEAST ONE PRIMARY ENTRANCE (NOTE: SOME GOVERNING AGENC MAY DEFINE EXITS AS A BLDG. ENTRANCE) TO BUILDING AND FACILITIE SHALL BE MADE ACCESSIBLE TO THE PHYSICALLY DISABLED, QUANTIT
 WHEN CHANGES IN LEVELS GREATER THAN 1/2 INCH ARE NECESSARY THEY SHALL COMPLY WITH THE REQUIREMENTS FOR CURB RAMPS. 	OF ACCESSIBLE ENTRANCES, ALTHOUGH, SHALL BE AS REQUIRED BY GOVERNING AGENCIES.
 WALKS SHALL BE PROVIDED WITH A LEVEL AREA NOT LESS THAN INCHES X 60 INCHES AT A DOOR OR GATE THAT SWINGS TOWARD THE WALK AND NOT LESS THAN 54" WIDE BY 48" INCHES 	2. ALL DISABLED ACCESSIBLE ENTRANCES, SHALL BE IDENTIFIED WITH AT LEAST ONE STANDARD SIGN AND WITH ADDITIONAL DIRECTIONAL SIGNS VISIBLE FROM APPROACHING PEDESTRIAN WAYS.
TOWARD THE WALK, AND NOT LESS THAN 54" WIDE BY 48" INCHES DEEP AT A DOOR OR GATE THAT SWINGS AWAY FROM THE WALK. SUCH WALKS SHALL EXTEND 24 INCHES TO THE SIDE OF THE STRIKE EDGE OF A DOOR OR GATE THAT SWINGS TOWARD THE	 WAYS. 3. EVERY REQUIRED ENTRANCE, "EXIT", OR PASSAGE DOORWAY SHALL B OF A SIZE AS TO PERMIT THE INSTALLATION OF A DOOR NOT LESS THAN 3 FEET IN WIDTH AND NOT LESS THAN 6 FEET, 8 INCHES IN
WALK.8. ALL WALKS WITH CONTINUOUS GRADIENTS SHALL HAVE LEVEL	HEIGHT. DOORS SHALL BE CAPABLE OF OPENING AT LEAST 90 DEGREES AND SHALL BE SO MOUNTED THAT THE CLEAR WIDTH OF THE DOORWAY IS NOT LESS THAN 32 INCHES.
 AREAS AT LEAST 5 FEET IN LENGTH AT INTERVALS EVERY 30" OF RISE AND AT EVERY 300 FEET OF LENGTH. 9. THE SPACE BETWEEN TWO CONSECUTIVE DOOR OPENINGS 	4. WHERE A PAIR OF DOORS IS UTILIZED AT LEAST ONE OF THE DOORS SHALL PROVIDE A CLEAR UNOBSTRUCTED OPENING WIDTH OF 32 INCHES WITH THE LEAF POSITIONED AT AN ANGLE OF
9. THE SPACE BETWEEN TWO CONSECUTIVE DOOR OPENINGS SHALL BE 48" MINIMUM.	90 DEGREES FROM ITS CLOSED POSITION.5. WHEN AN AUTOMATIC DOOR OPERATOR IS UTILIZED TO OPERATE A PAIR OF DOORS, AT LEAST ONE OF THE DOORS SHALL PROVIDE
 PEDESTRIAN RAMPS 1. ANY PATH OF TRAVEL SHALL BE CONSIDERED A RAMP IF ITS 	A CLEAR UNOBSTRUCTED OPENING WIDTH OF 32 INCHES WITH THE DOOR POSITIONED AT AN ANGLE OF 90 DEGREES FROM ITS CLOSED POSITION.
SLOPE IS GREATER THAN 1 FOOT RISE IN 20 FOOT HORIZONTAL RUN (5%).	 LATCHING AND LOCKING DOORS THAT ARE HAND ACTIVATED AND WHICH ARE IN A PATH OF TRAVEL, SHALL BE OPERABLE WITH A SINGLE EFFORT BY LEVER TYPE HARDWARE, PANIC BARS, PUSH-
 PEDESTRIAN RAMPS SERVING ACCESSIBLE ENTRANCES TO BUILDINGS SHALL HAVE A CLEAR WIDTH NOT LESS THAN THE WIDTH REQUIRED FOR WALKS. 	PULL ACTIVATING BARS, OR OTHER HARDWARE DESIGNED TO PROVIDE PASSAGE WITHOUT REQUIRING THE ABILITY TO GRASP THE OPENING HARDWARE.

L ONLY UTILIZE APPLICABLE TYPICAL ACCESSIBILITY DETAILS & NOTES

- HAND ACTIVATED DOOR OPENING HARDWARE SHALL BE CENTERED BETWEEN 34 INCHES AND 44 INCHES ABOVE THE
- 8. THE FLOOR OR LANDING ON EACH SIDE OF AN ENTRANCE OR PASSAGE DOOR SHALL BE LEVEL. THE LEVEL AREA SHALL HAVE A LENGTH IN THE DIRECTION OF DOOR SWING OF AT LEAST 60 INCHES AND THE LENGTH OPPOSITE THE DIRECTION OF DOOR SWING OF 48 INCHES AS MEASURED AT RIGHT ANGLES TO THE PLANE OF THE DOOR IN ITS CLOSED POSITION.
- 9. THE WIDTH OF THE LEVEL AREA ON THE SIDE TO WHICH THE DOOR SWINGS SHALL EXTEND 24 INCHES PAST THE STRIKE EDGE OF THE DOOR FOR EXTERIOR DOORS AND 18 INCHES PAST THE STRIKE EDGE FOR INTERIOR DOORS, WHEN DOOR SWINGS IN DIRECTION OF TRAVEL AND THE DOOR HAS BOTH LATCH AND A CLOSER, 12" OF CLEARANCE SHALL BE PROVIDED AT THE DOOR STRIKE EDGE OPPOSITE OF THE DOOR SWING.
- 10. THE FLOOR OR LANDING SHALL BE NOT MORE THAN 1/2 INCH LOWER THAN THE THRESHOLD OF THE DOORWAY. CHANGE IN LEVEL BETWEEN 1/4 INCH AND 1/2 INCH SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 1:2.
- 11. THE BOTTOM 10 INCHES OF ALL DOORS SHALL HAVE A SMOOTH UNINTERRUPTED SURFACE TO ALLOW THE DOOR TO BE OPENED BY A WHEELCHAIR FOOTREST WITHOUT CREATING A TRIP OR HAZARDOUS CONDITION. WHERE NARROW FRAME DOORS ARE USED. A 10 INCH HIGH SMOOTH PANEL SHALL BE INSTALLED ON THE PUSH SIDE OF THE DOOR, WHICH WILL ALLOW THE DOOR TO BE OPENED BY A WHEELCHAIR FOOTREST WITHOUT CREATING A TRIP OR HAZARDOUS CONDITION. SEE TYPICAL ACCESSIBILITY DETAIL SHEET.
- 12. NOT USED
- 13. THE SPACE BETWEEN TWO CONSECUTIVE DOOR OPENINGS IN A VESTIBULE, SERVING OTHER THAN A REQUIRED EXIT STAIRWAY SHALL PROVIDE A MINIMUM OF 48 INCHES OF CLEAR SPACE FROM ANY DOOR OPENING INTO SUCH VESTIBULE WHEN THE DOOR IS POSITIONED AT AN ANGLE OF 90 DEGREES FROM ITS CLOSED POSITION. DOORS IN A SERIES SHALL SWING EITHER IN THE SAME DIRECTION OR AWAY FROM THE SPACE BETWEEN THE DOORS.
- 14. MAXIMUM EFFORT TO OPERATE DOORS SHALL NOT EXCEED 8 1/2 LBS. FOR EXTERIOR DOORS AND 5 LBS. FOR INTERIOR DOORS SUCH PULL OR PUSH EFFORT BEING APPLIED AT RIGHT ANGLE TO HINGED DOORS AND AT THE CENTER PLANE OF SLIDING OR FOLDING DOORS. COMPENSATING DEVICES OR AUTOMATIC DOOR OPERATORS MAY BE UTILIZED TO MEET THE ABOVE STANDARDS. WHEN FIRE DOORS ARE REQUIRED. THE MAXIMUM EFFORT TO OPERATE THE DOOR MAY BE INCREASED UP TO 15 LBS.
- 15. WHERE TURNSTILES ARE UTILIZED IN A FACILITY FOR THE PURPOSE OF PROVIDING FULLY CONTROLLED ACCESS, A DOOR OR GATE THAT IS FULLY ACCESSIBLE TO THE PHYSICALLY DISABLED SHALL BE PROVIDED ADJACENT TO THE TURNSTILE OR REVOLVING DOOR AND SHALL BE SO DESIGNED TO FACILITATE THE SAME USE PATTERN.

6. FLOORS AND LEVELS

- 1. IN BUILDINGS AND FACILITIES. FLOORS OF ANY GIVEN SPACE SHALL HAVE A COMMON LEVEL THROUGHOUT, OR SHALL BE CONNECTED BY PEDESTRIAN RAMPS, PASSENGER ELEVATORS AND/OR, WHEN ALLOWED, SPECIAL ACCESS LIFTS.
- 2. FLOORS ARE TO BE SLIP RESISTANT. SEE "THRESHOLD/LEVEL CHANGES" DETAIL ON TYPICAL ACCESSIBILITY
- DETAIL SHEET. 4. SEE NOTE #T-7 FOR ADDITIONAL INFORMATION.

CORRIDORS AND AISLES

- 1. EVERY CORRIDOR SERVING AN OCCUPANT LOAD OF 10 OR MORE SHALL BE NOT LESS IN WIDTH THAN 44 INCHES.
- 2. CORRIDORS THAT EXCEED 200 FEET IN LENGTH SHALLS
- A. HAVE A MINIMUM CLEAR WIDTH OF 60 INCHES, OR
- B. HAVE, AT A CENTRAL LOCATION, A 60 INCH X 60 INCH MINIMUM
- WHEELCHAIR TURNING SPACE OR PASSING ALCOVE; OR, C. HAVE, AT A CENTRAL LOCATION, AN INTERVENING CROSS OR TEE
- CORRIDOR, A MINIMUM OF 44 INCHES IN WIDTH; OR,
- D. HAVE, AT A CENTRAL LOCATION, AN OPERABLE DOOR.
- . STAIRWAYS SHALL HAVE HANDRAILS ON EACH SIDE, AND EVERY

STAIRWAYS

- STAIRWAY REQUIRED TO BE MORE THAN 88 INCHES IN WIDTH SHALL BE PROVIDED WITH NOT LESS THAN ONE INTERMEDIATE HANDRAIL FOR EACH 88 INCHES OF REQUIRED WIDTH. INTERMEDIATE HANDRAILS SHALL BE SPACED APPROXIMATELY EQUAL WITHIN THE ENTIRE WIDTH OF THE STAIRWAY.
- HANDRAILS SHALL BE LOCATED AT 34 INCHES ABOVE THE NOSING OF THE TREADS.
- HANDRAILS SHALL EXTEND A MINIMUM OF 12 INCHES BEYOND THE TOP NOSING AND 12 INCHES PLUS THE TREAD WIDTH BEYOND THE BOTTOM NOSING.
- WHERE THE EXTENSION OF THE HANDRAIL IN THE DIRECTION OF THE STAIR RUN WOULD CREATE A HAZARD. THE EXTENSION SHALL BE MADE AT RIGHT ANGLES, ON THE FACE OF A RETURNING WALL. WHERE THE STAIRS ARE CONTINUOUS FROM LANDING TO LANDING, THE INNER RAIL SHALL BE CONTINUOUS AND NEED NOT EXTEND OUT INTO THE LANDING.
- ENDS SHALL BE RETURNED OR SHALL TERMINATE IN NEWEL POSTS OR SAFETY TERMINALS.
- 6. HANDRAILS PROJECTING FROM A WALL SHALL HAVE A SPACE OF NOT LESS THAN 1 1/2 INCH BETWEEN THE WALL AND THE HANDRAII
- THE HANDGRIP PORTION OF HANDRAILS SHALL BE 1 1/2" OUTSIDE DIAMETER IN CROSS-SECTIONAL DIMENSION OR THE SHAPE SHALL PROVIDE AN EQUIVALENT GRIPPING SURFACE AND SHALL HAVE A SMOOTH SURFACE WITH NO SHARP CORNERS.
- 8. THE UPPER APPROACH AND THE LOWER TREAD OF EACH INTERIOR STAIR SHALL BE MARKED BY A STRIP OF CLEARLY CONTRASTING COLOR AT LEAST 2 INCHES WIDE AND PLACED PARALLEL TO AND NOT MORE THAN 1 INCH FROM THE NOSE OF THE STEP OR LANDING TO ALERT THE VISUALLY IMPAIRED. THE STRIP SHALL BE OF A MATERIAL THAT IS NON-SLIP MEETING A STATIC COEFFICIENT OF FRICTION OF 0.8.
- WHERE STAIRWAYS OCCUR OUTSIDE A BUILDING, THE UPPER APPROACH AND ALL TREADS SHALL BE MARKED BY A STRIP OF CLEARLY CONTRASTING COLOR AT LEAST 2 INCHES WIDE AND PLACED PARALLEL TO AND NOT MORE THAN 1 INCH FROM THE NOSE OF THE STEP OR LANDING TO ALERT THE VISUALLY IMPAIRED. THE STRIP SHALL BE OF A MATERIAL THAT IS NON-SLIP.
- 10. ALL EXTERIOR TREAD SURFACES SHALL BE NON-SLIP, DESIGNED SO AS WATER DOES NOT ACCUMULATE. MEETING A STATIC COEFFICIENT OF FRICTION OF 0.8.
- 11. TREADS SHALL HAVE SMOOTH, ROUNDED OR ANGLED NOSE. 12. NOSING SHALL NOT PROJECT MORE THAN 1 1/2 INCH PAST THE
- FACE OF THE RISER BELOW. 13. RISERS SHALL BE CLOSED.
- 14. STAIRWAY IDENTIFICATION (PICTOGRAMS/SIGNS) SHALL BE INSTALLED AT EACH FLOOR LEVEL WHEN BUILDING IS OVER TWO STORIES N HEIGHT. SEE "SIGNS/PICTOGRAMS" DETAIL ON TYPICAL ACCESSIBILIT) DETAIL SHEET.
- K. ELEVATORS

NOT USED

- PASSENGER ELEVATORS SERVING AN OCCUPANT LOAD OF MORE THAN 50 SHALL HAVE A MINIMUM INSIDE CAR PLATFORM OF 5 FEET 8 INCHES WIDE X 4 FEET 3 INCHES DEEP FROM REAR WALL TO SIDE RETURN PANEL AND 4'-6" FROM REAR WALL TO DOOR. DOORS SHALL BE 3 FEET CLEAR, SIDE SLIDE TYPE. 80" MINIMUM INSIDE CAB WIDTH WHEN CENTERED DOOR. AT LEAST ONE CAR SHALL BE SIZED TO 6'-8" WIDE X 4'-3" MINIMUM INSIDE DIMENSIONS WITH A 42" DOOR TO ACCOMMODATE AMBULANCE TYPE STRETCHER, 76" X 24" HORIZONTAL POSITION, AS REQUIRED BY THE STATE FIRE MARSHAL. SUCH MEDICAL EMERGENCY ELEVATOR SHALL BE IDENTIFIED WITH THE INTERNATIONAL "STAR OF LIFE" SYMBOL, 3" SQUARE AND PERMANENTLY ATTACHED TO THE HOISTWAY DOOR FRAME AT HEIGHT BETWEEN +6'-6" AND +7'-7" AND INSTALLED TO BE VISIBLE AT ANGLES FROM THE HALLWAY OR LANDING AREA.
- 2. EXCEPT AT MAIN ENTRANCE, LEVEL A PICTOGRAM SHALL BE POSTED ADJACENT TO EACH ELEVATOR CALL STATION WHICH WILL INDICATE THAT, IN CASE OF FIRE, THE ELEVATOR WILL NOT OPERATE AND THAT EXIT STAIRWAYS SHOULD BE USED.

- 4. PASSENGER ELEVATORS SHALL BE PROVIDED WITH ONE HANDRAIL,
- OF 1 1/2" DIAMETER, LOCATED 2'-8" ABOVE THE CAR PLATFORM. 5. ELEVATOR FLOOR BUTTONS SHALL BE WITHIN 4 FEET 6 INCHES ON THE CAR FLOOR FOR SIDE APPROACH AND 4 FEET FOR
- FRONT APPROACH. 6. EXCEPT FOR PHOTO-ELECTRIC TUBE BY-PASS SWITCHES. EMERGENCY CONTROLS INCLUDING THE EMERGENCY STOP AND ALARM SHALL BE GROUPED IN OR ADJACENT TO THE BOTTOM OF THE PANEL AND SHALL BE NO LOWER THAN 2 FEET 11 INCHES FROM THE FLOOR. FOR MULTIPLE CONTROLS ONLY ONE SET

MUST COMPLY WITH THESE HEIGHT REQUIREMENTS.

- THE EMERGENCY TELEPHONE HANDSET SHALL BE POSITIONED NO HIGHER THAN 4 FEET ABOVE THE FLOOR, AND THE HANDSET CORD SHALL BE A MINIMUM OF 2 FEET 5 INCHES IN LENGTH. IT SHALL BE IDENTIFIED WITH A PICTOGRAM ADJACENT TO THE DEVICE. SEE SIGNS/PICTOGRAM DETAIL. TYPICAL ACCESSIBILITY DETAIL SHEET IF SYSTEM IS LOCATED IN A CLOSED COMPARTMENT, THE COMPARTMENT DOOR HARDWARE SHALL BE OPERABLE BY ONE HAND AND SHALL NOT REQUIRE PINCHING, TIGHT GRASPING, OR TRISTING OF THE WRIST WITH FORCE ACTIVATION AT LESS THAN 5 LBS. SUCH COMPARTMENT SHALL BE IDENTIFIED BY A PICTOGRAM. THE EMERGENCY TELECOMMUNICATION SYSTEM SHALL NOT REQUIRE VOICE COMMUNICATIONS. SYSTEM SHALL HAVE AN AUTOMATIC BACK-UP POWER SOURCE CAPABLE OF PROVIDING OPERATIONS FOR 2 HOURS, OR AS REQUIRED BY THE GOVERNING AGENCIES.
- PASSENGER ELEVATOR CAR CONTROLS SHALL HAVE A MINIMUM DIMENSION OF 3/4 INCH AND SHALL BE RAISED A MINIMUM OF 1/8 INCH. ALL CONTROL BUTTONS SHALL BE DESIGNATED BY A 5/8 INCH MINIMUM ARABIC NUMERALS, STANDARD ALPHABET CHARACTER. OR STANDARD SYMBOL AND A BRAILLE SYMBOL LOCATED IMMEDIATELY TO THE LEFT OF THE CONTROL BUTTON. MINIMUM 3/8" OR OTHER SUITABLE MEANS OF SEPARATION SHALL BE PROVIDED BETWEEN ROWS OF CONTROL BUTTONS. A VISUAL CAR POSITION INDICATOR SHALL BE PROVIDED ABOVE THE CAR CONTROL PANEL OR OVER THE DOOR TO SHOW CAR POSITION IN THE HOISTWAY. AS THE CAR PASSES THROUGH OR STOPS AT A FLOOR SERVED BY THE ELEVATORS, THE COORESPONDING NUMBERS SHALL ILLUMINATE AND AN AUDIBLE SIGNAL SHALL SOUND. NUMERALS SHALL BE 1/2" MINIMUM HIGH. AUDIBLE SIGNAL SHALL BE NO LESS THAN 20 DECIBEL AT 1500 HZ. MAXIMUM. A VERBAL ANNOUNCEMENT IS AN ACCEPTABLE SUBSTITUTE.
- 9. THE RAISED CHARACTERS SHALL BE ON A CONTRASTING BACKGROUND. CONTROLS AND EMERGENCY EQUIPMENT IDENTIFIED BY RAISED SYMBOLS SHALL INCLUDE, BUT NOT BE LIMITED TO, DOOR OPEN, DOOR CLOSE, ALARM BELL. EMERGENCY STOP. AND TELEPHONE. MAIN FLOOR SHALL BE DESIGNATED BY A RAISED STAR AT THE LEFT OF THE FLOOR DESIGNATION.
- 10. PASSENGER ELEVATOR LANDING JAMBS ON ALL ELEVATOR FLOORS SHALL HAVE THE NUMBER OF THE FLOOR ON WHICH THE JAMB IS LOCATED DESIGNATED BY RAISED ARABIC NUMERALS WHICH ARE A MINIMUM OF 2 INCH IN HEIGHT AND RAISED BRAILLE SYMBOLS LOCATED 5 FEET ABOVE THE FLOOR ON THE JAMB PANELS ON BOTH SIDES OF THE DOOR SO THAT THEY ARE VISIBLE FROM WITHIN THE ELEVATOR. RAISED BRAILLE SYMBOLS SHALL BE PLACED DIRECTLY TO THE LEFT OF THE CORRESPONDING RAISED ARABIC NUMERALS. THE RAISED CHARACTERS SHALL BE ON A CONTRASTING BACKGROUND.
- 11. CALL OPERATION BUTTONS SHALL BE WITHIN 3 FEET 6 INCHES OF THE FLOOR. BUTTONS SHALL BE A MINIMUM OF 3/4 INCH IN SIZE AND SHALL BE RAISED A MINIMUM OF 1/8 INCH. VISUAL INDICATION SHALL BE PROVIDED TO SHOW EACH CALL REGISTERED AND EXTINGUISHED WHEN ANSWERED. CONTROLS SHALL BE LOCATED ON FRONT WALL IF "CENTER OPENING" DOORS AND ON SIDE OR FRONT WALLS IF "SIDE OPENING" DOORS.
- 12. THE MINIMUM TIME FOR ELEVATOR DOORS TO REMAIN FULLY OPEN IN RESPONSE TO A CAR CALL SHALL BE 5 SECONDS.
- 13. THE MINIMUM ACCEPTABLE TIME FROM NOTIFICATION THAT A CAR IS ANSWERING A CALL UNTIL THE DOOR OF THAT CAR STARTS TO CLOSE SHALL BE 5 SECONDS.
- 14. FLOOR NUMBERS OF 4" OR MORE IN HEIGHT SHALL BE LOCATED ON THE WALLS OR DOORS OF EACH HOISTWAY AT INTERVALS SUCH THAT A PERSON IN A STALLED ELEVATOR. UPON OPENING THE CAR DOOR CAN DETERMINE THE FLOOR POSITION.
- 15. ILLUMINATION LEVEL AT CAR CONTROLS, PLATFORM AND CAR THRESHOLD SHALL BE A MINIMUM OF 5 FOOT CANDLES.
- 16. CAR FLOOR SURFACE SHALL BE NON-SLIP, HARD SURFACE WHICH PERMITS WHEELCHAIRS TO MOVE EASILY.
- 17. STANDBY POWER SHALL BE PROVIDED FOR BUILDINGS OVER ONE STOREY AND TO AT LEAST ONE ELEVATOR CAPABLE OF PROVIDING OPERATION FOR TWO HOURS OR AS REQUIRED BY THE GOVERNING AGENCIES.
- 18. ELEVATORS SHALL COMPLY WITH APPLICABLE CODES, LAWS, AND ORDINACES.
- 19. A VISUAL AND AUDIBLE SIGNAL SHALL BE PROVIDED AT EACH HOISTWAY ENTRANCE INDICATING TO THE PROSPECTIVE PASSENGER THE CAR ANSWERING THE CALL AND ITS DIRECTION OF TRAVEL AS FOLLOWS:
- A. A MINIMUM OF 72 INCHES IN HEIGHT FROM THE LOBBY FLOOR.
- B. A MINIMUM OF 2 1/2 INCHES HIGH X 2 1/2 INCHES WIDE. C. VISIBLE FROM THE PROXIMITY OF THE HALL CALL BUTTON.
- D. OF A CONFIGURATION WHICH DISTINGUISHES BETWEEN UP AND DOWN ELEVATOR TRAVEL. AUDIBLE SIGNALS SHALL SOUND "ONCE" FOR UP DIRECTION AND DOWN "TWICE FOR DOWN" DIRECTION OR HAVE VERBAL ANNUNCIATORS THAT SAY "UP" AND
- E. THE USE OF IN-CAR LANTERNS, LOCATED ON THE CAR DOOR JAMBS, VISIBLE FROM THE PROXIMITY OF THE HALL CALL BUTTONS AND CONFORMING TO THE ABOVE REQUIREMENTS WILL BE ACCEPTABLE.
- F. THE USE OF ARROW SHAPES ARE PREFERRED FOR VISIBLE SIGNALS 20. PASSENGER ELEVATORS SHALL BE LOCATED NEAR A MAJOR
- PATH OF TRAVEL AND PROVISIONS SHALL BE MADE TO ASSURE THAT THEY REMAIN ACCESSIBLE AND USABLE AT ALL TIMES THE BUILDING IS OCCUPIED.
- 21. EACH ELEVATOR CAR SHALL HAVE A HIGH RECESSED AREA OR MOVEABLE CEILING WHICH WILL MAKE POSSIBLE THE CARRYING OF A 9 FOOT HIGH LADDER. 22. CAR DOORS SHALL OPEN AND CLOSE AUTOMATICALLY AND BE
- PROVIDED WITH DOOR PROTECTIVE AND REOPENING DEVICE AND SHALL BE ACTIVATED BY AN OBJECT AT +5" TO 29" ABOVE FINISH
- 23. OPERATION OF ELEVATORS UNDER FIRE OR OTHER EMERGENCY CONDITIONS SHALL BE AS REQUIRED BY THE GOVERNING AGENCIES.
- 24. CAR SHALL BE AUTOMATIC, SELF-LEVELING WITH 1/2" MAXIMUM TOLERANCE.
- SANITARY FACILITIES (GENERAL)
- 1. WHEN SANITARY FACILITIES ARE LOCATED ON ACCESSIBLE FLOORS OF A BUILDING, THEY SHALL BE MADE ACCESSIBLE TO THE PHYSICALLY DISABLED.
- WHERE SEPARATE FACILITIES ARE PROVIDED FOR NON-DISABLED PERSONS OF EACH SEX, SEPARATE FACILITIES SHALL BE PROVIDED FOR DISABLED PERSONS OF EACH SEX ALSO. WHERE UNISEX FACILITIES ARE PROVIDED FOR NON-DISABLED PERSONS, SUCH UNISEX FACILITIES SHALL BE PROVIDED FOR THE DISABLED.
- ALL DOORWAYS LEADING TO SANITARY FACILITIES SHALL HAVE 32 INCH CLEAR UNOBSTRUCTED OPENINGS.
- 4. ON DOORWAYS LEADING TO MEN'S SANITARY FACILITIES, AN EQUILATERAL TRIANGLE 1/4 INCH THICK WITH EDGES 12 INCHES LONG AND A VERTEX POINTING UPWARD SHALL BE PROVIDED AND ON DOORWAYS LEADING TO WOMEN'S SANITARY FACILITIES A CIRCLE 1/4 INCH THICK AND 12 INCHES IN DIAMETER SHALL BE PROVIDED. THESE GEOMETRIC SYMBOLS SHALL BE CENTERED ON THE DOOR AT A HEIGHT OF 60 INCHES AND THEIR COLOR AND CONTRAST SHALL BE DISTINCTLY DIFFERENT FROM THE COLOR AND CONTRAST OF THE DOOR. PROVIDE PICTOGRAM ON THE WALL ADJACENT TO THE DOOR LATCH SIDE AS NOTED IN THE "SIGNS/PICTOGRAMS" DETAIL.
- 5. ON DOORWAYS LEADING TO UNISEX SANITARY FACILITIES, AN EQUILATERAL TRIANGLE MOUNTED ON A 12" DIAMETER CIRCLE SHALL BE PROVIDED, EACH 1/4" THICK, LOCATED AS NOTED IN NOTE #4 ABOVE. PROVIDE UNISEX PICTOGRAM AS NOTED IN NOTE #4 ABOVE.

60

- M. SINGLE ACCOMMODATION TOILET FACILITIES (WHERE INDICATED)
- ACCESSIBLE COMPARTMENT WHEN THE DOOR IS LOCATED AT THE SIDE OF
- TURNAROUND CLEAR SPACE OF 60" DIAMETER SHALL BE PROVIDED WITHIN THE TOILET ROOM.
- 4. PROVIDE IDENTIFICATION SYMBOLS ON DOOR AND WALL. SEE "SIGNS/PICTOGRAMS" DETAIL AND TYPICAL TENANT IMPROVEMENT DRAWINGS.

(WHERE INDICATED)

- INCHES ABOVE THE FLOOR, WITHIN THE SANITARY FACILITY ROOM, OF SUFFICIENT SIZE TO INSCRIBE A CIRCLE WITH A DOORS OTHER THAN THE DOOR TO THE DISABLED TOILET COMPARTMENT IN ANY POSITION MAY ENCROACH INTO THIS SPACE BY NOT MORE THAN 12 INCHES.
- 2. A WATER CLOSET FIXTURE LOCATED IN AN ACCESSIBLE COMPARTMENT ADJACENT FIXTURE OR A 32 INCH WIDE CLEAR SPACE BETWEEN DOOR (FACING THE WATER CLOSET). A 60 INCH MINIMUM LENGTH
- SPECIFIED ABOVE. ACCESSIBLE WATER CLOSET COMPARTMENTS SHALL BE EQUIPPED WITH THE SIDE WITH THE DOOR POSITIONED AT AN ANGLE OF 90 DEGREES FROM ITS CLOSED POSITION.
- 4. EXCEPT FOR DOOR OPENING WIDTHS AND DOOR SWINGS. A COMPARTMENT DOOR IN ITS CLOSED POSITION. ACCESS TO
- 5. TURNAROUND CLEAR SPACE OF 60" DIAMETER SHALL BE PROVIDED WITHIN THE TOILET ROOM.
- 1. THE HEIGHT OF ACCESSIBLE WATER CLOSETS SHALL BE A MINIMUM OF 17 INCHES AND A MAXIMUM OF 19 INCHES MEASURED TO THE TOP OF THE TOILET SEAT.
- 2. PROVIDE 18 INCHES FROM THE CENTERLINE OF THE WATER CLOSET TO THE ADJACENT WALL.
- AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR MORE THAN 44 INCHES ABOVE THE FLOOR. THE FORCE 5 POUNDS.
- CLEAR SPACE 30 INCHES WIDE X 48 INCHES LONG IN FRONT OF THE URINAL WHERE URINALS ARE PROVIDED, AT LEAST ONE WITH A RIM
- ABOVE THE FLOOR. THE FORCE REQUIRED TO ACTIVATE CONTROLS SHALL BE NO GREATER THAN 5 POUNDS PER FOOT.
- APPROACH, SUCH CLEAR FLOOR SPACE SHALL ADJOIN OR AND TOE SPACE UNDERNEATH THE LAVATORY.
- LAVATORIES SHALL BE MOUNTED WITH A CLEARANCE OF AT APRON WITH KNEE CLEARANCE UNDER THE FRONT LIP
- OF THE LAVATORY.
- LAVORATORY IS A DROP-IN MODEL, WHICHEVER IS HIGHER. 10. HOT WATER AND DRAIN PIPES UNDER LAVATORIES SHALL BE INSULATED OR OTHERWISE COVERED. THERE SHALL BE NO
- 11. FAUCET CONTROLS AND OPERATING MECHANISMS SHALL BE DESIGNS. SELF-CLOSING VALVES ARE ALLOWED, IF THE FAUCET
- REMAINS OPEN FOR AT LEAST 10 SECONDS.
- WITH ALL OPERABLE PARTS NOT MORE THAN 40 INCHES FROM THE FLOOR.
- INCHES OF THE FRONT EDGE OF THE TOILET SEAT. CONTINUOUS ROLL DISPENSER IS REQUIRED.
- LINEAR FOOT LOAD.
- Q. GRAB BARS

INCHES

- SIDE AND THE BACK OF THE ACCESSIBLE TOILET STALL OR ABOVE AND PARALLEL TO THE FLOOR. SEE NOTE #8 BELOW FOR ADDITIONAL INFORMATION.
- NOT LESS THAN 36 INCHES LONG.

BE INSTALLED AT +36" A.F.F.

1. THERE SHALL BE SUFFICIENT SPACE IN THE TOILET ROOM FOR A WHEELCHAIR MEASURING 30 INCHES WIDE BY 48 INCHES LONG TO ENTER THE ROOM AND PERMIT THE DOOR TO CLOSE. THE WATER CLOSET SHALL BE LOCATED IN A SPACE WHICH PROVIDES A MIN. OF 28 INCH WIDE CLEAR SPACE BETWEEN THE WATER CLOSET'S FURTHEST MOST PROTRUDING EDGE AND AN ADJACENT FIXTURE OR A 32 INCH WIDE CLEAR SPACE BETWEEN THE WATER CLOSET'S FURTHEST MOST PROTRUDING EDGE AND AN ADJACENT WALL AT ONE SIDE AND 48 INCHES OF CLEAR SPACE IN FRONT OF THE WATER CLOSET IF THE COMPARTMENT HAS AN END OPENING DOOR (FACING THE WATER CLOSET). A 60 INCH MINIMUM LENGTH CLEAR SPACE SHALL BE PROVIDED IN AN

THE TOILET STALL COMPARTMENT. GRAB BARS SHALL NOT PROJECT MORE THAN 3 INCHES INTO THE CLEAR SPACES AS SPECIFIED ABOVE.

N. MULTIPLE ACCOMMODATION TOILET FACILITIES

1. A CLEAR SPACE MEASURED FROM THE FLOOR TO A HEIGHT OF 27 DIAMETER NOT LESS THAN 60 INCHES, OR A CLEAR SPACE NOT LESS THAN 56 INCHES X 63 INCHES IN SIZE SHALL BE PROVIDED.

SHALL PROVIDE A MIN. OF 28 INCH WIDE CLEAR SPACE BETWEEN THE FURTHEST MOST PROTRUDING EDGE OF THE WATER CLOSET AND THE THE FURTHEST MOST PROTRUDING EDGE OF THE WATER CLOSET AND AN ADJACENT WALL AND A 48 INCH LONG CLEAR SPACE IN FRONT OF THE WATER CLOSET IF THE COMPARTMENT HAS AN EN OPENING CLEAR SPACE IN FRONT OF THE TOILET CLOSET SHALL BE PROVIDED IN AN ACCESSIBLE COMPARTMENT WHEN THE DOOR IS LOCATED AT THE SIDE OF THE TOILET STALL COMPARTMENT, GRAB BARS SHALL NOT PROJECT MORE THAN 3 INCHES INTO THE CLEAR SPACES AS

A DOOR THAT HAS AN AUTOMATIC CLOSING DEVICE, AND SHALL HAVE A CLEAR UNOBSTRUCTED OPENING WIDTH OF 32 INCHES WHEN LOCATED AT THE END AND 34 INCHES WHEN LOCATED AT

CLEAR UNOBSTRUCTED ACCESS NOT LESS THAN 44 INCHES SHALL BE PROVIDED TO THE ACCESSIBLE WATER CLOSET COMPARTMENTS DESIGNED FOR USE BY THE DISABLED. THE SPACE IMMEDIATELY IN FRONT OF A WATER CLOSET COMPARTMENT SHALL BE NOT LESS THAN 48 INCHES AS MEASURED AT RIGHT ANGLES TO THE WATER CLOSET COMPARTMENTS SHALL BE 48 " MINIMUM WHEN APPROACH IS NOT FROM LATCH SIDE OF COMPARTMENT DOOR.

P. TOILET ROOM FIXTURES AND ACCESSORIES

3. TOILET FLUSH CONTROLS SHALL BE OPERABLE WITH ONE HAND. TWISTING OF THE WRIST. CONTROLS FOR THE FLUSH VALVES SHALL BE MOUNTED ON THE WIDE SIDE OF THE TOILET AREAS, NO REQUIRED TO ACTIVATE CONTROLS SHALL BE NO GREATER THAN

4. WHERE URINALS ARE PROVIDED. AT LEAST ONE SHALL HAVE A

PROJECTING A MINIMUM OF 14 INCHES FROM THE WALL AND A MAXIMUM OF 17 INCHES ABOVE THE FLOOR SHALL BE PROVIDED. 6. URINAL FLUSH CONTROLS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE WRIST AND SHALL BE MOUNTED NO MORE THAN 44 INCHES

A CLEAR FLOOR SPACE 30 INCHES WIDE X 48 INCHES LONG SHALL BE PROVIDED IN FRONT OF A LAVATORY TO ALLOW A FORWARD OVERLAP AN ACCESSIBLE ROUTE AND SHALL EXTEND INTO KNEE

LEAST 29 INCHES FROM THE FLOOR TO THE BOTTOM OF THE EXTENDING A MINIMUM OF 30 INCHES IN WIDTH WITH 8 INCHES MINIMUM DEPTH AT THE TOP. TOE CLEARANCE SHALL BE THE SAME WIDTH AND SHALL BE A MINIMUM OF 9 INCHES HIGH FROM THE FLOOR AND A MINIMUM OF 17 INCHES DEEP FROM THE FRONT

A PROJECTION OF A LAVATORY BOWL INTO THE 8 INCH CLEAR SPACE, THEREBY REDUCING THE CLEAR HEIGHT BELOW THE LAVATORY TO NO LESS THAN 27 INCHES AT 8 INCHES BACK FROM THE APRON, MEETS THE REQUIREMENT FOR PROVIDING KNEE CLEARANCE. THE MAXIMUM HEIGHT OF 34 INCHES SHALL BE MAINTAINED TO THE TOP OF THE COUNTERTOP OR LAVATORY BOWL RIM IF THE

SHARP OR ABRASIVE SURFACES UNDER LAVATORIES.

OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE CONTROLS SHALL BE NO GREATER THAN 5 LBS. LEVER-OPERATED, PUSH-TYPE AND ELECTRONICALLY CONTROLLED MECHANISMS ARE EXAMPLES OF ACCEPTABLE

MIRRORS SHALL BE MOUNTED WITH THE BOTTOM OF THE MIRROR'S REFLECTIVE SURFACE AT NOT MORE THAN 40" FROM THE FLOOR. 13. LOCATE TOWEL, SANITARY NAPKIN, AND WASTE RECEPTACLES

14. LOCATE TOILET TISSUE DISPENSERS ON THE WALL WITHIN 12

15. GRAB BARS, TUB AND SHOWER SEATS, FASTENERS AND MOUNTING DEVICES SHALL BE DESIGNED FOR 250 LB. PER

GRAB BARS SHALL BE LOCATED ON EACH SIDE, OR ONE COMPARTMENT AND SHALL BE SECURELY ATTACHED 33 INCHES

GRAB BARS AT THE SIDE SHALL BE AT LEAST 42 INCHES LONG WITH THE FRONT END POSITIONED 24 INCHES IN FRONT OF THE WATER CLOSET STOOL, AND GRAB BARS AT THE BACK SHALL BE

THE OUTSIDE DIAMETER OR WIDTH OF THE GRIPPING SURFACES OF A GRAB BAR SHALL BE 1 1/4 INCHES TO 1 1/2 INCHES OR THE SHAPE SHALL PROVIDE AN EQUIVALENT GRIPPING SURFACE.

4. IF THE GRAB BARS ARE MOUNTED ADJACENT TO A WALL, THE SPACE BETWEEN THE WALL AND THE GRAB BARS SHALL BE 1 1/2

5. A GRAB BAR ON ANY WALL OR OTHER SURFACE ADJACENT TO IT SHALL BE FREE OF ANY SHARP OR ABRASIVE ELEMENTS. 6. GRAB BARS SHALL NOT ROTATE WITHIN THEIR FITTINGS.

7. EDGES SHALL HAVE A MINIMUM RADIUS OF 1/8 INCH. 8. WHERE TANK TYPE WATER CLOSETS ARE USED, GRAB BARS MAY R. DRINKING FOUNTAINS (WHERE INDICATED) WHERE WATER FOUNTAINS ARE PROVIDED, THEY SHALL COMPLY WITH DISABLED ACCESS REQUIREMENTS. SEE TYPICAL

ACCESSIBILITY DETAILS SHEET.

- WATER FOUNTAINS SHALL BE LOCATED COMPLETELY WITHIN ALCOVES OR OTHERWISE POSITIONED SO AS NOT TO ENCROACH INTO PEDESTRIAN WAYS. THE ALCOVE IN WHICH THE WATER FOUNTAIN IS LOCATED SHALL BE OF NOT LESS THAN A MIN. OF 32" CLEAR FOR SINGLE DRINKING FOUNTAINS AND 63" MIN. CLEAR FOR DOUBLE DRINKING FOUNTAINS AND NOT TO EXCEED. BUT TO BE EQUAL TO, THE FOUNTAIN DEPTH. CONTRACTOR SHALL COORDINATE ALCOVE SIZE TO BE IN COMPLIANCE WITH CODE REQUIREMENTS AND MANUFACTURER'S RECOMMENDATIONS.
- THE DRINKING FOUNTAIN SHALL BE A MINIMUM OF 18 INCHES IN DEPTH AND THERE SHALL BE CLEAR AND UNOBSTRUCTED KNEE SPACE UNDER THE DRINKING FOUNTAIN NOT LESS THAN 27 INCHES IN HEIGHT AND 8 INCHES IN DEPTH. THE DEPTH MEASUREMENT BEING TAKEN FROM THE FRONT EDGE OF THE FOUNTAIN. ADDITIONALLY. THERE SHALL BE TOE CLEARANCE OF 9 INCHES IN HEIGHT ABOVE THE FLOOR, AND 17 INCHES IN DEPTH FROM THE FRONT EDGE OF THE FOUNTAIN. A SIDE APPROACH DRINKING FOUNTAIN IS NOT ACCEPTABLE.
- 4. THE BUBBLER SHALL BE ACTIVATED BY A CONTROL WHICH IS EASILY OPERATED BY A DISABLED PERSON SUCH AS A HAND-OPERATED LEVER TYPE CONTROL LOCATED WITHIN 6 INCHES OF THE FRONT OF THE DRINKING FOUNTAIN, ETC. THE BUBBLER OUTLET ORIFICE SHALL BE LOCATED SUCH THAT THE FLOW OF WATER IS WITHIN 3 INCHES OF THE FRONT EDGE OF THE DRINKING FOUNTAINAND SHALL BE NO MORE THAN 33" FROM THE FLOOR. THE WATER STREAM FROM THE BUBBLER SHALL BE SUBSTANTIALLY PARALLEL TO THE DRINKING FOUNTAIN.
- 5. THE SURFACE OF THE PATH OF TRAVEL AT THE WATER FOUNTAIN SHALL BE TEXTURED AND OF CONTRASTING COLOR TO THE ADJACENT WALKING SURFACE AND WHEN FOUNTAIN IS AT INTERIOR LOCATION THE TEXTURED AREA SHALL BE OF DIFFERENT RESILIENCY THAN THE ADJACENT WALKING SURFACE. THE TEXTURED AREA SHALL EXTEND BEYOND THE FRONT AND BACK SIDE OF THE WATER FOUNTAIN(S).
- TELEPHONES: (WHERE INDICATED)
- 1. IF PUBLIC TELEPHONES ARE PROVIDED THEY SHALL COMPLY WITH DISABLED ACCESS REQUIREMENTS. SEE TYPICAL ACCESSIBILITY DETAIL SHEET.
- PROVIDE A 30 INCHES X 48 INCHES CLEAR SPACE AT TELEPHONE. THE CLEAR SPACE MAY INCLUDE KNEE SPACE UNDER THE TELEPHONE.
- THE HIGHEST OPERABLE PART OF THE TELEPHONE SHALL BE WITHIN 48 INCHES OF THE FLOOR IF FORWARD APPROACHED AND 54 INCHES IF SIDE APPROACHED.
- 4. TELEPHONES MOUNTED DIAGONALLY IN A CORNER REQUIRING WHEELCHAIR USERS TO REACH DIAGONALLY SHALL HAVE THE HIGHEST OPERABLE PART NO HIGHER THAN 46 INCHES ABOVE THE FLOOR.
- ENTRANCES TO FULL-HEIGHT ENCLOSURES SHALL BE 30 INCHES WIDE, MINIMUM.
- 6. FRONTAL APPROACH TELEPHONES REQUIRE A 30 INCH CLEAR WIDTH ENCLOSURE IF OVERHANG EXCEEDS 12 INCHES. IF THE CLEAR WIDTH OF THE ENCLOSURE IS LESS THAN 30 INCHES THE LOWEST OVERHANG PART IS TO BE A MAXIMUM OF 27 INCHES FROM THE FLOOR.
- 7. SIDE APPROACH TELEPHONES REQUIRE THAT THE ENCLOSURE OVERHANG BE NO MORE THAN 19 INCHES AND BE AT LEAST 27 INCHES FROM THE FLOOR.
- 8. THE CORD FROM THE TELEPHONE TO THE HANDSET SHALL BE AT LEAST 29 INCHES LONG.
- 9. TELEPHONES SHALL BE EQUIPPED WITH A RECEIVER THAT GENERATES A MAGNETIC FIELD IN THE AREA OF THE RECEIVER CAP. IF BANKS OF PUBLIC TELEPHONES ARE PROVIDED, THEN ALL ACCESSIBLE TELEPHONES, BUT ALWAYS AT LEAST ONE. IN A BUILDING OR FACILITY SHALL BE EQUIPPED WITH A VOLUME CONTROL AND SHALL BE IDENTIFIED BY A SIGN OF A TELEPHONE HANDSET WITH RADIATING SOUND WAVE.
- 10. TELEPHONES SHALL HAVE PUSH-BUTTON CONTROLS WHERE SERVICE FOR SUCH EQUIPMENT IS AVAILABLE.
- 11. SEE ADDITIONAL REQUIREMENTS FROM SECTIONS T, U, & W BELOW.
- HAZARDS AND PROTRUDING OBJECTS
- 1. OBJECTS PROJECTING FROM WALLS (FOR EXAMPLE, TELEPHONES) WITH THEIR LEADING EDGES BETWEEN 27 INCHES AND 80 INCHES ABOVE THE FINISHED FLOOR SHALL PROJECT NO MORE THAN 4 INCHES INTO WALKS, HALLS, CORRIDORS, PASSAGEWAYS OR AISLES.
- OBJECTS MOUNTED WITH THEIR LEADING EDGES AT OR BELOW 27 INCHES ABOVE THE FINISHED FLOOR MAY PROTRUDE ANY AMOUNT
- 3. FREE-STANDING OBJECTS MOUNTED ON POSTS OR PYLONS MAY OVERHANG 12 INCHES MAXIMUM FROM 27 INCHES TO 80 INCHES ABOVE THE GROUND OR FINISHED FLOOR. 4. PROTRUDING OBJECTS SHALL NOT REDUCE THE CLEAR WIDTH OF
- AN ACCESSIBLE ROUTE OR MANEUVERING SPACE. ANY OBSTRUCTION OVERHANGING A PEDESTRIAN WAY SHALL BE A MINIMUM OF 80 INCHES ABOVE THE WALKING SURFACE AS MEASURED TO THE BOTTOM OF THE OBSTRUCTION.
- 6. WALKS, HALLS, CORRIDORS, PASSAGEWAYS, AISLES OR OTHER CIRCULATION SPACES SHALL HAVE 80 INCHES MINIMUM CLEAR UNOBSTRUCTED HEAD ROOM (6'-8").
- ABRUPT CHANGES IN LEVEL, EXCEPT BETWEEN A WALK OR SIDEWALK AND AN ADJACENT STREET OR DRIVEWAY, EXCEEDING 4 INCHES IN A VERTICAL DIMENSION, SUCH AS AT PLANTERS, LOCATED IN OR ADJACENT TO WALKS, SIDEWALKS, OR OTHER PEDESTRIAN WAYS SHALL BE IDENTIFIED BY CURBS PROJECTING AT LEAST 6 INCHES IN HEIGHT ABOVE THE WALK OR SIDEWALK SURFACE TO WARN THE BLIND OF A POTENTIAL DROP-OFF. WHEN A GUARDRAIL OR HANDRAIL IS PROVIDED, NO CURB IS REQUIRED IF A GUIDE RAIL IS PROVIDED CENTERED 3 INCHES PLUS OR MINUS ONE INCH ABOVE THE SURFACE OF THE WALK OR SIDEWALK AND, THE WALK IS 4.9 PERCENT OR LESS GRADIENT OR NO ADJACENT HAZARD EXISTS.
- 8. WALL SURFACES ADJACENT TO HANDRAILS SHALL BE FREE OF SHARP OR ABRASIVE ELEMENTS. (I.E., NO STUCCO.)
- U. CLEAR FLOOR OR GROUND SPACE FOR WHEELCHAIRS
- 1. THE MINIMUM CLEAR FLOOR OR GROUND SPACE REQUIRED TO ACCOMMODATE A SINGLE, STATIONARY WHEELCHAIR AND OCCUPANT IS 30 INCHES X 48 INCHES. THE MINIMUM CLEAR FLOOR OR GROUND SPACE FOR WHEELCHAIRS MAY BE POSITIONED FOR FORWARD OR PARALLEL APPROACH TO AN OBJECT, UNLESS NOTED OTHERWISE. CLEAR FLOOR OR GROUND SPACE FOR WHEELCHAIRS MAY BE PART OF THE KNEE SPACE REQUIRED UNDER SOME OBJECTS
- 2. ONE FULL UNOBSTRUCTED SIDE OF THE CLEAR FLOOR OR GROUND SPACE FOR A WHEELCHAIR SHALL ADJOIN OR OVERLAP, AN ACCESSIBLE ROUTE OR ADJOIN ANOTHER WHEELCHAIR CLEAR FLOOR SPACE. IF A CLEAR FLOOR SPACE IS LOCATED IN AN ALCOVE OR OTHERWISE CONFINED ON ALL OR APART OF THREE SIDES. ADDITIONAL MANEUVERING CLEARANCES SHALL BE PROVIDED.
- 3. PROVIDE AN ADDITIONAL 12 INCH WIDTH ON ONE SIDE FOR ALCOVES GREATER THAN 15 INCHES DEEP AND DESIGNED FOR FRONTAL APPROACH, EXCEPT AT DRINKING FOUNTAIN ALCOVES WHICH MAY BE A MAXIMUM OF 24" DEEP BEFORE REQUIRING THE ADDITIONAL 12" CLEAR WIDTH.
- 4. PROVIDE AN ADDITIONAL 6 INCHES WIDTH ON ONE SIDE FOR ALCOVES GREATER THAN 24 INCHES DEEP AND DESIGNED FOR FRONTAL APPROACH.
- 5. IF THE CLEAR FLOOR SPACE ONLY ALLOWS FORWARD APPROACH TO AN OBJECT, THE MAXIMUM HIGH FORWARD REACH ALLOWED SHALL BE 48 INCHES AND THE LOW SIDE REACH SHALL BE NO LESS THAN 15 INCHES ABOVE THE FLOOR. IF THE HIGH FORWARD REACH IS OVER AN OBSTRUCTION. THE HORIZONTAL DIMENSION OF THE OBSTRUCTION SHALL BE LESS
- THAN 25 INCHES. THE MAXIMUM HIGH FORWARD REACH ALLOWED SHALL THEN BE 44 INCHES WHEN THE HORIZONTAL DIMENSION OF THE OBSTRUCTION IS BETWEEN 20 INCHES AND 25 INCHES.

6. IF THE CLEAR FLOOR SPACE ALLOWS PARALLEL APPROACH BY A PERSON IN A WHEELCHAIR, THE MAXIMUM HIGH SIDE REACH ALLOWED SHALL BE 54 INCHES AND THE LOW SIDE REACH SHALL BE NO LESS THAN 9 INCHES ABOVE THE FLOOR. SIDE REACH IS ALLOWED OVER AN OBSTRUCTION PROVIDED THE HORIZONTAL DIMENSION OF THE OBSTRUCTION DOES NOT EXCEED 24 INCHES AND MAXIMUM HIGH REACH OVER A 24 INCH OBSTRUCTION SHALL THEN BE 46 INCHES.

W. ADDITIONAL REQUIREMENTS

- 1. THE CENTER OF RECEPTACLE OUTLETS SHALL BE NOT LESS THAN 18 INCHES ABOVE THE FLOOR OR WORKING PLATFORM.
- 2. THE CENTER OF THE GRIP OF THE OPERATING HANDLE OF SWITCHES INTENDED TO BE USED BY THE OCCUPANT OF THE ROOM OR AREA TO CONTROL LIGHTING AND RECEPTACLE OUTLETS, APPLIANCES, OR COOLING, HEATING AND VENTILATING EQUIPMENT, SHALL BE NOT LESS THAN 30" NOR MORE THAN 44" ABOVE THE FLOOR OR WORKING PLATFORM.
- 3. THE CENTER OF FIRE ALARM INITIATING DEVICES (BOXES) SHALL BE LOCATED 44 INCHES ABOVE THE LEVEL OF THE FLOOR, WORKING PLATFORM, GROUND SURFACE OR SIDEWALK.
- 4. THE INTERNATIONAL SYMBOL OF ACCESSIBILITY SHALL BE THE STANDARD USED TO IDENTIFY FACILITIES THAT ARE ACCESSIBLE TO AND USABLE BY DISABLED PERSONS AS SET FORTH IN THE GOVERNING AGENCIES ACCESSIBILITY STANDARDS. THE SYMBOL SPECIFIED ABOVE SHALL CONSIST OF A WHITE FIGURE ON A BLUE BACKGROUND. THE BLUE SHALL BE EQUAL TO COLOR NO. 15090 IN FEDERAL STANDARD #595A SEE "SIGNS / PICTOGRAPHS" DETAIL ON TYPICAL ACCESSIBILITY DETAIL SHEET.
- 5. PUBLIC TELEPHONES: (A) IF PUBLIC PAY TELEPHONES. PUBLIC CLOSED CIRCUIT TELEPHONES, OR OTHER PUBLIC TELEPHONES ARE PROVIDED, THEN THEY SHALL COMPLY TO THE EXTENT REQUIRED BY THE FOLLOWING TABLE:

NUMBER OF EACH TYPE OF TELEPHONE PROVIDED ON EACH FLOOR	NUMBER OF TELEPHONES REQUIRED TO COMPLY (1)
1 OR MORE SINGLE UNIT	1 PER FLOOR
1 BANK (2)	1 PER FLOOR

2 OR MORE BANKS

- 1 PER BANK, ACCESSIBLE UNIT MAY BE INSTALLED AS A
- SINGLE UNIT IN PROXIMITY (EITHER VISIBLE OR WITH SIGNAGE) TO THE BANK. AT LEAST ONE PUBLIC TELEPHONE PER FLOOR SHALL MEET THE REQUIREMENTS FOR A FORWARD REACH TELEPHONE. (3)

(1) ADDITIONAL PUBLIC TELEPHONES MAY BE INSTALLED AT ANY HEIGHT. UNLESS OTHERWISE SPECIFIED, ACCESSIBLE TELEPHONES MAY BE EITHER FORWARD OR SIDE REACH TELEPHONES.

(2) A BANK CONSISTS OF TWO OR MORE ADJACENT PUBLIC TELEPHONES. OFTEN INSTALLED AS A UNIT.

(3) EXCEPTION: FOR EXTERIOR INSTALLATION ONLY. IF DIAL TONE FIRST SERVICE IS AVAILABLE, THEN A SIDE REACH TELEPHONE MAY BE INSTALLED INSTEAD OF THE REQUIRED FORWARD REACH TELEPHONE (I.E. ONE TELEPHONE IN PROXIMITY OF EACH BANK SHALL COMPLY.) (B) THE FOLLOWING SHALL BE PROVIDED:

IF A TOTAL NUMBER OF FOUR OR MORE PUBLIC PAY TELEPHONES (INCLUDING BOTH INTERIOR AND EXTERIOR PHONES) IS PROVIDED AT A SITE, AND AT LEAST ONE IS IN AN INTERIOR LOCATION, THEN AT LEAST ONE INTERIOR PUBLIC TEXT TELEPHONE SHALL BE PROVIDED.

(C) TEXT TELEPHONES SHALL BE IDENTIFIED BY THE INTERNATIONAL TDD SYMBOL. IN ADDITION. IF A FACILITY HAS A PUBLIC TEXT TELEPHONE, DIRECTIONAL SIGNAGE INDICATING THE LOCATION OF THI NEAREST TELEPHONE SHALL BE PLACED ADJACENT TO ALL BANKS OF TELEPHONES WHICH DO NOT CONTAIN A TEXT TELEPHONE. SUCH DIRECTIONAL SIGNAGE SHALL INCLUDE THE INTERNATIONAL TDD SYMBOL IF A FACILITY HAS NO BANKS OR TELEPHONES, THE DIRECTIONAL SIGNAGE SHALL BE PROVIDED AT THE ENTRANCE (E.G. IN A BUILDING DIRECTORY).

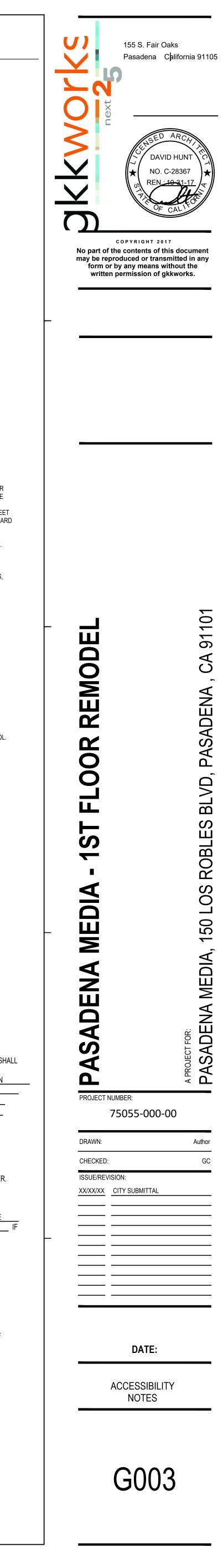
- A. TEXT TELEPHONES USED WITH A PAY TELEPHONE SHALL BE PERMANENTLY AFFIXED WITHIN OR ADJACENT TO THE TELEPHONE ENCLOSURE. IF AN ACOUSTIC COUPLER IS USED. THE TELEPHONE CORD SHALL BE SUFFICIENTLY LONG ENOUGH TO ALLOW CONNECTION OF THE TEXT TELEPHONE AND THE TELEPHONE RECEIVER.
- B. PAY TELEPHONES DESIGNED TO ACCOMMODATE A PORTABLE TEXT TELEPHONE SHALL BE EQUIPPED WITH A SHELF AND AN ELECTRICAL OUTLET WITHIN OR ADJACENT TO THE TELEPHONE ENCLOSURE. THE TELEPHONE HANDSET SHALL BE CAPABLE OF BEING PLACED FLUSH ON THE SURFACE OF THE SHELF. THE SHELF SHALL BE CAPABLE OF ACCOMMODATING A TEXT TELEPHONE AND SHALL HAVE 6 INCHES (152 MM) MINIMUM VERTICAL CLEARANCE IN THE AREA WHERE THE TEXT TELEPHONE IS TO BE PLACED.
- 6. CONTRACTORS SHALL COORDINATE WITH FIRE DEPT. FOR ANY REQUIREMENTS FOR AUDIBLE AND VISUAL ALARMS THAT MAY NEED TO BE ACTIVATED BY THE FIRE PROTECTION SYSTEM, OR OTHER MEANS OF EMERGENCY NOTIFICATION FOR THE OCCUPANTS OF A BUILDING OR SPACE, AND SHALL INSTALL VISUAL ALARMS WHEN AUDIBLE ALARMS ARE REQUIRED TO BE INSTALLED. ALL ALARM SYSTEMS SHALL COMPLY WITH A D.A. REQUIREMENTS IN ADDITION TO STATE AND LOCAL REQUIREMENTS.
- CONTRACTOR SHALL INSTALL SELF-ILLUMINATING LOW LEVEL EXIT PATH MARKING IN EXIT CORRIDORS AND LOW-LEVEL EXIT SIGNS ON EXIT DOORS PER GOVERNING AGENCIES' REQUIREMENTS. LOW-LEVEL EXIT PATH MARKINGS SHALL BE PERCEPTABLE TO THE SENSE OF TOUCH.
- X. ALARMS
- . GENERAL. ALARM SYSTEMS REQUIRED TO BE ACCESSIBLE SHALL COMPLY WITH THIS SECTION. AT A MINIMUM VISUAL SIGNAL APPLIANCES SHALL BE PROVIDED IN UILDINGS AND FACILITIES TO EACH OF THE FOLLOWING AREAS: RESTROOMS AND ANY OTHER, GENERAL USAGE AREAS (E.G. MEETING), HALLWAYS, LOBBIES, AND ANY OTHER AREA FOR COMMON USE.
- 2. AUDIBLE ALARMS. IF PROVIDED, AUDIBLE EMERGENCY ALARMS SHALL PRODUCE A SOUND THAT EXCEEDS THE PREVAILING EQUIVALENT SOUND LEVEL IN THE ROOM OR SPACE BY AT LEAST 15 DBA OR EXCEEDS ANY MAXIMUM SOUND LEVEL WITH A DURATION OF 60 SECONDS BY 5 DBA WHICHEVER IS LOUDER SOUND LEVELS FOR ALARM SIGNALS SHALL NOT EXCEED 120 DRA
- 3. VISUAL ALARMS. VISUAL ALARM SIGNAL APPLIANCES SHALL BE INTEGRATED INTO THE BUILDING OR FACILITY ALARM SYSTEM. SINGLE STATION AUDIBLE ALARMS ARE PROVIDED THEN SINGLE STATION VISUAL ALARM SIGNALS SHALL BE PROVIDED. VISUAL ALARM PHOTOMETRIC AND LOCATION FEATURES:

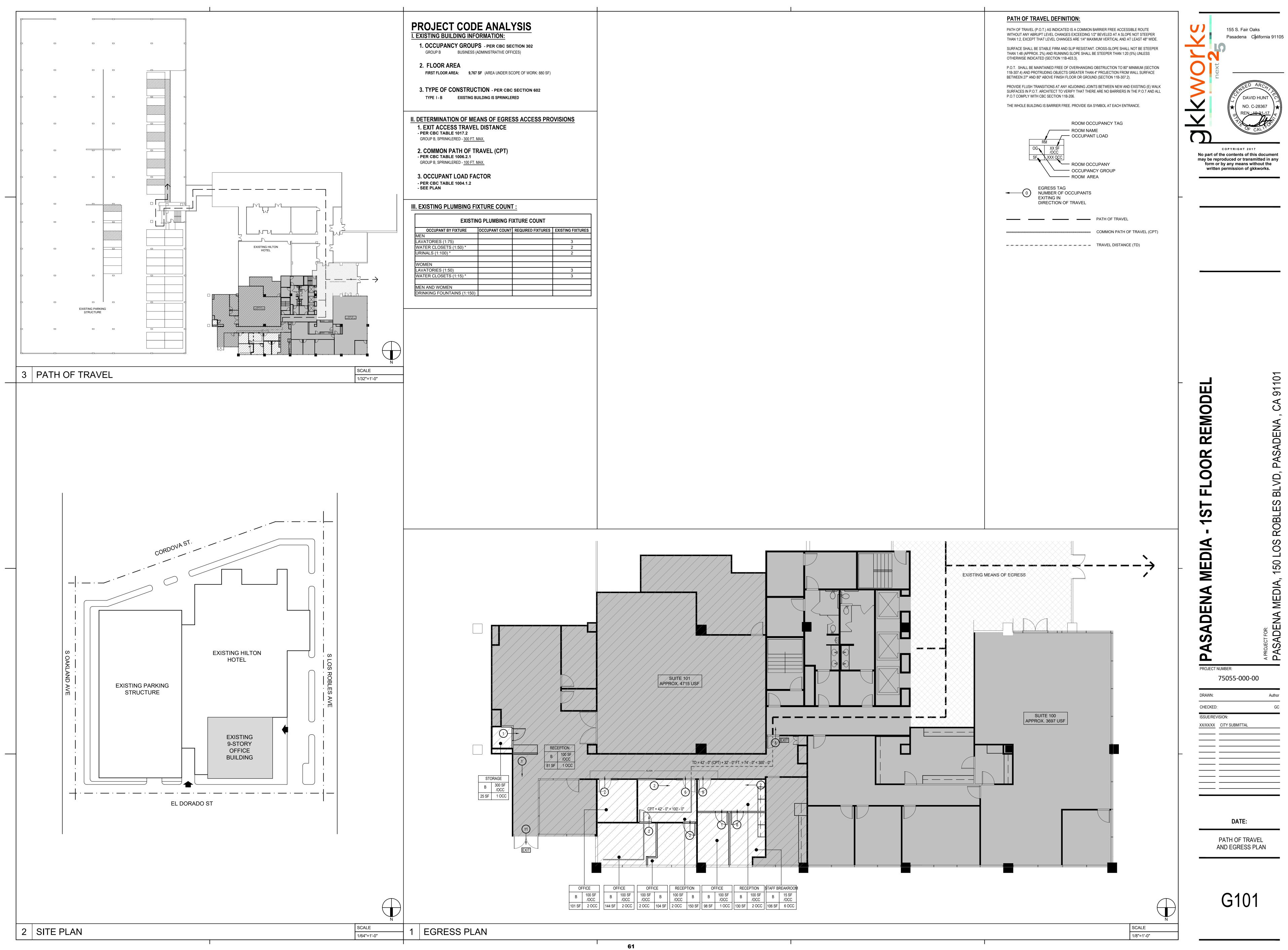
A. THE LAMP SHALL BE A XERION STROBE TYPE OR EQUIVALENT. B. THE COLOR SHALL BE CLEAR OR NOMINAL WHITE (I.E., UNFILTERED OR CLEAR FILTERED WHITE LIGHT). C. THE MAXIMUM PULSE DURATION SHALL BE TWO-TENTHS OF ONE SECOND (0.2 SEC) WITH A MAXIMUM DUTY CYCLE OF 40 PERCENT. THE PULSE DURATION IS DEFINED AS THE TIME INTERVAL BETWEEN INITIAL AND FINAL POINTS OF 10 PERCENT OF MAXIMUM SIGNAL.

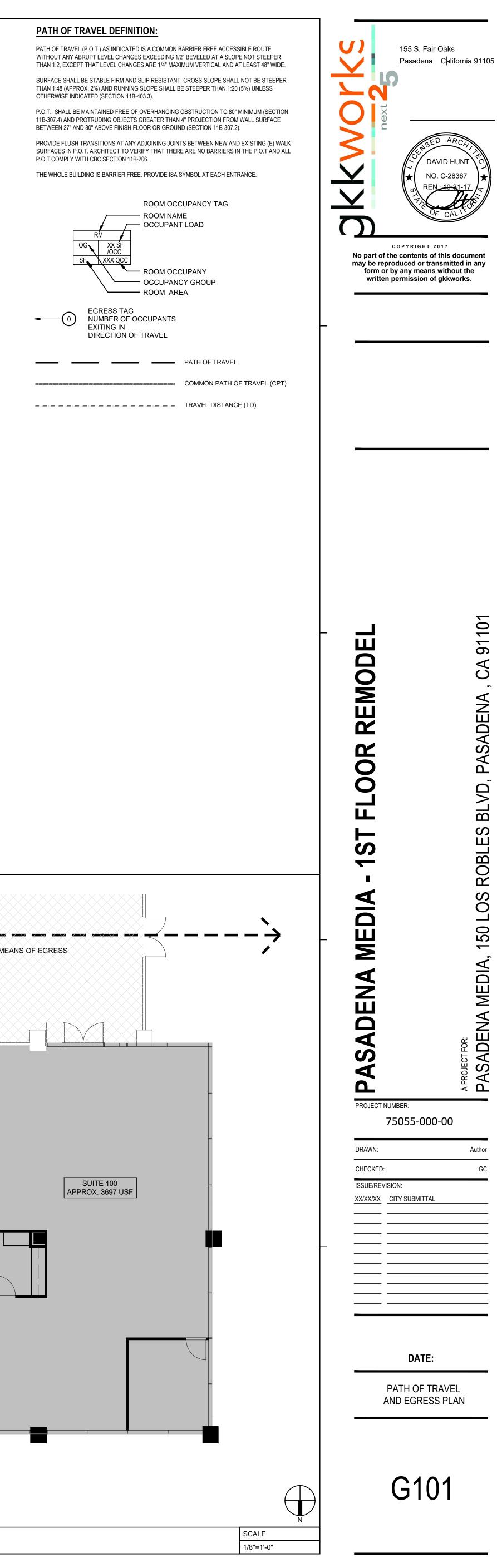
D. THE INTENSITY SHALL BE A MINIMUM OF 75 CANDELA. E. THE FLASH RATE SHALL BE A MINIMUM OF 1 HS AND A MAXIMUM OF 3 HZ.

F. THE APPLIANCE SHALL BE PLACED 80 TN (2030 MN) ABOVE THE HIGHEST FLOOR LEVEL WITHIN THE SPACE OR 6 TN (152

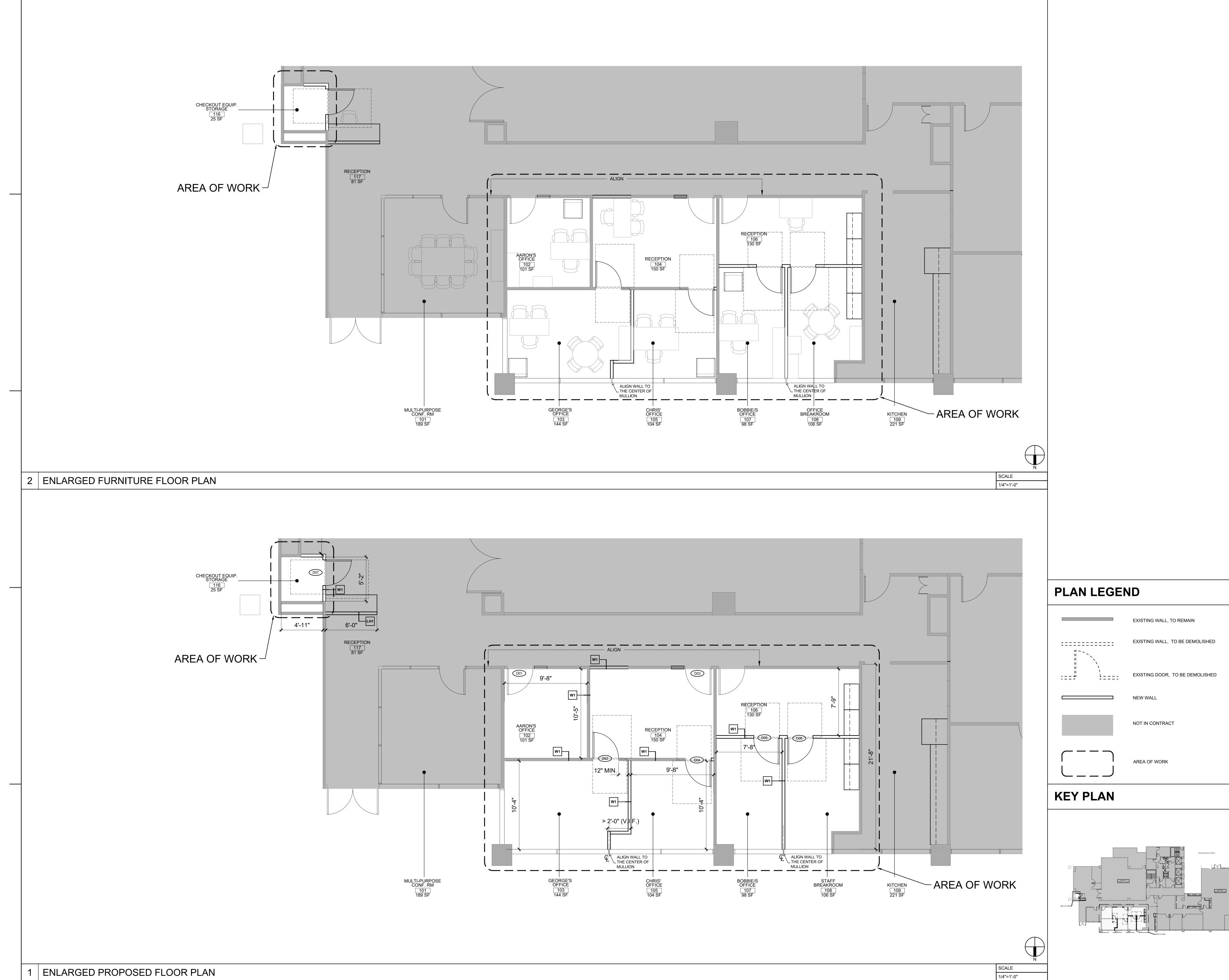
MM) BELOW THE CEILING, WHICHEVER IS LOWER. G. IN GENERAL, NO PLACE IN ANY ROOM OR SPACE REQUIRED TO HAVE A VISUAL SIGNAL APPLIANCE SHALL BE MORE THAN 50 FT (15M) FROM THE SIGNAL (IN THE HORIZONTAL PLANE). IN LARGE ROOMS AND SPACES EXCEEDING 100 FT (30M) ACROSS, WITHOUT OBSTRUCTIONS 6 FT (2M) ABOVE THE FINISH FLOOR. SUCH AS AUDITORIUMS, DEVICES MAY BE PLACED AROUND THE PERIMETER, SPACED A MAXIMUM 100 FT (30M) APART IN LIEU OF SUSPENDING APPLIANCES FROM THE CEILING. H. NO PLACE IN COMMON CORRIDORS OR HALLWAYS IN WHICH VISUAL ALARM SIGNALING APPLIANCES ARE REQUIRED SHALL BE MORE THAN 50 FT (15M) FROM THE SIGNAL.

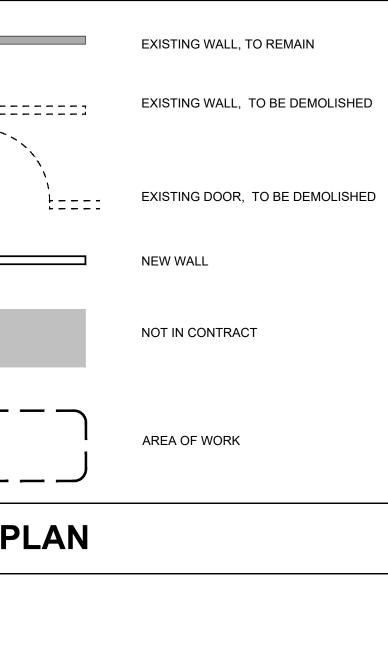


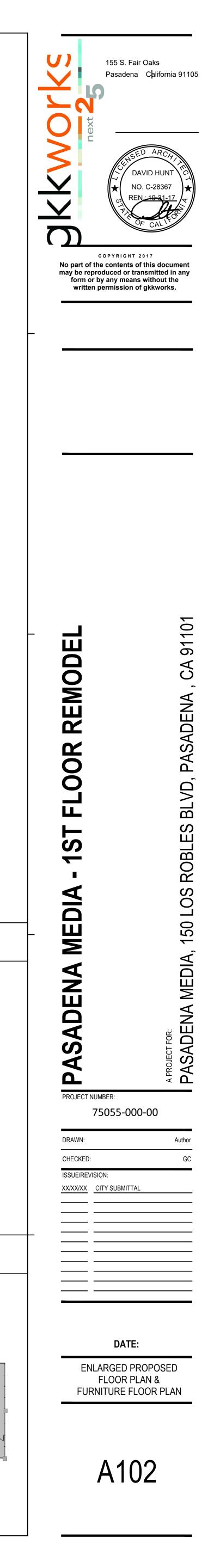


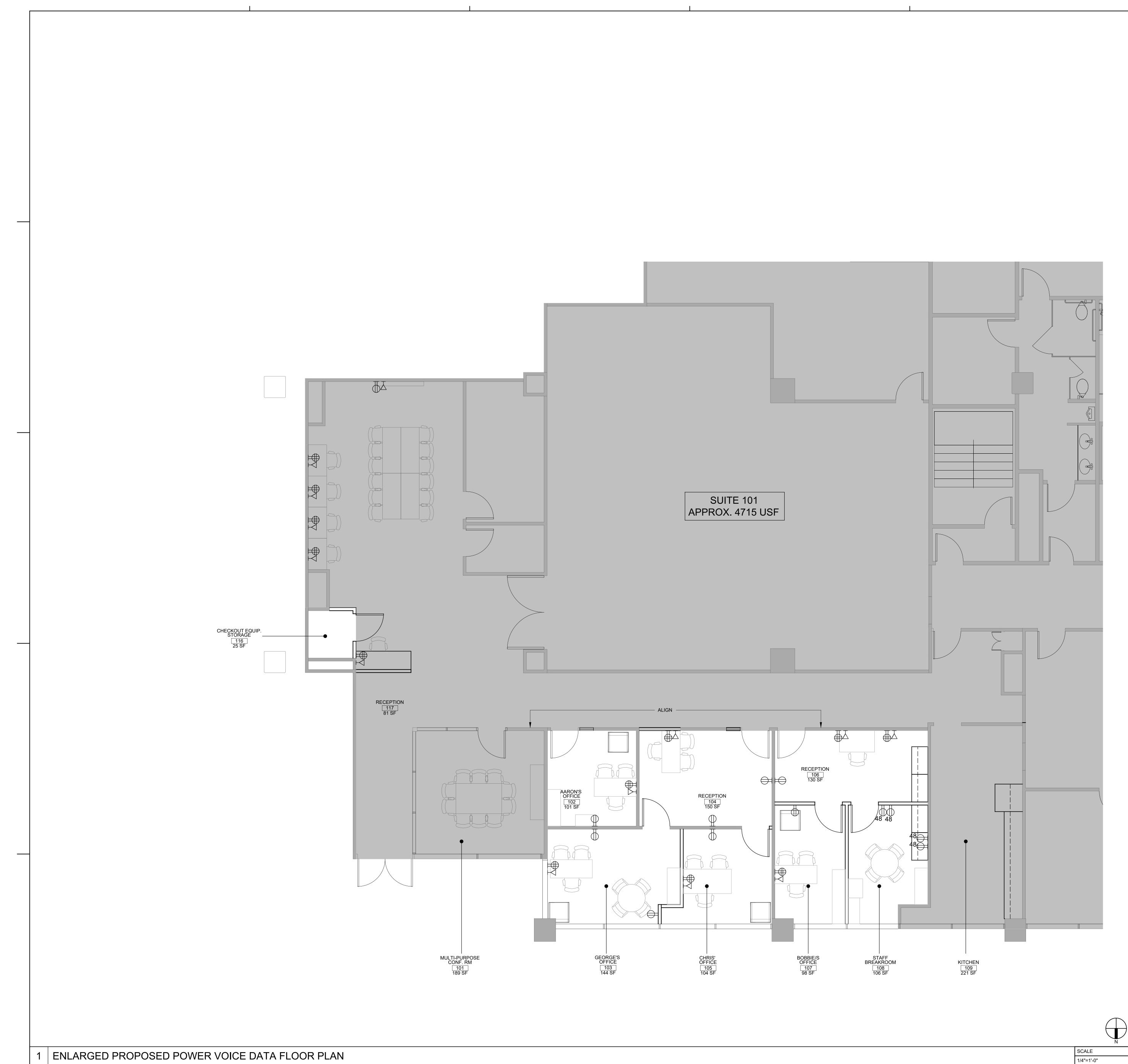








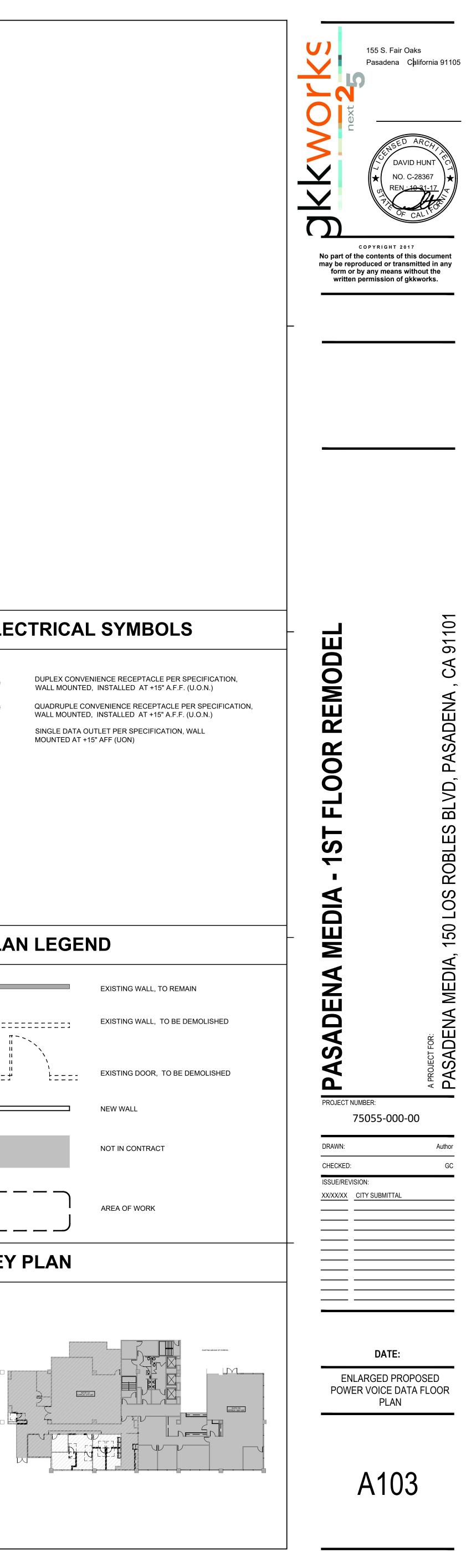


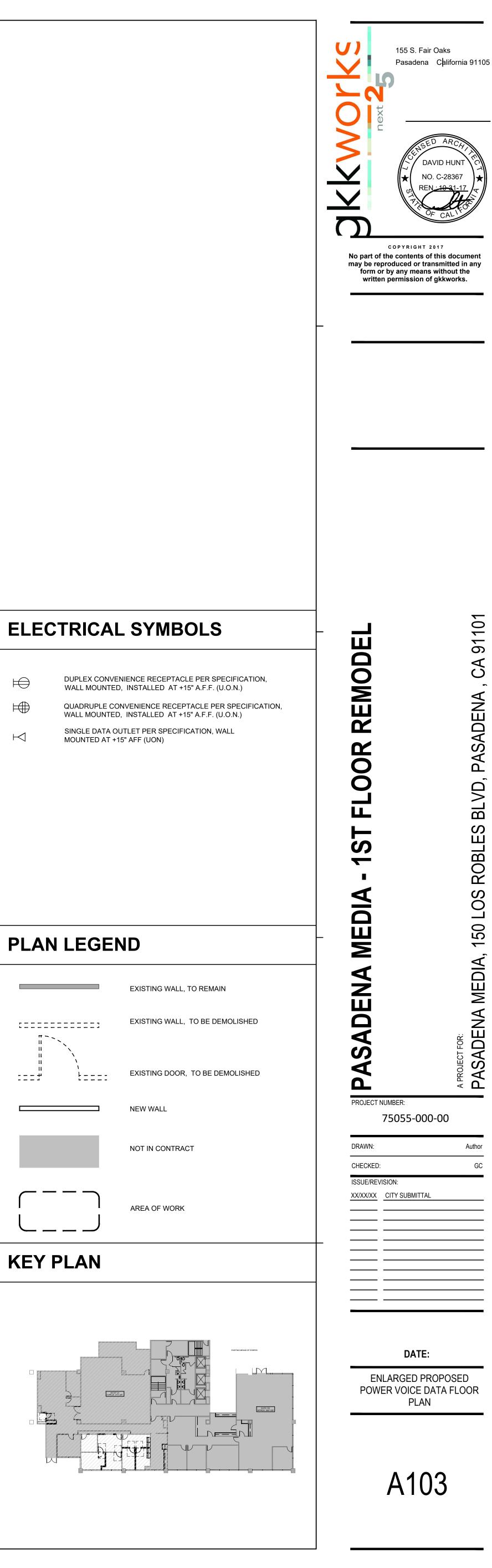


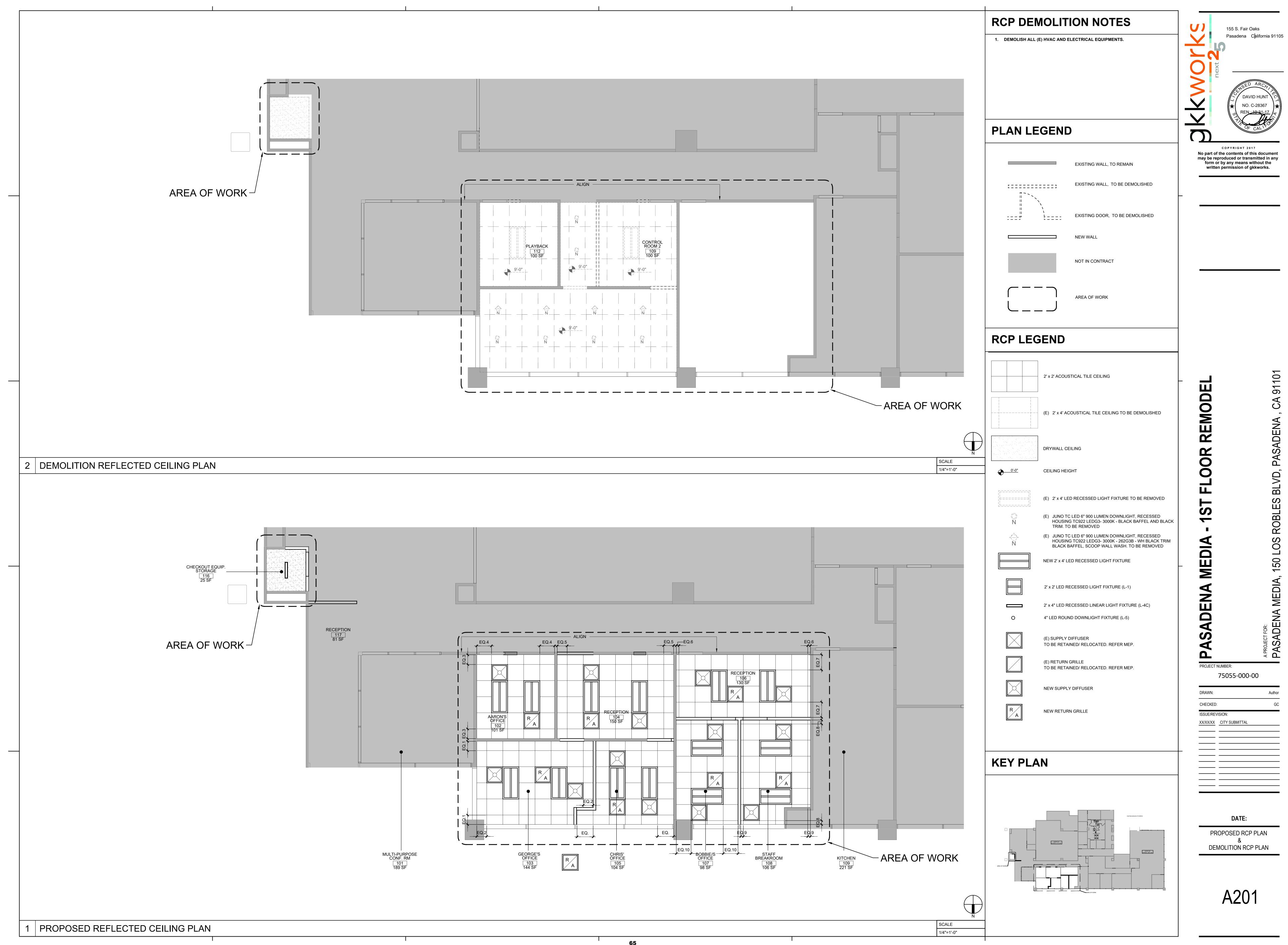
ELECTRICAL SYMBOLS

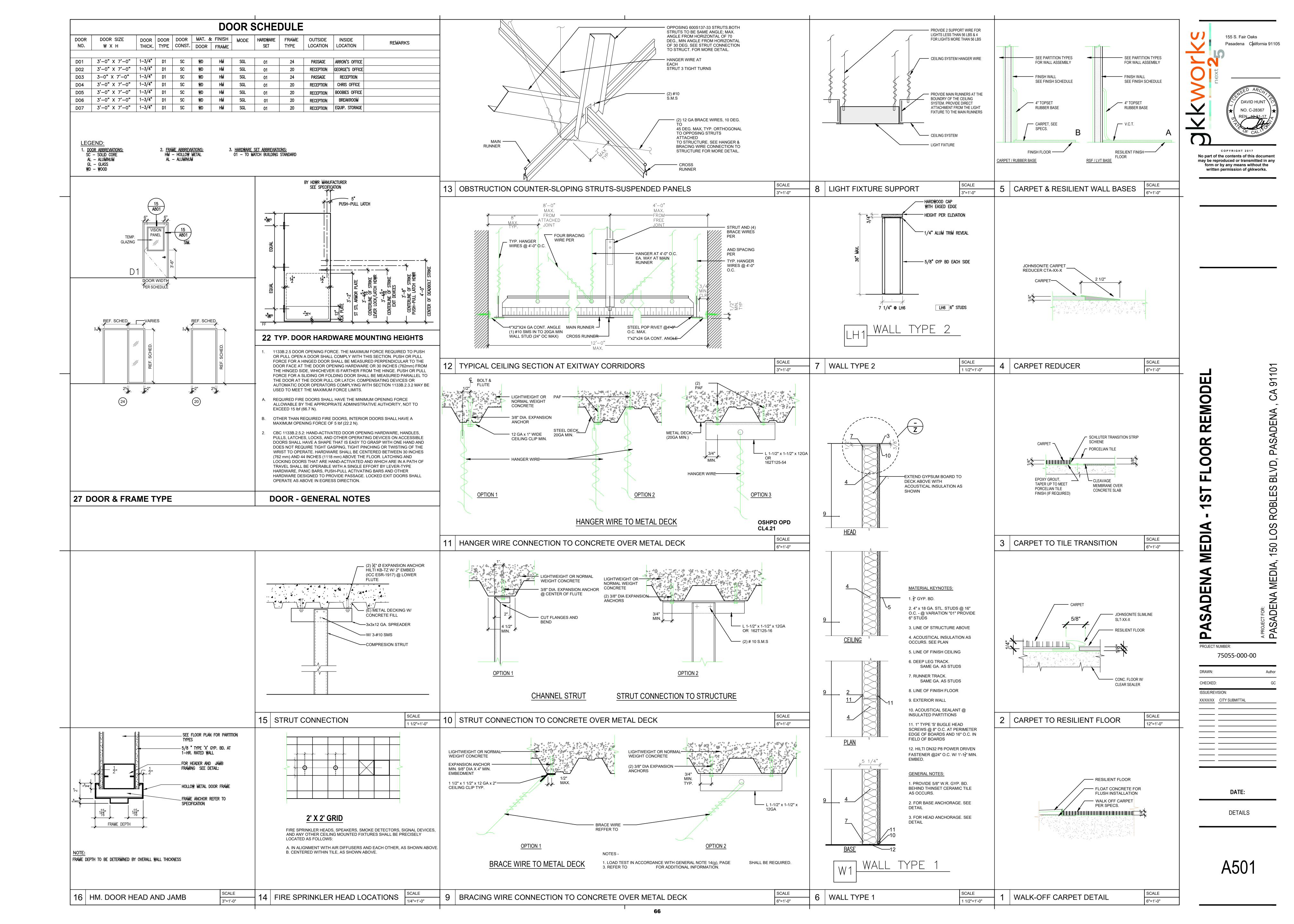
WALL MOUNTED, INSTALLED AT +15" A.F.F. (U.O.	
QUADRUPLE CONVENIENCE RECEPTACLE PER SF WALL MOUNTED, INSTALLED AT +15" A.F.F. (U.O.I	
SINGLE DATA OUTLET PER SPECIFICATION, WALL MOUNTED AT +15" AFF (UON)	L

PLAN LEGEND

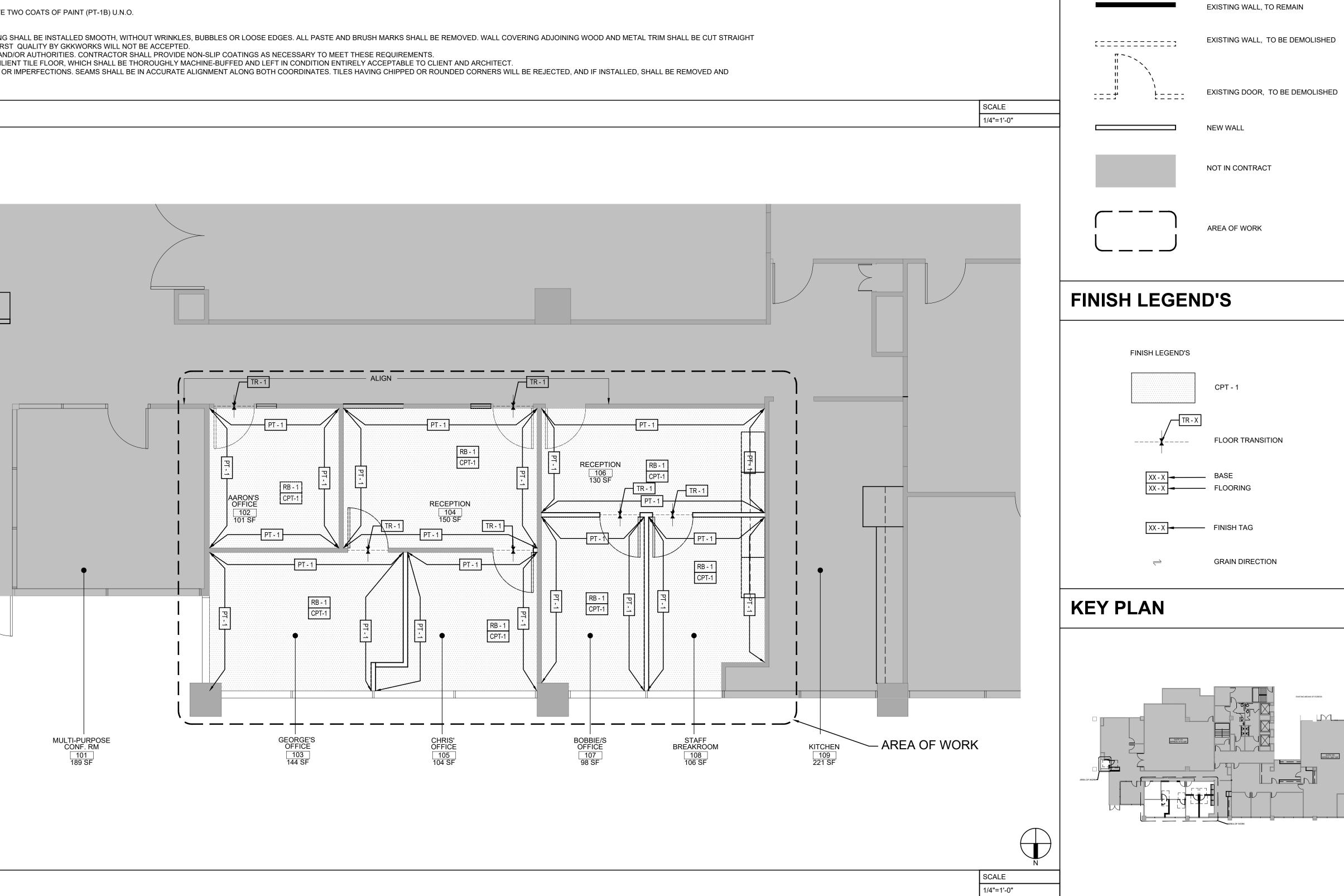


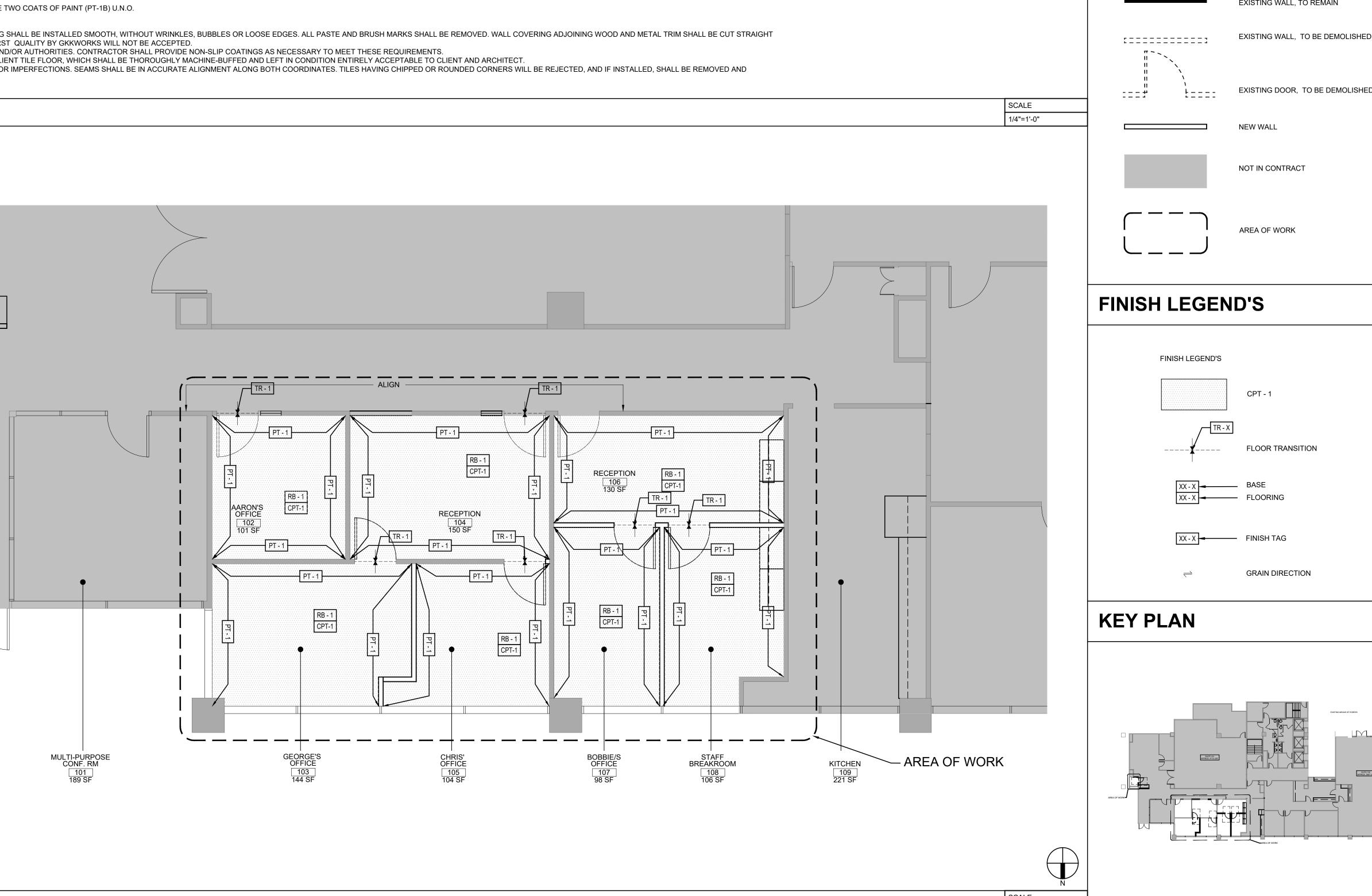






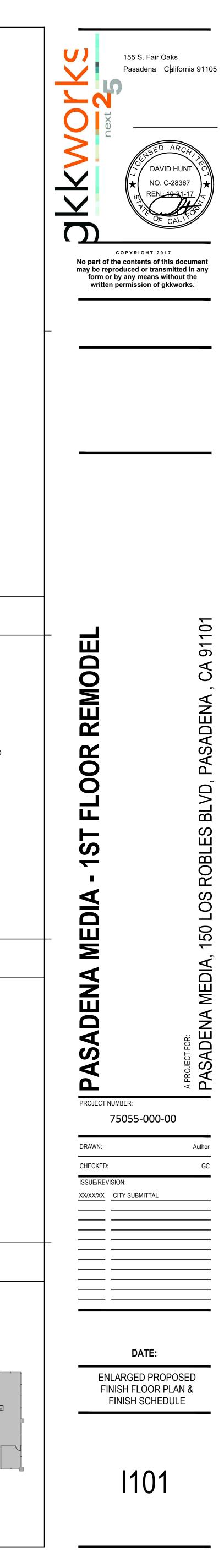
AG MANUFACTURER V. 09 - CARPET PT-1 BENTLEY MILLS		act c =		
	TYPE/STYLE	COLOR REFERENCE	DESCRIPTION	LOCATION/COMMENTS
	BROADLOOM	CAMINO PALMS 801514		DECEDITION/MAITING
			24"X24" CARPET TILE INSTALL QUARTER TURNED	RECEPTION/WAITING
09 - PAINT	1	-	+	1
DUNN EDWARDS		DEW338 WHITE HEAT	EGGSHELL	
DUNN EDWARDS		DET673 MISSION WHITE	EGGSHELL	ACCENT
DUNN EDWARDS		DET614 SO CHIC! DE6228 PLAY ON GRAY	EGGSHELL EGGSHELL	ACCENT
DUNN EDWARDS		DE5499 DULL SAGE	EGGSHELL	ACCENT
RUBBER BASE				
JOHNSONITE	TRADITIONAL WALL BASE	STEEL 179	4" RESILIENT BASE	
JOHNSONITE	TRADITIONAL WALL BASE	STEEL 179	4" CARPET BASE	
09 - FLOORING TRANSITIONS				
SCHLUTER	SCHIENE	A-XX-ACB	LVT TO RSF TRANSITION	CORRIDOR
		BRIGHT CHROME ANODIZED ALUM	FEATHER RSF TO MEET LVT	CONTRACTOR TO CONFIRM THICKNESS OF FLOORING MATERIAL
SCHLUTER	SCHIENE	A-XX-ACB	LVT TO CARPET TRANSITION	
		BRIGHT CHROME ANODIZED ALUM		CONTRACTOR TO CONFIRM THICKNESS OF FLOORING MATERIAL
	NERAL NOTE	S		
INTERIOR WALL & CEILING FI APPLICATION OF CONTROLL THE MAXIMUM FLAME SPREA THE SMOKE DENSITY OF MA ALL PAINT SHALL BE APPLIEN ALL WALLS SHALL BE RECEN PAINTING SUBCONTRACTOR PAINT FINISH ON SURFACES ALL METAL ACCESS DOORS CONTRACTOR TO FIELD VER FLOORING SUB-CONTRACTO SEE DETAILS FOR ALL INTER ALL PORCELAIN TILE TO BE I ALL SURFACES RECEIVING V G.C. TO COORDINATE ANY W WALL COVERINGS TO BE HU PROVIDE HAMILTON'S "FIRST ALL GYPSUM BOARD CEILING ALL SPRINKLER HEADS IN G GROUT JOINT AT TILES SHAL THE CONTRACTOR SHALL IN AND SQUARE. WALL COVERI FLOORING SHALL MEET ALL WHEN DIRECTED, AFTER CLE	NISH SHALL INCLUDE: WOOD ED INTERIOR FINISHES SHALL AD CLASSIFICATION OF FINISH TERIALS SHALL BE NOT GREA D IN ACCORDANCE WITH THE /E ONE (1) PRIMER COAT & TV SHALL EXAMINE WALLS TO EI INCLUDING: DOORS, DOOR F SHALL BE PAINTED TO MATCH IFY EXISTING CONDITION OF F RS TO SUBMIT SEAMING DIAG IOR FINISH MATERIAL TRANSI NSTALLED WITH THE FULL TIL VALL COVERING SHALL BE FIN ALL COVERING SHALL BE FIN ALL COVERING INSTALLATION NG IN SEQUENCE AND FROM COAT' AT ALL GYPSUM BOAR SS AND SOFFITS TO RECEIVE (PSUM BOARD CEILINGS SHALL L BE MINIMAL- 1/16" MAX., U.N STALL WALL COVERING PER N NG AT ALL REVEALS SHALL RE CURRENT NON-SLIP STANDAR EANING, THE CONTRACTOR SE E OF THE BEST QUALITY. WHE LE TILES AT CONTRACTOR'S E	PANELS, OR OTHER FINISH APPLIED BE IN ACCORDANCE WITH CHAPTER MATERIALS USED ON INTERIOR WAL TER THAN 450 WHEN TESTED IN ACCO MANUFACTURER'S SPECIFICATION FO VO (2) COATS OF PAINT. PAINT FINISH NSURE PROPER PREPARATION BEFOR RAMES, HANDRAILS, ELEVATOR DOOF ADJACENT WALL OR CEILING FINISH FLOORS RECEIVING NEW FINISH. CON GRAM WITH BID PACKAGE SUBMITTAL. TIONS. E FROM TRANSITION AT DOOR AND F IISHED TO LEVEL 5 AND SHALL BE PRO IISHED TO LEVEL 5 AND SHALL BE PRO IISHED TO LEVEL 5 AND SHALL BE PRO IN OR ON MILLWORK WITH SUB-CON THE SAME DYE LOT. CO CEILING AND LIGHT COVES. TWO (2) COATS OF FLAT PAINT (PT-1A LL BE FULLY RECESSED TYPE WITH FA MANUFACTURER'S SPECIFICATIONS, V ETURN INTO REVEAL. IF APPLICABLE A COS AND REQUIREMENTS (WET AND D HALL PROVIDE TWO (2) APPLICATIONS EN THE WORK IS COMPLETE, IT SHALL	OR THAT PARTICULAR SURFACE. TYPICAL WALL PAINT TO BE PT-1, U.N.O. I SHALL HAVE CONSISTENT COVERAGE, FREE OF ROLLER OR BRUSH MARKS. USE LATEX PAINT FOR ALL WET AREAS INCLUDING TOILET ROOMS, BEHIND THE SINKS, RE APPLICATION. BEGINNING WORK IMPLIES ACCEPTANCE OF THE CONDITIONS. RS, ETC. SHALL BE FACTORY FINISHES, SEMI-GLOSS, U.N.O. IF PAINTING OVER EXISTING PAINT, THE SURFACE MUST BE PREPPED AND PRIMED TO ACCEPT NEW PAIN U.N.O. ANY GRAPHICS ON EXISTING DOORS SHALL BE REPAINTED OR REAPPLIED TO MATCH EXISTING. ITRACTOR SHALL INCLUDE ALL REQUIRED FLOOR PREPARATION IN BID INCLUDING COST TO FLOAT FLOOR WHERE NECESSARY TO ACHIEVE TOLERANCE 1/8" MAXIMU ULL TILE FROM WALL PERPENDICULAR TO DOOR U.N.O. SEE PLAN FOR LAYOUT CONTROL POINT(S) WHERE APPLICABLE. DPERLY PREPARED WITH LATEX ACRYLIC PRIMER PER MANUFACTURER'S SPECIFICATIONS. PRIMER AND ADHESIVE SHALL BE FROM SAME MANUFACTURER OR OTH TRACTORS.	AND WATER FOUNTAINS. IT. JM IN 10'-0" SPAN. INFORM ARCHITECT OF DEVIATIONS FROM THIS STANI ER APPROVED/COMPATIBLE PRODUCTS. KS SHALL BE REMOVED. WALL COVERING ADJOINING WOOD AND METAL JIREMENTS. TABLE TO CLIENT AND ARCHITECT.
		CHECKOUT EQUIP. STORAGE 116 25 SF		
		AREA OF WORK	RECEPTION 117 81 SF ALIGN	



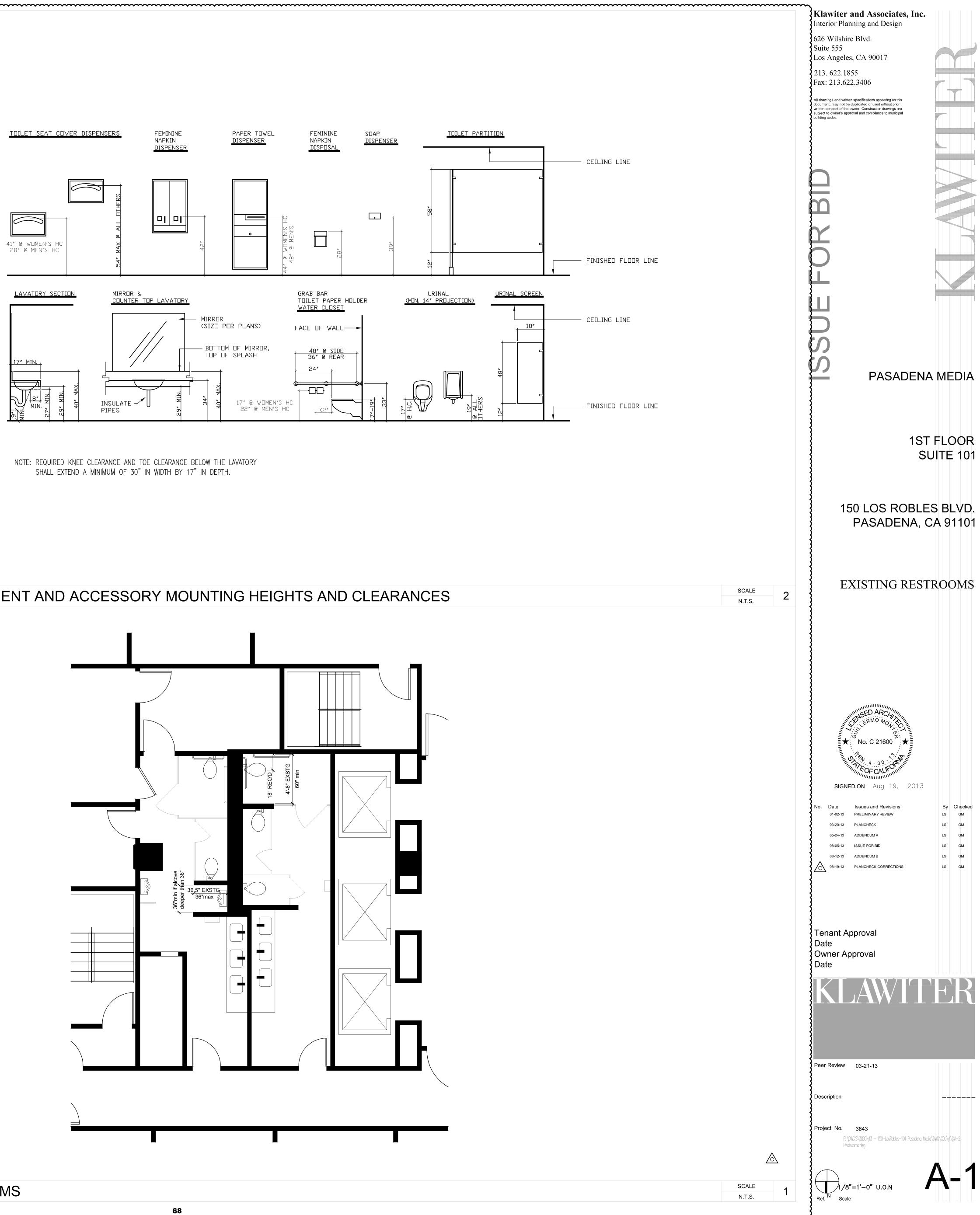


CONTACT
BENTLEY MILLS BRENDAN COTTER BRENDAN.COTTER@BENTLEYMILLS.COM BRENDAN COTTER
 DUNN EDDWARDS SUSAN GIAMPIETRO SUSAN.GIAMPIETRO@DUNNEDWARDS.COM 323.826.2650
JOHNSONITE ELLEN WREN ELLEN.WREN@JOHNSONITE.COM 213 842 0158
SCHLUTER SEAN CARSE SCARSE@SCHLUTER.COM 385.225.0790

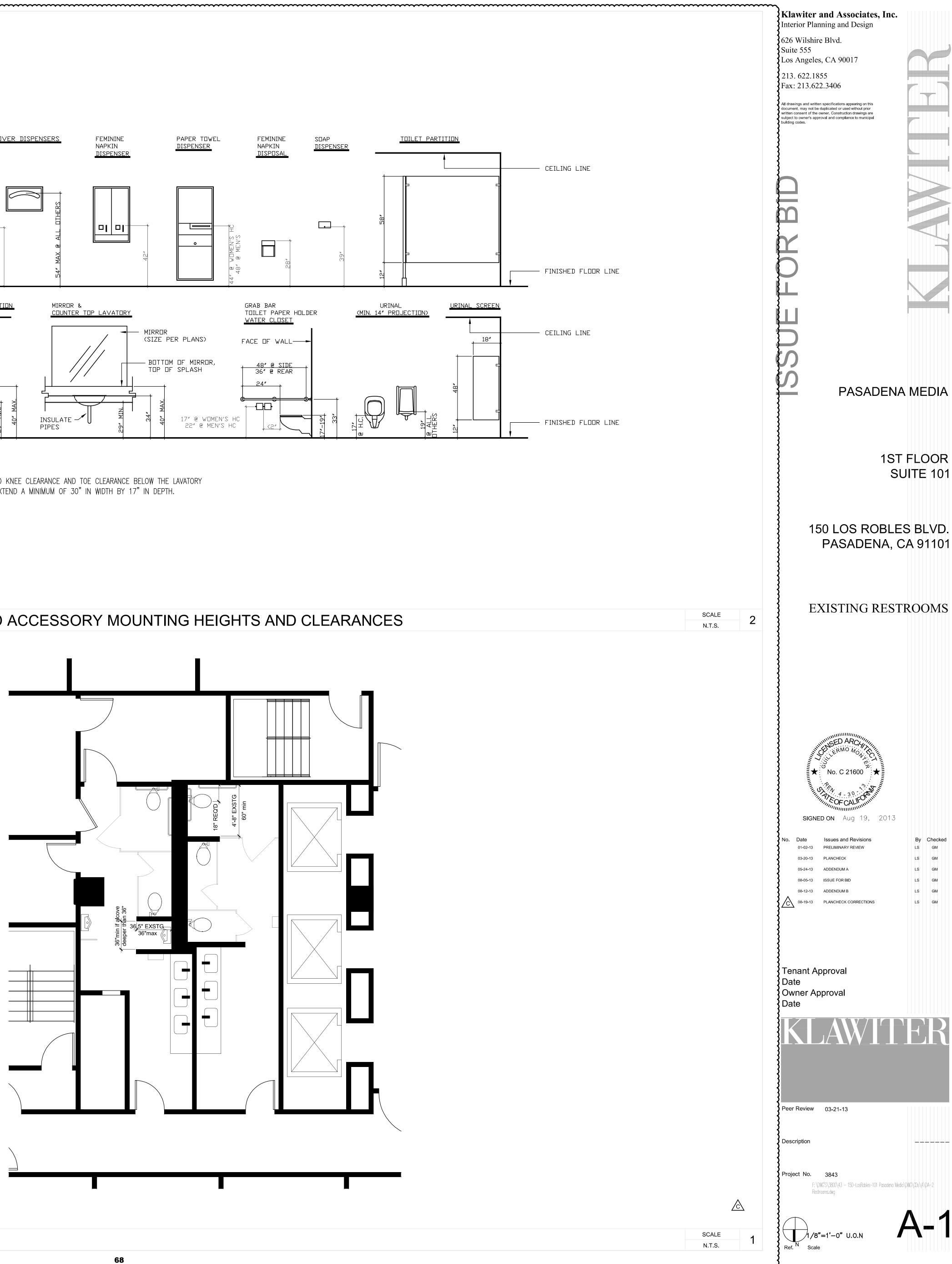




FOR REFERENCE



RESTROOM EQUIPMENT AND ACCESSORY MOUNTING HEIGHTS AND CLEARANCES



EXISTING RESTROOMS

HALSTED CONSTRUCTION, INC. 4180 Klump Ave. Studio City, CA 91602 310.435.0302 General Contractors LIC #882486

	PROJECT SUMMA	RY PAGE	
Halsted Job Nu	imber: 022417	858	
Job Name: Pasa	dena Media Office TI	PRICE PER SQ. FT.	
Client: Pasadena	Media	\$	72.27
Date: February 24	4, 2017		
NOTES: ALL P	RICING BASED ON DRAWING BY gkk works ENTITLED CITY	SUBMITTAL NOT DATED	
	PROJECT SECTOR:	TOTAL	
		BIDS	
	TRADE ITEMS		
SEC.	PARAMETER	BI	AMOUN
В	PRECONSTRUCTION		
	Halsted Construction Precon Effort		NI
	Permit Fees		NI
	Building Permit Pick up and Processing		\$250
	DIRECT COST -PRECONSTRUCTION		\$250
Division	BUILDING		
01	GENERAL CONDITIONS	\$	5,100.00
02	DEMO	\$	2,400.00
08	DOORS/FRAMES/HARDWARE/GLASS	\$	
		Ŧ	9.550.00
09	FLOORING	\$	
09 09	FLOORING PAINTING	\$\$	2,695.00
		T	2,695.00 3,500.00
09	PAINTING	\$	2,695.00 3,500.00 16,529.00
09 09	PAINTING FRAMING/DRYWALL	\$ \$ \$	2,695.00 3,500.00 16,529.00 4,500.00
09 09 15	PAINTING FRAMING/DRYWALL HVAC	\$ \$ \$	2,695.00 3,500.00 16,529.00 4,500.00 11,850.00
09 09 15	PAINTING FRAMING/DRYWALL HVAC ELECTRICAL/DATA/ACCESS CONTROLS DIRECT COST - BUILDING DIRECT COST - PRECON & BUILDING	\$ \$ \$ \$	2,695.00 3,500.00 16,529.00 4,500.00 11,850.00 56,124.00 56,374.00
09 09 15	PAINTING FRAMING/DRYWALL HVAC ELECTRICAL/DATA/ACCESS CONTROLS DIRECT COST - BUILDING	\$ \$ \$ \$ \$	2,695.00 3,500.00 16,529.00 4,500.00 11,850.00 56,124.00 56,374.00
09 09 15 16	PAINTING FRAMING/DRYWALL HVAC ELECTRICAL/DATA/ACCESS CONTROLS DIRECT COST - BUILDING DIRECT COST - PRECON & BUILDING	\$ \$ \$ \$ \$	2,695.00 3,500.00 16,529.00 4,500.00 11,850.00 56,124.00 56,374.00 5,637.40
09 09 15 16	PAINTING FRAMING/DRYWALL HVAC ELECTRICAL/DATA/ACCESS CONTROLS DIRECT COST - BUILDING 10% CONTRACTOR FEE	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	9,550.00 2,695.00 3,500.00 4,500.00 11,850.00 56,124.00 56,374.00 5,637.40 62,011.40

DATE:

SIGNATURE:

HALSTED CONSTRUCTION, INC.

4180 Klump Ave. Studio City, CA 91602 310.435.0302 General Contractors LIC # 882486

PARAMETER / ITEM OF WORK	QUAN	UNIT	\$/UNIT	TOTAL
DIVISION COMMERCIAL - OFFICE	858	GSF		
0100 GENERAL CONDITIONS				
Temporary Site Protection and Dust Control	1	LSUM	500.00	500
Part Time Site Superintendent		LSUM	2,400.00	2,400
Project Manager	10	HOURS	85.00	850
Field Office - copier/computer/fax/supplies/cell phone	I	WEEKS	0.00	0
Dumpsters	I	EACH	650.00	650
Temp Power	I	LSUM	0.00	0
Scissor lift	0	EACH	800.00	0
Final Construction Cleaning	I	LSUM	500.00	500
Reimbursable Expenses for plans/printing	1	LSUM	0.00	0
Fuel Expense	I	WEEK	200.00	200
	Total		5.94	\$ 5,100.00
2100 DEMO				
Demo carpet in offices 103 and 105 only. Remove walls as indicated				
and cut in new door rough openings per plan. All demo trash to be				
hauled off site	1	LSUM	2,400.00	2,400
	Total		2.80	\$ 2,400.00
8100 DOORS/FRAMES/HARDWARE/GLASS				
Furnish new door frame for staff break room. Install new frame and				
existing door and hardware	L	LSUM	300.00	300
Relocate door to room 106	I	LSUM	100.00	100
Provide new 3-0 \times 7-0 hollow metal door frame and 2-0 \times 7-0 side lite				
with solid core pre-primed door for reception and Arron's office	2	EACH	1,200.00	2,400
Provide new 3-0 x 7-0 hollow metal door frame with solid core pre-				
primed door for George's office, Chris's office, Equipment Storage, and				
Bobbie's office	4	EACH	725.00	2,900
Furnish and install new 2-0 x 3-0 vision lite with 1/4" clear tempered				
glass	7	EACH	300.00	2,100
No specification provided for hardware.We will provide an allowance				
for Doormerica or equal heavy duty cylindrical levers, hager square				
butt hinges and Trimco floor or wall door stops all brushed chrome				
finish	7	EACH	250.00	1,750

HALSTED CONSTRUCTION, INC.

4180 Klump Ave. Studio City, CA 91602 310.435.0302 General Contractors LIC # 882486

1	LSUM	2 5 45 00		
1	LSUM	2 5 4 5 00		
1	LSUM	2 5 4 5 00		
 	LSUM	2 5 4 5 00		
I		2,545.00		2,545
	LSUM	150.00		150
Total		3.14	\$	2,695.00
I	LSUM	3,500.00		3,500
Total		4.08	\$	3,500.00
I	LSUM	15,396.00		15,396
I	LSUM	1,133.00		1,133
Total		19.26	\$	16,529.00
I	LSUM	4,500.00		4,500
Total		5.24	\$	4,500.00
I	LSUM	9,600.00		9,600
1	LSUM	850.00		850
7	EACH	200.00		I,400
Total		13.81	\$	11,850.00
		45 41	¢	56,124.00
	 Total Total 	I LSUM Total I LSUM I LSUM Total I LSUM Total I LSUM I LSUM Total 7 EACH	I LSUM 3,500.00 Total 4.08 I LSUM 15,396.00 I LSUM 1,133.00 Total I9.26 I LSUM 4,500.00 Total I9.26 I LSUM 4,500.00 Total I9.26 I LSUM 4,500.00 Total ISUM 4,500.00 Total S.24 5.24 I LSUM 9,600.00 I LSUM 850.00 T EACH 200.00	I LSUM 3,500.00 Total 4.08 \$ I LSUM 15,396.00 I LSUM 15,396.00 I LSUM 1,133.00 Total 19.26 \$ I LSUM 4,500.00 Total 19.26 \$ I LSUM 4,500.00 Total 5.24 \$ I LSUM 9,600.00 I LSUM 850.00 Total 13.81 \$

ALTERNATES:

I Provide (4) new standard 20 amp circuits for lighting and power, if requird add...\$1,500

2 Provide Fire Alarm design, engineering and permit to add (1) smoke detector per city of Pasadena Fire Code, if required add...\$4,355

3 Provide carpet and base in other offices, if required add...\$7,300

HALSTED CONSTRUCTION, INC.

4180 Klump Ave. Studio City, CA 91602 310.435.0302 General Contractors LIC # 882486

EXCLUSIONS:

I Any work not listed above

2 Any new circuits for power and lighting

3 Any work to existing T-bar ceiling

4 All pricing is for standard working hours. Price excludes any overtime or weekend, off hours work

5 Deputy or special inspections, permit or plan check fees, business license fees

6 Any work to existing Plumbing, fire alarm and fire sprinklers

Proposal: for Tenant Improvements

Glowtex Builders

Bus: 324 South Beverly Drive Suite 342 Beverly Hills, Ca 90212 Mailing: P O Box 90892 Pasadena, CA 91109 Contractor Mailing P O Box 90892 Pasadena, CA 91109

Date 3/15/2017

Proposal submitted to:Chris Miller Chief Operations OfficerJob address150 Los Ro Blvd Pasad 91101	
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Job site visited

Contact Property owner:Made with Chris Miller COO 626 794-8585Proposal valid 30 days till date 4- 15-2017	Number of pages1 Of 1This proposal is Glowtex Builders Exhibit A
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Glowtex Builders propose to perform the following services: Construct per tenant improvements per Architectural drawing

designed by David Hunt C-28367, approximately 880sf. Contractor will adhere to noted addendums per A-1 dated August 19, 2017; in addition contractor will carry out construction per cover sheet G000. Glowtex relevant has read the following: notes located on accessibility notes G003, path of travel notes G101, overall proposed floor plan A101, A102 enlarged floor plans, A103, enlarged power plan, A201 proposed RCP.

Contractor would like to bring to customer attention, electrical feeder will need deferred pricing, Contractor will continue tenant improvements per relevant details A501, contractor continues enlarge proposed finished plans 1 101 and bathroom sections A-1 can only be estimated; sit condition may require a decrease or increase in fixture relocation.

Scope of services to be rendered:

Contractor will follow demolition plan reference A201 and A101 to construct tenant improvements to conclude per customers finish plan, reference 1101; in addition to demolition contractor will adhere to G000 project schedule and defer submittals for fire sprinklers; per subcontract with fire sprinkler company.

Contractor will also build project per all relevant general notes located on G003, moreover, Glowtex will incorporate necessary details located on A501 all relevant details for wall sections are included in this quote, G101 plan layout detail (1) is included, contractor will need further discussion regarding any parking lot stripping, not in quote, A101 contractor has included demolition per detail (2), door scheduled installations are included in quotation, per detail (1).

Reference A103 Contractor has not included detail (1) furniture schedules, Ref A103 we will coordinate telecommunication installing with customer & appropriate subcontractor per detail (1), we will install all electrical receptacles per plan to accommodate detail (1)., G003 Alarms contractor will coordinate and subcontract alarms sections per (general notes).

A201 RCP will be installed per plan detail (2) an (1) are included: T-bar ceilings, light fixture. Contractor will need to consult with mechanical engineer regarding all changes to HAVC systems. Reference 1 101 Fixture will need to be priced separately

Inclusion are listed in scope of work section:

Note: all measurements will need to be field verified; before Glowtex Builders can began project.

Exclusions: Firer sprinklers, Mechanical Engineering Architectural Plan insurance, additional wiring for main electrical feeder, floor core drilling from one floor to next,

Contractor carries two million in general liability insurance and one million in workercompesation

Project can be completed in three to four weeks minus unforeseen conditions

Warranty on all services provided one year

We hereby propose to furnish material and labor to complete the job as per the above specifications for a lump sum of:			
\$77, 480.00 With the terms of payments as follows: Schedule of value will be determined at a later date along with application of payment			
Please revert project estimator for any clarification / further details.			
Authorized Signatory: Name Signature: Signature:			
Glowtex Builders			
Acceptance of Proposal			
I/We have reviewed your proposal and hereby indicate our acceptance of the same, as per the details, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.			
Authorized Signatory: Name Signature: Date Date			



DANIEL WEIR CONSTRUCTION INC

428 E. Bougainvillea Ln ~ Glendora, CA 91741

Phone (626) 826-3626 ~ Email: danweirconstruction@yahoo.com

To: Pasadena Media 150 Los Robles Blvd Pasadena, CA 91101

Job Address:

PROPOSAL and CONTRACT

Dear Sirs,

I propose to furnish all materials and labor necessary to complete the following: Office tennant improvement based on the construction documents provided by gkkworks issue version, city submittal

Exclusions:

1. Permits and city fees

2. Any work outside of area of work

3. Window coverings

All work to be done during normal business hours All work is bid per prevailing wage pay scale

All of the above work to be done in a substantial and workmanlike manner for the sum of \$ 92,700.00

Payment to be made as follows: \$1,000.00 On acceptance, bi weekly progress payments up to 90% of the contract, balance upon completion

This proposal is valid for 15 days.

Any alteration or deviation from the above specifications involving extra costs of material and/or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, flood and all other necessary insurance. Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is:

 Contractor's State License Board
 Respectfully submitted,

 1020 N. Street
 By

 Sacramento, CA 95814
 California State License No. 1008816

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which I, the buyer, agree to pay the amount in said proposal.

Accepted by _____

Dated:

March 3, 2017

Date: Phone: Fax:

COST BREAKDOWN

1. Demolition and protection		\$2,750.00
2. Metal framing and drywall		8,200.00
3. Insulation	Walls only	1,500.00
4. Electrical	Per plan with LED light fixtures	18,500.00
5. HVAC	Rework duct for all offices and supply new registers	6,500.00
	Air balance the new area	1,200.00
6. Fire sprink	lers Rework as needed 13 heads	6,500.00
	Plans for fire sprinkler system	1,200.00
7. T bar ceilir	5,200.00	
8. Doors	Match exisiting doors and frames/ use building standard hdwr	6,250.00
9. Paint	All area's affected by construction	4,975.00
10. Carpet and rubber carpet base		9,985.00
11. Clean up	1,400.00	
12. Contractor	18,540.00	
		\$92,700.00