

To: Wireless Service and Infrastructure Providers
From: Paolo Beltran, Assistant to the City Manager
Subject: City of Lakewood Master License Agreement Submittal Process

To Interested Providers:

On October 10, 2017, the Lakewood City Council adopted and approved the Wireless Master License Agreement (MLA) template, and authorizing the City Manager to execute the MLA and issue Pole Licenses with wireless providers who wish to install new wireless communications facilities on City-owned poles. The City Council authorized the City Manager to enter individual MLAs with a term of up to 10 years and annual pole-license charges to be negotiated with each interested provider on a case-by-case basis.

The City Manager designated the City Attorney's office to review the proposed MLAs with individual wireless providers (in consultation with the city's telecommunications consultant) and the Department of Public Works to receive and process the Pole License applications. A proposed MLA and a Pole License Application should be submitted to the Public Works front counter for processing on a first-come, first-served basis. Please make sure that the city staff on duty date and time stamps your submittals to ensure accurate processing order.

As part of the normal review process, the City anticipates a two-phased process. Phase 1 will involve negotiation and execution of an MLA with the City. Phase 2 will involve the submittal of Pole License Applications for approval and all permitting processes.

The list below summarizes the MLA procedures.

MLA Process: Phase 1

Step 1: Interested parties should review the MLA template (available at <http://www.lakewoodcity.org/services/forms/default.asp> under Public Works Forms) and revise in redline format any provisions they wish to negotiate with the City.

Step 2: To initiate the negotiation process, interested parties must tender an MLA application packet to the Department of Public Works. MLA application packets must be tendered in person at the Public Works Counter located at 5050 Clark Avenue, Lakewood, California. The Public Works Counter is open Monday through Friday, between 7:30 am and 5:30 pm (closed alternating Fridays). Appointments are encouraged but not required. The MLA application packet must include the following:

- one (1) redlined MLA template with the proposed changes;
- one (1) clean MLA template with the proposed changes; and
- a check for \$2,000.00 made out to the City of Lakewood (master license preparation fee).

Documents must be submitted in hardcopy and native electronic format. Please make sure that the Public Works staff on duty at the Public Works Counter date and time stamps the MLA application packet.

Digital copies must be emailed to pbeltran@lakewoodcity.org. Please note that the date and time stamp on the hardcopies filed in person will control the order of the applications received.

Step 3: The City Manager's Office (or its designee) will respond to the MLA application packet within approximately 10 to 15 business days. The parties will negotiate and finalize all terms and conditions. The City Manager will be authorized to execute MLAs only as provided in the City Council's approval of the MLA template on October 10, 2017, and only after the proposed licensee executes first. Any requested changes to the template that would substantially or materially alter the MLA (in the City Attorney's discretion) would require separate approval by the City Council.

MLA Process: Phase 2

Step 4: Licensees shall file completed Pole License Applications (as defined in the MLA) with the Department of Public Works. In addition to the materials required in the MLA, licensees shall include the following:

- two (2) full-sized copies of scaled and dimensioned plans (site plan, site survey, photos simulations, elevations and equipment details); for a detailed checklist of the information that should be included in the pole license application plans, please see Project Plans items 1, 2, 3, and 4 (pages 2-5) of the City's Wireless Facility Permit application checklist available at <http://www.lakewoodcity.org/civicax/filebank/blobdload.aspx?BlobID=26407>
- for each Pole requested in the Pole License Application, a check for \$500.00 made out to the City of Lakewood (pole license processing fee).

Pole License Applications must be tendered in person at the Public Works Counter located at 5050 Clark Avenue, Lakewood, California. The Public Works Counter is open Monday through Friday, between 7:30 am and 5:30 pm (closed alternating Fridays). Appointments are encouraged but not required.

Documents must be submitted in hardcopy and electronic format. Please make sure that the Public Works staff on duty at the Public Works Counter date and time stamps the applications. Digital copies must be emailed to rbowman@lakewoodcity.org. Please note that the date and time stamp on the hardcopies filed in person will control the order of the applications received.

Step 5: The City Manager shall approve or deny Pole License Applications (either in whole or in part) and provide the licensee with notice. Approvals will be given in the form of a countersigned Pole License.

- Step 6:** Licensees shall apply for all permits required for each approved Pole, which includes without limitation permits issued by the Los Angeles County Department of Public Works (LADPW). In order to apply for the required LADPW permits, Licensees must first submit the following items to the City of Lakewood Department of Public Works in accordance with the City's Wireless Facility Permit Application Checklist: (1) Project Plans; (2) Photo Simulations and (3) the applicable application fee. After the City approves the application, the applicant may then apply for the required LADPW permits on the County's website. In addition, a City of Lakewood electrical permit will be required for equipment that will have a new meter or panel. (4) Any other materials that the Lakewood Department of Public Works requires before it can provide its approval to LADPW. For a complete list of such materials, please contact rbowman@lakewoodcity.org.
- Step 7:** After the licensee obtains all permits required for each approved Pole, the licensee shall submit an Acknowledgement Letter to the City Manager as provided in the MLA.
- Step 8:** The City Manager shall countersign the Acknowledgment Letter. Licensee will be authorized to proceed with installation work in accordance with the terms and conditions in the MLA and all permits.

You may find a copy of the MLA template to review on the City's website at <http://www.lakewoodcity.org/services/forms/default.asp>.

Please direct any questions to Paolo Beltran, Assistant to the City Manager, at pbeltran@lakewoodcity.org.