

EXHIBIT A-5

CITY INSTALLATION GUIDELINES

[To be updated with each Pole License.]

1. Purpose and Intent:

- A. These installation guidelines are intended to, and should be applied to, protect and promote public health, safety and welfare and balance the benefits that flow from robust, advanced wireless services with the City's local values, which include without limiting the aesthetic character of the City, it's neighborhoods and community. These standards also reflect and promote the community interest by: (1) ensuring that the balance between public and private interests is maintained; (2) protecting the City's visual character from potential adverse impacts and/or visual blight created or exacerbated by telecommunications facilities and related infrastructure; (3) protecting and preserving the City's environmental resources; (4) protecting the preserving the City's Public Rights-of-Way and municipal infrastructure located within the City's Public Right-of-Way and on City owned property; and (5) promoting access to high quality, advanced wireless services for the City's residents, businesses and visitors.
- B. The City has researched and adopted the following design standards for telecommunication facilities. Given the rapidness with which technology may change, City staff are available to meet with applicants to discuss design standards that deviate from those listed herein.
- C. The intent of these installation guidelines is to establish objective camouflage and concealment elements and other standards for telecommunication facilities.

2. General Requirements

- A. To reduce visual blight, the following requirements shall apply to Telecommunication Facilities on City Assets and/or City-owned property:
 - i. Telecommunication Facilities must have subdued colors and non-reflective materials that blend with the materials and colors of the surrounding area and structures.
 - ii. Telecommunication Facilities must be the smallest and least intrusive designs that are technically feasible and comply with the limits prescribed in these design standards, unless otherwise permitted in writing by the Public Works Director (hereinafter "Director").
 - iii. Equipment:
 - a. Above ground electrical meter facilities are prohibited, unless permitted in writing by the Director. All Small Cell services shall be

energized via a connection to the City's streetlight electric service facilities, which is non-metered. Metered electric service may be used with written approval of the Director and SMUD in the rare case where non-metered service is not available.

- b. Except for streetlight pole base shrouds as described in these design standards, equipment installed at grade is prohibited, unless permitted in writing by the Director.
 - iv. Vaults and pull boxes shall be installed flush to grade and installed per the applicable requirements as stated in the City's Standard Construction Specifications.
 - v. Signage must be included that accurately identifies the site owner/operator, the owner/operator's site name or identification number and a toll-free number to the owner/operator's network operations center. Small Cell Facilities and other infrastructure deployments may not bear any other signage or advertisements unless expressly approved by the City, required by law or recommended by the Federal Communications Commission ("FCC") or other United States governmental agencies for compliance with Radio Frequency (RF) emissions regulations.
 - vi. Lighting or any type of illumination of Telecommunication Facilities is prohibited unless permitted in writing by the Director.
- B. Other Visual Criteria. Camouflaging and integrating above ground Small Cell Facilities by using non-reflective materials and colors that blend in with their surroundings is required. When placed above ground, wireless equipment shall be camouflaged, completely contained and concealed within the interior of an integrated streetlight, and/or attached within shrouds and/or cabinets at the top of or flush mounted to an existing pole in a manner where their protrusion is minimized.
- C. Telecommunication Facilities shall comply with the noise standards in the Rancho Cordova Municipal Code Chapter 6.68
- D. Applicants should consider siting as much as possible on existing infrastructure or City Assets. Attachments shall be limited to mast arm streetlights on poles approved by the Director.
- E. No interference with other uses. No Telecommunication Facility shall be located on City-owned Property or within any portion of the Public Right of Way in a manner that interferes or may interfere with City and emergency operations, or pedestrian or vehicular access. Telecommunication Facilities and any associated antennas, accessory equipment or improvements shall not be located in any place or manner that would physically interfere with or impede access to any: (1) worker access to above ground or underground infrastructure for traffic control, streetlights or public transportation, including without limitation any curb control sign, parking meter, vehicular traffic sign or signal, pedestrian traffic or signal, barricade reflectors; (2) access to any

public transportation vehicles, shelters, street furniture or other improvements at any public transportation stop; (3) worker access to above ground or underground infrastructure owned or operated by any public or private utility agency; (4) fire hydrant or water valve; (5) access to any doors, gates, sidewalk doors, passage doors, stoops or other ingress and egress points to any building appurtenant to the Right of Way; or (6) access to any fire escape.

3. Pole Availability and Location

- A. Attachments to City Assets shall be limited to mast arm streetlights on poles approved by the Director.
 - i. Attachments to historic, ornamental and other City Assets shall not be permitted.
 - ii. Attachments to traffic signal poles shall not be permitted.
 - iii. Attachments shall not be located along the frontage of a historic building, deemed historic on a federal, state or local level, or within 50 feet of public art installations.
- B. The number of Small Cell Facilities attached to any non-metered streetlight shall not exceed that permitted under the Master License Agreement for Small Cell Pole Attachment Installation. Only one Small Cell Facility may be attached to any pole or structure except for co-locations approved by the Director.
- C. Damaged or corroded poles must be replaced in kind. Poles that are determined to have insufficient structural capacity shall also have replacement footings designed and installed. Pole number labels, if incorrect or missing, shall be corrected, installed or replaced.
- D. New and replacement poles shall be designed in accordance with the current City Standards to fit within the existing lighting system.
 - i. New pole locations within 10 feet of existing utility or light poles shall not be permitted.
 - ii. New foundations are required when the existing foundation is not adequate to support the installation of a new pole or the attachment of Small Cell Facilities to an existing pole.
 - iv. A plan for a pole shall be submitted for review and approval that shows the existing and proposed streetlight and electrical infrastructure to demonstrate that it is designed to provide uniform light distribution in the subject area.

- v. Once approved and installed, the pole and other associated infrastructure will be the property of the City of Rancho Cordova.
 - vi. The ongoing cost to power a Small Cell Facility attached to a new pole, once it is installed, shall be the responsibility of the applicant.
 - vii. Applicant to provide 7 Gauge steel light pole for new small cell poles sites for new poles.
 - viii. Establish a pole loading capacity threshold of 80% with all carrier equipment attached for new poles (allows for 20% future applicant growth and city installed equipment) (pole, LMA, carrier antennas and radios, etc shall not exceed 80% for the pole loading total).
 - ix. No field pole modifications that will void manufacture warranty without letter from manufacturer authorizing modification procedure on each site/pole.
- E. In a residential zoning district (unless the entire Telecommunication Facility can be undergrounded to avoid all visual impacts to the neighborhood), the following standards shall apply to any Telecommunication Facility:
- i. Facilities shall not be placed within five hundred feet of another facility owned by the same carrier.
 - ii. Applicants shall locate each proposed facility in accordance with the following priority:
 - a. A facility will be located in any alley or secondary rear property street frontage behind residences unless such placement would be in front of business or residential windows or immediately adjacent to a residence.
 - b. If no location satisfying subsection a is available, the Facility will be located near shared property lines between two adjacent lots.
 - c. If no location satisfying subsections a and b is available, the facility shall be permitted in a location that is neither immediately adjacent to a residence nor in front of a business or residential windows, primary walkways, primary entrances or exits, nor in a location that would impede deliveries to a building or residence;
 - d. If no location satisfying subsections 3.E(i) and 3.E(ii) is available, the applicant shall provide evidence of the unavailability or technical infeasibility of any preferred location within 500 feet in any direction from the proposed location.
 - iii. Facilities that would violate ADA access requirements shall not be permitted.

- F. All costs associated with fixing or replacing a City Asset or any components of the City Asset due to damage during installation are to be paid by the applicant.
- G. It is the applicant's responsibility to conduct field verification during the design phase to determine that the pole foundation is adequate for the planned attachments. If the pole foundation is later found to be inadequate based on the dimensions and/or condition of the foundation not matching the plans, field work shall be stopped and the plans redesigned. Revised plans shall be resubmitted with the proposed foundation details, conduit and conductor layout, anchor bolt pattern confirmation, single line diagram and site plan for approval by the City.
- H. In the case where a new pole foundation is required, applicants must reuse the location for the existing foundation to place the new pull box for the relocated streetlight pole, wherever possible.

4. Equipment, Wiring and Cabling

Telecommunication Facilities shall meet the following requirements:

- A. Equipment on a pole shall contain antenna and stacked radio relay units (RRU) only.
- B. Other equipment and enclosures (not including antenna) shall be mounted as close to the pole as allowed by applicable regulations and manufacturer equipment standards and shall not extend more than 12 inches from the pole. Enclosures should be consolidated with existing signs to minimize visual impact.
- C. To the extent feasible, antennas should be mounted to a concealed canister (antenna) on the top of the pole and all equipment should be mounted flush to the pole.
- D. Antenna shall be placed so that it will not interfere with streetlight photocell operation.
- E. Antenna height shall not exceed 2 feet. Antenna width shall not exceed 14.5 inches in diameter.
- F. Where there are existing banners on streetlights, written permission must be received from the banner owner prior to making any changes to the banner attachments.
- G. Equipment and cabling below the antenna must be shrouded. All equipment on each pole shall be housed in a suitable enclosure to conceal components and cabling from public view. The enclosure shall be coated in material and color matching that of the pole. The permittee shall regularly maintain the enclosure and the equipment.

- H. No exposed meter, meter pan or meter pedestal may be used. Metered panels and sockets shall be mounted at 10 feet or higher from finished grade.
- I. Cabling below radio relay units shall enter the pole with no more than a five-inch gap between bottom of each radio relay unit and the bottom of the corresponding entry hole on the pole. Conduit connection at pole entry points shall utilize the smallest fitting sizes available. Sealing compounds, if utilized, shall be tidy without excess bubbling and painted to match pole.
- J. All cabling, wires and conduit shall be concealed completely within the pole and applicable shrouds. Cabling and wires shall enter/exit the streetlight pole through conduit sweeps within the streetlight footing. External conduit attachments to the pole is not permitted. Camouflaging and integrating cabling, wires and conduit by using non-reflective materials and colors that blend in with the surroundings may be permitted with the approval of the Director.
- K. If drilling and cutting into City poles, holes will be structurally welded and reinforced. Seams and bolts/screws at antenna and shroud assembly area shall be fabricated and installed in a manner to reduce their visibility (e.g. flush mounting screws) from sidewalk level.
- L. Fiber and power shall be retained inside the pole at the base.
- M. Equipment logos and legs/handles shall be removed from the RRU, unless doing so will void any warranty.
- N. Signage (e.g. road, guide, informational signage) or other appropriate elements shall be utilized in front of the RRU's to reduce visibility on pole locations.
- O. Radio Frequency (RF) warning stickers, decals and logos not required for FCC compliance shall be removed.
- P. The installation of Small Cell Facilities must be performed by an electrical contractor holding a current C-10 license, as issued by the California State License Board, and must be in good standing.
- Q. All wires must be covered and sealed within the small cell pole structure.
- R. All access ports must be weather sealed to keep rain/moisture out of the pole interior.
- S. No wiring or conduits can be attached to the exterior of the pole.

5. Radio Frequency

- A. City streetlight and signage technicians or representatives shall have access to disconnect radio electrical service for maintenance of streetlights or RF interference with public safety radio systems.

- B. Permittees must comply with all laws, including all laws related to maximum permissible exposure to RF or EMF emissions on or about the License Area, which includes all applicable FCC standards, whether such RF or EMF emissions or exposure results from permittees equipment alone or from the cumulative effect of permittees equipment added to all other sources on or near the facility. A pre-installation RF report shall be provided, reflecting that the modeled RF emissions for the proposed installation comply with FCC standards.
- C. Within 60 days of constructing and activating a facility, the permittee will be required to cover all costs associated with the measuring, recording, reporting and monitoring of emissions, including EMR/RF associated with the facility, in an RF Compliance Report.
- D. Each time a modification is made, the permittee shall provide the following reports and testing:
 - i. For minor modifications where equipment is being replaced with “like-for-like” equipment (including such factors as size, weight and power) the permittee shall provide an RF report reflecting the modeled RF emissions for the proposed modification.
 - ii. For substantial modifications (including change of Small Cell Facility equipment that may change the RF emissions) the permittee shall also prepare and RF Compliance Report in accordance with subsection 5.E, below.
- E. The RF Compliance Report shall be prepared by a certified professional engineer and shall provide information that demonstrates the Facility complies with FCC standards. Testing shall be conducted in compliance with FCC regulations governing the measurement of RF emissions and shall be conducted during normal business hours on a non-holiday weekday with the subject equipment measured while operating at maximum power. The RF report must include the actual frequency and power levels (in watts effective radiated power) for all existing and proposed antennas at the site and exhibits that show the location and orientation of all transmitting antennas and the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC) and also the boundaries of areas with RF exposure in excess of the controlled/occupational limit (as that term is defined by the FCC). Each such boundary shall be clearly marked and identified for every transmitting antenna at the project site. For all measurement made, evidence must be submitted showing that the testing instrument(s) used were calibrated within their manufacturers suggested periodic calibration interval and that the calibration is by methods traceable to the National Bureau of Standards. At the sole option of the City Engineer, an agent of the City may monitor the performance of testing required for preparation of the RF Compliance Report.
- F. At least 14 calendar days prior to conducting the testing required for the RF Compliance Report, the applicant shall notify the Department of Public Works.

- G. Within 60 days of the installation the applicant shall provide the required RF Compliance Report certifying that the facilities meet the applicable Building, Electrical and other Code requirements, as well as applicable FCC emissions standards.
- H. All permit holders shall provide a radio maintenance contact to be notified prior to radio power being disconnected.

6. Notifications

A. At application

- i. Within 2 business days of submitting an application to the City, the applicant shall mail out, by registered mail, a notification letter to all owners and occupants within a 150 foot radius of the City Asset, including businesses and schools.
- ii. The notification letter shall contain the following information:
 - a. Clear description of the scope of work.
 - b. Photo simulation; and
 - c. Applicant contact information, including a phone number.

B. Prior to Construction

- i. At least 14 calendar days before commencing construction, applicant shall mail out, by registered mail, a notification letter to all owners and occupants within a 150 foot radius of the subject City Asset, including businesses and schools, containing the information provided at time of reservation, including any updates as well as the estimated date construction will begin. In addition, the applicant shall post a notice on the subject City Asset 14 calendar days before commencing construction.
- ii. If construction is delayed for any reason beyond the duration stipulated in the notice or phasing of work includes dormant periods greater than 1-month intervals, the applicant shall re-issue and repost the required notices.

7. Submittals

- A. Submittals shall be prepared by qualified professionals familiar with the City's standards. At a minimum, submittals shall meet the following criteria:
 - i. Photo simulations must be clear, consistent and realistically portray antennas, equipment, offset bracket systems and cabling. Submittals based on Google Street Views are not acceptable.
 - ii. Engineered drawings must show rights of ways, public utility easements and property line delineations.

- iii. Private property access and easements, if required, shall be supported by agreements granting the permittee such access or easements. The agreement shall hold the City harmless of any liabilities.
 - iv. SMUD commitment letters must include the approved electrical point of connection, connected equipment specification sheet, location map and electrical load calculation with a certification stamped and signed by a licensed electrical engineer.
 - v. Underground and overhead utilities shall be depicted and conflicts identified.
 - vi. Plans shall demonstrate that bore pits and other work above surface in the City's Right of Way shall be repaired or replaced in accordance with City standards.
- B. Telecommunication providers must provide notification to the City's Department of Public Works when planning to onboard a new design professional to prepare fiber or Small Cell submittals. All design professionals must be onboarded by the City and have a single permit issued before submitting subsequent permits.
- C. A complete submittal package for Small Cell installation on a City Asset includes each item listed below and must be its own PDF and must follow the associated naming convention below. Submit files electronically to: smallcells@cityoffranchocordova.org
- i. Revocable Permit Application.
 - ii. Application for Small Cell Pole License and Encroachment Permit.
 - iii. Pre-installation Radio Frequency Report.
 - iv. A fully executed Master License Agreement and Site-Specific Agreement executed by the applicant.
 - v. Structural Analysis prepared by a State of California Licensed Civil Engineer, including Verification of Street Light Footing Dimensions.
 - vi. Engineered drawings and construction plans showing ROW, PUE and property lines
 - vii. Certificate of Liability Insurance for Contractor and Owner of Equipment.
 - viii. Contractor's License (C-10) and contact information.
 - ix. SMUD Service Request for Telecommunication Service Provider (PDF) per pages 14-15 of SMUD Services Agreement and the equipment OEM

specifications.

- x. A self-certification by the permittee of the maximum AC wattage consumption for all equipment associated with each Small Cell device connected under the SMUD Service Agreement.
 - xi. Traffic Control plan.
 - xii. Public outreach information, including draft reservation and construction notices and the proposed recipients lists.
- D. Each submittal for a Small Cell Facility shall include a site-specific noise study. Facilities may generate no more than 45 decibels within three feet of any residential dwelling or City park boundary and no more than 55 decibels within ten feet of any commercial structures.
- E. Upon review and approval of a submitted application the City will contact the applicant to confirm the construction schedule, review and approve the applicants submitted documents and assign an inspector.
- F. The notice to proceed with construction activities (permit) will be issued at the pre-construction meeting by the inspector assigned by the City. It is the responsibility of the applicant or its contractor to coordinate the date, time and location of the pre-construction meeting with the assigned inspector.
- G. The City will ensure that all processes and approvals meet the timelines specified under applicable state and federal laws and regulations.

8. Standard Conditions and Maintenance Obligations

- A. Site Maintenance. The permittee shall keep the site, which includes without limitation and all improvements, equipment, structures, access routes, fences and landscape feature, in a neat, clean and safe condition in accordance with the approved construction drawings and all permit conditions. The permittee shall keep the site free from all litter and debris at all times. The permittee, at no cost to the City, shall remove and remediate any graffiti or other vandalism at the site within 48 hours after the permittee receives notice or otherwise becomes aware that such graffiti or other vandalism occurred.
- B. The permittee shall repair, at its sole cost and expense, any damage including, but not limited to subsidence, cracking, erosion, collapse, weakening, or loss of lateral support to City streets, sidewalks, walks, curbs, gutters, trees, parkways, street lights, traffic signals, improvements of any kind or nature, or utility lines and systems, underground utility lines and systems, or sewer systems and sewer lines that result from any activities performed in connection with the installation and/or maintenance of a wireless facility in the public Right-of-Way. The permittee shall restore such areas,

structures and systems to the condition in which they existed prior to the installation or maintenance that necessitated the repairs. In the event the permittee fails to complete such repair within thirty (30) days of being notified of the need for such repairs by the City, the City may revoke the permit.

- C. Poles with pre-installed apparatus or fixtures. On City streetlights with pre-installed apparatus or fixtures (such as but not limited to banners, signages, holiday/decorative lights, monitoring units, etc.) on which the permittee proposes to install a Small Cell Facility, permittee shall be responsible for the cost associated to change/modify the pre-installed apparatus. If such modification is needed, the permittee is also responsible to coordinate the modification with the City and/or the apparatus' owner. Additionally, permittee shall be responsible for the labor and cost associated to shut down power and power back the pole when maintenance of the apparatus or fixtures is needed.
- D. Within thirty (30) days of the anniversary date of the Permit, the permittee shall routinely inspect the personal wireless service facility to ensure that it is maintained in good condition, including without limitation ensuring the facilities are reasonably free of: general dirt and grease; chipped, faded, peeling and cracked paint; rust and corrosion; cracks, dents and discoloration; missing, discolored or damaged camouflage; graffiti, bills, stickers, advertisements, litter and debris; broken and misshapen structural parts; and any damage from any cause. Permittee shall obtain all necessary permits and regulatory approvals prior to performing any maintenance activity on the personal wireless service facility.
- E. Other conditions and maintenance obligations are set forth in the Master License Agreement.