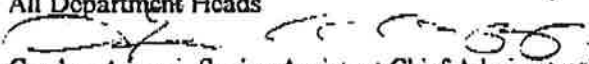


OFFICES OF THE COUNTY EXECUTIVE

Douglas M. Duncan
County Executive

Bruce Romer
Chief Administrative Officer

MEMORANDUM

TO: All Department Heads
FROM:  Gordon Aoyagi, Senior Assistant Chief Administrative Officer
SUBJECT: Administrative Procedure 6-5, Use of County Property for Private Telecommunications Facilities


Attached is Administrative Procedure 6-5, Use of County Property for Private Telecommunications Facilities. The procedure establishes policies, procedures and criteria for the review of applications to install or erect private telecommunications facilities or equipment on property owned or controlled by the County.

The administrative procedure is now being published in final form. Please insert the procedure in place of the interim procedure dated November 19, 1997, in the Information Processing Section in your departmental Administrative Procedure Manuals and amend the table of contents accordingly.

GA/paw

Attachment

Administrative Procedure 6-5, Use of County Property for Private Telecommunications Facilities

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		DATE 5/11/00
TITLE Use of County Property for Private Telecommunications Facilities		CAO APPROVAL

PURPOSE


1.0 To establish policies, procedures and criteria for the review of applications to install or erect private telecommunications facilities or equipment on property owned or controlled by the County.

DEFINITIONS

- 2.0 Application - An application or proposal for the use of County property for private telecommunications facilities.
- 2.1 County Property - Any real property, improved or unimproved, that is owned, leased, managed or under the control of the County.
- 2.2 DIST - The Department of Information Systems and Telecommunications.
- 2.3 DPWT-DFS - The Department of Public Works and Transportation, Division of Facilities and Services.
- 2.4 Occupant Agency - An agency in occupancy, possession, or in control of a facility or parcel of property.
- 2.5 OMB - The Office of Management and Budget.
- 2.6 Telecommunications Transmission Tower Facility - Any antenna, tower, monopole, or other structure used primarily to receive or transmit wireless voice, data, or image information (or any combination of them).
- 2.7 Tower Coordinator - The designee or contractor selected by the Director of the Department of Information Systems and Telecommunications who administers Section 2-58E of the Montgomery County Code.
- 2.8 The Telecommunications Transmission Facility Coordinating Group (TTFCCG) - a group convened by the Director of Information Systems and Telecommunications to review, comment and facilitate communications between member agencies on telecommunications transmission facility policy and siting issues.

POLICY

3.0 It is the policy of the County to support the mission of the Telecommunications Transmission Facility Coordinating Group in the following: (1) identifying appropriate public sites for private telecommunications facilities; (2) co-locating telecommunications facilities where feasible; and (3) minimizing any adverse impact to citizens and telecommunications providers.


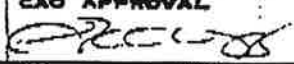
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TITLE	Use of County Property for Private Telecommunications Facilities	CAO APPROVAL <i>[Signature]</i>
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- 3.1 Applications that respond to or directly support the telecommunication needs of the Montgomery County Government or other public agencies will be granted priority over applications for primarily or entirely private use.
- 3.2 Licensing of County property for the installation of private telecommunications facilities will be accomplished in accordance with existing State and County law and regulation, as appropriate, including Article 25A, Section 5(B) of the Annotated Code of Maryland and Executive Regulation 67-91AM, which sets forth the process for leasing public property for periods exceeding 5 years.
- 3.3 Every effort will be made, where appropriate, to bring consistency to the fee schedule for the licensing of County property for private telecommunications facilities among all participating Montgomery County public agencies.
- 3.4 In the negotiation of a license fee schedule, consideration will be granted to the amount of the capital investment made by the private applicant for the use of County property and the degree to which this initial capital investment by the applicant provides future opportunities for additional revenues to the County.
- 3.5 The County will not enter into any agreement for the use of County property until the application for such use has been reviewed by the Telecommunications Transmission Facility Coordinating Group (TTFCG) to ensure that all co-location options and overall feasibility of the application have been evaluated in accordance with the provisions of Executive Regulation 14-96.
- 3.6 All license agreements entered into by the County for the use of County property will require the tenant to fully comply with all provisions of the law with respect to the licensee's intended use of the facility, including completion of the special exception process, mandatory referral process, building permits, and any other approval, certification or permit that may be required by law or regulation.


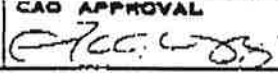
GENERAL

- 4.0 This procedure will apply to the licensing or use of property owned, leased, or managed by the County for the installation of private telecommunications facilities, or for the installation of private telecommunications equipment on existing facilities.
- 4.1 Review of and comment on any applications for the use of County property will be solicited from the Occupant Agency, the Office of Management and Budget (OMB), the Department of Information Systems and Telecommunications (DIST), the Telecommunications Transmission Facility Coordinating Group (TTFCG) and other County agencies as appropriate.
- 4.2 -When the Department of Public Works and Transportation, Division of Facilities and Services considers an application for a new telecommunications installation, the division may request the following agencies to perform the following tasks:

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- DIST Provide information on government telecommunications needs that may have a bearing on the application, in addition to providing a technical assessment of the application's feasibility.
- The Occupant Agency Determine the application's impact on the agency's operations within the property and provide comments on the application.
- TTFCCG Explore co-location options and provide overall recommendations on applications received.
- Risk Management Review the proposed agreement for the County's exposure to liability and property loss. Recommend insurance requirements to protect the County's interests.
- County Attorney's Office Review license agreements and address any legal or procedural issues relevant to the application.

- 4.3 The Department of Public Works and Transportation, Division of Facilities and Services decision on an application is based on the following factors:
- A. Site Size and Availability - There must be sufficient available land within the site to accommodate the proposed facilities or equipment without adverse impact to existing or proposed government programs on the property.
 - B. Occupant Agency Input - Consideration of the comments by the occupant agency on the application.
 - C. Economic Terms - Consideration of whether the economic factors of each application are to the benefit of the County and are consistent with overall industry and County practices.
 - D. Government Telecommunications Needs - Applications that respond to or support government telecommunications needs will be granted priority over applications for private use.
 - E. Zoning, Setbacks, Applicable Development Restrictions - Consideration of the property's ability to accommodate the application's requirements, given the property's zoning, and any applicable restrictions or limitations on development.
 - F. Accessibility - Consideration of the degree to which the proposed site is accessible for service and repair of proposed telecommunications structures or equipment without impeding other County uses of the property.

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H. Overall Feasibility - Consideration of other factors identified in its investigation of the application, which may affect the application's overall feasibility and the overall public benefit derived from its implementation.

4.4 License agreements which permit the erection of a new tower or monopole structure on County property will contain a provision for the licensee to remove and dispose of the structure at the termination or expiration of the license at the option of the County, or to provide and maintain sufficient bonding to accomplish this work.

RESPONSIBILITIES

5.0 Department of Public Works and Transportation, Division of Facilities and Services (DPW&T-DFS)

Coordinate the review and approval process for private telecommunications facilities on County-owned and County-managed property as follows:

- A. Provide input to the Telecommunications Transmission Facility Coordinating Group (TTFCG) as applications are received and reviewed;
- B. Negotiate the terms and conditions of licenses with prospective licensees;
- C. Coordinate as necessary with DIST, OMB, the TTFCG, the Occupant Agency and other County agencies as appropriate with respect to applications for the use of County property;
- D. Prepare and process license agreements for the use of County property;
- E. Conduct ongoing management of facilities that are under license to telecommunications licensees; and
- F. Provide database inputs as necessary to DIST to maintain the TTFCG database.

5.1 Office of the County Attorney

Review and approve all license agreements for form and legality.

5.2 Telecommunications Transmission Facility Coordinating Group (TTFCG)

- A. Review all applications for the private telecommunications use of County property before any license agreements are entered into by the County.
- B. Provide advice and recommendations to the County on: (1) feasibility and overall merit of applications received; (2) co-location opportunities; and (3) the Group's



ADMINISTRATIVE PROCEDURE

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TITLE Use of County Property for Private Telecommunications Facilities

5.3 Tower Coordinator

- A. Receive applications for use of County property and distribute copies to the Telecommunications Transmission Facility Coordinating Group.
- B. Evaluate applications for use of County property and make recommendations concerning those applications to the Telecommunications Transmission Facility Coordinating Group.

5.4 Department of Information Systems and Telecommunications (DIST)

- A. Advise the Division of Facilities and Services on existing or potential government telecommunications needs that could be considered in connection with applications received by the County or the TTFCG.
- B. Provide technical assistance to DFS in the evaluation of applications.
- C. Update as necessary the TTFCG database with inputs from DFS.

5.5 The Chief Administrative Officer or Designee

Review and approve all licenses or other agreements for the use of County property.

PROCEDURES

- 6.0 Department of Public Works and Transportation, DFS As the County's facilities manager, receive and consider all applications for the use of County property for telecommunications installations.
- 6.1 Applicant Submit an application in the required form and content (see Appendix A) to the Tower Coordinator.
- 6.2 Tower Coordinator Provide a copy of applications for use of County property to DPWT-DFS.
- 6.3 TTFCG After completing the review of each application, provide a recommendation to DPWT-DFS.
- 6.4 Department of Public Works and Transportation, DFS Upon request of an applicant seeking to use County-owned property for telecommunications purposes, evaluate feasibility of the application, discuss license terms, determine preliminary locations for structures and identify any potential conflicts with other existing facilities or equipment.



ADMINISTRATIVE PROCEDURE

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Department of Public Works and Transportation. DFS

During its consideration of the application, consult as appropriate with OMB, DIST, the Occupant Agency, the TTFCG and the Office of the County Attorney as stated under Paragraph 4.2 of this administrative procedure.

Participate in the Telecommunications Transmission Facility Coordinating Group's discussion on each application and contribute any information gathered during its initial and ongoing review of the application, offering its recommendations to the group, and participating in the group's vote in each instance.

After consulting the applicant, the Occupant Agency, the Office of the County Attorney, the TTFCG and DIST, make a final decision on each application received based on the criteria set forth in Paragraph 4.3 of this administrative procedure.

6.5 Applicant

If DPWT-DFS does not approve the application, determine whether to submit a written appeal within 15 days of notification of the denial to the Director, Department of Public Works and Transportation.

6.6 Director, Department of Public Works and Transportation

Review the applicant's written appeal, using the criteria set forth in Paragraph 4.3 of this administrative procedure, and make a final decision as to whether to approve the applicant's application.

DEPARTMENTS AFFECTED

7.0 All County Departments.

FORMS USED

Appendix A Telecommunications Transmission Facility Coordinating Group's application form for telecommunications facility applications.



MONTGOMERY COUNTY, MARYLAND

APPLICATION FOR WIRELESS COMMUNICATIONS
SITE COORDINATION

DATE: _____ NUMBER: _____
(To be filled in by County)

Applicant Name: _____

DBA: _____

Address: _____

Contact Person
and Phone No.: _____

Provide a description of the proposed installation, including the type and height of the structure (i.e. monopole, rooftop, water tank, guyed tower, self-support tower, etc.) and whether it is existing, modified, or new. Describe any modifications that will be made to existing structure.

Address/City: _____

Site Name: _____ Zoning: _____

Site Owner/Landlord: _____

Latitude/Longitude: _____

Ground Elev.: _____

Antenna Height AGL: _____

Frequency bands to be used: _____

Maximum ERP: _____

FCC Emission Designator: _____

Description of antenna(s), including physical size, patterns, gain and orientation (include copy of spec sheet or drawings):

Describe area to be served by the proposed installation. Attach a map of the general area showing the location of the site and the approximate area of coverage expected from the proposed facility.

Will antennas be installed on an existing structure? _____

If not, describe results of investigation about possible co-location: _____

Will site be used to support government telecommunications facilities or other equipment for government use? _____

If yes, describe: _____

Attach a site plan of the proposed facility showing location of monopole or structure on the property, location of existing and proposed equipment buildings or cabinets, and distance of any new structures or buildings from property lines. Clearly identify existing versus proposed facilities. Also provide an elevation sketch of the structure showing major dimensions and mounting height of antennas.

Disposition (County Use Only):

Land-Ownership Agency _____ Special Exception _____ DPS _____

Other _____ Return for further information _____

Note to Applicant:

Section 2-53E of the Montgomery County Code requires applicants to submit a facility location plan indicating the location of every existing telecommunications transmission facility and the general location of proposed facilities. If a plan is not already on file with the County or has not been updated within the last year, please submit a plan with this application.

Submit this application to:

Department of Information Systems and Telecommunications
 Attn: Tower Coordinator
 101 Monroe Street, 13th Floor
 Rockville, MD 20850
 Phone: (301) 217 6077
 217 6109



GUIDE FOR WIRELESS SERVICE PROVIDERS

Montgomery County Code Section 2-58E requires sponsors of wireless communications facilities to submit annually revised antenna site planning information for proposed system construction or enhancement within Montgomery County :

The following information is required by the County, and should be contained within each submission. We understand that in many cases, site specific information may not be available until late in the implementation process. However, the County desires that the information be complete and submitted as early as possible so that any potential environmental impact can be minimized.

1. In what geographical areas of Montgomery County will new service be provided, or existing service (requiring additional site facilities) be upgraded? (Be specific, such as "Rte. 270 corridor from Shady Grove to Comus", or "Along Rte. 29 from the D.C. line to Colesville", or "at bottom of Piney Branch stream valley in Takoma Park", etc.)

Where will new facilities be required? (Locate as accurately as possible, preferable within 0.2 mile or less, or specific site, if known.

3. If sites are known, state addresses (include latitude, longitude and GEL) and how each site is presently utilized; i.e., building (and type), open (or wooded) lot, zoning classification, type of neighborhood, whether there is an existing tower or monopole, name of potential landlord, etc.
4. If any new structures are planned, describe each planned configuration (monopole, self-support lattice tower, guyed tower, building face, concealed within other structure, water tank, etc.), height, lighting (if any), and enclose picture of a similarly configured structure.
5. Planned interconnection infrastructure with the rest of your network (telco line, fiberoptic, microwave, etc.)?
6. The maximum RF power that will be radiated from each site, and at what height above ground?
7. Is co-location with other wireless service providers contemplated, either as host or tenant? Who?
8. How much physical capacity on each proposed structure will be available for co-location by other service providers? Will antenna space be offered to other parties for rent?

Any other information relevant to the County tower database.



MONTGOMERY COUNTY, MARYLAND

APPLICATION FOR WIRELESS COMMUNICATIONS

SITE COORDINATION

DATE: _____ NUMBER: _____

Applicant Name: _____

Address: _____

Contact Person
and Phone No.: _____

DBA: _____

Proposed Installation:
(Description - existing/new: monopole, rooftop, water tank, guyed tower, self-support tower, etc.):

Address/City: _____

Site Name: _____ Zone: _____

Site Owner/Landlord: _____

Lat/Long: _____ GEL: _____

Antenna Height AGL: _____

TX	ERP	RX	BW
_____	_____	_____	_____

Frequencies to be used: _____
(Additional pages may be attached)

FCC Emission Designator: _____

Antenna(s) physical description, including patterns, gain and orientation (include drawings):

(11)

Network Information Sheet

The network upgrade this weekend went extremely well. We installed the new server, software and setup all the workstations. We do expect some minor problems on Monday and Tuesday, so your patience is appreciated. I will be in the building all day cleaning up problems. Please call me to report any troubles.

Login Names

Your login name is still your last name. When you first login, user your name with **NO PASSWORD**. You then be asked to set your password. Type in the password once, then again to confirm it. The password *does not* need to be the same as it was on the old server, in fact, you should change it. But if you want to it can be the same.

Exceptions- Users that did not use last names before, your login name has been changed to last name. If your name is different, I have written the new one on the top of this page.

Network Drives Summary

F: System Drive- DO NOT USE

H: Your Private Drive (used to be G:)

I: Temporary Share area (used to be H:\users\share)

NOTE: The I drive MUST be cleaned up. I transferred the data, but has a lot of JUNK in it. Please look through the directories and move anything that is yours to a more appropriate place. In 2 weeks I will start cleaning it myself. If you need any help deciding where to put things, please see me. After we clean it up it will be used for TEMPORARY storage only.

N: Shared Project area. This is for Long-term project data that needs to be shared with others in your group. For PPD this is what was formerly J:\Projects. There is a directory for the directors office, Technology Team, Enterprise, and Budget. You can only see the one appropriate to the group you belong to.

Y: Applications directory

Z: Utilities directory

Things to check

1. Check to make sure you are getting all your drive letters, and that all of your data is where it should be.
2. Check to make sure you are printing to the closest available printer.
3. Check to make sure that all of your applications are working properly.

Note: We have removed all DOS based applications, except for cc:Mail. All of you that have Windows 95 have the Corel WordPerfect suite (this includes WordPerfect, Quattro Pro, and Presentations. If you are using Windows 3.1, We have setup WordPerfect 6.1 On your hard drive. For a few users that have special applications that need paradox or other dos Application, please see me.