



MEMORANDUM

Date: October 4, 2021

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

Re: **Item 2 on Board of Supervisors October 5, 2021 Addendum Regarding Broadband High-Speed Internet Access**

Addendum Item 2 was placed by Supervisor Steve Christy updating the current strategic planning process for the delivery of digital access.

For some months, the Information Technology Department and the Pima County Library have been collaborating in a strategic planning effort as well as task force to improve digital access throughout Pima County. For your information, enclosed is a copy of the current planning status to facilitate the discussion of this agenda item.

CHH/anc

Attachment

c: Jan Leshner, Chief Deputy County Administrator
Carmin DeBonis, Jr., Deputy County Administrator for Public Works
Francisco Garcia, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Dan Hunt, Director, Information Technology
Amber Mathewson, Director, Pima County Library District
Michelle Simon, Deputy Director, Pima County Library District
Nicole Fyffe, Executive Assistant to the County Administrator

CT 0421M013410 CLK DF ID



Date: October 1, 2021

To: C.H. Huckelberry
County Administrator

Jan Leshar
Chief Deputy County Administrator

From: Dan Hunt
Director Information Technology

Michelle Simon
Deputy Director Support Services, PCPL

Re: **Report: Strategic Planning Taskforce for Digital Access in Pima County**

Introduction

Many Pima County community members lack access to sustainable high-speed internet and the tools necessary to participate with technology as productive citizens. This is a nationwide issue, bringing to light the lack of infrastructure in rural areas, the difficulty in overcoming geographic barriers, insufficient relationships between government agencies and internet service providers, and low technology adoption rates among individuals and families who are priced out of participation by limited training resources, as well as high internet and device costs. Pima County has established a Strategic Planning Taskforce, co-chaired by Pima County Information Technology Department and Pima County Public Library, to address the issues associated with access and inequity in our communities.

Partnership: Pima County Information Technology Department and Pima County Public Library

Pima County Public Library (PCPL) has long been the largest provider of free access to the internet and electronic resources for thousands of urban and rural community members each year. This access includes the use of devices – PCs, laptops, and iPads, electronic resources – books, streaming content, databases, and online education, and wired/wireless internet in and around Library locations. COVID-19 changed the way community members interacted with the Library, leaving some without the ability to connect to critical resources such as education, job help, government documents, and health providers.

PCPL's partnership with Pima County Information Technology (PCITD) supported the Library's need to pivot, resulting in the provision of 400 hotspots with unlimited data to students in rural communities and implementing external access points at library locations to increase the reach of the wireless internet for individuals who relied on this connection, but who now had to remain outside. PCITD is instrumental to the strategic planning process, cultivating relationships with internet service providers and providing guidance on best practices for the county-wide implementation of a comprehensive broadband infrastructure effort.

Strategic Planning Taskforce: Vision, Mission, and Goals

The Strategic Planning Taskforce is comprised of individuals from multiple County department (**Attachment A**). The Taskforce is charged with developing the initial framework of the strategic plan, complete with time-bound goals and objectives. The inaugural meeting of this group happened on August 13, 2021. The group collaborates via MS Teams, gathering research, data, best practices, and creative ideas from the members. The Taskforce has a standing meeting every two weeks in an effort to complete the work assigned to the group in a timely manner.

The work of the Taskforce is guided by best practices identified by organizations such as the National Association of Counties¹, the American Library Association², and the National Digital Inclusion Alliance with its State Digital Equity Scorecard³ created in conjunction with Microsoft and the National Skills Coalition. The draft vision, mission, and goals created by the taskforce are detailed in **Attachment B**. Next steps include gathering input from stakeholders (October 22 meeting) to further inform the plan, identify the best way to garner input from underrepresented communities, and develop robust objectives for its implementation.

Federal, State, and Local Funding: Investing in Infrastructure

The Federal Government prioritized funding for broadband infrastructure projects, subsidies for internet access to low income individuals and families, digital literacy initiatives, and projects that provide devices or connectivity to homes and areas where people gather. Multiple federal government agencies have developed grant programs to fund these priorities. Some of this funding is accessible only by schools and libraries. The State of Arizona, through the Arizona Commerce Authority, is developing grant opportunities for broadband infrastructure projects using innovative technologies like cellular wireless and citizens band radio service. Additionally, Pima County continues to utilize the Library as a vehicle for providing access to the internet, devices, and training, a foundational value of public library service to the community.

Leveraging these funding opportunities, PCPL and PCITD engaged local internet service providers to develop **Hotspots around Town**, a project designed to use the restricted monies (schools and libraries only) available through the Emergency Connectivity Fund⁴. Cox Communications brought forth a robust plan to provide internet access, free of charge, to community members in locations where they already meet or congregate. As part of the project, wireless access points will be available in urban and rural areas of the County, including parks, Boys & Girls Clubs, and community centers. The proposed locations are detailed in **Attachment C**. The second window for Emergency Connectivity Fund applications will provide for the monies to complete the construction portion of the original proposal.

¹ National Association of Counties, [NA Co-Broadband-Taskforce-report.pdf](#)

² American Library Association, [Broadband | Advocacy, Legislation & Issues \(ala.org\)](#)

³ National Digital Inclusion Alliance, [Digital Equity Scorecard \(digitalinclusion.org\)](#)

⁴ Emergency Connectivity Fund, [Emergency Connectivity Fund - Information for Libraries | Advocacy, Legislation & Issues \(ala.org\)](#)

Conclusion

The Strategic Planning Taskforce will have a final document available for presentation to the County Administrator and the Board of Supervisors during the third quarter of FY21/22. The document will include comprehensive data and information for best practices, recommended policy changes, and innovative initiatives for the provision of sustainable and affordable broadband high-speed internet access for all Pima County community members.

Initials: MS

Attachment(s): A-Strategic Taskforce Members, B-Vision, Mission, and Goals, C-Hotspots around Town Locations

C: Jan Leshar, Chief Deputy County Administrator
Dr. Francisco Garcia, Chief Medical Officer and Deputy County Administrator
Carmine DeBonis Jr., Deputy County Administrator
Amber Mathewson, Library Director

ATTACHMENT A

Department	Lead	
	Last Name	First Name
LEAD: PCITD	Hunt	Dan
LEAD: PCPL	Simon	Michelle
Attractions & Tourism	Strickland	Catherine
Capital Program Office	Hitt	Greg
Community Workforce Development	Sullivan	Daniel
Development Services	Drzazgowski	Tom
Economic Development	Cavanaugh	Patrick
Facilities	Josker	Lisa
Finance	Armenta	Mandy
Grants Management	Kelly	Regina
Human Resources	Malick	Mark
Office of Emergency Management	Espinoza	Sandra
Natural Resources Parks & Recreation	Cheeseman	Kelly
PCWIN	DeBoer	Dietrich
Procurement	Wilber	Ana
Public Health	Valenzuela	Louie
School Superintendent	Bevington	Andrew
Transportation	Kavkewitz	Jacob

DIGITAL ACCESS IN PIMA COUNTY

Vision, Mission, and Goals

- VISION** All Pima County community members will have equitable access to affordable and reliable high speed broadband internet to successfully participate in our democratic society.
- MISSION** Guide the development of broadband infrastructure, implementation of digital literacy initiatives, and increase access to devices and tools for connectivity throughout Pima County.

**Development
of broadband
infrastructure**

- | Short-term Goal | Mid-term Goal | Long-term Goal |
|--|--|---|
| Increase the number of publicly accessible wireless hotspots by a minimum of 10 sites in each Pima County Board of Supervisors District by the first quarter of FY22/23. | Increase the number of households served by affordable broadband by 10% in each Pima County Board of Supervisors District by the first quarter of FY24/25. | Implement “Dig Once” policies for all critical infrastructure construction projects managed by DOTs, DOE, utilities, and Public Safety agencies by the fourth quarter of FY25/26. |

**Implementation
of digital literacy
initiatives**

- | Short-term Goal | Mid-term Goal | Long-term Goal |
|---|--|---|
| Create a plan to address gaps in digital literacy initiatives and resources by the second quarter of FY22/23. | Engage at least five community partners to implement digital literacy initiatives and provide resources as identified by the gap analysis by the first quarter of FY23/24. | Increase technology adoption rates by XX through the implementation of relevant digital literacy initiatives. |

**Increase access to
devices and tools**

- | Short-term Goal | Mid-term Goal | Long-term Goal |
|---|---|---|
| Perform a community needs assessment and conduct a gap analysis by the second quarter of FY22/23. | Increase access to devices and tools by 20% for households identified in the gap analysis by the second quarter of FY23/24. | Implement policies for sustainable funding for the provision of devices and tools as identified by the needs assessment by the fourth quarter of FY25/26. |

ATTACHMENT C



COX Business

1440 E. 15th Street
Tucson, AZ 85719
CoxBusiness.com

Proposal for Emergency Connectivity Funds

Business Contact Information

Business Name: Pima County Public Library
Customer Contact: Michelle Simon
Service Address: 101 N. Stone Ave
City, State, Zip: Tucson, Arizona 85701
Primary Phone: 520-791-4010
Primary Email: Michelle.Simon@pima.gov

Your Account Executive

Account Executive: Stephanie Bankemper
Phone: 520-867-7408
Fax: 844-358-4122
Email: Stephanie.Bankemper@cox.com
Date: 8/11/2021
Spin: 143014467

Qty	Service Type	Bandwidth	Term (Yr)		
8	Internet	Cox Business Internet (CBI) 100Mbps x 20Mbps	3		
3	Internet	Cox Fiber Internet (CFI) 50Mbps x 50Mbps	3		
4	Internet	Type II Internet 50Mbps x 50Mbps*	3		
5	Internet	Type II Internet 50Mbps x 50Mbps**	3		
3	Internet	Type II Internet 50Mbps x 50Mbps***	3		
23	Internet	Standard Managed WIFI Package - 2 APs included	3		
6	Internet	- Additional APs (3+) per AP	3		
23	Internet	Managed WIFI Equipment- vmEdge- HP Pro-Desk 400 G4 (lease)	3		
23	Internet	Managed WIFI Equipment- WS-C3560CX-8PC-S (lease)	3		
50	Internet	Managed WIFI Equipment - Ruckus/ZoneFlex T310D OR T310S (lease)	3		
80	Internet	Cox Metro Hotspot - City WIFI	3		

One-Time / Non-Recurring Charges

		Term (Yr)		
1	Install	Installation - Metro WIFI Splash Page & Customer Portal	n/a	
50	Install	Installation- Access Points	n/a	
1	Install	Installation/Construction- Canoa Preserve Park****	n/a	
1	Install	Installation/Construction- Summit Park****	n/a	

Locations	Address	Backhaul Mbps	Backhaul Type	Managed WiFi Package	AP Count
Cox Metro Hotspot - City WIFI	Various Location in the Tucson Metro	25	Hotspot	N/A	80
BGC Frank & Edith Morton Clubhouse	3155 E Grant Rd, Tucson, AZ 85716	100	CBI	Standard	2
BGC Holmes Tuttle Clubhouse	2585 E 36th Street, Tucson, AZ 85713	100	CBI	Standard	2
BGC Jim & Vicki Click Clubhouse	1935 S Columbus Blvd, Tucson, AZ 85711	100	CBI	Standard	2
BGC Mission Park	5901 S Santa Clara, Tucson, AZ 85706	100	CBI	Standard	2
BGC Steve Daru Clubhouse	1375 N El Rio Drive, Tucson, AZ 85745	100	CBI	Standard	2
Canoa Preserve Park	3500 S. Camino de la Canoa, Green Valley, AZ 85614	100	CBI	Standard	2
Thomas Jay Regional Park	6465 S. Craycroft Rd, Tucson, AZ 85706	100	CBI	Standard	2
Summit Park	1800 E. Summit St., Tucson, AZ 85706	50	CFI	Standard	2
W. Anne Gibson-Esmond Station Library	10931 E. Mary Anne Cleveland Way, Tucson, AZ 85747	50	CFI	Standard	1
Southwest Regional Park	11296 S. Harrison Rd, Tucson, AZ 85747	50	CFI	Standard	2
Tucson House	1501 N Oracle Rd., Tucson, AZ 85745	100	CBI	Standard	2
Oro Valley Public Library	1305 W. Naranja Dr, Oro Valley, AZ 85738	50	Type II*	Standard	4
Denny Dunn Park	4400 W. Massingale Rd. Tucson, AZ 85741	50	Type II*	Standard	2
Southwest Library	6855 S. Mark Rd., Tucson, AZ 85757	50	Type II*	Standard	2
Wheeler Taft Abbott Sr. Library	7800 N. Schisler Dr., Tucson, AZ 85743	50	Type II*	Standard	2
Three Points Veterans Memorial Neighborhood Park	10211 South Sasabe Highway, Tucson, AZ 85736	50	Type II**	Standard	1
Altar Valley Middle School	16350 W. Ajo Hwy #2126, Tucson, AZ 85735	50	Type II**	Standard	6
Old Tucson	201 S. Kinney Rd., Tucson, AZ 85735	50	Type II**	Standard	2
Tucson Mountain Park	6000 W. Gates Pass Rd., Tucson, AZ 85745	50	Type II**	Standard	2
Desert Museum	2021 N Kinney Rd., Tucson, AZ 85743	50	Type II**	Standard	2
Dewhurst-Catalina Library	15631 N. Oracle Rd. #199, Catalina, AZ 85739	50	Type II***	Standard	2
Catalina Neighborhood Park	16562 N. Oracle Rd., Catalina, AZ 85739	50	Type II***	Standard	2
Picture Rocks Community Center	6691 N. Sandario Rd., Tucson, AZ 85743	50	Type II***	Standard	2
				Total APs	130

Service Start Date: Upon installation of service at each site.

Service End Date: 36 months post installation of site.

Term: This is a 36 month term.