

**Public Safety & Community Health Committee  
Agenda for 1:15 p.m. Monday, November 6, 2023**

The Spokane City Council's Public Safety & Community Health Committee meeting will be held at **1:15 p.m. on Monday, November 6, 2023**, in City Council Chambers, located on the lower level of City Hall at 808 W. Spokane Falls Blvd. The meeting can also be accessed live at [my.spokanecity.org/citycable5/live/](http://my.spokanecity.org/citycable5/live/) and [www.facebook.com/spokanecitycouncil](http://www.facebook.com/spokanecitycouncil) or by calling 1-408-418-9388 and entering the access code #2495 102 5640; meeting password 0320.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council. The Public Safety & Community Health Committee meeting is regularly held every 1<sup>st</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

The meeting will be open to the public both virtually and in person, with the possibility of moving or reconvening into executive session only with members of the City Council and appropriate staff. No legislative action will be taken. No public testimony will be taken, and discussion will be limited to appropriate officials and staff.

**AGENDA ATTACHED**

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mlovmaster@spokanecity.org](mailto:mlovmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

## Agenda - 6 November 2023

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**1**                    **Call to Order**

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**2**                    **Approval of Minutes**  
Approval of October 2, 2023, meeting minutes

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**3**                    **Monthly Reports / Updates**

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**3.1**                **Final Integrus Architecture Progress Report**  
*Schaeffer, Brian*

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**3.2**                **Strategic Initiatives Monthly Update**  
*Napolitano, Angie*

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**3.3**                **Public Safety Uniform Overtime Report**

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**3.4**                **Sit and Lie Monthly Update**  
*Napolitano, Angie*

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**3.5**                **Photo Red - October 2023**  
*Napolitano, Angie*

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**3.6**                **Q3 Forfeiture Report**  
*Olsen, Eric*

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**4**                    **Discussion Items**

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**4.1**                **SFD Update**

10 min  
*Schaeffer, Brian*

Requested Topics: 2023 Fire Trends in Spokane Community.

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**4.2           SPD Update**

10 min  
*Meidl, Craig*

Requested Topics: Update on Behavioral Health Unit, 2023 Crime Trends in Spokane, Prop 1 Enforcement (if successfully passed).

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**4.3           City Broadband Initiative - "Lilac City Connect"**

15 min  
*Finch, Eric, MacDonald, Steven*

Council Sponsor: Cathcart

City of Spokane Broadband Master Plan to guide the initial operations and communications of "Lilac City Connect".

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**4.4           1100 - Streets Winter Road Maintenance Presentation**

15 min  
*Harris, Clint E.*

The Street Department will present on the roadway maintenance plan for the 23'-24' Winter season.

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**4.5           SBO – HOME ARP**

5 min  
*Culton, Richard*

Approval of Special Budget Ordinance to create budget capacity to allow CHHS to accept and disburse these funds.

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**4.6           SBOs for JAG 22/23 Grant Awards**

5 min  
*Lundgren, Justin*

Council Sponsors: Kinnear & Bingle.

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**4.7           Resolution - SERS Contribution Rate Change for Budget Ye**

5 min  
*Shisler, Christine*

The current SERS contribution rate of 20.50% (10.25% for both the employer and employee) to 22.00% (11.0% for both the employer and employee) per recommendation by actuarial valuation. Change is reflected in the 2024 Budget

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**4.8 Wildland Mobilization SBO**

5 min  
*Schaeffer, Brian*

Council Sponsors: Kinnear & Wilkerson.

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**5 Consent Items**

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**5.1 SPD Purchase Approval of Gas Masks**

*Olsen, Eric*

Council Sponsors Kinnear & Bingle:

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**5.2 Approval of Renewal of Galls Value Blanket for Jumpsuits - 2023/2024.**

*McNab, Michael*

Council Sponsor - CM Cathcart

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**5.3 WTSC – LEL – Law Enforcement Liaison Program**

*Olsen, Eric, Fuller, Teresa*

Council Sponsor: CP Kinnear

Upcoming Interagency agreement between Spokane Police Department and Washington Traffic Safety Commission (WTSC) to provide funding for related expenses for the LEL-Law Enforcement Liaison Program for the period 10/1/23-9/30/24.

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**5.4 5100- Fleet Services - Adding additional money to Pomp's Tire Value Blanket Order**

*Prince, Thea, Giddings, Richard, Russell, Adam T.*

Council Sponsor: CP Kinnear



Fleet Services requests approval of adding \$500,000 to the Value Blanket Order with Pomp's Tires for the purchase of miscellaneous tires to be purchased "as needed".

The reason for additional money being added to this VB is that Pomp's Tires has been promoted to the primary vendor for tires.

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**5.5**                    **Dept. of Ecology Grant Application for SFD Hazmat**

*Schaeffer, Brian*

Council Sponsor: Cathcart.

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**6**                        **Executive Session**

Executive Session may be held or reconvened during any committee meeting.

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**7**                        **Adjournment**

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**8**                        **Next Meeting**

The next meeting of the Public Safety & Community Health Committee will be held at 1:15 p.m. on December 4, 2023.

# Table of contents

11/6/2023 01:15 PM - 03:15 PM

---

<b>1 - Call to Order</b>	<b>9</b>
<hr/>	
<b>2 - Approval of Minutes</b>	<b>10</b>
<hr/>	
<b>Attachments</b>	
2023.08.28 PSCHC Minutes Draft	11
<b>3 - Monthly Reports / Updates</b>	<b>13</b>
<hr/>	
<b>3.1 - Final Integrus Architecture Progress Report</b>	<b>14</b>
<hr/>	
<b>Attachments</b>	
Integrus Architecture Progress Report October 2023	15
<b>3.2 - Strategic Initiatives Monthly Update</b>	<b>16</b>
<hr/>	
<b>Attachments</b>	
Strategic Initiatives November Report 102423	17
<b>3.3 - Public Safety Uniform Overtime Report</b>	<b>29</b>
<hr/>	
<b>Attachments</b>	
PSCHC OT Report - November	30
<b>3.4 - Sit and Lie Monthly Update</b>	<b>31</b>
<hr/>	
<b>3.5 - Photo Red - October 2023</b>	<b>32</b>
<hr/>	
<b>Attachments</b>	
Photo Red Oct 2023	33
<b>3.6 - Q3 Forfeiture Report</b>	<b>36</b>
<hr/>	
<b>Attachments</b>	
2023 Q3 Quarterly Forfeiture Report	37
<b>4 - Discussion Items</b>	<b>39</b>
<hr/>	
<b>4.1 - SFD Update</b>	<b>40</b>
<hr/>	
<b>4.2 - SPD Update</b>	<b>41</b>
<hr/>	
<b>4.3 - City Broadband Initiative - "Lilac City Connect"</b>	<b>42</b>
<hr/>	
<b>Attachments</b>	

PSCH Briefing Paper - LCC - 231106	43
2023-DRAFT-City-of-Spokane-broadband-master-plan-final-v25OCT2023	45
City of Spokane memorandum on setting up broadband organization FINAL DRAF~	79
Lilac City Connect Non-profit Articles-of-Organization DRAFT 19OCT2023	85
Lilac City Connect Non-Profit Bylaws DRAFT 19OCT23	90
Lilac City Connect Summary DRAFT 25OCT2023 - Shared	104
<b>4.4 - 1100 - Streets Winter Road Maintenance Presentation</b>	<b>114</b>
<hr/>	
<b>Attachments</b>	
1100 - Streets Winter Briefing for City Council 23'-24'	115
<b>4.5 - SBO – HOME ARP</b>	<b>116</b>
<hr/>	
<b>Attachments</b>	
SBO Council Briefing Paper HOME-ARP	117
SBO - HOME ARPA Grant	119
<b>4.6 - SBOs for JAG 22/23 Grant Awards</b>	<b>121</b>
<hr/>	
<b>Attachments</b>	
Briefing Paper - SBO for JAG awards	122
SBO - JAG22	124
SBO - JAG23	125
<b>4.7 - Resolution - SERS Contribution Rate Change for Budget Year</b>	<b>126</b>
<hr/>	
<b>Attachments</b>	
SERS Contribution Resolution Committee Briefing Paper	127
<b>4.8 - Wildland Mobilization SBO</b>	<b>129</b>
<hr/>	
<b>Attachments</b>	
Briefing Paper - 2023 Mobe SBO	130
SFD - 2023 Mobe and Insurance SBO	132
<b>5 - Consent Items</b>	<b>133</b>
<hr/>	
<b>5.1 - SPD Purchase Approval of Gas Masks</b>	<b>134</b>
<hr/>	
<b>Attachments</b>	
Briefing Paper - Gas Masks	135
<b>5.2 - Approval of Renewal of Galls Value Blanket for Jumpsuits - 2023/2024.</b>	<b>137</b>
<hr/>	
<b>Attachments</b>	
Briefing Paper Value Blanket for Jumpsuits 2023	138
<b>5.3 - WTSC – LEL – Law Enforcement Liaison Program</b>	<b>140</b>
<hr/>	
<b>Attachments</b>	
WTSC_LEL_FY23-24_PS Briefing Paper for August 2023	141
<b>5.4 - 5100- Fleet Services - Adding additional money to</b>	<b>142</b>

## Pomp's Tire Value Blanket Order

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### Attachments

Pomp's Tire - Add to VB 143

**5.5 - Dept. of Ecology Grant Application for SFD Hazmat 144**

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### Attachments

Briefing Paper - 2023 Hazmat Grant Application 145

**6 - Executive Session 146**

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**7 - Adjournment 147**

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**8 - Next Meeting 148**

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1

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1 - Call to Order

## 2 - Approval of Minutes

Approval of October 2, 2023, meeting minutes

| For Decision

### **Attachments**

[2023.08.28 PSCHC Minutes Draft.docx](#)

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Safety and Community Health**  
**August 28, 2023**

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**Call to Order:** 10:32 a.m.

Recording of the meeting may be viewed here: <https://vimeo.com/833465700>

**Attendance**

Committee Members Present: CM Cathcart (Chair), CM Stratton, CM Wilkerson, CM Bingle (virtual), CM Zappone (arrived late)

CP Kinnear was absent.

Staff/Others Present: Chief Meidl, Giacobbe Byrd, Chris Wright, Sarah Thompson, Dan Waters, Chief Schaeffer, Shawna Ernst, Steve Wohl, Rob McCann, Michael McNab, Eric Olsen

**Approval of Minutes**

- Action taken  
CM Wilkerson moved to approve the minutes; the motion was seconded by CM Stratton. The minutes were approved unanimously.

**Agenda Items**

**Discussion items**

1. Fire Department Update
  - Action taken  
Presentation and discussion only, no action was taken.
2. Police Department Update
  - Action taken  
Presentation and discussion only, no action was taken.
3. Byrne Discretionary Community Project Grant Award Discussion
  - Action taken  
Presentation and discussion only, no action was taken.
4. Inspector General Resolution
  - Action taken  
Presentation and discussion only, no action was taken.
5. Massage Parlor/Reflexology Ordinance
  - Action taken

- Presentation and discussion only, no action was taken.
6. Discussion on SCRAPS Oversight and Concerns
    - Action taken  
Presentation and discussion only, no action was taken.
  7. Daytime Safety in Spokane Parks
    - Action taken  
Presentation and discussion only, no action was taken.
  8. Independent Investigation Resolution
    - Action taken  
Presentation and discussion only, no action was taken.
  9. Hillyard Library – Clean Air Issues
    - Action taken  
Presentation and Introduction only, no action was taken.
  10. SBO for Congressional Designated Spending Funds for DV Intervention
    - Action taken  
Presentation and discussion only, no action was taken.

#### Consent items

None.

#### Executive session

None.

#### Adjournment

The meeting adjourned at 11:44 a.m.

#### Prepared by:

Shae Blackwell

#### Approved by:

Council Member Michael Cathcart  
PSCHC Committee Chair



## 3 - Monthly Reports / Updates

# 3.1

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## 3.1 - Final Integrus Architecture Progress Report

*Schaeffer, Brian*

| For Information

### **Attachments**

[Integrus Architecture Progress Report October 2023.pdf](#)

**Progress**

- Input has been received from the Spokane Fire Department Chiefs and Union President.

**Under Development**

- Final are being made to the Capital Facilities Plan

**Next Steps**

- Deliver final Capital Facilities Plan by the end of October

## 3.2

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### 3.2 - Strategic Initiatives Monthly Update

*Napolitano, Angie*

| For Information

#### **Attachments**

[Strategic Initiatives November Report 102423.pdf](#)



**SPOKANE POLICE DEPARTMENT**  
**CHIEF OF POLICE**  
**CRAIG N. MEIDL**

**Strategic Initiatives**  
**November 2023 Report**



**Public Safety and Community Health Committee Briefing**  
**November 6, 2023**



**Excerpts of Commendations**  
**(Personal Identifying Information has been removed)**

I would like to report a couple of officers [**Corporal Shane Oien and Officer Michele Kernkamp**] who responded to a wellness check. My friend had the wellness check, and he didn't make it. These officers were kind and personable. They took a difficult situation and handled it very professionally. I unfortunately have had to encounter police more often than I would like. I just want you guys to know, whatever you guys are doing, you're got some good officers. They were so professional, personable, kind, and sensitive. They treated everybody there like human beings.

Dear Mayor and Chief, Last week at the corner of 44th and Martin, at Hamblen Park, a very serious event occurred where a multi-warranted felon hiding in a neighbor's garage was apprehended. My wife and I observed the whole event from across the street. It lasted well over an hour until the **SPD SWAT** team was able to take the suspect into custody. No shots were fired, and no one was injured. I wish to highly commend the exceptional professionalism and skill we observed by the city police for the methods and training they employed to take this accused felon down. Sadly, this event was not given much local press due to the Hallett fire occurring on the same day. I am in hopes this letter will bring some attention to a job exceedingly well done.

Good afternoon, We were contacted by **Officer Jesse Cahill** who said he found our bike (that was stolen early Sunday morning) and has it ready for us to pick up on Monday. We are not from the area, but will be leaving early Monday morning to pick it up. I'm sure our chances of finding and recovering our bike were slim to none. As you can imagine, we are extremely grateful! We would like to offer our appreciation to Officer Jesse Cahill and his fellow officers and other coworkers for their heroic efforts and service.

I wanted to leave some feedback for **Ms. Jenetta Alford**. I've been in the Army for 18 years and have been all over the country. She is by far the best public records technician that I've encountered in 18 years. If she is going to put in for retirement any time soon, she is going to leave some pretty big shoes to fill.

**Officer Tyler Heiman**, I was at a recovery walk and ran into a gentleman. He stated he has been sober and in recovery for many months now. He credited the start of his recovery with you arresting him for shoplifting and trespassing earlier this year. He wanted to pass on his thanks to you for interrupting his addiction cycle, and for treating him kindly while holding him accountable. Thank you for doing your job well, and you never know how people may change their lives when given an opportunity.



**January 1 through September 30, 2023, Commendations and Complaints**

Commendations Received:   **Total: 148**

Complaints Received:       **Total: 65 (56 from community)**

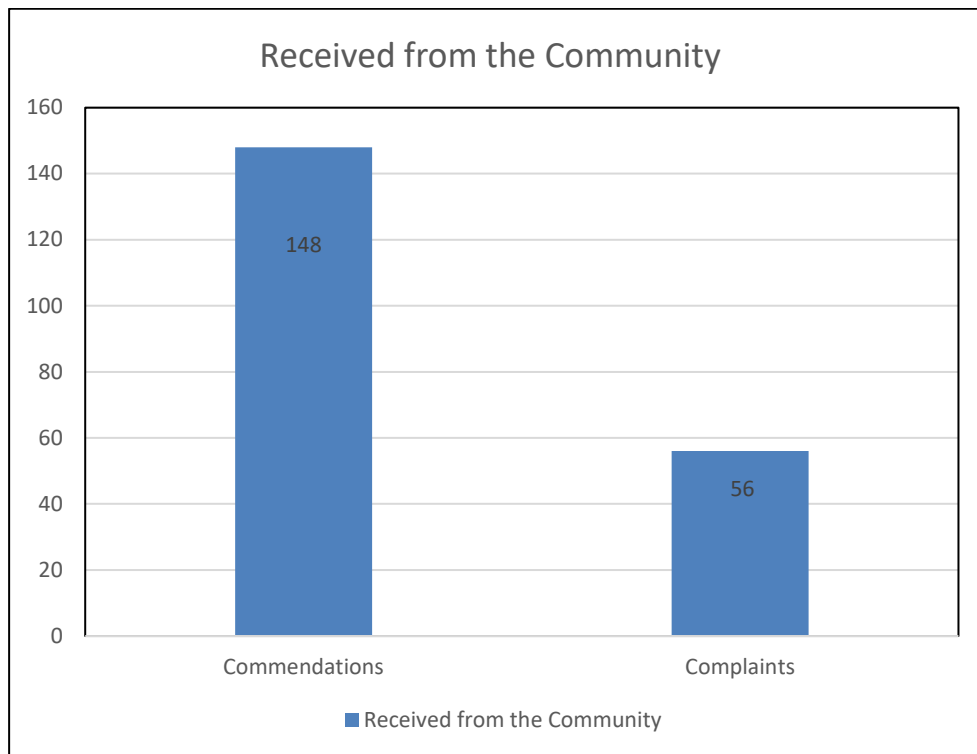
**Closed Out as Inquiries: 2 (As of September 30, 2023)**

*An inquiry is an initial complaint about employee conduct which, even if true, would not qualify as a personnel complaint and may be handled informally by a department supervisor and shall not be considered complaints.*

**Source of Complaints—January 1 through September 30, 2023**

Received by the Office of Police Ombudsman	<b>Total: 31</b>
Received by the Spokane Police Department	<b>Total: 34</b>
Internally Generated by the SPD	<b>Total: 9</b>
Generated by the Community	<b>Total: 56</b>

The department consistently receives more commendations from the community than complaints.



Deadly Force Incidents (Officer-Involved Shootings)

**2023**

From January 1 - September 30, 2023, there was one deadly force incident.

**Incident 2023-20088146 (Pending Criminal Investigation)**

Incident 2023-20088146 took place on May 10, 2023, in the area of 5<sup>th</sup> and Browne. The Spokane Independent Investigative Response (SIIR) is conducting the criminal investigation.

**2022**

From January 1- December 31, 2022, there were five deadly force incidents.

**Incident 2022-20012711 (Pending Deadly Force Review Board)**

Incident 2022-20012711 took place on January 24, 2022, in the area of 2400 E. Desmet. The Spokane Independent Investigative Response (SIIR) completed the criminal investigation. The Spokane County Prosecutor's Office completed their review and found the shooting to be justified. The Administrative Investigation is complete and will be scheduled for a Deadly Force Review Board.

**Incident 2022-20134271 (Pending Criminal Investigation)**

2022-20134271 took place on August 3, 2022, in the area of 2<sup>nd</sup> and Sheridan. The Spokane Independent Investigative Response (SIIR) is conducting the criminal investigation.

**Incident 2022-20156670 (Pending Criminal Investigation)**

2022-20156670 took place on September 4, 2022, in the area of 2900 E. Wabash Avenue. The Spokane Independent Investigative Response (SIIR) is conducting the criminal investigation.

**Incident 2022-20184192 (Pending Criminal Investigation)**

2022-20184192 took place on October 16, 2022, in the area of 100 S Cedar. The Spokane Independent Investigative Response (SIIR) is conducting the criminal investigation.

**Incident 2022-20214924 (Pending Prosecutor Review)**

2022-20214924 took place on December 4, 2022, in the area of Morton and Illinois. The Spokane Independent Investigative Response (SIIR) completed the criminal investigation. The case is with the Prosecutor's Office.





Recent New Non-Commissioned Hires:



Please welcome Barbara Wayant, Records Specialist; Cheyenne Gillespie, Victim Advocate; Ryan Patrick Gold, Dispatcher I; and Shealeigh Visten, Dispatcher I. They joined SPD in August and September 2023.

New Officers Sworn in September 11, 2023:

After the finalization of the Spokane Police Guild contract, SPD fielded interest from many lateral officers hoping to join our department. We recently welcomed officers from Post Falls; WSU Spokane; Mesquite, TX; Metropolitan PD, Kalihi, HI; and Prosser, WA.



These new hires bring extensive experience, and two of the officers are fluent in other languages – Spanish and Russian.

Lateral Status: As of September 2023, we have 131 lateral officers. Here is a graphic showing from which states our lateral officers represent.



9/11/2023

65 lateral officers are from Washington State. See County breakdown below.



9/11/2023



Increasing our Reserve Officers:

We will add more Reserve Officers to the department in November. The 2023 Reserve Officer Academy graduation takes place on November 11, 2023. Our graduates complete the 370-plus hour program on evenings and weekends. They pass a certification examination administered by the Washington State Criminal Justice Training Commission prior to graduation. We are grateful for the time that our dedicated community members have volunteered to become Reserve Officers.

These volunteers are unpaid, but they still complete a rigorous hiring process. Applicants must pass a background check, physical ability test, a polygraph, oral board, psychological testing, medical screening, and a review by the Chief of Police.

Below, Reserve Officer applicants during training:



Reserve Officers continue monthly training and volunteering to maintain their status.



Our current Reserve Officers at monthly training:



### Recent Recruiting Events

- Unlock Your Future Event at the HUB, involving 1200 area middle schoolers from various school districts.
- Recruiting at Gonzaga University
- Career Fair at Eastern Washington University
- Career Fair at Joint Base Lewis McChord
- Public Safety Test in Pasco, Washington

### **Drug Education for the Community at the DEA Citizens Academy**

The Drug Enforcement Administration - DEA/SPD Joint Citizens Academy, taking place throughout October and November 2023, is teaching community members about the fentanyl epidemic as part of Operation Engage Spokane. Operation Engage Spokane is a comprehensive community-level approach to address the drug epidemic through prevention strategies, facilitating conversations and collaboration with local

partners. The Citizens Academy and Fall Festival are part of the community activities to raise awareness about fentanyl and combat increasing overdoses and overdose deaths. Academy participants got a close-up look at the dangerous drugs threatening our community.

**Sector Updates**

Adam Sector (Northwest)

Captain Tom Hendren worked with Council Member Karen Stratton to get a new parks ordinance passed to make it a misdemeanor to be in the parks during the overnight hours. This was done to help lower some of the violent crime, specifically shootings, that had taken place our parks over the past couple of years. SPD graveyard teams did an excellent job issuing warnings to people that were in the parks overnight.

One of Adam Sector’s hotspots was the area around Maple/Maxwell. There is a 7-11 and a DSHS building in that area that were the main congregation areas for people. The 7-11 is enforcing a no loitering policy, which allowed SPD to move people along from the area. Sergeant Maplethorpe from mid-shift worked with DSHS to put up No Trespassing signs. These two measures, along with a lot of pro-active work from officers, has helped to cut down on the crime in that area.

Another area that was extremely active was around the intersection of Indiana/Division, specifically the Dollar Tree, Salvation Army, Red Bench Bible Church, and Hennessey Funeral Home. Adam Sector leaders worked with those businesses to put up No Trespassing signs, which lowered the number of people camping in that area but more importantly, reduced loitering for the purpose of drugs sales.

Adam Sector leaders are working with Volunteers of America to help reduce trespassing and other drug related crimes at two of their permanent supportive housing units, 1310 W Boone and 1529 N Maple. Officer Prim completed Crime Prevention through Environmental Design (CPTED) evaluations at both properties and VOA is in the process of making some improvements to those properties. Adam Sector leaders are also working on meeting with the tenants of both locations to discuss crime prevention and hopefully empower them to report crime at their homes.

In addition to regular Neighborhood Council Meetings, Adam Sector leaders have met with a group of businesses from the Shadle area to discuss crime prevention, tenants, and businesses from Kendall Yards to discuss some of the issues they were dealing with. Leaders are also meeting regularly with Transitions to discuss ways to make their properties safer.

Downtown Sector

Sergeant Yamada’s team created a team photo at the end of August. Community members wanted to join in.



## Noteworthy Arrests

On October 9, 2023, SPD officers investigated a domestic violence incident which occurred in Northeast Spokane. An adult female reported her ex-boyfriend had assaulted her the day prior and at the time was armed with a machete. The following day, the ex-boyfriend returned and entered the victim's apartment before assaulting her multiple times, including via strangulation, and causing multiple injuries that were visible to officers.

Investigating officers were able to establish probable cause to arrest the suspect for Burglary 1st degree – DV, and Assault 2nd degree – DV. Officers also obtained information the suspect may be armed with a firearm, and that he had expressed a desire to have a violent confrontation with law enforcement.

A little after 8PM, SPD located the suspect, who was in a vehicle, in the 6700 block of N Division St. Due to the nature of the incident multiple resources, including SWAT, were utilized to effect the arrest.

Officers were able to immobilize the suspect's vehicle, but he refused to surrender, instead remaining in the vehicle and indicating he wanted a violent confrontation with officers. A chemical agent was deployed and the suspect exited his SUV, but he was still not compliant. A canine unit was used to apprehend the male, and he was taken into custody without further force being utilized. The suspect, a 38-year-old male, has 11 felony convictions in Washington, to include assault, violation of protection orders, and burglary.

Due to the sensitive, domestic violence, nature of this investigation, the suspect's name is not listed in order to avoid tacitly identifying the victim. This is an on-going investigation, and additional charges are possible.

## Behavioral Health Unit Update

The Behavioral Health Unit (BHU) was created with grant funding in 2019. The goal of this grant was to establish a regional multidisciplinary team that will more efficiently and effectively respond to people in behavioral health crises, resulting in reductions to emergency department and jail stays. The BHU pairs law enforcement with mental health clinicians. Both the Spokane Police Department (SPD) and the Spokane County Sheriff's Office (SCSO) operate co-deployed teams with Frontier Behavioral Health (FBH) to respond to individuals experiencing a behavioral health crisis.

In September 2023, the BHU responded to 431 calls, including Suicidal calls, Crisis calls, and Welfare Checks. 167 unduplicated individuals were contacted. 83 individuals were contacted for follow-up. 1.4% of contacts resulted in an arrest.

The BHU shares anecdotal stories with the grant funders explaining how unit de-escalates calls for service and assists involved individuals. Officer Ben Manning and clinician Bree Carbury, one of our co-deployed teams, provided the following information:

The Behavioral Health Unit (BHU) was alerted about a ten-year-old child with developmental delays who within a week caused nine calls for service (mostly handled by Patrol teams) due to his behavioral incidents where he assaulted his mother and siblings. The child's violent behavior came on suddenly, so the family



didn't have resources in place. The family was suddenly scrambling to get connected with DSHS, mental health services and other services, but were finding long wait lists.

BHU worked to get the family connected with Frontier Behavioral Health's Children, Youth, and Family Mobile Crisis Team and assisted them getting a priority case manager through Developmental Disabilities Administration (DDA). The child was quickly teamed up with a virtual Wraparound Intensive Services (WISE) team through Excelsior Youth Center. BHU also assisted with the setup for DDA services starting next month. The officer and clinician visited the child several times a week to build a positive relationship and observed him starting to use coping skills we had previously discussed. Since that first week, there has been only one call for service and that was de-escalated almost immediately when BHU arrived on scene. No hospitalization or arrest was needed. BHU will continue to keep tabs on the child and the rest of the family, striving for early intervention.

## Community Outreach

### Outreach in the Middle Schools

Community Outreach officers have been busy teaching CCLR classes at Salk and Glover Middle Schools. CCLR stands for College, Career, and Life Readiness. This curriculum helps kids learn about careers, explore their interests, prepare and train for their next steps, and end with being ready to transition to life after high school or graduation.

### Youth Safety Education

- The Community Outreach Team put on a presentation at Lutheran Community Services Northwest (LCSNW) for refugee youth about laws, driving safety, and overall safety.
- Officers presented safety education to a local Cub Scout troop.
- Officers visited four classes of preschoolers and kindergartners at Beautiful Savior Lutheran Church's school.



### Drug Take Back Event

SPD is participating in the local Drug Take Back Event, in partnership with ESD 101 and the DEA, at the Northeast Community Center and West Central Community Center locations. Drug Take Back events are organized to prevent unused prescription drugs finding their way into the wrong hands. It allows people to clean out their medicine cabinets and safely and anonymously dispose of prescription drugs.



### Trunk or Treat Events

Community Outreach officers and SPD volunteers will be attending multiple Trunk or Treat events in Spokane, at community centers, elementary schools, and the American Indian Community Center.

## Crime Prevention Education

Detective Tim Schwering created a presentation about what he's seeing as he's investigating fraud cases, with people being victimized by crypto currency scams. Recent scamming methods often start out as a "wrong number" text or call, where the scammer tries to connect, or victims are targeted through social media and LinkedIn and dating sites. Detective Schwering explains how the scammers try to gain trust and then victimize people, how scammers try to get them to mail prepaid cards or invest in cryptocurrency, as well as what to do you if you are a victim. SPD has reached out to several community groups and all the neighborhood councils to see if they are interested in hosting a presentation. Many of the neighborhood councils are interested in future dates.

Presentations so far have included

- Regional Special Investigation Unit Teams
- Spokane C.O.P.S.
- Lutheran Community Services Northwest
- City of Spokane Public Safety and Community Health Committee
- Spokane Aurora Northwest Rotary Club
- Spokane Area Jewish Family Services
- Spokane United We Stand (Asian communities)
- West Hills Neighborhood Council
- Lincoln Heights Neighborhood Council
- World Relief
- Later in Life and Vulnerable Adult Task Force
- Carl Maxey Center



## SPD Volunteers

As we approach Veteran's Day, we celebrate Citizen Volunteer and Former SPD Reserve Officer John Case, a U.S. Navy Veteran.

John served in the U.S. Navy in Vietnam. He later became a Reserve Police Officer for SPD in November 1985 and served until November 2013 (28 years). He then transitioned to our Citizen Volunteers. He has volunteered for 38 years with SPD.





## 3.3

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### 3.3 - Public Safety Uniform Overtime Report

| For Information

#### **Attachments**

[PSCHC OT Report - November.pdf](#)

Uniform OT thru period ended October 14th

Fund	2023 Current Budget	Budget YTD	Actuals YTD	\$ Variance YTD (Unfavorable)/Favorable
Police (General Fund)	7,244,515	5,851,339	5,064,174	787,165
Public Safety & Judicial Grants	469,398	379,129	128,993	250,136
Public Safety Personnel Fund	14,000	11,308	113,821	(102,513)
<b>Police TOTAL</b>	<b>7,727,913</b>	<b>6,241,776</b>	<b>5,306,988</b>	<b>934,788</b>
Fire/EMS	5,635,042	4,551,380	5,398,148	(846,768)
Public Safety Personnel Fund	123,600	99,831	127,009	(27,178)
<b>Fire TOTAL</b>	<b>5,758,642</b>	<b>4,651,211</b>	<b>5,525,157</b>	<b>(873,946)</b>

# 3.4

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## 3.4 - Sit and Lie Monthly Update

*Napolitano, Angie*

| For Information

## 3.5

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### 3.5 - Photo Red - October 2023

*Napolitano, Angie*

| For Information

#### **Attachments**

[Photo Red Oct 2023.pdf](#)

## Committee Agenda Sheet

### [COMMITTEE]

<b>Submitting Department</b>	Police Department / Traffic Unit
<b>Contact Name &amp; Phone</b>	Jim Christensen 509-835-4565
<b>Contact Email</b>	jchristensen@spokanepolice.org
<b>Council Sponsor(s)</b>	
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested: _____
<b>Agenda Item Name</b>	Photo Red / Speed
<b>Summary (Background)</b>	<p><u>Background/History:</u> Report for Public Safety meeting Nov 6<sup>th</sup>, 2023.</p> <p>Statistic for Photo Red for the time frame of <b>September 1<sup>st</sup>, 2023, thru September 30<sup>th</sup>, 2023.</b></p> <p>There were 2209 violations on the photo red system from <b>September 1<sup>st</sup>, 2023 thru September 30<sup>th</sup>, 2023.</b> During the same time frame in 2022 there were 1787 violations, which is an increase of 422 violations. The increase was due to cameras SK07, SK09 and SK13 were down last year for the Thor/Ray construction.</p> <p>Statistic for Photo Speed for the time frame of <b>September 1<sup>st</sup>, 2023, thru September 30<sup>th</sup>, 2023.</b></p> <p>There were 2544 violations on the photo speed system for <b>September 1<sup>st</sup>, 2023 thru September 30<sup>th</sup>, 2023.</b> During the same time frame in 2022 there were 2164 violations. That is an increase of 380 violations. We add three new speed cameras this year, which account for the increase.</p> <p><u>Executive Summary: Photo RED</u></p> <p><b>September 1<sup>st</sup>, 2023 thru September 30<sup>th</sup>, 2023.</b></p> <ul style="list-style-type: none"> <li>• Second and Thor was the highest with 404 violations.</li> <li>• Freya and second was second highest with 272 violations.</li> <li>• Browne and Sprague was third highest with 231 violations.</li> <li>• Division and Sprague was the fourth highest with 219 violations.</li> </ul> <p><u>Executive Summary: Photo SPEED</u></p> <p><b>September 1<sup>st</sup>, 2023 thru September 30<sup>th</sup>, 2023.</b></p> <ul style="list-style-type: none"> <li>• SB N Nevada St @ Longfellow was the highest with 667 violations.</li> </ul>

	<ul style="list-style-type: none"> <li>• NB S Regal ST @ Ferris High School/Adams Elementary was the second highest with 501 Violations.</li> <li>• SB N Monroe @ Willard Elementary was the third highest with 390 violations.</li> <li>• EB W Northwest Blvd @ Finch Elementary was the fourth highest with 340 violations.</li> </ul>
--	--

**Proposed Council Action & Date:**

**Fiscal Impact:**

Total Cost:

Approved in current year budget?  Yes  No  N/A

Funding Source  One-time  Recurring

Specify funding source:

Expense Occurrence  One-time  Recurring

Other budget impacts: (revenue generating, match requirements, etc.)

**Operations Impacts**

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

## 3.6

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### 3.6 - Q3 Forfeiture Report

*Olsen, Eric*

| For Information

#### **Attachments**

[2023 Q3 Quarterly Forfeiture Report.pdf](#)





# SPOKANE POLICE DEPARTMENT

CRAIG N. MEIDL  
CHIEF OF POLICE

## 2023 Asset Forfeiture Report

Updated 10/17/2023

### 2023 Forfeiture Proceeds by Quarter

#### 1st Quarter

Federal Net Proceeds		\$3,574.64
State Net Proceeds		\$10,628.66
Gross Proceeds	\$15,251.39	
Auction Costs/Commissions	(\$3,441.77)	
State 10% Share	(\$1,180.96)	

#### 2nd Quarter

Federal Net Proceeds		\$126,567.68
State Net Proceeds		\$21,754.64
Gross Proceeds	\$25,620.61	
Auction Costs/Commissions	(\$1,448.75)	
State 10% Share	(\$2,417.22)	

#### 3rd Quarter

Federal Net Proceeds		\$32,572.60
State Net Proceeds		\$7,895.87
Gross Proceeds	\$9,563.00	
Auction Costs/Commissions	(\$789.80)	
State 10% Share	(\$877.33)	

#### 4th Quarter

Federal Net Proceeds		
State Net Proceeds		
Gross Proceeds		
Auction Costs/Commissions		
State 10% Share		

### **2023 TOTALS**

Federal Net Proceeds		<b>\$162,714.92</b>
State Net Proceeds		<b>\$40,279.17</b>
<b>Total</b>		<b>\$202,994.09</b>



# SPOKANE POLICE DEPARTMENT

CRAIG N. MEIDL  
CHIEF OF POLICE

## 2023 Forfeiture Expenditures by Quarter

### 1st Quarter

Federal Funds		\$4,865.76
Gardner Furniture	\$4,865.76	
State Funds		\$9,062.98
CI Funds	\$4,910.00	
Retained Vehicles	\$3,132.98	
Training & Travel	\$1,020.00	

### 2nd Quarter

Federal Funds		\$0.00
State Funds		\$45,206.92
CI Funds	\$21,145.00	
Retained Vehicles	\$9,935.66	
Training & Travel	\$14,126.26	

### 3rd Quarter

Federal Funds		\$25,000.00
Support of Community-Based Organizations	\$25,000.00	
State Funds		\$5,405.08
CI Funds	\$5,065.83	
Retained Vehicles	\$44.25	
Training & Travel	\$295.00	

### 4th Quarter

Federal Funds		
State Funds		

### 2023 TOTALS

Federal Funds		\$29,865.76
State Funds		\$59,674.98

**Total Expenditures: \$89,540.74**

I certify that all seized funds were spent consistent with federal and state laws.

  
Major Eric Olsen

10-23-23  
Date

## 4 - Discussion Items

4.1

10 min

---

## 4.1 - SFD Update

**Schaeffer, Brian**

Requested Topics: 2023 Fire Trends in Spokane Community.

| For Discussion

4.2

10 min

---

## 4.2 - SPD Update

*Meidl, Craig*

Requested Topics: Update on Behavioral Health Unit, 2023 Crime Trends in Spokane, Prop 1 Enforcement (if successfully passed).

| For Discussion

## 4.3 - City Broadband Initiative - "Lilac City Connect"

*Finch, Eric,  
MacDonald, Steven*

Council Sponsor: Cathcart

City of Spokane Broadband Master Plan to guide the initial operations and communications of "Lilac City Connect".

| For Discussion

### Attachments

[PSCH Briefing Paper - LCC - 231106.docx](#)

[2023-DRAFT-City-of-Spokane-broadband-master-plan-final-v25OCT2023.docx](#)

[City of Spokane memorandum on setting up broadband organization FINAL DRAFT-.docx](#)

[Lilac City Connect Non-profit Articles-of-Organization DRAFT 19OCT2023.docx](#)

[Lilac City Connect Non-Profit Bylaws DRAFT 19OCT23.docx](#)

[Lilac City Connect Summary DRAFT 25OCT2023 - Shared.pptx](#)

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	ITSD / Community & Economic Development
<b>Contact Name</b>	Eric Finch/Steve MacDonald
<b>Contact Email &amp; Phone</b>	X6455 <a href="mailto:efinch@spokanecity.org">efinch@spokanecity.org</a> / x6835 <a href="mailto:smacdonald@spokanecity.org">smacdonald@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Cathcart & CM Stratton
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested: 20 minutes
<b>Agenda Item Name</b>	City Broadband Initiative – “Lilac City Connect”
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	The City of Spokane’s process for leasing over 200+ miles of broadband assets is largely reactive and ad-hoc, without dedicated resources, marketing, or leadership to focus on digital equity, access, and public and economic development that can be benefited by a greater focus on using the \$30+M of conduit and fiber broadband assets the City has in the community. After 20 years of broadband build-out, and two feasibility studies since 2017, City staff recommends a more formal and focused program is needed, including creation of an entity to focus on these activities and manage the construction and usage of these assets as a core business and community benefit activity.
<b>Proposed Council Action</b>	First reading – November 6, 2023 Assistance with Council ordinance language Approval at Final Reading Ordinance – November 13, 2024
<b>Fiscal Impact</b>	
Total Cost: \$310,000 for one-year operational start-up costs. \$1.9-3.7 million for broadband capital to activate four-five digital equity and economic development fiber construction projects over the next year.	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Specify funding source: THESE SOURCES ARE IN REVIEW BETWEEN THE ARPA WORKGROUP AND BUDGET WORKGROUP AN WOULD BE FINALIZED THE WEEK OF OCTOBER 30 <sup>TH</sup> . INTIAL APPROVAL OF THIS IS GET ON THE NOVEMBER 6 <sup>TH</sup> COUNCIL SESSION AS AGREED TO WITH COUNCIL: \$278,000 of existing conduit lease revenue, broadband permit fee funds, and operational funds available in 2023 for one-year operational start-up costs. \$1.7-3.5 million ARPA request for broadband capital to activate four-five digital equity and economic development fiber construction projects over the next year. See the detailed memorandum, broadband master plan, and budget pro forma for details.	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.) Capital funding would be used as a match with County, State, and Federal grant sources in the range of \$1.7 to \$2 million.	
<b>Operations Impacts</b> (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities? One of the three key areas of focus in the plan is on increasing federal Affordable Connectivity Plan (ACP) participation, thereby meeting the City’s stated goals of digital equity, digital inclusion, and	

economic development. This will provide quality internet access for all and specifically targets unserved and underserved populations.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

Data would be collected for any services offered and provided in compliance with applicable Federal, State and Local laws. Digital equity at its core is related to diversity and equity across target populations and the entire community. This would be provided in quarterly updates and supported by other community organizations that would be partnered with.

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

Measurements are defined by the National Telecommunications and Information Administration (NTIA) and Broadband Equity, Access and Deployment (BEAD) program requirements that include, but are not limited to, the increase of choices to unserved, underserved, increase of participation in existing programs for internet access, increase in average bandwidth available, and cost.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This program can lead to significant new grant investment, and new revenues from publicly owned broadband assets, to increase digital equity and access, lower cost for consumers, facilitate remote needs for employment, tele-health, and education, and provide future opportunity for economic development.





# **“Lilac City Connect”**

## **City of Spokane Broadband Master Plan**

**October 2023**

Digital Equity & Inclusion

Open Access Network

Economic Development

Executive Summary.....	3
Methodology .....	7
Background.....	7
City of Spokane broadband goals.....	7
Spokane’s current broadband infrastructure .....	8
Needs and Gap Assessment.....	9
Overview.....	9
Barriers to Affordable Broadband.....	9
Needs Assessment for PDAs .....	10
Northeast PDA .....	10
S3R3 Solutions (Formerly West Plains/Airport Area) PDA .....	11
University District PDA .....	11
Needs Assessment for a SmartSpokane Network.....	11
Proposed solutions.....	12
Municipal broadband organization.....	13
Municipal broadband organizational structure .....	13
Municipal broadband organization services.....	13
Benefits municipal broadband organizations in urban areas .....	13
Public-private partnership strengths.....	14
Affordable Community Network.....	14
Logan Neighborhood Pilot Project .....	15
PDA economic development .....	16
Bolstering economic development through PDACoconnect broadband infrastructure .....	16
A “smart” Open Access community network .....	20
Recommendations and next steps.....	23
References .....	26
Appendices .....	27
A - Analysis of current broadband market and infrastructure .....	27
B - Municipal broadband organization structure details.....	29
C - “Smart City” Information.....	31
D - Financing Municipal Networks .....	33
Adoption and funding of the City’s broadband organization and program .....	33
Funding models for municipal broadband organizations.....	34

# Executive Summary

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The City of Spokane (City) has a unique opportunity as the primary urban center in Eastern Washington to improve digital equity and create economic prosperity while also to make existing City broadband infrastructure more market accessible in an open network. This investment delivers not only social and economic benefits but achieves a real financial return that is sustainable, with no impact on the City general budget funds. This business plan explores how to enhance existing broadband investments using a “municipal organization” that creates sustainable infrastructure for digital equity and economic development to improve the quality of life in the community. This plan allows the City to achieve numerous benefits to the community, residents, and local businesses. The City would attract new economic development opportunities, while enhancing public safety and broadband affordability to those in need.

There are three key areas the City needs to focus on to meet its stated goals of digital equity, digital inclusion, and economic development.

1. Increase federal Affordable Connectivity Plan (ACP) participation and explore direct internet service delivery to address digital equity.
2. Develop and expand an open and community accessible network to enable current and future “Smart” technologies together with pathways for wireless communication and device connection.
3. Enhance broadband services to Public Development Authorities (PDAs) for economic development and business attraction/retention.

To achieve these goals, the City must establish a focused organization with the right expertise. These initiatives need to be developed to complement rural efforts to expand regional broadband services. Each element outlined is planned to yield the greatest benefit to the City and diverse communities, businesses, and industries it serves. The above priorities can be served by a new municipal broadband organization that creates revenue opportunities for the City through managing these programs.

The City is poised for significant growth through developing broadband capacity and reducing inefficiencies in current systems. Given both the regional and City-specific commitment to broadband equity, this analysis found practical options for the deployment of a municipal broadband organization.

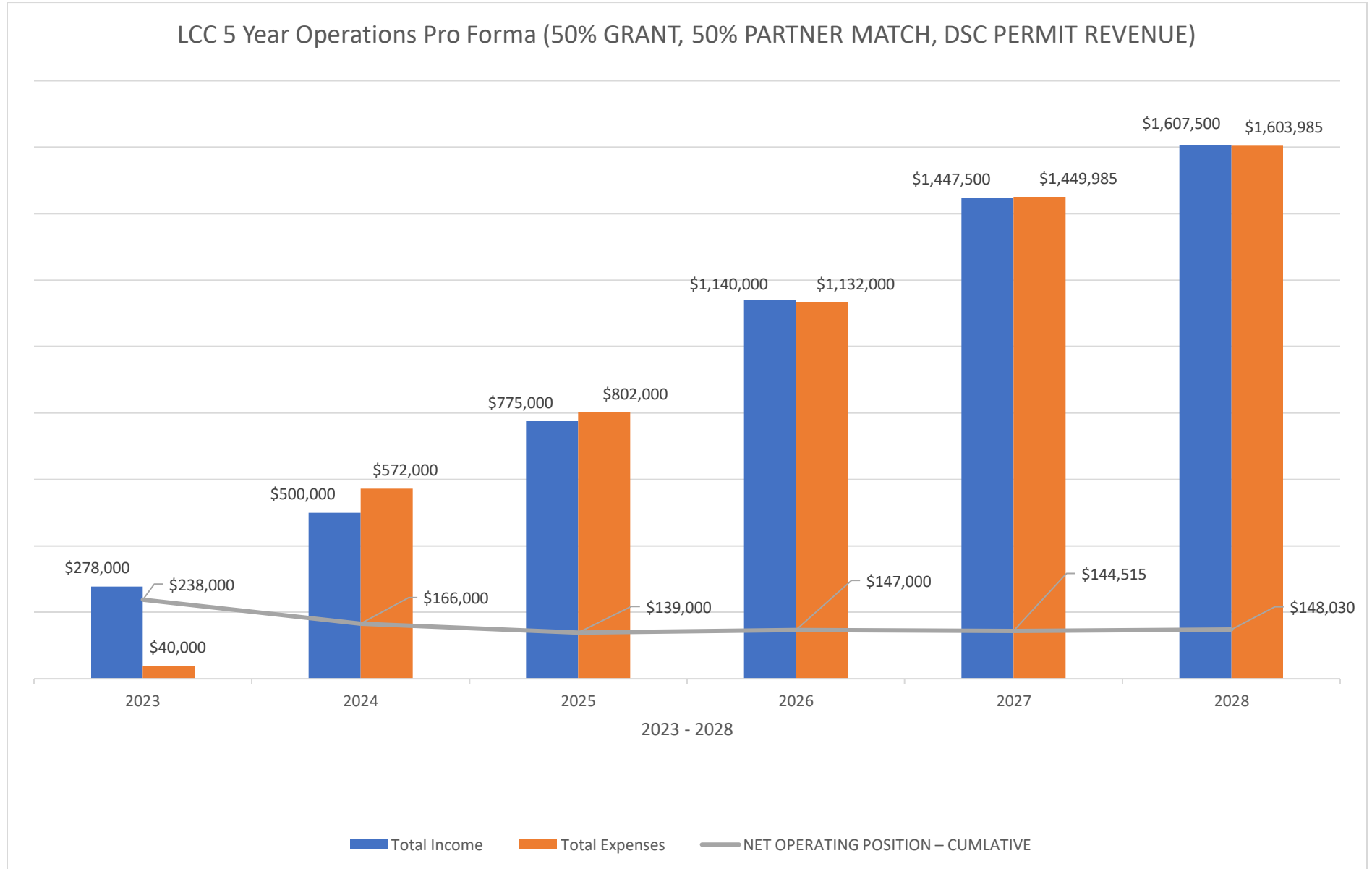
We believe it imperative to set this initiative and entity up for success with seed funding to achieve the community goals without a short-term debt service requirement. If we are going to do this important work for the community, then let’s make the decision to invest in it and do it right.

This investment proposal is summarized in the table below for operational and capital costs:

**Operations Budget 2024-2028: (DRAFT)**

<b>LILAC CITY CONNECT FIVE YEAR OPERATING PRO FORMA (50% GRANT, 50% PARTNER MATCH, DSC PERMIT REV)</b>							
<b>Description</b>	<b>Source</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Income</b>							
- Revenue from after formation 11/1/2023*	New enterprise fund	\$10,000					
- Operational budget – ARPA or 2023 surplus*	GF 2023 budget (TBD)	\$0					
- Operational budget - Professional services – CED*	CED 4700 fund (2023 budget)	\$50,000					
- DSC Enterprise permit fund – CED*	2020-2023 broadband permits, ongoing fees 2024 on	\$218,000	\$85,000	\$90,000	\$95,000	\$100,000	\$105,000
- Grants <u>estimated</u> (Planning and Admin portion only)	\$50K planning grant, 10% admin, to new entity account		\$75,000	\$100,000	\$100,000	\$200,000	\$100,000
- Revenue from existing contracts and services			\$190,000	\$350,000	\$650,000	\$1,050,000	\$1,350,000
- Revenue estimated from new contracts and services			\$150,000	\$300,000	\$400,000	\$300,000	\$300,000
- LESS: City Revenue Share (Yr 1: 0%; Yr 2-3: 10%, Yr 4 on: 15+% est)			\$0	(\$65,000)	(\$105,000)	(\$202,500)	(\$247,500)
<b>Total Income</b>	To new entity account	<b>\$278,000</b>	<b>\$500,000</b>	<b>\$775,000</b>	<b>\$1,140,000</b>	<b>\$1,447,500</b>	<b>\$1,607,500</b>
* Initial operational funding transfer to new entity							
<b>Expenses (annual)</b>							
- Lilac City Connect CEO/Executive Director			(\$192,000)	(\$204,000)	(\$210,000)	(\$216,000)	(\$222,000)
- Broadband expertise consulting services		(\$15,000)	(\$165,000)	(\$50,000)	(\$50,000)	(\$100,000)	(\$100,000)
- Lilac City Connect Network Manager	Convert FTE from City in 2025			(\$160,000)	(\$166,000)	(\$172,000)	(\$178,000)
- Lilac City Connect Outside Plant Engineer	PT move to FT as needed		(\$80,000)	(\$108,000)	(\$120,000)	(\$132,000)	(\$138,000)
- Lilac City Admin / Marketing Assistant				(\$90,000)	(\$96,000)	(\$102,000)	(\$108,000)
- Contract for fiber maintenance services, on call and emergency (higher level of response as required)			(\$80,000)	(\$100,000)	(\$110,000)	(\$120,000)	(\$130,000)
- Software, licenses, tools, equipment, training, travel, exp		(\$25,000)	(\$25,000)	(\$40,000)	(\$40,000)	(\$50,000)	(\$50,000)
- Ongoing administrative services (Accounting, Legal, HR)			(\$30,000)	(\$50,000)	(\$60,000)	(\$60,000)	(\$70,000)
- Debt Service						(\$297,985)	(\$297,985)
- ADDITION TO CAPITAL FUND					(\$280,000)	(\$200,000)	(\$310,000)
<b>Total Expenses</b>		<b>(\$40,000)</b>	<b>(\$572,000)</b>	<b>(\$802,000)</b>	<b>(\$1,132,000)</b>	<b>(\$1,449,985)</b>	<b>(\$1,603,985)</b>
<b>NET ESTIMATED OPERATING POSITION, END OF YEAR</b>		<b>\$238,000</b>	<b>(\$72,000)</b>	<b>(\$27,000)</b>	<b>\$8,000</b>	<b>(\$2,485)</b>	<b>\$3,515</b>
NET OPERATING POSITION – CUMULATIVE		\$238,000	\$166,000	\$139,000	\$147,000	\$144,515	\$148,030

**Operations Budget 2024-2028 Income and Expense Graph (DRAFT)**



**Capital Investment Project Budget 2024-2028 (DRAFT)**

LILAC CITY CONNECT FIVE YEAR CAPITAL PRO FORMA (50% GRANT, 50% PARTNER MATCH, DSC PERMIT REV)							
Description	Source	2023	2024	2025	2026	2027	2028
<b>Income</b>							
- NEPDA match for conduit project*	NEPDA payment	\$50,000					
- Forecasted grants for broadband development (less 10% admin costs)	New grants		\$225,000	\$900,000	\$900,000	\$1,800,000	\$900,000
- Projected Partner matches for projects	New partner match funds (Avista, Broadlinc, PDAs, other partners)		\$1,800,000	\$700,000	\$250,000	\$150,000	\$150,000
- Grant or one-time allocation from 2023*	Grant or 2023 sources	\$1,700,000					
- State Public Works Board Broadband Loan*	State Public Works Board w/2 yr deferral for downtown, East Central infrastructure			\$1,350,000			
- ADDITION FROM REVENUE	Putting excess revenues to capital use		\$0	\$0	\$280,000	\$200,000	\$310,000
- Broadband costs from planned/budgeted City projects	Capital Fund budgets: Library, Parks, PW		\$1,050,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Total Income</b>		<b>\$1,750,000</b>	<b>\$3,075,000</b>	<b>\$3,950,000</b>	<b>\$2,430,000</b>	<b>\$3,150,000</b>	<b>\$2,360,000</b>
*Initial capital funding transfer to new entity							
<b>Expenses (Projects)</b>							
Logan Neighborhood Connected Communities Digital Equity Pilot	Grants and partner funds		(\$250,000)				
Northeast PDA (includes Library needs)	NEPDA and loan funds		(\$2,150,000)	(\$250,000)	(\$250,000)		
S3R3 (West Plains) PDA	S3R3 and loan funds		(\$600,000)	(\$500,000)	(\$450,000)	(\$450,000)	(\$450,000)
University District PDA (South Landing)	UDPDA and ARPA/loan funds		(\$500,000)		(\$250,000)		
Shadle and Liberty Parks and Library Wi-Fi expansion	ARPA/loan funds		(\$150,000)				
City operational expansion projects (estimate)	Division approved capital funds		(\$1,000,000)	(\$1,000,000)	(\$1,000,000)	(\$1,000,000)	(\$1,000,000)
Digital Equity Projects				(\$250,000)	(\$250,000)	(\$1,500,000)	(\$650,000)
Downtown, East Central and Franklin Park				(\$1,800,000)			
New service connection fund			(\$150,000)	(\$150,000)	(\$200,000)	(\$200,000)	(\$250,000)
<b>Total Expenses</b>		<b>\$0</b>	<b>(\$4,800,000)</b>	<b>(\$3,950,000)</b>	<b>(\$2,400,000)</b>	<b>(\$3,150,000)</b>	<b>(\$2,350,000)</b>
<b>NET CAPITAL POSITION – END OF YEAR</b>		<b>\$1,750,000</b>	<b>(\$1,725,000)</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$10,000</b>
CUMULATIVE CAPITAL POSITION		\$1,750,000	\$25,000	\$25,000	\$55,000	\$55,000	\$65,000

# Methodology

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After conducting interviews with key interest groups, reviewing current literature and secondary data sources, and complemented by twenty years of professional experience with broadband development, the recommendations in this report are based on solid, real-world solutions backed by data.

To conduct the research for this report, JRP worked from February to August 2023 together with NoaNet, BROADLINC PDA's Executive Director, and key City staff to develop a clear picture of the current broadband environment in the City, to understand current and future business operational needs, and to review community needs. This analysis used the following tools: infrastructure evaluation, anchor institutions assessment, and a digital equity analysis.

The team interviewed a variety of City and public agencies within the community including the University District Public Development Authority (PDA) Board, individual Board members like Gonzaga University, Providence Health Care, Spokane Public Libraries, and Spokane City Councilmembers. These discussions centered on the current and future needs of the City's internal operations, the needs of community anchor institutions, vulnerable residents, and the community impact of "Smart City" broadband applications. Additionally, the team analyzed what would create ongoing sustainability for ACP-eligible communities who have low ACP adoption rates, providing those communities with digital devices, and ensuring access to ongoing digital literacy programs. Supplying a network that is accessible to everyone and that operates at federal minimum standards of 100/20 Mbps will create inherent resiliency for households, businesses, and anchor institutions to access high-capacity internet.

# Background

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## City of Spokane broadband goals

In July 2023, the City adopted Ordinance C36404 which outlined its digital strategy and broadband goals. This policy outlined clear goals and aims for the City, including:

1. Making digital equity a focus to increase broadband adoption through targeted infrastructure investment and programs that remove barriers, incentivize providers, and supply "lifeline" comparable services as required.
2. Connect current and future City and regional services (Public safety, transportation, health, etc.)
3. Leveraging conduit and fiber assets to enable this strategy and supply revenue to expand and minimize street disruption.
4. Establishing an urban focused digital infrastructure "organization" to market and manage capacity and connections while preserving current and future City operational needs.
5. Creating resilient digital infrastructure loops, providing three routes out of the region, including east, to ensure high availability and redundancy.
6. Developing a critically needed tool for economic development, workforce development, and business attraction.
7. Reviewing and determine the need to facilitate more high-speed bandwidth and local Cloud exchange services into the region by supporting development of a local Internet Exchange Point



8. Developing a data privacy policy that emphasizes that the City of Spokane prioritizes data privacy and will act through transparent practices and informed consent, ensuring personal data collection will be minimized and used solely for legitimate purposes, and will include robust security measures that protect against unauthorized access. The City’s data privacy policies and practices will be a condition of City partnership with third party providers.

## Spokane’s current broadband infrastructure

The City has 214 miles of existing conduit. This existing conduit runs through and between each of the City’s PDAs, allowing for access and diversity between the PDAs, the urban center, communities in need, and Internet Service Providers (ISPs). Importantly, Spokane has 96 miles of currently underutilized fiber within its limits. This fiber network was a substantial investment and has the potential to fulfill many crucial development goals. The network runs through areas that vulnerable populations live in while also touching target incentive areas. The economic opportunities with this fiber have not been fully realized because this infrastructure is underutilized.

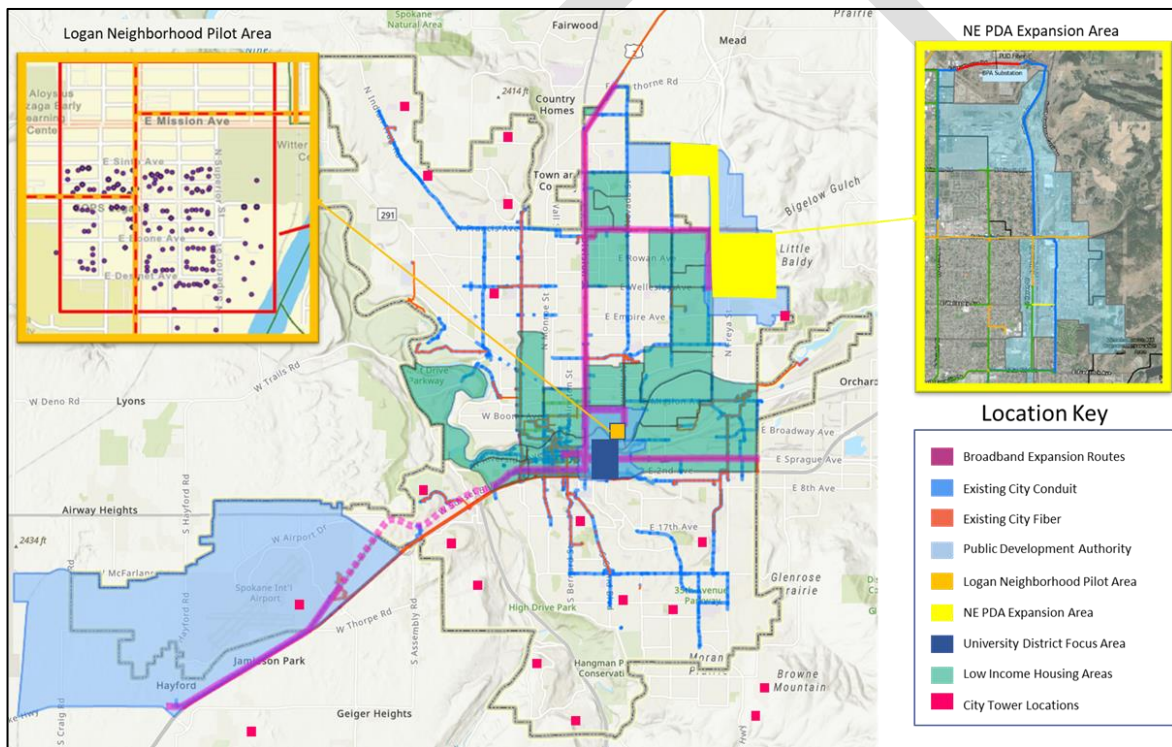


FIGURE 1 BROADBAND INFRASTRUCTURE PLAN AND FOCUS AREAS

Figure 1 shows the broadband infrastructure plan in this document. Assets leveraged for the broadband plan include City owned conduit, fiber, and tower infrastructure. The physical network’s infrastructure is ideally suited for broadband needs of the city in support of PDAs, the Northeast PDA expansion area, our low-income housing areas, the University District, and Logan Neighborhood Pilot Program.

The Broadband Expansion Routes (purple line) leverages existing City-owned fiber and conduit assets that are already in place to prepare for high-capacity internet services to each of the PDAs and the NEPDA expansion area.



# Needs and Gap Assessment

## Overview

The City’s current broadband infrastructure was primarily designed to support municipal operations and secondarily to provide pathways for future operations, “smart city”, and community needs. Spokane County and Spokane Valley are fully dependent on retail internet services for both operational and community-benefit use. This is a significant marketplace advantage for the City, that now can be leveraged in scale to provide sustainable solutions for the community. Since past investment has been opportunistic, future broadband development will need to change to be market-ready, resourced, and priority service to meet the goals and needs of the community.

The purpose of a municipal broadband organization is to provide pathways and low-cost options to significantly reduce the digital divide in the City and leverage existing digital infrastructure assets to put the City on the “national digital map” for economic development. The City needs focused leadership to generate a return on broadband past and future investments, and to accomplish the goals of digital equity, health, safety, economic development, and an open network.

Additionally, the City is currently limited in its broadband return-on-investment potential, leasing some existing conduit to telecommunications service providers. The City has two passive agreements that generate approximately \$190,000 in annual revenue and six other agreements for internal City departments that use fiber, conduit, and services exchanges to deliver normal operational network services that are valued at over \$250,000. The City needs to evolve the Franchise Agreement structure and funding to align to the policy goals and operational needs of the City more broadly.

## Barriers to Affordable Broadband

Several populations in Spokane currently lack access to comprehensive internet. About half of families live below the poverty level and only 35% of Latino immigrant families had home access to high-speed internet. This disparity in services presents considerable opportunities for investment and growth.

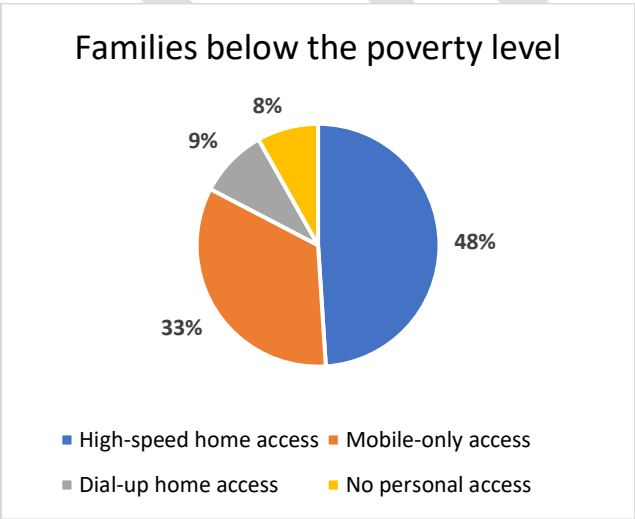


FIGURE 2. INTERNET ACCESS: BELOW THE POVERTY LEVEL

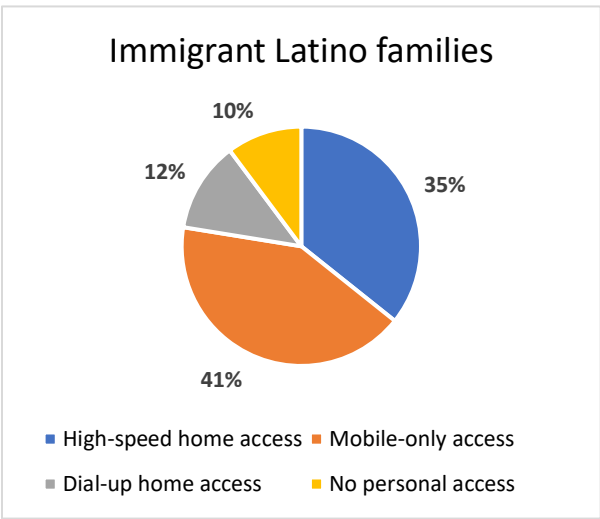


FIGURE 3. IMMIGRANT LATINO FAMILIES

The Local Initiatives Support Corporation (LISC) has created a [visual tool](#) to show enrollment in the Affordable Connectivity Program (ACP). The ACP is a Federal Communications Commission (FCC) program that alleviates the cost burden of essential broadband connection and internet-connected devices for low-income households.

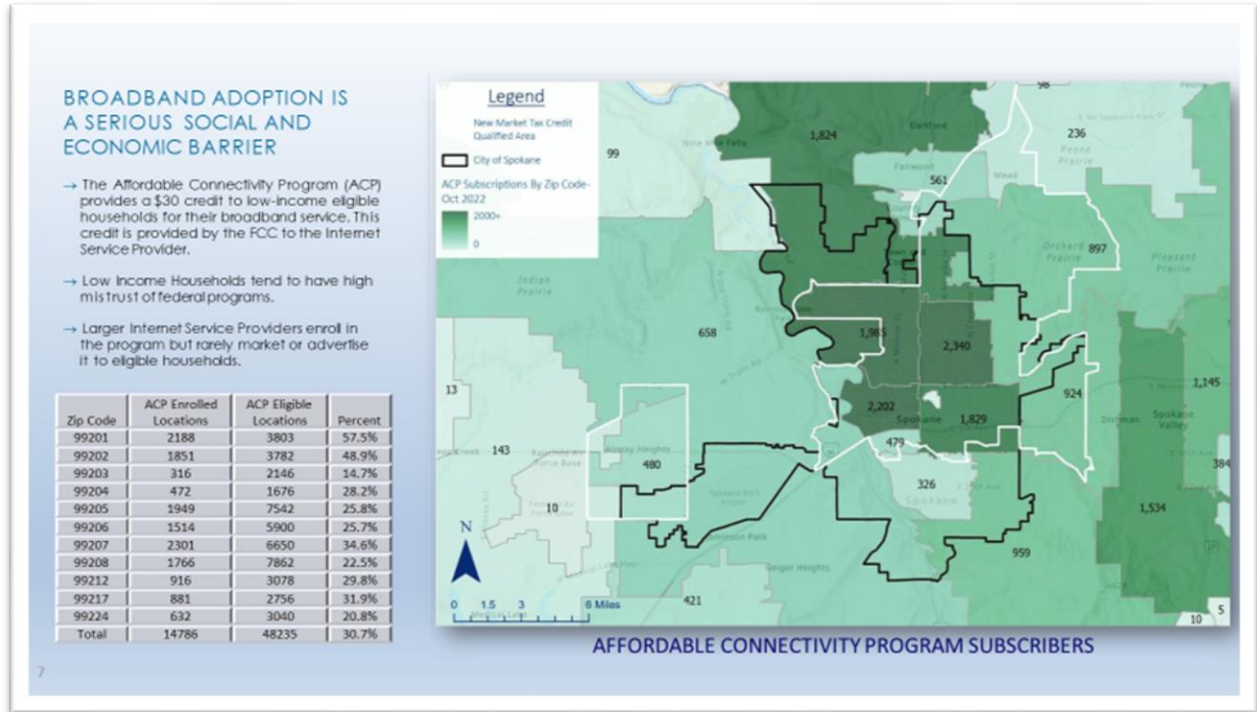


FIGURE 4 . AFFORDABLE CONNECTIVITY PROGRAM SUBSCRIBERS

The map allows users to investigate the percentage of ACP enrollment participation by ZIP code and is updated when new data is made available. National average participation in the ACP by ZIP code is approximately 17% (calculated from USAC Enrollment Data as of 5/01/2022). Total participation as a share of national eligibility is estimated to be 27% for the same data period.

Selecting the zip codes on the LISC Affordable Connectivity Program Enrollment Visualization tool, Petrichor LLC developed the chart below that shows a 30% adoption rate of the ACP in Spokane. This still leaves 33,449 households that qualify for ACP unconnected according to LISC.

## Needs Assessment for PDAs

### Northeast PDA

The Northeast Public Development Authority (NEPDA) is an economic development partnership between the City of Spokane and Spokane County, with a mission to reinvest incremental tax revenues to bring prosperity and economic vitality to one of Spokane’s most historically underserved areas.

The Northeast PDA is poised for expansion but has significant needs for infrastructure and is a true greenfield opportunity for broadband. There are currently identified businesses and business parks that

could be better marketed and served if broadband access was in place. The NEPDA is also challenged as the new limited-access North Spokane Corridor will run through the middle of the PDA, limiting access across the PDA for business access and development; many efforts are being made to mitigate these limitations to pedestrian walking and bicycle traffic, as well as roads and underpasses of the district.

### S3R3 Solutions (Formerly West Plains/Airport Area) PDA

S3R3 Solutions is a quasi-governmental entity with its mission is to integrate the resources of public and private service providers to recruit new and existing businesses into the West Plains Airport Area and drive economic prosperity through the creation of businesses and jobs. Intermodal transportation and aviation support are key markets for S3R3. There are several key transportation areas all within the PDA's boundaries; Spokane Regional Airport, I-90, and the Palouse-Coulee City short line rail.

As another greenfield opportunity, high-speed and low-cost connectivity is required for S3R3 Solutions PDA to meet its business and economic development goals. This area also provides connection point access to facilitate connections to Spokane International Airport, Fairchild Airforce Base, Airway Heights, and the Spokane Tribe that all have increased broadband connection needs.

### University District PDA

Spokane's University District's housing, workforce diversity and economic development are growing significantly. The PDA currently has more than 573 housing units in various stages of completion. With five major universities, two medical school programs and top-notch community colleges, the district already attracts large numbers of students, faculty, researchers, and entrepreneurs.

The health sciences industry is expected to grow to \$2.5 billion within the next ten years, directly impacting Spokane's University District. There are currently three significant economic development programs at play in the district: Startup Spokane, Ignite and the Northwest Entrepreneur Competition. This area would benefit from market-ready large-scale (up to 100Gbps) bandwidth capability to facilitate expansion and technological innovation in this PDA.

### Needs Assessment for a SmartSpokane Network

Smart City solutions and municipal broadband requirements are closely interconnected. Smart City technologies and the Internet of Things (IoT) are two growing device ecosystems that are already changing the way that local governments carry out their missions. Municipal broadband provides the backbone for smart infrastructure systems such as smart grids, traffic management, parking, and public safety.

More devices, sensors, and people are interconnected than ever before as technology advances, and includes cellular phones, autonomous vehicles, tourism wayfinding, public transportation, and advertising. These IoT technologies use broadband, both wired and wireless systems, to create a ubiquitous network of integrated and connected devices, all working to improve the user experience and influence the community environment. They also connect devices other than computers to the Internet. A confluence of trends allows cheap and easy interconnection of more and smaller devices.

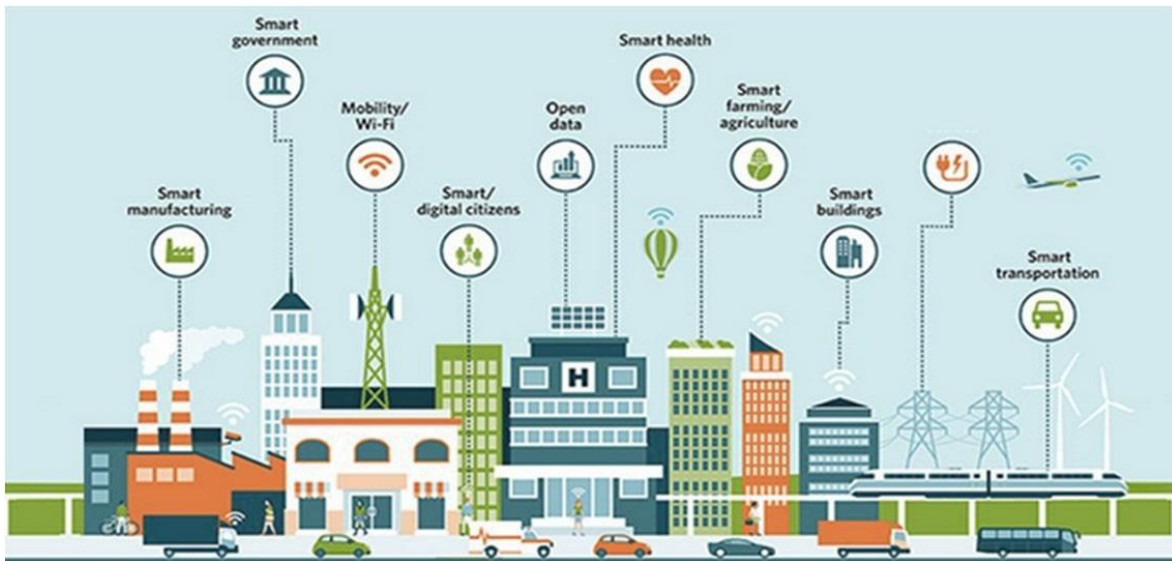


FIGURE 5. THE SMART CITY

Municipal broadband is the backbone that empowers smart city solutions to function optimally. It facilitates the communication, data exchange, and connectivity required for various smart applications to work together, ultimately leading to improved urban living conditions, efficiency, and sustainability. The city of Spokane needs a comprehensive solution for short term and long-term smart city planning.

## Proposed solutions

Fortunately, the City has already developed a broadband infrastructure asset that exceeds \$20M in estimated value. These assets are not being utilized to their fullest potential, and the requested investments can improve this revenue return and provide a sustainable “market-ready” open network capability to the community. This is a unique opportunity with a 3-to-7-year return on investment that delivers on the City’s policy goals of digital equity and economic development. It is a rare scenario where the same dollar invested can accomplish both diverse outcomes. Through the creation of a municipal broadband organization, the City can help vulnerable populations succeed online through a combination of increased access and training while bolstering broadband access for its PDAs—all while ensuring infrastructure is built to be future-ready for City operations and public safety. There are four core solutions to the challenges outlined above:

1. Set up a **municipal broadband organization** to focus on the legislated goals as a core service for our community.
2. Pilot an **affordable community network** in the Logan neighborhood for a direct-to-home connection project to sponsor the right conversations and learnings for that type of service.
3. Design and implement a **smart open community network** in our downtown core to facilitate resident, guest, and device connections and public safety for our community.
4. Facilitate **PDA economic development** by design and implementation of hubs and pathways in our PDAs to facilitate the digital marketplace and business attraction/retention.

## Municipal broadband organization

The City of Spokane is a first-class city and has broad authority in all matters of local concern including the authority to provide fiber optic and broadband services within their boundaries.

The recommended model for the City's municipal broadband organization is primarily envisioned as a middle-mile facilitated marketplace of conduit, fiber, and related broadband services. Fiber services can be provided to the premises for anchor or economic development needs, and contract operated wired or wireless networks could lease dark fiber and wireless access points to retail service providers. Those retail service providers, in turn, link to their own network and sell retail services directly to customers. The City's municipal broadband organization could also provide some direct-to-consumer low or no-cost "lifeline" broadband where the private sector broadband market cannot or will not provide service.

## Municipal broadband organizational structure

City staff reviewed several different forms of a dedicated municipal broadband organization, including a quasi-governmental organization (QGO), standard 501.c.3, 501.c.4 or 501.c.6 non-profit organizations, a new Public Development Authority (PDA), and/or a Port District. The 501.c.3 Private Operating Foundation model is recommended for Spokane. This approach has these main outcomes:

1. Public-appointed board focused on the City of Spokane and key subject matter are experts as stakeholders to help plan and prioritize broadband needs and investment.
2. Embodiment of a Public Private Partnership (PPP) to be more responsive and aligned with partners delivering community-based solutions.
3. Addresses what has been government and/or market failure to address broadband access and provide pathways for a more open marketplace equitably and progressively.
4. Autonomy and efficiency to remove barriers to new infrastructure investment and promote broad use of existing assets for community access and benefit.
5. Focus and commitment so that broadband is a core service for this agency and can build a sustainable plan based on the City and partner goals and initiatives.

## Municipal broadband organization services

This quasi-government organization would be able to focus on these City services and activities:

1. Digital equity solutions including ACP support, digital navigation, and lifeline services.
2. SmartSpokane Network for an open transport layer for the explosion of Internet of Things (IoT) devices, sensors, and other networked devices installed across the City.
3. Public Development Authority (PDA) Connect and economic development support.
4. Continued improvement and expansion of the City's conduit and fiber that benefits operational use, maintenance response, capital planning, and overall cost.
5. Conduit or dark fiber pathways for larger organizations and telecommunications companies that need that capability while reducing street penetrations and overbuild construction.

## Benefits municipal broadband organizations in urban areas

Despite more than \$1.6 trillion private ISPs have invested in broadband since 1996, the internet landscape in the U.S. still faces significant challenges (US Telecom). Over 30% of American households



do not have broadband at home. Millions more are unsatisfied with the internet they do have. Large ISPs often face little to no competition and results in internet that is comparatively more expensive at a slower delivered speed.

With the adoption of ACP in Spokane at only 30%, there is room for a municipal broadband organization to expand adoption. This is exemplified in a study from Harvard University's Berkman Klein Center for Internet & Society, which found that in 23 of 27 communities examined, community-owned networks provided lower pricing than their privately owned competitors when costs were averaged over four years. According to the Institute for Local Self-Reliance (ILSR), a nonprofit advocacy group, municipal networks account for nine of the ten fastest broadband networks in the country. ILSR also highlights several municipal broadband success stories such as that of Wilson, N.C., whose public network made it the first municipality in the state to receive gigabit (1,000 Mbps) Internet service.

### Public-private partnership strengths

The City can bridge the digital divide and pilot methods to better understand the marketplace and develop Spokane-specific strategies. The best solutions will come from public-private partnerships that leverage the strengths of each and replace profitability with community benefit to achieve a sustainable outcome.

Non-governmental business interest in the use of the City's existing fiber is strong; in fact, the private sector is already leasing City fiber and conduit assets. Retaining long-term ownership of these in-demand assets is critical for City broadband and a future municipal broadband organization.

Public-private partnerships could potentially remove risk for the City for a municipal broadband organization, bring operational and marketing expertise, and attract potential private-sector capital investment. Some public-private investment firms are comfortable with cities owning and controlling assets, especially in large markets that have little competition like Spokane.

This public-private partnership model would allow the City to carry out its goal of having fiber service to everyone in its limits, with affordable options and price control for low-income households. The City could also enforce its goals around data privacy and net neutrality (throttling services) via the contracts it enters with ISPs; however, the city would lose control over day-to-day business operations and market-rate setting.

### Affordable Community Network

An affordable community network is a telecommunications system that supplies internet access to individuals and communities at a reasonable cost. The goal of an affordable community network is to bridge the digital divide by ensuring that people, particularly those in underserved or low-income areas, have access to reliable and high-speed internet services without facing financial barriers. Affordable connectivity networks contribute significantly to reducing the digital divide and promoting social and economic development. Governments, community organizations, private companies, and various stakeholders often collaborate to set up such networks, with the goal of ensuring that everyone can participate in the digital age, regardless of their financial situation.

## Logan Neighborhood Pilot Project

The Logan Neighborhood pilot project uses existing fiber infrastructure to target an eight-block (100+ home) area in the Logan neighborhood to provide (either directly or through a service provider) low-barrier, “lifeline” high speed broadband services to this economically challenged area. This project uses the Federal Affordable Connectivity Program (ACP) to offset \$30/month (or about 75% of the cost) to help more residents in Logan connect to the internet. Avista is a critical partner make its utility poles accessible for the infrastructure to complete this project. In parallel, this implementation would use these utility poles in alleyways and add LED lighting for increased public safety. This pilot would help decide if it is practical to reduce property crime this way and offset the excessive cost of new lighting that has been a challenge for the City for many years. Additionally, this pilot would partner with the City Library system to provide essential digital navigator services and digital education.

The \$250,000 first pilot deployment (in partnership with the Spokane Library) as lead would help test these outcomes and make a more informed decision on whether to scale this investment to more economically challenged areas. Indeed, this pilot could potentially be replicated by any urban area seeking solutions to their digital divide. This pilot would be reviewed quarterly with a full review and decision to scale after one year.

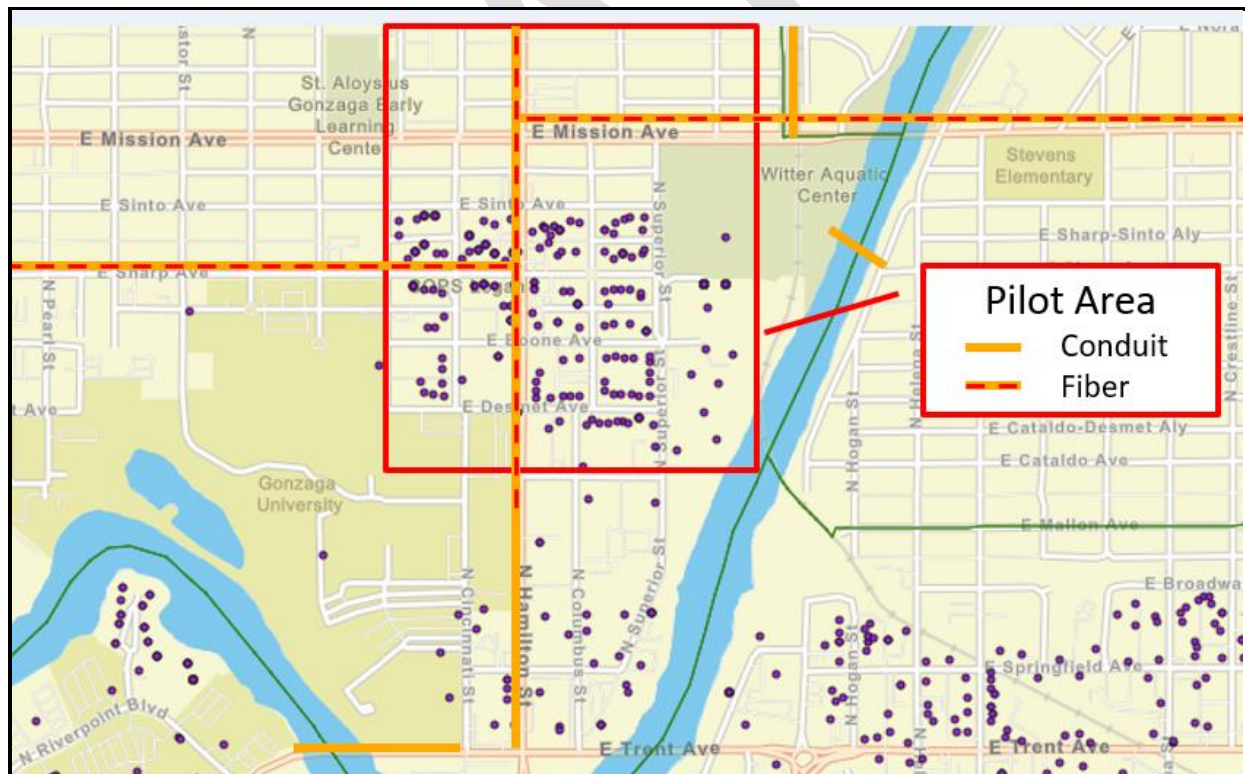


FIGURE 6. LOGAN NEIGHBORHOOD 8-BLOCK PILOT AREA

Here are the key questions that will be answered through this pilot:

- Does the wireless solution deliver high-speed broadband in the neighborhood as designed?
- How many new ACP subscribers are added increasing digital access?
- What are the benefits and challenges of both directly supplying service versus outsourcing the “lit” service to one or more existing service providers based on a joint agreement?
- Can the alleyway lighting be done at an absorbable cost, and does it increase public safety?
- How do we properly support privacy in this model?
- Does the model after six-twelve months show the capability to scale at a sustainable cost?

Spokane can take existing assets, overlay more fiber and wireless infrastructure, and create a robust affordable broadband plan. Taking advantage of the federal ACP, Spokane can create a low-cost solution for those that qualify. Eligible households can take advantage of the ACP program, and through the City’s network, pay for connectivity services such as internet and data plans.

## PDA economic development

### Bolstering economic development through PDAConnect broadband infrastructure

The City of Spokane has historically been the urban hub of eastern Washington due to its location, the presence of a freight railroad system, and an international airport. Its population is near 235,000, making it the second largest city in Washington, and has nearly half of Spokane County’s population.

Spokane is also a key educational hub with four primary institutions including Washington State University, Eastern University, Gonzaga, and Whitworth. The first three share a common downtown university district, and two are founding members of a health care and health technology collaborative campus in the downtown university district. That 770 acre downtown university district is also one of the three primary Public Development Authorities (PDAs) for the City of Spokane.

Manufacturing has a solid presence due to the nexus of Bonneville Dam power generation, Fairchild Air Force Base, rail systems, and the interstate highway system. Spokane competitively attracts national and international investment in the form of tourism and conventions, transportation and aviation support, the military, and research. These investments create and expand complementary businesses, creating a well-rounded and diversified economy (ESD.WA.GOV).

### *Public Development Authorities*

Three target investment areas were found using the following criteria:

1. Community opportunity and support.
2. City goals for each PDA for infrastructure and capital investment.
3. Promote and leverage incentives available from the Federal, State, Local, and philanthropic level.
4. Provide ongoing resources and staff support needed to achieve goals.



## Northeast PDA

The NEPDA has fiber infrastructure to connect from, and the following recommendations help improve connectivity for NEPDA:

- Work with the Washington State Department of Transportation to understand how the freeway corridor can be used as a telecommunication right of way to help the community.
- Place conduit during the addition of the water, sewer, and roads associated with the Esmeralda Business Park.
- Add fiber capacity to help business park connections in an open marketplace (Figure 7).

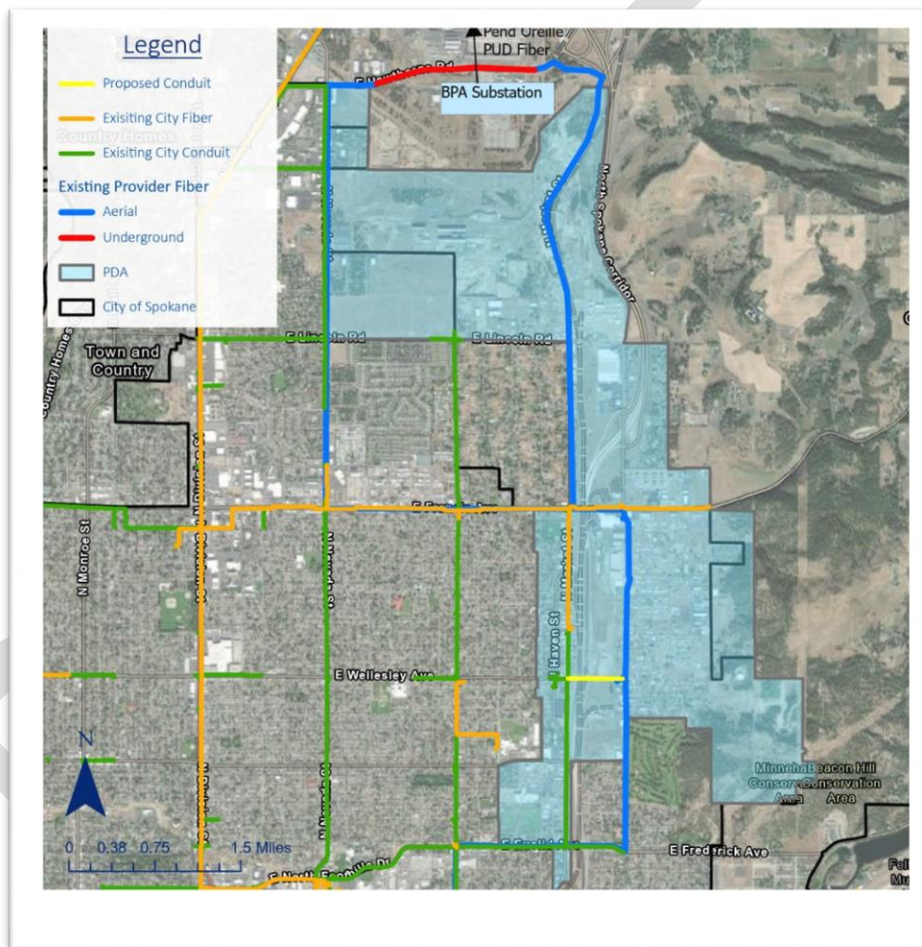


FIGURE 7. NORTHEAST PDA

### S3R3 Solutions (Formerly West Plains/Airport Area) PDA

The City of Spokane has fiber to the PDA (shown as a brown line on the southside of the PDA in Figure 4), and the Port of Whitman County has a fiber run on the south side of I-90 near the PDA (shown in red in Figure 4). The City has provisional plans to expand fiber on Hayford Rd. and Spotted Rd. which would create redundant infrastructure for S3R3 Solutions. S3R3 has supported working with the BROADLINC PDA and the City for open access infrastructure enhancements to achieve the new and redundant fiber capacity within their area. The scope in this request is to fill fiber gaps to the PDA from the downtown fiber ring, establish a connection hub in the PDA, and install fiber in existing conduit along Geiger Blvd to be ready for future construction on Hayford Rd and Spotted Rd.

The City can improve connectivity through employing the following recommendations:

- Set up the initial connection hub to the PDA in vicinity of the Waste-to-Energy facility that also addresses operational needs for that and the future Fire Station 6 location.
- Establish a connection point in vicinity of Geiger Blvd and Hayford Rd. with NoaNet and install large fiber capacity in the conduit along Geiger from Hayford Rd. in the southwest to the WTE Plant in the northeast.
- Connection to NoaNet and the Port of Whitman fiber to the PDA to have redundant feeds.
- Supply a starting hub to expand the network of new fiber, totaling 133,00 feet of distribution as future partnership and funding available.

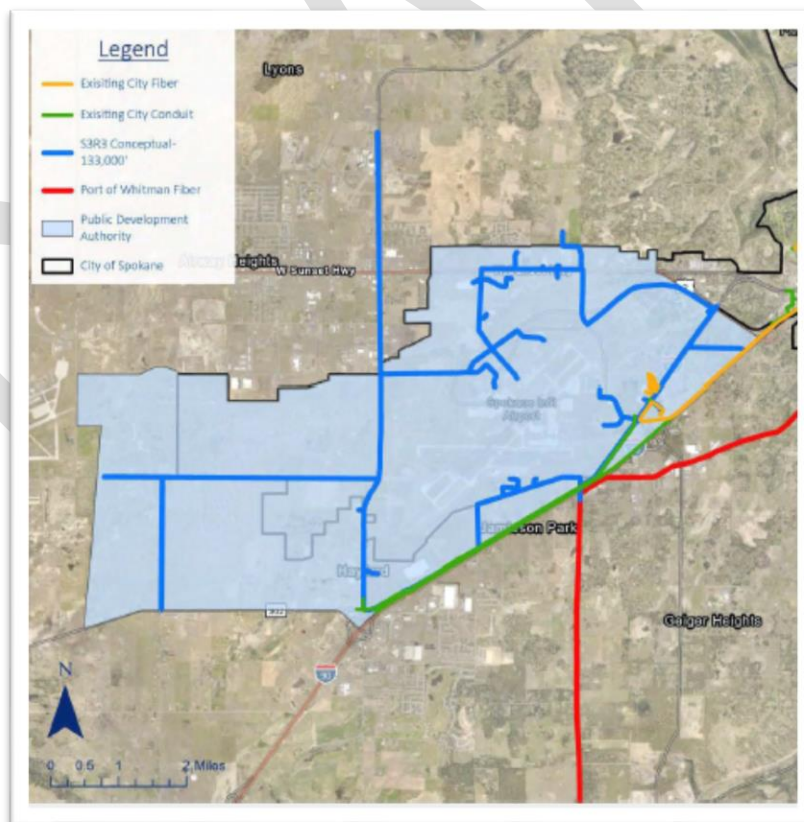


FIGURE 8. WEST PLAINS/AIRPORT AREA PDA

## University District PDA

The City owns existing conduit into the University District PDA, and can improve connectivity using these recommendations:

- Fiber can be placed in city-owned conduit, supplying a direct route to city networks and the U.S. Bank Building, which is the point of presence (PoP) for telecommunications service providers in the region.
- Approximately, 3,200 feet of fiber distribution could be built via directional drilling to provide an open-access network to key buildings in the UPDA. Replacement of asphalt and sidewalk panels as the work is performed adds to the cost of the project.
- Backbone construction should remove 1,200 feet of existing fiber that was a low-strand count and replacing it with 144 strand fiber to match the strand count of fiber on the rest of the backbone from the U.S. Bank building to the UPDA.

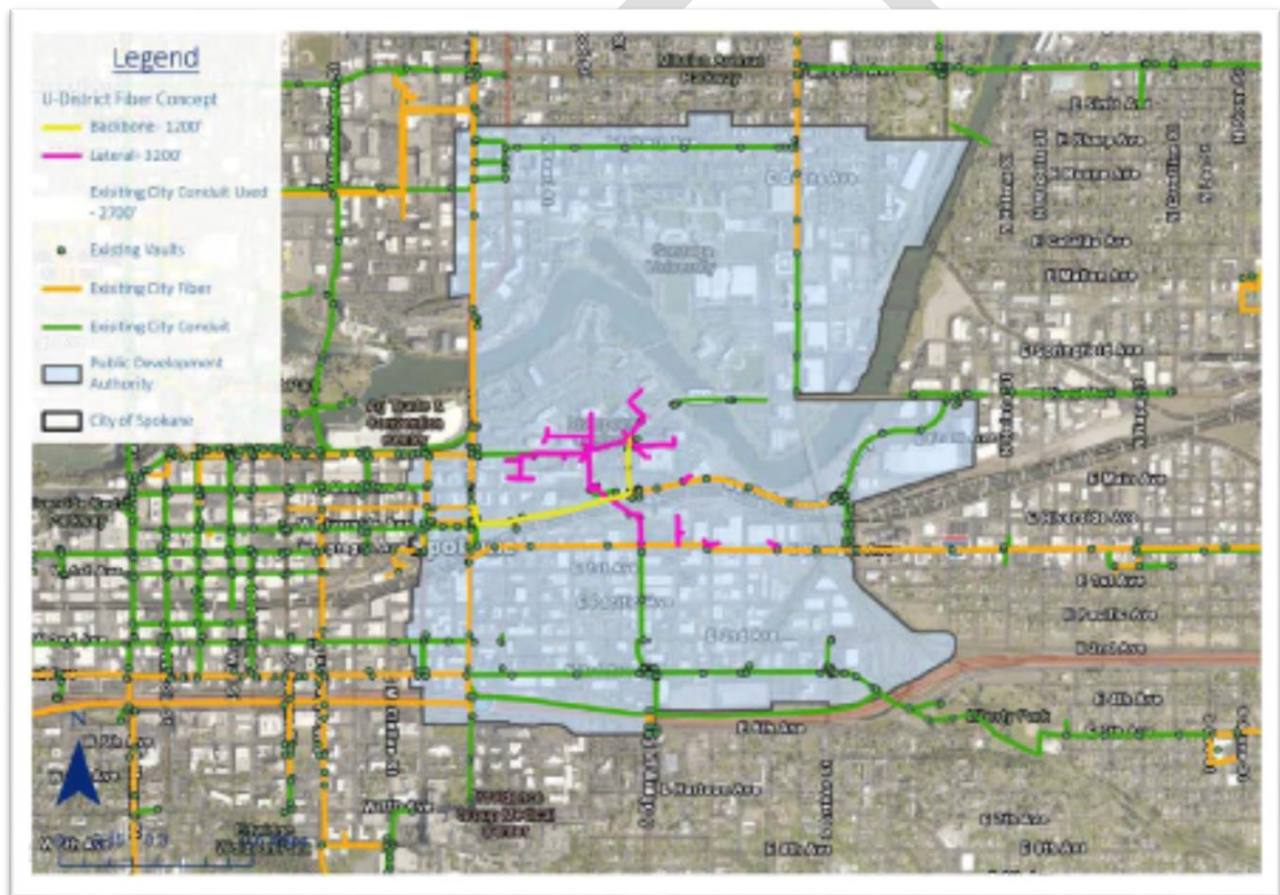


FIGURE 9. U-DISTRICT FIBER CONCEPT



## A “smart” Open Access community network

### *SmartSpokane network solution: The bridge to a smart city*

Technology needs have grown at an exponential rate since the City first developed its broadband networks. Spokane isn't alone in having to play catch-up as technology needs in the community race forward. Public infrastructure in the City is trying to meet current demand while expecting future needs. For Spokane to competitively recruit businesses and residents, it must keep pace with current connectivity trends.

A more robust fiber network environment in Spokane will help the City be prepared to accommodate emerging trends in the Smart City space. The existence of fiber infrastructure puts communities at the leading edge of innovation and supports a range of municipal, community, and wireless/broadband applications. Without it, the City cannot consider most Smart City technologies and the IoT. Smart Cities capitalize on smart IoT devices to make their organizations more efficient and effective, while also gathering data from devices to make better informed operational decisions.

The following are high-priority areas for the City that need to be addressed:

- Community wireless access.
- Enhanced public safety and emergency communication services.
- Traffic management and pedestrian safety systems.
- City services requiring communication such as parking, public works, wayfinding, etc.

### *Sufficient network and wireless capacity for operational and community uses Preparing for SmartSpokane*

Cities serve residential and business communities and SmartSpokane must be designed with public benefits in mind. Additionally, cybersecurity and data privacy are more important than ever to supporting a robust Smart City connectivity strategy. These initiatives are layered, involving network facilities infrastructure, connected devices (cameras, sensors, wi-fi, etc.), and the data from these devices which allows real-time access and collaboration among organizations and departments. Ultimately, Spokane must implement this infrastructure plan to create the baseline infrastructure for Smart City innovations.

### *Downtown Wireless Network Evaluation*

#### **Scope and cost for an open wireless network for downtown Spokane**

Downtown Spokane and many of our open spaces (e.g., parks and community centers) would benefit from a ubiquitous wireless infrastructure capability. JRP Integrated Solutions evaluated these areas and performed a desktop level design of a millimeter wave microwave technology mesh network in these designated areas. The estimated cost is \$1.4-1.5 million dollars for design and construction of the system after consulting with equipment manufacturers and system integrators.

#### **Municipal broadband organization for open network management**

This municipally operated organization would also be beneficial to the installation, management, and ongoing operation of an open network for public safety and other uses, realizing a large cost savings to the City as well as supplying a revenue opportunity for other uses of this open network.

The open network would use this proposed enhanced broadband system in Spokane, and includes:

- Analysis of building materials, dimensions, obstructions, and environmental considerations at all proposed installation locations.
- Identification and verification of all installation locations.
- Onsite analysis to find the height of each needed installation location.
- Identification of racking availability at each POP and MDF location.
- Identification of all fiber optic connection locations and splicing configuration for the City of Spokane fiber plant.
- Photographic documentation of all installation and as built of fiber network in fiber management software. Locations including MDF, POP, device installation poles and buildings related to the installation of the wireless network.



FIGURE 10. OPEN WIRELESS NETWORK MAP FOR NORTH SPOKANE

This proposed municipal organization would also include vital project management work, which entails:

- Project planning.
- Facilitation of meetings, including project initiation, routine check-ins, and deliverable updates.
- Tracking milestones and deliverables.
- Driving problem resolution is necessary to meet project aims and achieve on-time delivery.
- Weekly meetings from start of project-to-project completion.

Some aspects of the network would make sense to outsource:

- 24/7 network desk support service.
- Performing manufacturer escalations by client's manufacturer's support entitlements or coordination with manufacturer for device replacement due to hardware failure.
- Coordinate troubleshooting efforts in conjunction with hardware or software manufacturers.
- Break/fix dispatch and escalation.



FIGURE 11. OPEN WIRELESS NETWORK MAP FOR DOWNTOWN SPOKANE



# Recommendations and next steps

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The associated briefing paper details the next steps required to approve the creation of a new entity and budget, transfer funds initially and ongoing, establish asset use agreements, and initial contracts for executive leadership and services for the first year. The descriptions below detail the initiatives that would be prioritized within that first year and how they are aligned with the City ordinance for broadband services.

## Spokane’s broadband program initiatives

### **New Entity Start-up and Program costs for 2023-2024**

Funding these costs ensure the required staffing, ability, tools and services are covered to activate and implement the new entity and above programs. This dedicates resources to building a sustainable organization that focuses on the approved broadband goals.

### **Funding and revenue – use multiple sources for operational sustainability and capital investment**

We have been very conservative in listing revenue costs based on what is received today, any grant or partnerships seen as certain, and incorporation of the SIP loan concept first brought by SPD. Out years are harder to define with certainty, and estimates are included in the attached budget spreadsheet. Our key summary point is that operational cost sustainability can be achieved in 2-3 years, where major investments in new infrastructure may have a 7–10-year return on investment.

### **The Digital Equity Pilot Project (Broadband Ordinance Goals 1, 2, 3, 8)**

This pilot project uses existing fiber infrastructure to target an eight-block (100+ home) area in the Logan neighborhood to provide (either directly or through a service provider) low barrier “lifeline” high speed broadband services to an economically challenged area. This pilot would be Spokane Library led related to digital navigation services and would review use of the Federal Affordable Connection Program (ACP) federal program to help more residents and families connect. An Avista partnership on pole use is key to this initiative.

In parallel, this implementation would use utility poles in alleyways and include the addition of LED lighting for increased public safety. This pilot would help decide if this is a practical way to reduce property crime and offset the cost of new lighting that has been a challenge for the City for many years.

The \$250,000 first pilot deployment with partnerships in discussion with Avista and Broadlinec and would allow us to:

- Make an informed decision to scale if successful to cover more economically challenged areas.
- Decide the benefits and costs of a free versus low-cost highspeed broadband service.
- Find out how federal, state, and local partners would support a direct-service approach.
- Work closely with the neighborhood to collect meaningful feedback to shape the program.
- The period is six months to implement and 12 months to assess for expansion.

### **The Northeast Public Development Authority Investment Project (Goals 2, 3, 6)**

This project expands the core city network and focuses on first connections to the NE PDA to promote business attraction and promote open network choice. This infrastructure investment also allows future expansion for digital equity services and operational needs for the Library and Public Works in an infrastructure-poor area. This implementation would use aerial fiber to reduce costs and supply greater cover to the PDA in a much shorter period.

The \$2,150,000 request would provide:

- Broader NEPDA coverage for first connections that can be open to all new businesses and service providers and generate a return on investment with a seven-to-ten-year payoff.
- Supply future wireless network endpoints to expand digital equity services.
- Help expand investment and understanding of aerial fiber assets for future decision making.
- Supply anchor organization connections and test the business park delivery model used in other cities and public development authorities.
- Connects Library property as part of the core network for their new facility plan.
- Connects a northern Point of Presence for digital communications resiliency outside the region.
- Time is 12 months for implementation.

**The S3R3 (West Plains) Public Development Authority Connection Project (Goals 2, 3, 6)**

Expanding core network access for operational needs and connection hub locations on the West Plains has been an infrastructure goal since the PDA was formed. This would allow for future development like the NEPDA project above and is the first step to ensuring that there is sufficient network capacity to the West Plains for all uses. There are two options for this, with the lowest cost being a shared partnership with WADOT leveraging their conduit and pulling additional fiber. The second possibility is an aerial or separate underground connection to existing digital infrastructure and the Waste-to-Energy facility. That would be more expensive but would reduce the dependency on shared WADOT fiber.

The \$600,000 request provides a high-capacity fiber connection to the West Plains with these benefits:

- Supplies resilient operational connections and adds capacity for all other uses.
- Supplies a connection hub as the starting point for a future PDA network like the NEPDA.
- Becomes a western fiber connection point to help joint efforts with the County, Airway Heights, the Tribes, and Fairchild Airforce Base.
- The period is 12 months for implementation.

**The University District Public Development Authority Investment Project (Goals 2, 3, 6)**

Complete expansion of conduit and fiber assets in the southern UDPDA to facilitate education and economic development. This would be matched with UDPDA and external investment. This would be a partnership with the UDPDA to supply additional connections along Riverside Ave., Pacific Ave., Grant St., 2<sup>nd</sup> Ave. and 3<sup>rd</sup> Ave using existing conduit and fiber in the area to better connect current and future education and business organizations and connections to the East Central community.

The \$500,000 future investment provides the UDPDA with these benefits:

- Supplies resilient operational connections and adds capacity for all uses.
- Supplies a connection hub as the starting point for a future PDA network like the NEPDA.
- The period is 12 months for implementation.

**Shadle and Liberty Parks and Library Wi-Fi expansion (Goals 1, 2, 3)**

This project would extend the similar capability in place at Riverfront Park for free Wi-Fi access within the Park and external Library areas. It would use the same wireless infrastructure to extend to-the-home fixed wireless for expansion of that service if the pilot test is successful and expansion approved.

This \$150,000 request adds required fiber, power, access points, and connection points for neighborhood direct wireless if that program is expanded.

- Integrates past resident wi-fi with modern technology and models for sustainable management.
- Continues successful Park-Library partnership of joint spaces for community benefit.
- The period is 12-18 months for implementation.



### **Downtown and Franklin Park Wireless Project (Goals 1, 2, 3, 6, 8)**

This is a multiple department partnership to implement wireless and open-access, resident wi-fi in public spaces. This in part was briefed by the Spokane Police Department (SPD) for a shot detection need. Integrating the wireless access needs and costs across operational, digital equity, resident-access, and public safety supplies a unique opportunity to reduce cost by over a million dollars and set up a true “smart city” network that can meet several needs. Annual requests from DSP and others for music, event and emergency communications also can be served by this implementation. In the future, integrating with downtown parking meters could reduce separate operational costs for parking as they would not have to have a separate communications capability.

This is currently budgeted and forecast for year 2 (2025) with a SIP or Public Works Board (PWB) loan, and further grant funding can bring this forward to start in 2024.

This \$1,800,000 request supplies a combination of operational, digital equity, public safety, and resident wi-fi capabilities at a similar cost to the original SPD request and has these benefits.

- Broad downtown, Browne’s Addition and Peaceful Valley coverage for many uses at one cost.
- Establishes a connection to East Central for digital equity and community anchor institutions.
- Adds three economically challenged areas to the digital equity coverage.
- Fosters several connections with downtown partners and the University District PDA.
- Potential for revenue offsets based on any advertiser-based model that may be considered.
- Requires implemented privacy model to protect individuals and public safety.
- Planned as SIP loan, and any grant funding approved can reduce this debt service requirement.
- Time is 12 months for implementation once funded.

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[ILSR https://www.governing.com/now/should-states-fund-municipal-broadband-and-cooperatives](https://www.governing.com/now/should-states-fund-municipal-broadband-and-cooperatives)

# Appendices

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## A - Analysis of current broadband market and infrastructure

### *Customer types*

#### **Commercial**

The marketplace consists of small to large businesses that rely on broadband and access to the internet to support business operations. These businesses could include small local businesses, those that need more continuous access to the Cloud and the Internet of Things (IoT) solutions, large-scale bandwidth needs for technology dependent or research-based organizations, and even home-based activities that require a more reliable service than what is usually seen in the residential marketplace.

#### **High-Capacity Services**

These services occur when a commercial entity requires a high-capacity bandwidth with service-level agreements that support and require resiliency and up to 100GB capacity for technology-oriented or research needs. These services may include dark fiber leasing, "meet-me" or connection point services and routing, or lit services through partner organizations. These services specifically benefit large industrial or technical firms, cell tower and other communications connections, educational organizations, public safety organizations, or other government offices.

#### **Residential and ACP**

These customers would receive fiber or wireless services, depending on their location with the focus on wireless to reduce cost and speed deployment. The goal of ACP is to supply low-cost broadband service to the customer, and the retail provider receives a federal subsidy of \$30/month as payment.

### *Business broadband availability*

#### **Internet Service Providers**

Spokane has several primary providers including national organizations with Franchise Agreements such as Comcast, Lumen, and TDS supplying wired (Cable or fiber) to the home and an increased variety of wireless services including national brands such as Verizon, T-Mobile, Hughes, and others.

Where wireless to the home is newer and has potentially less bandwidth capability, it does stand for a new offering in the City residential broadband market that will meet the state and federal guidelines, and some residential customers could choose it as an affordable option. Industry experts are quick to note that the highest levels of performance (that are often the ones advertised) are only possible using 5G networks. These types of frequencies can offer speeds of 1 Gig in ideal conditions but are easily disrupted by weather and physical objects (Congressional Research Service) and would require block-by-block deployments to be effective (Quaintance).

A list of identified service providers:

Provider	Tech	Best Speed	Best Monthly Price
Comcast (Xfinity)	CATV	50 Mbps	\$24.95
Comcast (Xfinity)	CATV	600 Mbps	\$70.00
Comcast (Xfinity)	CATV	1.2 Gbps	\$80.00
Davis Communications (Cheney)	CATV	30 Mbps	\$89.95
Hughes Networks	Satellite	25 Mbps	\$64.99
Lumen	Fiber	940 Mbps	\$65.00
Lumen	ADSL	10 Mbps	\$50.00
Lumen	ADSL	40 Mbps	\$50.00
Lumen	ADSL	80 Mbps	
Ptera (Purchased by Ziply)	Wireless	25Mbps	
Star Touch	Wireless	20Mbps	
T Mobile	Wireless	25Mbps	\$55.00
TDS Telecomm	Fiber	1 Gbps	
Ultra Internet	Wireless	100Mbps	\$114.99
ViaSat	Satellite	35Mbps	\$99.99
Verizon	Wireless	100 Mbps (4G) 1 Gbps (5G)	
VSAT	Satellite	2 Mbps	
WiFiFiber	Wireless	50Mbps	
Wired or Wireless	Wireless	30 Mbps	

FIGURE XX BROADBAND NOW ADVERTISED PROVIDERS: SPOKANE

## B - Municipal broadband organization structure details

1. Public-appointed board focused on the City of Spokane and key stakeholders
  - a. Board of Directors example of 11 members, 7 voting and 4 (\*) advisory members
    - i. CoS City Administrator
    - ii. CoS Council Representative
    - iii. CoS Economic Development Director
    - iv. CoS Public Works Director
    - v. CoS Chief Innovation and Technology Officer
    - vi. CoS Library Director or Library Technology Director
    - vii. BROADLINC Executive Director
    - viii. \*Urbanova CEO
    - ix. \*GSI Senior Representative
    - x. \*NoaNet or Telecomm representative
    - xi. \*At large business or urban area representative
  - b. Governance and strategic planning are cyclically aligned to ensure operational broadband needs and economic development goals are part of the agency plan.
2. Embodiment of a Public Private Partnership (PPP)
  - a. Facilitator and connector of solutions and services across government, educational, non-profit and business sectors.
  - b. A community benefit focus versus straight profitability
  - c. Ability to use the expertise of all sectors to solve community problems.
3. Government and market failure
  - a. There is an assessed need to supplement both government and market capabilities to get to desired outcomes for digital equity or economic development that each side alone has not been able to do in the past.
4. Autonomy and efficiency
  - a. The ability to operate under a master use agreement that preserves City asset ownership and operational needs so each new customer does not have to go through a lengthy legislative process.
  - b. The ability to innovate and gain efficiency both technically and by process to further develop the network and services needed.
  - c. Centralization of the planning, review, and capacity related to the fiber network would provide less overlap and reduce some City department staff needs as they are done by the new agency.
  - d. The capability within the agreement to make investment decisions to expand the network to meet both operational and market needs.
  - e. The ability to fund previously unfunded fiber capital needs (such as street signal automation) through shared cost approaches.
5. Focus and commitment.
  - a. In creating this QGO agency, the effort is focused on delivering broadband services as a core service, within the revenue and capital generated. It is not a core service for current City department stakeholders outside of ensuring operational use.

- b. Focus can supply an order of magnitude more revenue opportunities on the latent assets which creates greater sustainability and increases the capability to invest in expansion.
- c. Having commitment to these services also allows more enduring relationships to be built and consistently managed and partners and clients know it is there to stay.

### *Municipal broadband organization services*

This quasi-government organization would be able to focus on these City services and activities:

- Digital equity solutions
  - ACP support
  - Potential low-cost lifeline broadband connection
  - Digital navigation support
- Public Development Authority (PDA) Connect and economic development support.
  - Anchor Institutions network to support education and health care.
  - Business park and other green field development to make new business development areas fiber-ready to attract higher technology dependent companies.
  - Promoting a facilitated marketplace of access points and hub locations to promote choice and healthy competition.
- SmartSpokane Network for an open transport layer for the explosion of Internet of Things (IoT) devices, sensors, and other networked devices installed across the City that need to communicate.
- Continued improvement and expansion of the City's conduit and fiber that also helps operational use, maintenance response, and cost.
  - A focused agency can more professionally and strategically plan for the overall network and build into that plan the future operational needs of the City. This also serves to significantly reduce operational costs as they are shared across the entire system.
- Conduit or dark fiber pathways for larger organizations and telecommunications companies that need that level of service while enabling the City to reduce street penetrations and overbuild construction.
- Promotion of a larger scale Internet exchange and access to attract larger scale Cloud service providers (Microsoft, Google, etc.) a compelling reason to supply direct connections into Spokane.

## C - “Smart City” Information

### *What is a “Smart City”?*

A “Smart City” “uses a framework of information and communication technologies to create, deploy and promote development practices to address urban challenges and create a joined-up technologically enabled and sustainable infrastructure” (TWI Global). By combining automation, machine learning, and the Internet of Things (IoT), the aspects of Smart Cities vary greatly across the country and world. Some commonly found features include:

- Smart traffic management
- Public safety
- Recreation, tourism, and community services
- Energy conservation
- Environmental efficiencies
- Waste management and sanitation
- Early warning systems for natural disasters
- Open space and event management
- Structural health monitoring

Telecommunications infrastructure is considered a basic utility like water and sewer in today’s economy and should be prioritized as such- if the City does not consider these features as it optimizes its broadband infrastructure, it will lag significantly behind other urban areas.

### *Incorporating broadband and Smart City into planning processes*

The American Planning Association released a report 2021 outlining the importance of incorporating Smart City concepts into long-term planning. When broadband infrastructure and other services are implemented piecemeal, there can be increased service duplication and data silo development (Deloitte).

### *SmartSpokane solutions*

A more robust fiber network environment in Spokane will help the City be prepared to accommodate emerging trends in the Smart City space. The existence of fiber infrastructure puts communities at the leading edge of innovation and supports a range of municipal, community, and wireless/broadband applications. Without it, the City cannot consider most Smart City technologies and the IoT. Smart Cities capitalize on smart IoT devices to make their organizations more efficient and effective, while also gathering data from devices to make better informed decisions about operations.

The key to Smart City devices is to purposely choose each application to solve community issues. Becoming a Smart City will take on a different meaning for Spokane than other communities. Based on JPR’s findings, here are the main applications for “Smart City” in Spokane:

### *Smart City Applications for PDAs*

- Future desires of university students, researchers, and instructors
- Parking and transit information
- Public safety: traffic management, pedestrian safety, streetlights
- Future business needs out by the airport.

### *Smart City Applications for the City*

- Public wi-fi
- Tourism and event support and communications
- Smart irrigation systems
- Smart parking and wayfinding
- Public safety support systems
- Traffic management and pedestrian safety
- Future business needs out by the airport.

### *Transportation*

- Sufficient networks to support connected and autonomous vehicles.
- Traffic cameras and signalizations supply accurate information to vehicle systems regarding driving rules.
- Smart light pole grids

### *Smart City Policy Issues*

- Ensuring fair development of smart city features
- Data security
- Privacy concerns
- Privatization of public spaces/governance



# D - Financing Municipal Networks

## Adoption and funding of the City's broadband organization and program

Creation of a municipal broadband organization, funding the pilot project in the Logan Neighborhood, enhancing broadband to PDAs, and apply Smart City best practices to the City's broadband infrastructure can all be carried out without raising taxes. Indeed, using the multitude of federal and state broadband grants available, together with the increased revenue ability and efficiency of the establishment of a municipal broadband will end up helping the City's residents.

There are many funding opportunities to allow Spokane to build out broadband per recommendations without tapping into taxpayer funds. Specifically, the federal and state governments have both prioritized broadband infrastructure development in legislation, which created a robust grant pool. Figure 12 below depicts these funding sources. Each one comes with slightly different requirements, and many use existing community resources to offset some of the direct management of broadband infrastructure development.

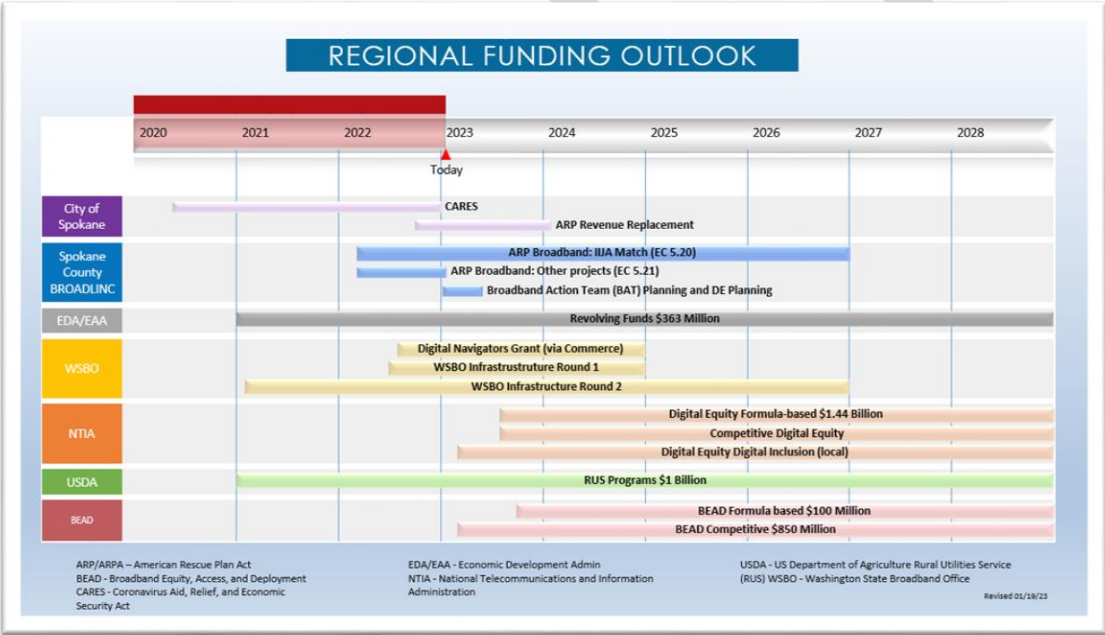


FIGURE 12. REGIONAL FUNDING OUTLOOK: 2020 - 2028

The City has a once-in-a-generation opportunity to use these funding opportunities. There are limited occasions to create programs that supply significant benefits both income-constrained residents and businesses in the community. It is rarer still for programs to have a defined, measurable real return-on-investment that can both sustain and grow the program into the future; this broadband investment does all the above. This program is a part of the community solution for the challenges of increasing workforce connectivity, providing immediate benefits to the City's PDAs for business attraction; funding a municipal broadband organization and the projects associated with its formation will yield a net-positive for the regional economy. The first request outlined below will not affect the City's general fund in current or future years and would supply sustainable revenue in 3-7 years.

The City's current broadband contracts earn about \$170,000/year. This revenue is being moved to a special fund for better visibility and accountability in anticipation of these projects ramping up. A municipal broadband organization becomes an answer to the sustainability of the City's broadband infrastructure that currently lacks a specific budget funding mechanism. By acting now on grant funding opportunities specific to broadband projects, the benefits outlined to vulnerable populations, PDAs, and the City can begin as quickly as 6-12 months.

## Funding models for municipal broadband organizations

As local governments across the U.S. begin offering internet access to their residents and/or local businesses, financing is a common concern. There are several different funding options, and many networks use a combination of these approaches. The approaches outlined below do not involve raising local taxes, and are commonly used, proven strategies.

### Revenue Bonds

Revenue bonds are bonds issued by local governments and/or utilities to private investors. The City's current revenue of \$170,000 has a 10-15 times growth potential with investment and focused business development. These bonds are typically paid back over an extended period as the network generates revenues. More than 98% of municipal networks funded with revenue bonds have been successful in making on-time payments to investors. Examples of municipal networks that used revenue bonds are:

- Longmont, Colorado
- Cedar Falls, Iowa
- Lafayette, Louisiana

### Internal Loans

Internal loans are when one local government department loans another the capital needed for setting up the municipal network. The City of Spokane has an active "Special Investment Program" (SIP) that uses reserve balances as a loan pool for many revenues or cost-saving based programs and that is an opportunity for broadband that is being explored. There are often state-specific regulations about interest rates and other requirements for these loans. Examples of municipal networks that have used internal loans include:

- Auburn, Indiana
- Chattanooga, Tennessee
- Spanish Fork, Utah

### Avoided Cost

This approach is commonly used by smaller networks that are being built incrementally, not necessarily city-wide projects. Avoided cost financing is when a local government entity uses funds generated by current leases of infrastructure to ISPs to build and run its own network. If it takes longer than one year to pay for these expenses, bonds can be issued from the budget holding the earlier rental payments. Examples of municipal networks that have used avoided cost strategies include:

- Santa Monica, California
- Scott County, Minnesota

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**DATE: OCTOBER 25, 2023**

**FROM: BROADBAND WORKING GROUP**

**ERIC FINCH, ITSD/BROADBAND LEAD AND STEVE MACDONALD, CED**

**SUBJECT: [DRAFT:] APPROVE BROADBAND AGENCY INCLUDING CREATION OF A 501.C.3 ENTITY "LILAC CITY CONNECT" ("LCC"), GOVERNANCE BOARD, AND FUND(S) FOR RELATED EXPENSES AND REVENUE; [TBD:] ARPA GRANT APPROVAL AND TRANSFER OF \$1,700,000-\$3,500,000 FOR FIBER CAPITAL INVESTMENT, BUDGET TRANSFERS OF \$60,000 DSC 4700 AND \$218,000 DSC ENTERPRISE PERMIT FUND FOR BROADBAND PROGRAM OPERATIONS AND CONSTRUCTION MANAGEMENT ACTIVITIES TO FUND BROADBAND ACTIVITIES FOR INITIAL YEAR 2024**

**ISSUES:**

The City of Spokane's (City) current 200+ miles of broadband infrastructure was primarily designed to support municipal operations and secondarily to provide pathways for future operations, "smart city", and community needs. Many other areas, including Spokane County and Spokane Valley are fully dependent on retail internet services for both operational and community-benefit use. This is a significant marketplace advantage for the City, that now can be leveraged in scale to provide sustainable solutions for the community. Since past investment has been opportunistic, future broadband development needs to be market-ready, resourced, and managed as a priority service to meet the goals and needs of the community.

**RECOMMENDATIONS:**

That the City Council:

1. Approve Articles of Organization and Bylaws of a separate 501.c.3 "Lilac City Connect" (LCC) to manage the broadband activities within the City service areas with governance by the City of Spokane (majority) and partner organizations;
2. Establish a new Broadband Fund with City expense and revenue accounts as the connection point to the separate LCC broadband entity, as determined by the Finance Department, to segregate fiber leasing costs and revenue from other operating expenses and revenues;
3. Authorize the SBOs and budget transfers of [TBD:] \$278,000 \$10,000 from IT/5310 for estimated lease revenues from 11/1/23 to 12/31/23, \$50,000 from CED/4700 from designated professional services 2023 operations budgets, and \$218,000 from the DSC permit enterprise fund related to effort done on broadband permits to the newly created broadband entity start-up costs;
4. Authorize the [TBD:] ARPA grant funding for \$1,700,000 to \$3,500,000 and \$50,000 from the NEPDA for construction contribution once received, for capital fiber project to be managed by the Broadband entity. Transfer to the broadband fund and then to the Broadband entity upon approved projects;

5. Approve transfer of any cyclically received broadband lease payments (estimated at \$190,000 annually) to the new broadband entity as they are received in support of broadband operations;
6. Approve initial 2024 LCC budget including contracts for executive and technical leadership (\$192,000) and external consulting expertise and marketing (\$180,000) for the 2024 year.
7. Direct LCC staff to provide a monthly status update on progress of the LCC work plan;
8. Direct LCC staff and board members to prepare and host a quarterly board meeting to review and update work plan progress, conduct new business, and plan for future efforts and priorities;
9. Direct LCC staff and board members to conduct at least one annual planning retreat, coordinated with the City's comprehensive and capital planning processes; and
10. Direct staff to return every 12 months with a status update on annual progress of the LCC and meeting of City of Spokane Broadband Ordinance Goals.

**BOARD RECOMMENDATION:**

Approve creation of a separate 501.c.3 entity "Lilac City Connect" (LCC) to focus and market broadband services for the benefit of community digital equity and access, public and economic development, and to promote focused effort on this important unique infrastructure. Identify, approve, and transfer funds in the amount of \$1,978,000 to 3,778,000 for the initial 2024 operating and capital costs of the Lilac City Connect broadband agency; approve master asset use of broadband infrastructure; approve initial budget including contracts providing executive and expert resources, adopt related policies; and authorize the new entity to issue Broadband License Agreements in accordance with proposed pricing schedule and lease conditions.

**WHY THIS IS A PRIORITY:**

The purpose of Lilac City Connect is to positively impact digital equity and access in Spokane, provide market-ready high-capacity broadband capability for economic development and business attraction/retention, and provide an open community network capability for access, community connections, and innovation. These services address a gap in open network access from the public and private sectors. Broadband services to be offered are primarily a middle mile facilitated marketplace of conduit, fiber, and related broadband services leveraging over \$30,000,000 in City broadband assets underutilized in the City.

The has a unique opportunity as the primary urban center in Eastern Washington to improve digital equity and create economic prosperity by making current City broadband infrastructure more market accessible in an open network. This investment delivers not only social and economic benefits but achieves a real financial return that is sustainable, with no impact on the City general fund budget. This business plan explores how to enhance existing broadband investments using a City-founded 501.c.3 organization that creates sustainable infrastructure for digital equity and economic development to improve the quality of life in the community. This plan allows the City to

achieve numerous benefits to the community, residents, and local anchor institutions. The City would attract new economic development opportunities, while enhancing public safety and broadband affordability to those in need.

To achieve these goals, the City must establish a focused organization with the right expertise. These initiatives need to be developed to complement rural efforts to expand regional broadband services. Each element outlined is planned to yield the greatest benefit to the City and the diverse communities, businesses, and industries it serves. These priorities can be best served by a new municipal broadband organization that creates revenue and partnership opportunities for the City through managing this broadband infrastructure and programs.

The City is poised for significant growth through developing broadband capacity and reducing inefficiencies in current systems. Given both the regional and City-specific commitment to broadband equity, this analysis found practical options for the deployment of a municipal broadband organization.

### **BACKGROUND:**

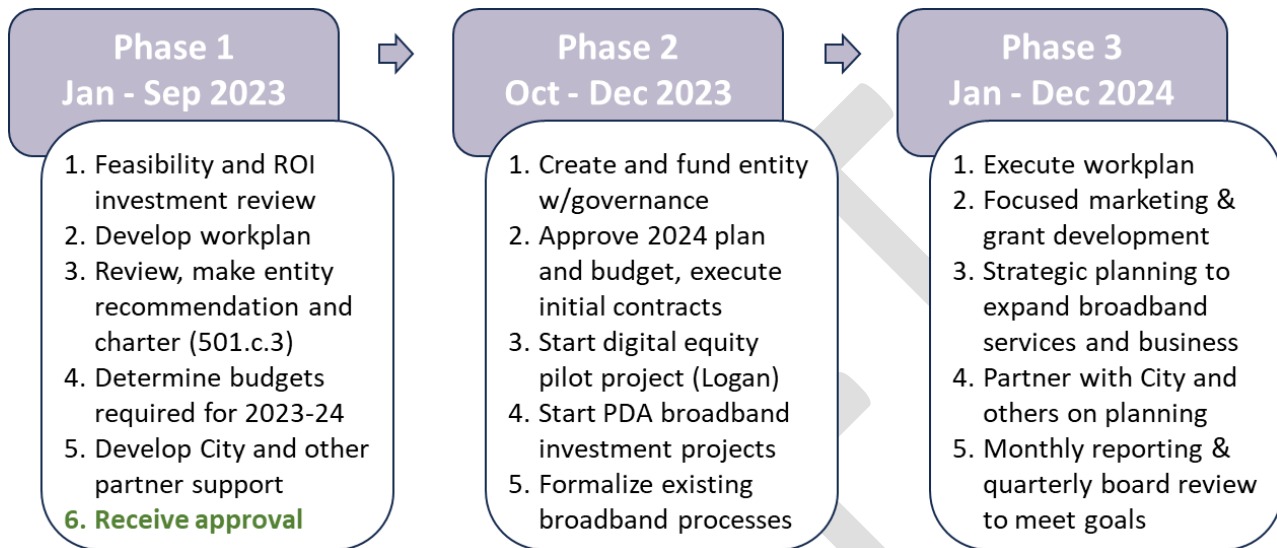
The City of Spokane's process for leasing over 200+ miles of broadband assets is largely reactive and ad-hoc, without dedicated resources, marketing, or leadership to focus on digital equity, access, and public and economic development that can be benefited by a greater focus on using the \$30+M of conduit and fiber broadband assets the City has in the community. After 20 years of broadband build-out, and two feasibility studies since 2017, City staff recommends a more formal and focused program is needed, including creation of an entity to focus on these activities and manage the construction and usage of these assets as a core business and community benefit activity.

In July 2023, the City adopted Ordinance C36404 which outlined its digital strategy and broadband goals. This policy outlined clear goals and aims for the City, including:

1. Making digital equity a focus to increase broadband adoption through targeted infrastructure investment and programs that remove barriers, incentivize providers, and supply "lifeline" comparable services as required.
2. Connecting current and future City and regional partner services (Public safety, transportation, health, etc.)
3. Leveraging conduit and fiber assets to enable this strategy and supply revenue to expand and minimize street disruption.
4. Establishing an urban focused digital infrastructure "organization" to market and manage capacity and connections while preserving current and future City operational needs.
5. Creating resilient digital infrastructure loops, providing three routes out of the region, including east, to ensure high availability and redundancy.
6. Developing a critically needed tool for economic development, workforce development, and business attraction.
7. Reviewing and determine the need to facilitate more high-speed bandwidth and local Cloud exchange services into the region by supporting development of a local Internet Exchange Point

- 8. Developing a data privacy policy that emphasizes that the City of Spokane prioritizes data privacy and will act through transparent practices and informed consent, ensuring personal data collection will be minimized and used solely for legitimate purposes, and will include robust security measures that protect against unauthorized access. The City’s data privacy policies and practices will be a condition of City partnership with third party providers.

Staff have been working on a three-phase roadmap as summarized:



**Documents attached for review and discussion:**

Demand for digital equity and broadband services in City of Spokane is increasing. The City of Spokane is well positioned to help meet those needs through a variety of broadband services as a primary middle-mile provider to service retailers, or potentially to new market entrants; or as a “lifeline” low-cost provider, or as an internal service provider to the operating divisions. To adequately meet these needs, fiber expansion by the City of Spokane is inevitable and necessary. The attached documents include a new non-profit entity Articles of Incorporation and Bylaws, broadband master plan, and related information to focus on delivering outcomes to our community in 2024 and beyond based on the goals in Council Ordinance C36404.

**Attachments:**

- 1. Presentation slides for this initiative.

This is the slide deck presented to City Council and stakeholder groups. It summarizes the information in this briefing paper and key elements of the broadband master plan.

- 2. Articles of Organization and Bylaws for creation of 501.c.3 “Lilac City Connect” (LCC) entity and governance board.

This is the document that authorizes formation of the above entity, establishes governance and authorities, and directs priorities, reporting, meeting, and planning schedules. Upon approval, this would be submitted to legal establish the entity and file necessary paperwork for licensing and non-profit taxation purposes.

3. Broadband Master Plan.

This is the detailed plan that identifies the strategy and plan for three main focus areas around digital equity and access, enhancing broadband infrastructure for PDAs and economic development, and development and expansion of an open and accessible community network for “smart” technologies and addressing public safety and benefit.

4. SBOs for 2023 budget transfers, approval for internal fund creation.

Staff recommend establishment of fiber program capital, revenue and expenditure accounts. Annual revenue of approximately \$190,000 grew with one new major contract for \$130,000 in 2022/2023. Staff recommends these accounts for the transparency of the revenue and accountability of transfers to/from the new entity. In addition, staff recommends initial approval and appropriations [TBD]:

- a. \$1,700,000 to \$3,500,000 from ARPA for broadband capital fiber construction investment over the next year. This is a specifically authorized ARPA expenditure.
- b. \$218,000 from the DSC permit capital fund for effort done for 544 broadband permits.
- c. \$50,000 from the DSC 2023 4700 fund related to professional services
- d. \$10,000 from the ITSD 5310 Capital budget for revenue received during the last quarter of 2023. This is the fund that revenue is received into.

Current and future revenue from broadband service activities would accrue to the fiber revenue account and be appropriated to the new entity accounts on a quarterly basis for operation and maintenance of the dark fiber network.

SBOs for these transfers will be provided for approval once the ARPA workgroup and budget groups approve the final numbers.

5. Draft Council Ordinance.

This is the draft ordinance to codify the 14 recommendations above to create and fund the 501.c.3, fund, and transfer funds in support of the City’s broadband ordinance goals. This will be worked on with Council staff after final financial workgroup approvals are made.

**FISCAL SUMMARY:**

[TBD:] There is a \$50,000 impact to the 2023 budget for professional services budgets available in CED. There is no 2024 or future City budget impact. New and increased revenue result from leasing activity, dependent upon the actual level of leasing activity achieved. The return on investment to the City can be achieved by 2025 with grant and partner seed funding. If revenue growth is not achieved, any broadband infrastructure invested in remains an asset to the City that could be divested at equal or greater value or retained as part of the overall City network assets. The Council needs to decide on ARPA grant funding for the capital request recommended as it does not have a payback requirement and gets the new entity to a sustainable self-funding model in 2 years. Additionally, the strategy is to match partner investment that requires the City to have that 50%



capital contribution otherwise it would be difficult to convince a partner to invest if the City is only using loaned funds. If a SIP loan is approved, then there may be operational budget impacts of debt service funds needed in 2025-2026 and it is recommended that the payback period start two years after initial use to match the expected lease revenue return time horizon off those capital investments.

**FISCAL IMPACT:**

[TBD:] New and increased revenue results from leasing activity, and that future leasing activity cannot be guaranteed. The return on investment to the City is attained by that revenue being in excess of the costs to maintain the operational support staff and maintenance from 2025 on. If revenue growth is not achieved, any broadband infrastructure investment may have a carrying cost that would be absorbed into the current ITSD conduit and fiber portfolio. If a SIP or other loan is used, that future payback requirement may come back to the General Fund for repayment in future years if revenue goals for broadband are not met.

Prepared by:	
Certified as to availability of funds:	
Approved by:	
Approved as to form:	
City Administrator:	



# ARTICLES OF ORGANIZATION OF Lilac City Connect

## *ARTICLE I*

### *NAME*

The name of this Organization is Lilac City Connect hereafter "Organization". The principal office or headquarters for the transaction of business shall be located at 808 W Spokane Falls Blvd., Spokane, located within the County of Spokane and State of Washington. Lilac City Connect shall have and shall continuously maintain Organization status in the State of Washington as a registered office and agent.

## *ARTICLE II*

### *DURATION*

The period of duration is perpetual.

## *ARTICLE III*

### *PURPOSE*

The purpose of this organization is on broadband availability, access, and open network capability in Spokane's urban areas to provide pathways and low-cost options to significantly reduce the digital divide and leverage existing broadband assets to put Spokane on the "national digital map" for economic development. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## *ARTICLE IV*

### *REGISTERED OFFICE/AGENT*

The street address of the initial registered office is 808 W. Spokane Falls Blvd, Spokane, Washington 99201. The name of the initial registered agent at said address is Eric S. Finch.

**ARTICLE V**  
**BOARD OF DIRECTORS**

The initial Board of Directors and the names and addresses of the persons who are to serve as Directors or until such time as their successors are elected and qualified are as follows:

- President:** Community and Economic Development Director  
808 W. Spokane Falls Blvd  
Spokane, Washington 99201  
Board President, Executive Committee member
- Vice President:** Public Works Director  
808 W. Spokane Falls Blvd  
Spokane, Washington 99201  
Board Vice President, Executive Committee member
- Treasurer:** Innovation and Technology Services Director  
808 W. Spokane Falls Blvd  
Spokane, Washington 99201  
Treasurer, Executive Committee member
- Secretary:** Library Technology Director  
906 W Main Ave  
Spokane, Washington 99201  
Secretary, Executive committee member
- City Of Spokane Council Representative:** Council Representative, Broadlinc Board Member  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201
- Broadlinc:** Broadlinc Executive Director  
4422 E. 8th Avenue  
Spokane Valley, Washington 99212  
Board Member, Broadlinc ED
- Urbanova:** CEO  
120 N Pine St, Suite 254  
Spokane, WA 99202-5000
- Telecomm Industry Representative**  
(Advisory) TBD

**Telecomm Industry  
Representative**  
(Advisory)                      TBD

**Telecomm Industry  
Representative**  
(Advisory)                      TBD

**Business and/or Achor  
Institution  
Representative:**  
(Advisory)                      TBD

**Business and/or Achor  
Institution  
Representative:**  
(Advisory)                      TBD

**ARTICLE VII**  
**ORGANIZATION GOVERNANCE**

All other matters regarding Organization's rules of organization governance are contained within Organization's bylaws.

**ARTICLE VI**  
**INDEMNIFICATION**

The Organization does hereby indemnify any and all Directors, Officers, employees, Incorporators and/or Shareholders of the Organization from any and all liability with regards to the Organization and the business of the Organization, unless the person fraudulently and intentionally violated the law and/or maliciously conducted acts to damage and/or defraud the Organization, or as otherwise provided under applicable Washington State Organization Statute.

***IN WITNESS WHEREOF***, for the purpose of forming this Organization under the laws of the State of Washington, we the undersigned, constituting the Directors or Incorporators of this Organization, have executed these Articles of Organization on November 01, 2023.

President	Vice President
Treasurer	Secretary

**STATE OF WASHINGTON**

**COUNTY OF SPOKANE**

On this date, \_\_\_\_\_, before me a notary public, the undersigned authority, the following personally appeared:

**Members of the Board:**

Steve MacDonald  
Marlene Feist  
Michael Sloon  
Tara Neumann

Michael Cathcart  
Ariane Schmidt  
Mason Burley

**Incorporators:**

Are known to me or have satisfactorily proven that they are the Directors or Incorporators of the Articles of ORGANIZATION, that they signed the aforementioned document as such, and that the statements contained therein are true and correct.

*IN WITNESS WHEREOF*, I have hereunto set my hand and seal the day and year as written above.

\_\_\_\_\_  
(Signature Notary Public)

\_\_\_\_\_  
(Printed Name of Notary Public)

My Commission Expires: \_\_\_\_\_

# **NON-PROFIT BYLAWS OF LILAC CITY CONNECT**

## **PREAMBLE**

The following Bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of Washington and the Articles of Incorporation of Lilac City Connect. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Non-Profit Corporation Act of Washington, said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation of Organization, it shall then be these Bylaws which shall be controlling.

## **ARTICLE 1 - NAME**

The legal name of the Non-Profit Organization shall be known as Lilac City Connect and shall herein be referred to as the "Organization."

## **ARTICLE 2 - PURPOSE**

The general purposes for which this Organization has been established are as follows:

The Organization is established within the meaning of IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding section of any future federal tax code.

The Organization shall be operated exclusively for/to the purpose is to positively impact digital equity and access in Spokane, provide market-ready high-capacity broadband capability for economic development and business attraction/retention, and provide an open community network capability for access, community connections, and innovation. These services address a gap in open network access from the public and private sectors. Broadband services to be offered is primarily middle mile facilitated marketplace of conduit, fiber, and related broadband services leveraging over \$30,000,000 in City broadband assets underutilized in the City.

In addition, this Organization has been formed for the purpose of performing all things incidental to, or appropriate in, the foregoing specific and primary purposes. However, the Organization shall not, except to an insubstantial degree, engage in any activity or the exercise of any powers which are not in furtherance of its primary non-profit purposes.

The Organization shall hold and may exercise all such powers as may be conferred upon any nonprofit organization by the laws of the State of Washington and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of the Organization. At no time and in no event shall the Organization participate in any activities which have not been permitted to be carried out by an Organization exempt under Section 501(c) of the Internal Revenue Code of 1986 (the "Code"), such as certain political and legislative activities.

## **ARTICLE 3 - OFFICES**

The principal office of the Organization shall be located at 808 Spokane Falls Blvd., Spokane, Washington 99201.

The Organization may have other such offices as the Board of Directors may determine or deem necessary, or as the affairs of the Organization may find a need for from time to time, provided that any permanent change of address for the principal office is properly reported as required by law.

## **ARTICLE 4 - DEDICATION OF ASSETS**

The properties and assets of the Organization are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Organization, on dissolution or otherwise, shall inure to the benefit of any person or any member, director, or officer of this Organization. On liquidation or dissolution, all remaining properties and assets of the Organization shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501(c) of the Code.

Any assets provided by City of Spokane as the founding government entity would return to ownership of the City of Spokane upon dissolution.

## **ARTICLE 5 - BOARD OF DIRECTORS**

### **General Powers and Responsibilities**

The Organization shall be governed by a Board of Directors (the "Board"), which shall have all the rights, powers, privileges and limitations of liability of directors of a non-profit corporation organized under the Non-Profit Corporation Act of Washington. The Board shall establish policies and directives governing business and programs of the Organization and shall delegate to the Executive Director and Organization staff, subject to the provisions of these Bylaws, authority and responsibility to see that the policies and directives are appropriately followed.

### **Number and Qualifications**

The Board shall have up to 13 members, including seven (7) voting and six (6) advisory members. The minimum is three (3) voting Board members. The number of Board members may be increased beyond 13 members by the affirmative vote of a two-thirds majority of the then-serving Board of Directors. A Board member need not be a resident of the State of Washington.

It is desired, but not required, that members of the Board have related experience at least broadly to one of the focus areas of the non-profit organization which at its founding include broadband, digital equity, economic development related to digital infrastructure, "smart" technology related to one of the above areas with the addition of Public Works, and/or legislation and policy related to one of the above areas.

In addition to the regular membership of the Board, representatives of such other organizations or individuals as the Board may deem advisable to elect shall be *Ex-Officio Board Members*, which will have the same rights and obligations, including voting power, as the other directors.

### **Board Compensation**

The Board shall receive no compensation other than for reasonable expenses. However, provided the compensation structure complies with Sections relating to "Contracts Involving Board Members and/or Officers" as stipulated under these Bylaws, nothing in these Bylaws shall be construed to preclude any Board member from serving the Organization in any other capacity and receiving compensation for services rendered.

### **Board Elections**

The Governance Committee, if created, shall present nomination for new and renewing Board members at the board meeting immediately preceding the beginning of the next fiscal year. Recommendations from the Governance Committee shall be made known to the Board in writing before nominations are made and voted on. New and renewing Board members shall be approved by a two-thirds majority of those Board members at a Board meeting at which a quorum is present. If no Governance Committee is created, then this duty shall fall upon another committee created for that purpose or upon the Board of Directors.

### **Term of Board**

All appointments to the Board shall be for a term of three (3) years. No person shall serve more than three consecutive terms unless a majority of the Board, during the course of a Board meeting at which a quorum is present, votes to appoint

a Board member to two additional year(s). No person shall serve more than 11 consecutive years. After serving the maximum total number of consecutive years on the Board, a member may be eligible for reconsideration as a Board member after two years have passed since the conclusion of such Board member's service.

### **Vacancies**

A vacancy on the Board of Directors may exist at the occurrence of the following conditions:

- a) The death, resignation, or removal of any director;
- b) The declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by a final order of court, convicted of a felony, found by final order or judgment of any court to have breached a duty pursuant to the Corporation Code and/or Act of the law dealing with the standards of conduct for a director, or has missed 3 consecutive meetings of the Board of Directors, or a total of 4 meetings of the Board during any one calendar year;
- c) An increase in the authorized number of directors; or
- d) The failure of the directors, at any annual or other meetings of directors at which director(s) are to be elected, to elect the full authorized number of directors.

The Board of Directors, by way of affirmative vote of a two-thirds majority of the directors then currently in office, may remove any director without cause at any regular or special meeting, provided that the director to be removed has been notified in writing in the manner set forth in Article 5 – Meetings that such action would be considered at the meeting.

Except as provided in this paragraph, any director may resign effective upon giving written notice to the chair of the Board, the president of Organization, the secretary of Organization, or the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective. Unless the Attorney General of Washington is first notified, no director may resign when the Organization would then be left without a duly elected director in charge of its affairs.

Any vacancy on the Board may be filled by a two-thirds majority of the directors then in office, whether or not the number of directors then in office is less than a quorum, or by vote of a sole remaining director. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

### **Resignation**

Each Board member shall have the right to resign at any time upon written notice thereof to the Chair of the Board, Secretary of the Board, or the Executive Director. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

### **Removal**

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of two-thirds of then-serving Board members.

### **Meetings**

The Board's regular meetings may be held at such time and place as shall be determined by the Board. The Chair of the Board or any three (3) regular Board members may call a special meeting of the Board with 7 days' written notice provided to each member of the Board. The notice shall be served upon each Board member via hand delivery, regular mail, email, or fax. The person(s) authorized to call such special meetings of the Board may also establish the place the meeting is to be conducted, so long as it is a reasonable place to hold any special meeting of the Board.



**Minutes**

The Secretary shall be responsible for the recording of all minutes of each and every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time. However, in the event that the Secretary is unavailable, the Chair of the Board shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings, which shall be delivered to the Organization to be placed in the minute books. A copy of the minutes shall be delivered to each Board member via either regular mail, hand delivered, emailed, or faxed within 15 business days after the close of each Board meeting.

**Action by Written Consent**

Any action required by law to be taken at a meeting of the Board, or any action that may be taken at a meeting of the Board, may be taken without a meeting if consent in writing setting forth the action so taken shall be signed by all Board members. The number of directors in office must constitute a quorum for an action taken by written consent. Such consent shall be placed in the minute book of the Organization and shall have the same force and effect as a vote of the Board taken at an actual meeting. The Board members' written consent may be executed in multiple counterparts or copies, each of which shall be deemed an original for all purposes. In addition, facsimile signatures and electronic signatures or other electronic "consent click" acknowledgments shall be effective as original signatures.

**Quorum**

At each meeting of the Board of Directors or Board Committees, the presence of four (4) voting persons shall constitute a quorum for the transaction of business. If at any time the Board consists of an even number of members and a vote results in a tie, then the vote of the Chair of the Board shall be the deciding vote. The act of the majority of the Board members serving on the Board or Board Committees and present at a meeting in which there is a quorum shall be the act of the Board or Board Committees, unless otherwise provided by the Articles of Incorporation, these Bylaws, or a law specifically requiring otherwise. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present. However, a Board member shall be considered present at any meeting of the Board or Board Committees if during the meeting he or she is present via telephone or web conferencing with the other Board members participating in the meeting.

**Voting**

Each Board member shall only have one vote.

**Proxy**

Members of the Board shall be allowed to vote by written proxy.

**Board Member Attendance**

An elected Board Member who is absent from two consecutive regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board his/her commitment to the Organization. The Board may deem a Board member who has missed three consecutive meetings without such a reevaluation with the Chair, to have resigned from the Board.

**ARTICLE 6 - OFFICERS**

**Officers and Duties**

The Board shall elect officers of the Organization which shall include a President, a Vice President, a Secretary, a Treasurer, and such other officers as the Board may designate by resolution. The same person may hold any number of offices, with the exception that the Secretary may not serve concurrently as the President. In addition to the duties in accordance with this Article, officers shall conduct all other duties typically pertaining to their offices and other such duties which may be required by law, Articles of Incorporation, or by these bylaws, subject to control of the Board of Directors, and they shall perform any other such additional duties which the Board of Directors may assign to them at their discretion.

The officers will be selected by the Board at its annual meeting, and shall serve the needs of the Board, subject to all the rights, if any, of any officer who may be under a contract of employment. Therefore, without any bias or predisposition

to the rights of any officer that may be under any contract of employment, any officer may be removed with or without cause by the Board. All officers have the right to resign at any time by providing notice in writing to the Chair of the Board, President, and/or Secretary of the Organization, without bias or predisposition to all rights, if any, of the Organization under any contract to which said officer is a part thereof. All resignations shall become effective upon the date on which the written notice of resignation is received or at any time later as may be specified within the resignation; and unless otherwise indicated within the written notice, a stated acceptance of the resignation shall not be required to make the resignation effective.

Any and all vacancies in any office because of death, resignation, disqualification, removal, or for any other cause, shall be filled in accordance with the herein prescribed Bylaws for regular appointments to such office. The compensation, if any, of the officers shall be fixed or determined by resolution of the Board of Directors.

**President and Chair of the Board**

It shall be the responsibility of the President, in general, to supervise and conduct all activities and operations of the Organization, subject to the control, advice and consent of the Board of Directors. It shall be the responsibility of the Chair of the Board, when present, to preside over all meetings of the Board of Directors and Executive Committee. The President shall keep the Board of Directors completely informed, shall freely consult with them in relation to all activities of the Organization, and shall see that all orders and/or resolutions of the Board are carried out to the effect intended. The Board of Directors may place the President under a contract of employment where appropriate. The President shall be empowered to act, speak for, or otherwise represent the Organization between meetings of the Board. The President shall be responsible for the hiring and firing of all personnel and shall be responsible for keeping the Board informed at all times of staff performance and for implementing any personnel policies which may be adopted and implemented by the Board. The President, at all times, is authorized to contract, receive, deposit, disburse and account for all funds of the Organization, to execute in the name of the Organization all contracts and other documents authorized either generally or specifically by the Board to be executed by the Organization, and to negotiate any and all material business transactions of the Organization.

**Vice President and Vice Chair of the Board**

In the absence of the President, or in the event of his/her inability or refusal to act, it shall then be the responsibility of the Vice President to perform all the duties of the President, and in doing so shall have all authority and powers of and shall be subject to all of the restrictions on, the President.

**Secretary**

The Secretary, or his/her designee, shall be the custodian of all records and documents of the Organization, which are required to be kept at the principal office of the Organization, and shall act as secretary at all meetings of the Board of Directors, and shall keep the minutes of all such meetings on file in hard copy or electronic format. S/he shall attend to the giving and serving of all notices of the Organization and shall see that the seal of the Organization, if any, is affixed to all documents, the execution of which on behalf of the Organization under its seal is duly authorized in accordance with the provisions of these bylaws.

**Treasurer**

It shall be the responsibility of the Treasurer to keep and maintain, or cause to be kept and maintained, adequate and accurate accounts of all the properties and business transactions of the Organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.

The Treasurer shall be responsible for ensuring the deposit of, or cause to be deposited, all money and other valuables as may be designated by the Board of Directors. Furthermore, the Treasurer shall disburse, or cause to be disbursed, the funds of the Organization, as may be ordered by the Board of Directors, and shall render to the Chair of the Board, President, and directors, whenever they request it, an account of all the Treasurer's transactions as treasurer and of the financial condition of the Organization.

The Treasurer shall give the Organization a bond, if so requested and required by the Board of Directors, in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the Treasurer's office and for restoration to the Organization of all its books, papers, vouchers, money and other property of every kind in the Treasurer's possession or under the Treasurer's control upon the Treasurer's death, resignation, retirement, or removal from office. The Organization shall pay the cost of such a bond.

**Chief Executive Officer / Executive Director**

It shall be the responsibility of the CEO/ED, when present, to host and support all meetings of the Board of Directors and Executive Committee. The CEO/ED is authorized to execute, in the name of the Organization, any and all contracts or other documents which may be authorized, either generally up to \$50,000 or specifically on a prior workplan approved by the Board to be executed by the Organization, except when required by law that the President's signature must be provided.

The Chief Executive Officer or Executive Director (either title can be acceptably used) is selected and by the overall board of directors based on a two-thirds majority vote. The CEO's term is indefinite, with formal review and a Board decision to continue by the board at the end of the one-year, and then every two years after that. A formal Board action is required by two-thirds vote to continue or solicit for a new Chief Executive. This cyclical review is codified to continue to assess the leadership of the organization and alignment of goals from the Board and community. Compensation and benefits are also determined by a two-thirds vote of the Board of Directors with any current CEO abstaining from all above discussion, and the President chairing those discussions and determining with the Executive Committee if any of those discussion should include a current sitting CEO.

If the Board decides to vacate the current CEO, other than for Cause, a six-month transition period commences upon notification to find and positively transition to a new Chief Executive. A vacancy for this position would come to the Board for determination of interim or acting capacity from either internal Board or external qualified and available individuals.

**ARTICLE 7 - COMMITTEES**

**Committees of Directors**

The Board of Directors may, from time to time, and by resolution adopted by a majority of the directors then in office provided that a quorum is present, designate one or more committees to exercise all or a portion of the authority of the Board, to the extent of the powers specifically delegated in the resolution of the Board or in these Bylaws. Each such committee shall consist of at least three (3) directors and may also include persons who are not on the Board but whom the directors believe to be reliable and competent to serve at the specific committee. However, committees exercising any authority of the Board of Directors may not have any non-director members. The Board may designate one or more alternative members of any committee who may replace any absent member at any meeting of the committee. The appointment of members or alternate members of a committee requires the vote of a majority of the directors then in office, provided that a quorum is present. The Board of Directors may also designate one or more advisory committees that do not have the authority of the Board. However, no committee, regardless of Board resolution, may:

- a) Approve of any action that, pursuant to applicable Law, would also require the affirmative vote of the members of the Board if this were a membership vote.
- b) Fill vacancies on, or remove the members of, the Board of Directors or any committee that has the authority of the Board.
- c) Fix compensation of the directors serving on the Board or on any committee.
- d) Amend or repeal the Articles of Incorporation or Bylaws or adopt new bylaws.
- e) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or repealable.
- f) Appoint any other committees of the Board of Directors or their members.

- g) Approve a plan of merger, consolidation, voluntary dissolution, bankruptcy, or reorganization; or a plan for the sale, lease, or exchange of all or considerably all of the property and assets of the Organization otherwise than in the usual and regular course of its business; or revoke any such plan.
- h) Approve any self-dealing transaction, except as provided pursuant to Law.

Unless otherwise authorized by the Board of Directors, no committee shall bind the Organization in a contract or agreement or expend Organization funds.

### **Meetings and Actions of Committees**

Meetings and actions of all committees shall be governed by, and held and taken in accordance with, the provisions of Article 7 - Committees of these Bylaws, concerning meetings and actions of the directors with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of committees may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept for each meeting of any committee and shall be filed with the Organization records. The Board of Directors may adopt rules not consistent with the provisions of these Bylaws for the governance of any committee.

If a director relies on information prepared by a committee of the Board on which the director does not serve, the committee must be composed exclusively of any or any combination of (a) directors, (b) directors or employees of the Organization whom the director believes to be reliable and competent in the matters presented, or (c) counsel, independent accountants, or other persons as to matters which the director believes to be within that person's professional or expert competence.

### **Executive Committee**

Pursuant to Article 7 - Committees, the Board may appoint an Executive Committee composed of five (5) directors, with a minimum of three (3) directors. The Executive Committee, unless limited in a resolution of the Board, shall have and may exercise all the authority of the Board in the management of the business and affairs of the Organization between meetings of the Board, provided, however, that the Executive Committee shall not have the authority of the Board in reference to those matters enumerated in Article 7 - Committee of Directors. The Secretary of the Organization shall send to each director a summary report of the business conducted in any meeting of the Executive Committee.

### **Finance Committee**

The Finance Committee, if created, shall be responsible for making sure the Company/Organization's financial reports are accurate. It shall also oversee the budget and perform other duties like establishing reserve funds, lines of credit and investments. In the event that the Board should create a Finance Committee, the members of said Finance Committee must comprise less than one-half (1/2) of the membership of the Audit Committee, and the Chair of the Finance Committee shall not serve on the Audit Committee.

## **ARTICLE 8 - STANDARD OF CARE**

### **General**

A director shall perform all the duties of a director, including, but not limited to, duties as a member of any committee of the Board on which the director may serve, in such a manner as the director deems to be in the best interest of the Organization and with such care, including reasonable inquiry, as an ordinary, prudent, and reasonable person in a similar situation may exercise under similar circumstances.

In the performance of the duties of a director, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

- a) One or more officers or employees of the Organization whom the director deems to be reliable and competent in the matters presented;
- b) Counsel, independent accountants, or other persons, as to the matters which the director deems to be within such person's professional or expert competence; or
- c) A committee of the Board upon which the director does not serve, as to matters within its designated authority, which committee the director deems to merit confidence,

So long as in any such case the director acts in good faith, after reasonable inquiry when the need may be indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Except as herein provided in Article 8 - Standard of Care, any person who performs the duties of a director in accordance with the above shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a director, including, without limitation of the following, any actions or omissions which exceed or defeat a public or charitable purpose to which the Organization, or assets held by it, are dedicated.

### **Loans**

The Organization shall not make any loan of money or property to, or guarantee the obligation of, any director or officer, unless approved by the Washington Attorney General; provided, however, that the Organization may advance money to a director or officer of the Organization or any subsidiary for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or director so long as such individual would be entitled to be reimbursed for such expenses absent that advance.

### **Conflict of Interest**

The purpose of the Conflict of Interest policy is to protect the Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers or directors, or that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable corporations/organizations and is not intended as an exclusive statement of responsibilities.

### **Restriction on Interested Directors**

No persons serving on the Board of Directors at any time may be interested persons. An interested person is (1) any person currently being compensated by the Organization for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director; and (2) any brother, sister, parent, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, mother-in-law, or father-in-law of any such person or as defined by governing laws. Any violation of the provisions of this section shall not affect the validity or enforceability of any transaction entered into by the interested person.

### **Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors who are considering the proposed transaction or arrangement.

### **Establishing a Conflict of Interest**

After the disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board meeting while the potential conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

### **Addressing a Conflict of Interest**

In the event that the Board should establish that a proposed transaction or arrangement establishes a conflict of interest, the Board shall then proceed with the following actions:

- a) Any interested person may render a request or report at the Board meeting, but upon completion of said request or report the individual shall be excused while the Board discusses the information and/or material presented and then votes on the transaction or arrangement proposed involving the possible conflict of interest.
- b) The Chair of the Board shall, if deemed necessary and appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the Board shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of the Organization, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction arrangement in conformity with this determination.

#### **Violations of Conflict of Interest Policy**

Should the Board have reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, the Board shall then inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

If, after hearing the interested person's explanation, and after making further investigation as may be warranted in consideration of the circumstances, the Board determines the interested person intentionally failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Procedures and Records**

All minutes of the Board Meetings, when applicable, shall contain the following information:

- a) The names of all persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest existed.
- b) The names of the persons who were present for discussions and any votes relating to the transaction or arrangement, the content of the discussions, including any alternatives to the proposed transaction or arrangement, and a record of any vote taken in connection with the proceedings.

#### **Acknowledgement of Conflict of Interest Policy**

Each director, principal officer, and member of a committee with Board delegated powers shall be required to sign a statement which affirms that such person:

- a) Has received a copy of the conflict of interest policy;
- b) Has read and understands the policy;
- c) Has agreed to comply with the policy; and
- d) Understands that the Organization is charitable, and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Violation of Loyalty - Self-Dealing Contracts**

A self-dealing contract is any contract or transaction (i) between this Organization and one or more of its Directors, or between this Organization and any corporation, firm, or association in which one or more of the Directors has a material financial interest ("Interested Director"), or (ii) between this Organization and a corporation, firm, or association of which one or more of its directors are Directors of this Organization. Said self-dealing shall not be void or voidable because such Director(s) of corporation, firm, or association are parties or because said Director(s) are present at the meeting of the Board of Directors or committee which authorizes, approves or ratifies the self-dealing contract, if:

- a) All material facts are fully disclosed to or otherwise known by the members of the Board and the self-dealing contract is approved by the Interested Director in good faith (without including the vote of any membership owned by said Interested Director(s));
- b) All material facts are fully disclosed to or otherwise known by the Board of Directors or committee, and the Board of Directors or committee authorizes, approves, or ratifies the self-dealing contract in good faith—without counting the vote of the Interested Director(s)—and the contract is just and reasonable as to the Organization at the time it is authorized, approved, or ratified; or
- c) As to contracts not approved as provided in above sections (a) and/or (b), the person asserting the validity of the self-dealing contract sustains the burden of proving that the contract was just and reasonable as to the Organization at the time it was authorized, approved, or ratified.

Interested Director(s) may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a committee thereof, which authorizes, approves, or ratifies a contract or transaction as provided for and contained in this section.

### **Indemnification**

To the fullest extent permitted by law, the Organization shall indemnify its "agents," as described by law, including its directors, officers, employees and volunteers, and including persons formerly occupying any such position, and their heirs, executors and administrators, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," and including any action by or in the right of the Organization, by reason of the fact that the person is or was a person as described in the Non-Profit Corporation Act. Such right of indemnification shall not be deemed exclusive of any other right to which such persons may be entitled apart from this Article.

To the fullest extent permitted by law, and, except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification in defending any "proceeding" shall be advanced by the Organization of an undertaking by or on behalf of that person to repay such amount unless it is ultimately determined that the person is entitled to be indemnified by the Organization for those expenses.

The Organization shall have the power to purchase and maintain insurance on behalf of any agent of the Organization, to the fullest extent permitted by law, against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, or to give other indemnification to the extent permitted by law.

## **ARTICLE 9 - EXECUTION OF CORPORATE INSTRUMENTS**

### **Execution of Corporate Instruments**

The Board of Directors may, at its discretion, determine the method and designate the signatory officer or officers, or other person or persons, to execute any corporate instrument or document, or to sign the corporate name without limitation, except when otherwise provided by law, and such execution or signature shall be binding upon the Organization.

Unless otherwise specifically determined by the Board of Directors or otherwise required by law, formal contracts of the Organization, promissory notes, deeds of trust, mortgages, other evidences of indebtedness of the Organization, other corporate/organization instruments or documents, memberships in other corporations/organizations, and certificates of shares of stock owned by the Organization shall be executed, signed, and/or endorsed by the Chair, Deputy Chair, Secretary, CEO under threshold set by the Board.

All checks and drafts drawn on banks or other depositories on funds to the credit of the Organization, or in special accounts of the Organization, shall be signed by such person or persons as the Board of Directors shall authorize to do so.

### **Loans and Contracts**

No loans or advances shall be contracted on behalf of the Organization and no note or other evidence of indebtedness shall be issued in its name unless and except as the specific transaction is authorized by the Board of Directors. Without the express and specific authorization of the Board, no officer or other agent of the Organization may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Organization.

## **ARTICLE 10 - RECORDS AND REPORTS**

### **Maintenance and Inspection of Articles and Bylaws**

The Organization shall keep at its principal office the original or a copy of its Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the directors at all reasonable times during office hours.

### **Maintenance and Inspection of Federal Tax Exemption Application and Annual Information Returns**

The Organization shall keep at its principal office a copy of its federal tax exemption application and its annual information returns for three years from their date of filing, which shall be open to public inspection and copying to the extent required by law.

### **Maintenance and Inspection of Other Corporate Records**

The Organization shall keep adequate and correct books and records of accounts and written minutes of the proceedings of the Board and committees of the Board. All such records shall be kept at a place or places as designated by the Board and committees of the Board, or in the absence of such designation, at the principal office of the Organization. The minutes shall be kept in written or typed form, and other books and records shall be kept either in written or typed form or in any form capable of being converted into written, typed, or printed form. Upon leaving office, each officer, employee, or agent of the Organization shall turn over to his or her successor or the Chair of the Board or President, in good order, such corporate/organization monies, books, records, minutes, lists, documents, contracts or other property of the Organization as have been in the custody of such officer, employee, or agent during his or her term of office.

Every director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Organization and each of its subsidiary corporations/organizations. The inspection may be made in person or by an agent or attorney and shall include the right to copy and make extracts of documents.

### **Preparation of Annual Financial Statements**

The Organization shall prepare annual financial statements using generally accepted accounting principles. Such statements shall be audited by an independent certified public accountant, in conformity with generally accepted accounting standards. The Organization shall make these financial statements available to the Washington Attorney



General and members of the public for inspection no later than 30 days after the close of the fiscal year to which the statements relate.

**Reports**

The Board shall ensure an annual report is sent to all directors within 30 days after the end of the fiscal year of the Organization, which shall contain the following information:

- a) The assets and liabilities, including trust funds, of this corporation at the end of the fiscal year.
- b) The principal changes in assets and liabilities, including trust funds, during the fiscal year.
- c) The expenses or disbursements of the Organization for both general and restricted purposes during the fiscal year.
- d) The information required by the Non-Profit Corporation Act concerning certain self-dealing transactions involving more than \$50,000.00 or indemnifications involving more than \$10,000.00 which took place during the fiscal year.

The report shall be accompanied by any pertinent report from an independent accountant or, if there is no such report, the certificate of an authorized officer of the Organization that such statements were prepared without audit from the books and records of the Organization.

**ARTICLE 11 - FISCAL YEAR**

The fiscal year for this Organization shall end on December 31.

**ARTICLE 12 - AMENDMENTS AND REVISIONS**

These Bylaws may be adopted, amended, or repealed by a two-thirds majority of the directors then in office. Such action is authorized only at a duly called and held meeting of the Board of Directors for which written notice of such meeting, setting forth the proposed bylaw revisions with explanations therefore, is given in accordance with these Bylaws. If any provision of these Bylaws requires the vote of a larger portion of the Board than is otherwise required by law, that provision may not be altered, amended or repealed by that greater vote.

**ARTICLE 13 - CORPORATE/ORGANIZATION SEAL**

The Board of Directors may adopt, use, and alter a corporate/organization seal. The seal shall be kept at the principal office of the Organization. Failure to affix the seal to any corporate/organization instrument, however, shall not affect the validity of that instrument.

**ARTICLE 14 - CONSTRUCTION AND DEFINITIONS**

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Non-Profit Corporation Act as amended from time to time shall govern the construction of these Bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term "person" includes an Organization as well as a natural person. If any competent court of law shall deem any portion of these Bylaws invalid or inoperative, then so far as is reasonable and possible (i) the remainder of these Bylaws shall be considered valid and operative, and (ii) effect shall be given to the intent manifested by the portion deemed invalid or inoperative.

**CERTIFICATE OF SECRETARY**

I, [TBD], certify that I am the current elected and acting Secretary of the Organization, and the above Bylaws are the bylaws of this Organization as adopted by the Board of Directors on October 31, 2023, and that they have not been amended or modified since the date above.

**EXECUTED** on this \_\_\_\_ day of \_\_\_\_\_, in the County of Spokane in the State of Washington.

\_\_\_\_\_  
(Duly Elected Secretary)

**NONPROFIT GOVERNANCE BY STATE – MINIMUM REQUIREMENTS**

<i>STATE</i>	<i>DIRECTORS</i>	<i>OFFICERS</i>	<i>MEMBERS</i>
<b>WASHINGTON</b>	<ul style="list-style-type: none"> <li>* <b>Number:</b> minimum 1</li> <li>* <b>Qualifications:</b> none; no residency requirement; no membership requirement</li> <li>* <b>Term:</b> until successor selected and qualified</li> <li>* <b>Quorum:</b> majority</li> <li>* <b>Committee:</b> minimum 2 directors</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Required:</b> A president, one or more vice-presidents, a secretary, a treasurer; others as deemed necessary</li> <li>* <b>Other:</b> two or more offices may be held by the same person except for president and secretary</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Members:</b> optional</li> <li>* <b>Annual Meeting:</b> required</li> <li>* <b>Quorum:</b> 1/10th votes</li> </ul>



# “Lilac City Connect”

## City Broadband Initiative

### Planning Update

October 2023

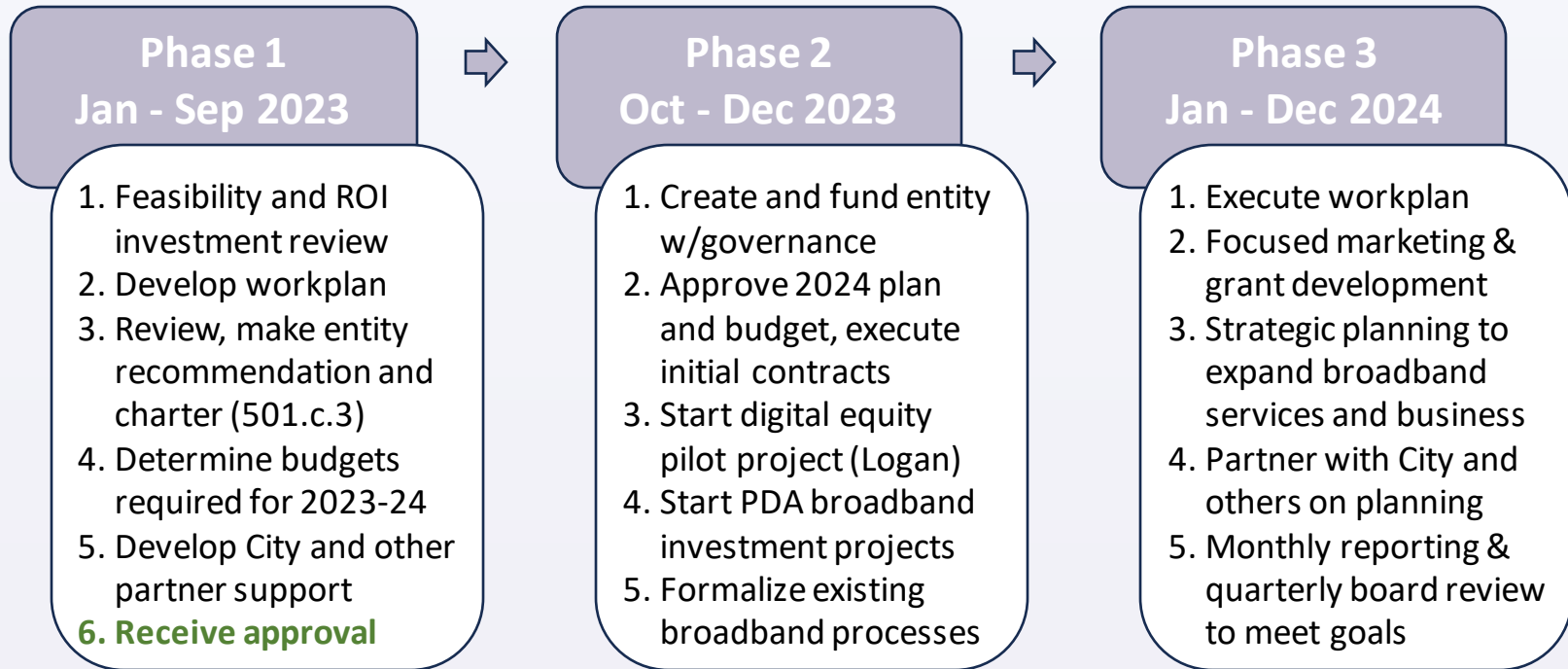
Digital Equity & Inclusion

Open Access Network

Economic Development

DRAFT

# Lilac City Connect – Pathway to Community success



The purpose of 2024 is to demonstrate how focused community equity and economic development can benefit Spokane, leveraging the significant \$30M+ asset investment already in place, and prove the financial sustainability and innovative investment capability of the business model and plan

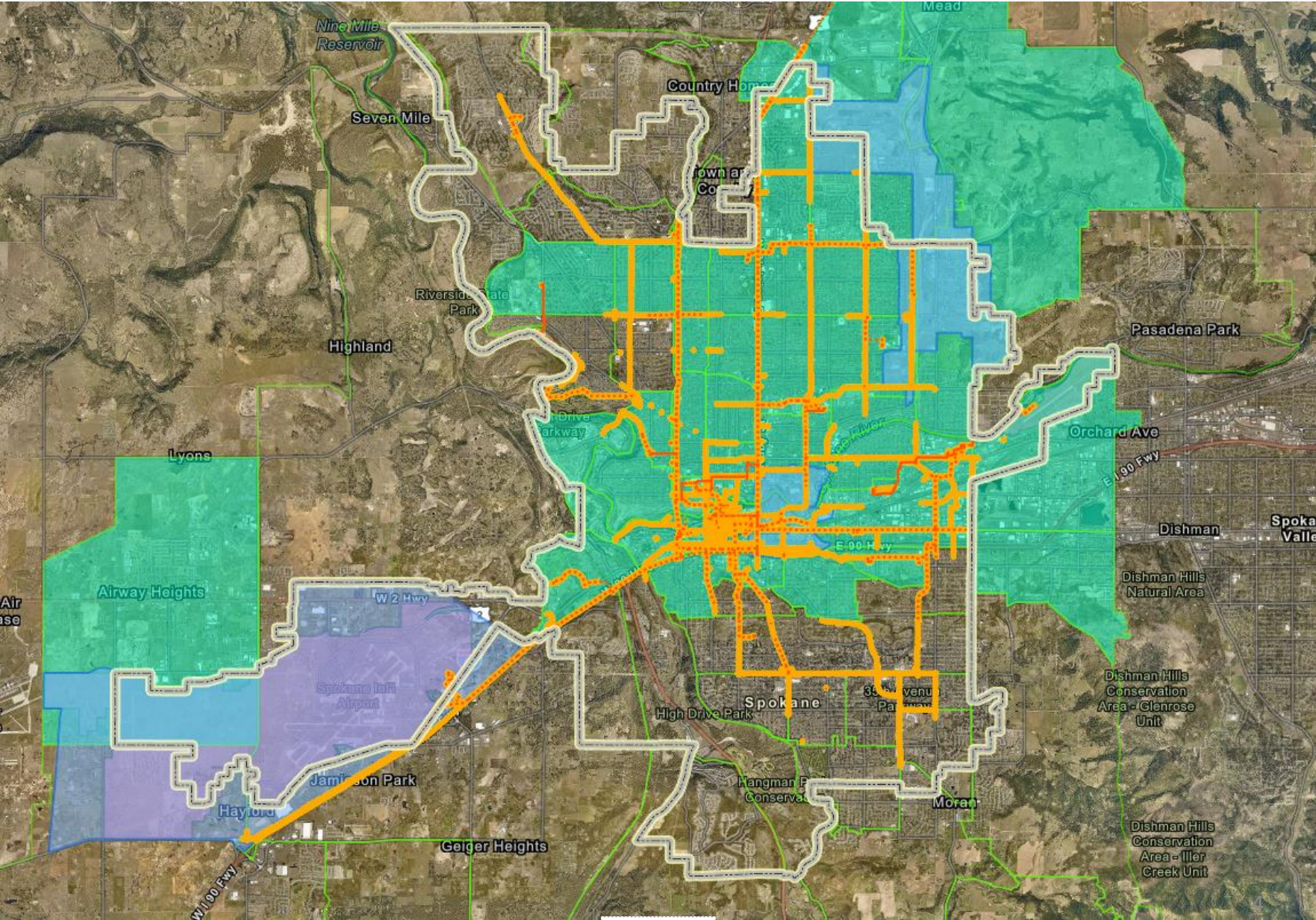
# Lilac City Connect – Creation Timeline

DRAFT

Month	Day	Action / Week of	Who
September	25	Brief City Administrator – prepare submittal documents Work on scope for JRP Consulting one year contract	Staff
October	9	Obtain administration approval to make Council request.	Mayor
	16	Arrange ARPA & Council schedule, work on Council & stakeholder support.	Council
	23	Submit Council briefing paper 10/25 with supporting documents for entity formation and budget with first two contracts. Work on Council support.	Council
	30	Council ARPA workgroup presentation/approval, potential study session. Technical meeting for decisions on fiber mgmt. s/w, structure, assessments.	Council
November	6	Second reading and approval vote for entity formation and initial contracts	Council
	13	Second reading and approval. 501.c.3 documents filed, domains and accounts established; do governance board kick-off meeting	Council, LCC Board
	20	Complete Master Use Agreement and pricing for City broadband assets for 2024 (If not completed above)	LCC staff & City Staff
		Complete 2024 Work Plan, Marketing Plan, and City MOU for shared staff resources for board review/comment/approval	LCC staff
	27	Update with stakeholders for Logan Neighborhood Pilot and PDAs	LCC staff
December	4	Board meeting and review/approval of PDA, Logan Pilot, 2024 work and marketing plan, City staffing MOU. Public announcement and kick-off event.	Lilac City Connect Board
	11	Publish approved plans and timelines; stakeholder engagement	LCC staff
	18	Ensure readiness of 2024 work plan and resources	LCC staff
	26*	No activity week	



# New Target Investment Area (NMTC), PDAs, Fiber/Conduit

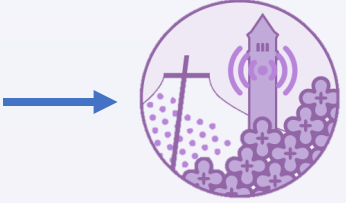




# Lilac City Connect – “Connecting Urban Spokane”

**City of Spokane**

**Lilac City Connect  
501.c.3 Organization  
Private Operating  
Foundation**



Retains asset ownership and receives proportional revenue

Operates under a master use agreement to build, network, market, and provide mix of broadband services

Provides focus, efficiency, and innovation

## Core Services and Connections

**Affordable Community Network**

ACP and target population broadband adoption

**CityConnect Open Network**

Open network for City and multiple vendor IoT devices

**PDAConnect Broadband**

Economic development and anchor institution adoption



Rural and County Focus  
Urban areas not the priority  
Partner on areas of mutual interest

**Internal City Operations and fiber capital improvements**

Provides funding and strategic planning for smart network expansion



# Lilac City Connect Governance Board

## Board of Directors

13 members, 7 voting and 6 (\*) advisory members

1. +CoS Economic Development Director  
(Starting President)
2. +CoS Public Works Director  
(Starting Vice President)
3. +CoS Chief Innovation and Technology Officer  
(Starting Treasurer)
4. +CoS Library Director or Library Technology Director  
(Starting Secretary)
5. CoS Council Representative  
(Same as Broadlinc board member)
6. Broadlinc Executive Director
7. Urbanova CEO
8. \*GSI Senior Representative
9. \*Telecomm expertise representatives (3)
10. \*At large business expertise representatives (2)

\* = Non-voting members

+ = Executive operations committee (with the LCC CEO)

## Governance process

- Kick-off and initial planning session(s)
- Annual strategy planning sessions to confirm and update the strategic plan and approve next year's workplan and priorities
  - Monthly reporting off plan, with quarterly reporting and board meetings
- Quarterly meetings of the board to review progress, priorities, changes to plan, and continue strategic review and planning
- Integration of LCC senior staff into City Comprehensive and Capital plan process with divisions to leverage City planning and integrate operational needs into the broadband infrastructure workplan process
- Annual budget and planning presentations to City Administration, Cabinet, Council and other stakeholder groups as required

# Lilac City Connect Team – Startup Roles and Responsibilities

## Eric Finch Consulting

- Executive Leadership
- 
- Strategic planning
- 
- Public entity formation
- 
- Governance
- 
- Work plans and budgets
- 
- Marketing and Business Development
- 
- Sales management
- 
- City staff liaison
- 
- Performance monitoring and reporting

## Joe Poire Consulting

- Consulting Expertise for startup, strategy, and partnerships
- 
- Over 50% of effort on Marketing and Business Development
- 
- Service definition and cost matrix/sheets
- 
- Policy and business process development, bid documents, tools
- 
- Performance monitoring development

## Lance Romine Loaned

- Network design and construction planning
- 
- Network management and oversight
- 
- Quote development
- 
- Outside Plant management
- 
- Construction estimates and management
- 
- GIS management
- 
- Implement new tools for fiber management and planning

## New staff\* Contract/loaned

- Outside Plant engineering
- 
- Fiber connections
- 
- GIS updates and reporting
- 
- Implement new tools for fiber management and planning
- 
- Construction estimates and management
- 
- \*Needed in 1-3 months after startup

### City Staff Support:

Technology & GIS

Legal

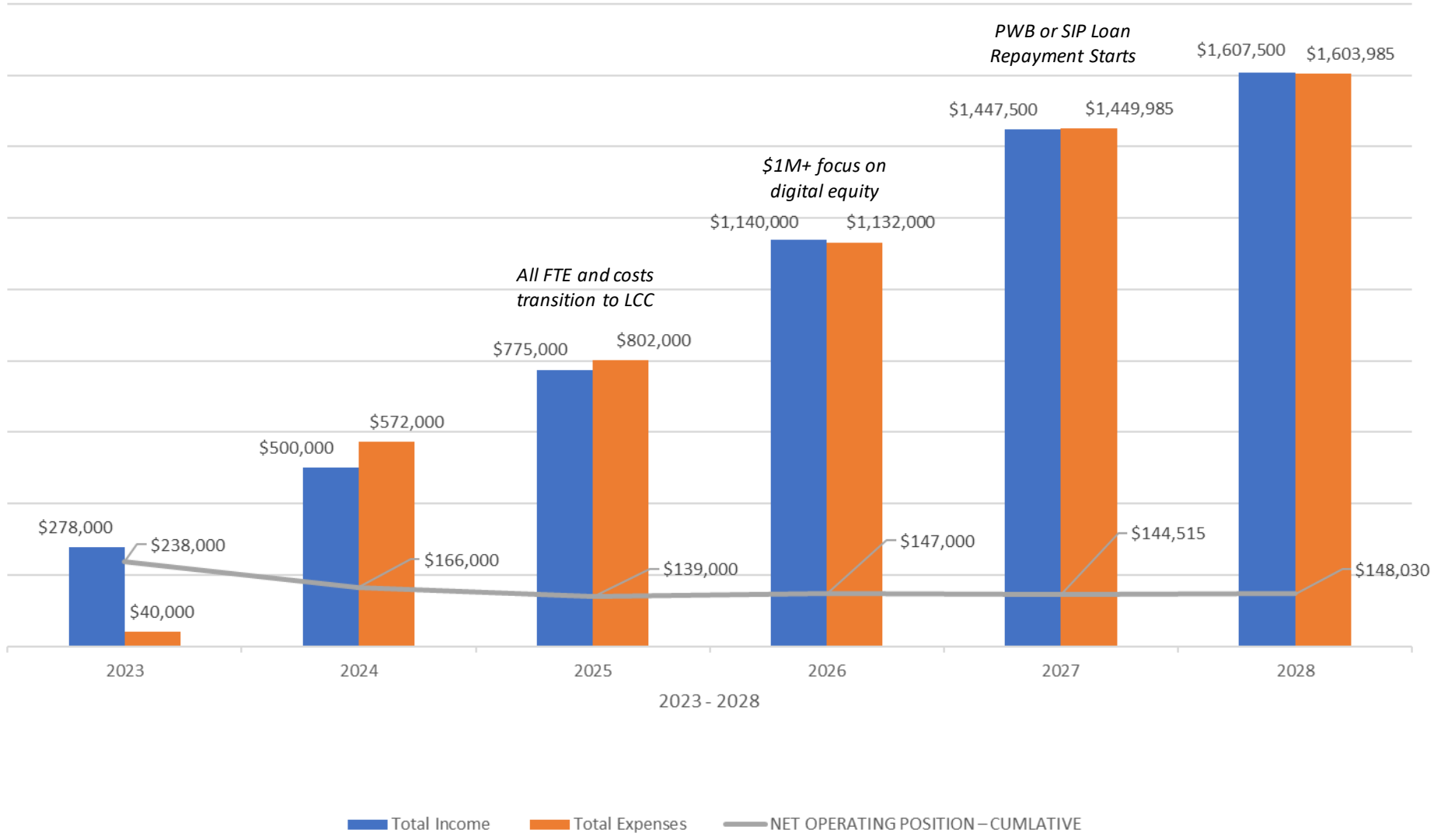
Economic Development

Finance

Public Works

# 2023-2024 Lilac City Connect 5 Year Pro Forma

LCC 5 Year Operations Pro Forma (50% GRANT, 50% PARTNER MATCH, DSC PERMIT REVENUE)



# Benefits of a separate entity and focused resources

1. Makes broadband availability and efforts a core service through this entity without impact to the City's budget or core services
2. Becomes self-funded through revenues by year two operationally and by year 5-7 if loans required for capital projects
3. Focuses revenue growth for a \$30+M asset (conduit/fiber) to provide community, business, and operational funding
4. Becomes the investment to enable needed digital ROW services
5. Upgrades "best effort" maintenance to a higher service level
6. Consolidates several part time responsibilities into one service organization for both planning support and implementation
7. Can provide an order of magnitude more revenue back to the City through dedicated business development and marketing
8. City retains ownership of current and new broadband assets
9. Dedicated staff are waking up each day focused on how to make broadband better for the City and community

# Lilac City Connect (LCC) Recommended Next Steps

1. Approve Articles of Organization and Bylaws of a separate 501.c.3 “Lilac City Connect” (LCC) to manage the broadband activities within the City service areas with governance by the City of Spokane (majority) and partner organizations;
2. Establish Broadband Fund with City expense and revenue account(s) as the connection point to the separate LCC broadband entity, as determined by the Finance Department;
3. [TBD:] Authorize SBOs/ budget transfers of \$278,000 (from CED DSC #### permit enterprise fund, CED professional services, and/or ARPA for broadband start-up);
4. [TBD:] Approve \$1,700,000 to \$3,500,000 ARPA 50% partner match for the \$3.4M - \$5.2M capital broadband projects for digital equity and economic development;
  - a) Work plan for 2024 is in the Master Broadband Plan document and related budgets
5. Approve transfer of any cyclically received broadband lease payments (est. \$190,000 annually) to the broadband entity in support of broadband operations;
6. Seat the LCC board in early December with first full Board meeting in January;
7. Coordinate planning with City’s comprehensive and capital planning processes;

4.4

15 min

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## 4.4 - 1100 - Streets Winter Road Maintenance Presentation

*Harris, Clint E.*

The Street Department will present on the roadway maintenance plan for the 23'-24' Winter season.

| For Discussion

### **Attachments**

[1100 - Streets Winter Briefing for City Council 23'-24'.docx](#)

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Streets
<b>Contact Name</b>	Clint Harris
<b>Contact Email &amp; Phone</b>	<a href="mailto:ceharris@spokanecity.org">ceharris@spokanecity.org</a> , 509-625-7744
<b>Council Sponsor(s)</b>	
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	1100 – Streets Winter Operations Discussion
<b>Summary (Background)</b>	The Street Department will present on the plan for roadway maintenance for the upcoming Winter season
*use the Fiscal Impact box below for relevant financial information	
<b>Proposed Council Action</b>	Discussion
<b>Fiscal Impact</b>	N/A
Total Cost: <small>Click or tap here to enter text.</small>	
Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Specify funding source: <small>Click or tap here to enter text.</small>	
Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? N/A	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? N/A	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? N/A	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? N/A	

4.5

5 min

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## 4.5 - SBO – HOME ARP

*Culton, Richard*

Approval of Special Budget Ordinance to create budget capacity to allow CHHS to accept and disburse these funds.

| For Discussion

### **Attachments**

[SBO Council Briefing Paper HOME-ARP.docx](#)

[SBO - HOME ARPA Grant.docx](#)



## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Community, Housing and Human Services								
<b>Contact Name</b>	Kim McCollim								
<b>Contact Email &amp; Phone</b>	<a href="mailto:kmccollim@spokanecity.org">kmccollim@spokanecity.org</a> 625-6443								
<b>Council Sponsor(s)</b>	Wilkerson and Stratton								
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:								
<b>Agenda Item Name</b>	SBO – HOME-ARP Grant								
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>The City of Spokane’s CHHS department has been awarded \$4,628,671 grant through the United States Department of Housing and Urban Development’s (HUD) HOME-American Rescue Plan program. The purpose of this grant is to provide housing and services to vulnerable populations.</p> <p>On October 21, 2021, City Council accepted the \$4,628,671 grant from HUD.</p> <p>On March 31, 2023, HUD approved the following allocation plan for the City of Spokane’s HOME-ARP grant.</p> <p>The City of Spokane’s CHHS department will budget the money as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">\$4,026,945</td> <td>To Grantees for administration, supportive services, development of affordable housing</td> </tr> <tr> <td>\$236,460</td> <td>Salaries</td> </tr> <tr> <td>\$89,855</td> <td>Benefits</td> </tr> <tr> <td>\$275,411</td> <td>Indirect Costs</td> </tr> </table> <p>This grant follows the requirements of HUD’s HOME Investment Partnership program, 24 CFR 92 and the HOME-ARP requirements posted at CPD Notice 21-10.</p>	\$4,026,945	To Grantees for administration, supportive services, development of affordable housing	\$236,460	Salaries	\$89,855	Benefits	\$275,411	Indirect Costs
\$4,026,945	To Grantees for administration, supportive services, development of affordable housing								
\$236,460	Salaries								
\$89,855	Benefits								
\$275,411	Indirect Costs								
<b>Proposed Council Action</b>	Approval of this Special Budget Ordinance (SBO) to create budget capacity to allow CHHS to accept and disburse these funds.								
<p><b>Fiscal Impact</b>  Total Cost: <u>\$4,628,671</u>  Approved in current year budget?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <input type="checkbox"/> N/A  Funding Source    <input checked="" type="checkbox"/> One-time    <input type="checkbox"/> Recurring  Specify funding source: HUD, HOME-ARP, one-time funding.  Expense Occurrence    <input checked="" type="checkbox"/> One-time    <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)</p>									

**Operations Impacts** (If N/A, please give a brief description as to why)

What impacts would the proposal have on historically excluded communities?

The proposals selected for funding will provide housing and services to underserved communities through the development of affordable housing and housing services for qualifying populations.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

CHHS will collect and report basic demographic data on recipients of these funding sources as outlined in their contractual agreements.

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

CHHS utilizes performance-based contracting to ensure the objectives of each proposal are being met in accordance with performance measures as outlined in each contractual agreement.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

HOME-ARP aligns with the 2020-2024 Consolidated Plan.

ORDINANCE NO \_\_\_\_\_

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Home Entitlement Program Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Home Entitlement Program Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$4,628,671
  - A) Of the increased revenue, \$4,628,671 is provided by the U.S. Department of Housing and Urban Development (HUD) as part of the HOME – American Rescue Plan (HOME-ARP) program.
  
- 2) Increase appropriation by \$4,628,671
  - A) Of the increased appropriation, \$4,207,883 is provided solely for contractual services to be provided by the City's sub-recipients to deliver housing and shelter services to the community.
  - B) Of the increased appropriation, \$260,398 is provided solely for salaries and benefits for the City of Spokane's employees who will be administering the programs.
  - C) Of the increased appropriation, \$160,390 is provided solely for other supplies, services, and equipment required for the administration of the programs.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to provide housing and shelter services to the citizens of Spokane via the HOME-ARP program, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest: \_\_\_\_\_  
City Clerk

Approved as to form: \_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

---

Effective Date

4.6

5 min

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## 4.6 - SBOs for JAG 22/23 Grant Awards

*Lundgren, Justin*

Council Sponsors: Kinnear & Bingle.

| For Discussion

### **Attachments**

[Briefing Paper - SBO for JAG awards.docx](#)

[SBO - JAG22.docx](#)

[SBO - JAG23.docx](#)

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Police
<b>Contact Name</b>	Justin Lundgren
<b>Contact Email &amp; Phone</b>	<a href="mailto:jlundgren@spokanepolice.org">jlundgren@spokanepolice.org</a> 625-4115
<b>Council Sponsor(s)</b>	Kinnear & Bingle
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 10min
<b>Agenda Item Name</b>	SBOs for Dept. of Justice JAG22 & 23 grant awards
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>The Spokane Police Department, in collaboration with the Spokane County Sheriff's Office, submitted grant applications to the Dept. of Justice for Edward Byrne Memorial Justice Assistance Grant (JAG) awards in both fiscal year 2022 &amp; 2023.</p> <p>The JAG22 award, of which Spokane County was the primary recipient, was awarded in Summer 2023. Total funding sub-awarded to the City is \$96,850 which will be used to procure and install ballistic door panels into SPD patrol vehicles to enhance officer safety.</p> <p>The JAG23 award, of which City of Spokane was the primary recipient, was awarded in Fall 2023. Total award is \$214,815 with \$118,148 for the City and \$96,667 being sub-awarded to Spokane County. The City award will be used to procure gas masks and a patrol vehicle.</p> <p>These Special Budget Ordinances are required in order to create budget capacity for grant revenues and expenses.</p>
<b>Proposed Council Action</b>	Approval of SBOs – November 20 <sup>th</sup> .
<b>Fiscal Impact</b> Total Cost: <u>\$311,665</u> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Dept. of Justice grant awards JAG22 & JAG23  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? n/a	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? n/a	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	

n/a

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

n/a

ORDINANCE NO \_\_\_\_\_

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Public Safety & Judicial Grants Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Public Safety & Judicial Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$96,850.
  - A) Of the increased revenue, \$96,850 is provided by the Department of Justice, through Spokane County, as part of the JAG22 grant award program.
  
- 2) Increase appropriation by \$96,850.
  - A) Of the increased appropriation, \$96,850 is provided solely for equipment.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept Edward Byrne Memorial JAG22 grant funding from the Department of Justice, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest: \_\_\_\_\_  
City Clerk

Approved as to form: \_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date



ORDINANCE NO \_\_\_\_\_

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Public Safety & Judicial Grants Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Public Safety & Judicial Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$214,815.
  - A) Of the increased revenue, \$214,815 is provided by the Department of Justice as part of the JAG23 grant award program.
  
- 2) Increase appropriation by \$214,815.
  - A) Of the increased appropriation, \$42,678 is provided solely for personal protective equipment.
  - B) Of the increased appropriation, \$75,470 is provided solely for a vehicle.
  - C) Of the increased appropriation, \$96,667 is provided solely for contractual services.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept Edward Byrne Memorial JAG23 grant funding from the Department of Justice, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest: \_\_\_\_\_  
City Clerk

Approved as to form: \_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date

4.7

5 min

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## 4.7 - Resolution - SERS Contribution Rate Change for Budget Ye

*Shisler, Christine*

The current SERS contribution rate of 20.50% (10.25% for both the employer and employee) to 22.00% (11.0% for both the employer and employee) per recommendation by actuarial valuation. Change is reflected in the 2024 Budget

| For Discussion

### Attachments

[SERS Contribution Resolution Committee Briefing Paper.docx](#)

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Retirement
<b>Contact Name</b>	Christine Shisler
<b>Contact Email &amp; Phone</b>	<a href="mailto:cshisler@spokanecity.org">cshisler@spokanecity.org</a> 509.625.6833
<b>Council Sponsor(s)</b>	Jonathan Bingle
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 5:00 minutes
<b>Agenda Item Name</b>	Resolutions-SERS Contribution Rate Change for Budget Year 2024
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>SERS conducts an annual actuarial valuation to determine the projected pension liability and the contributions necessary to fund that liability.</p> <p>The current SERS contribution rate of 20.50% (10.25% for both the employer and employee) was below the combined ADC of 21.58% calculated in the valuation. Based on SMC 03.05.040 and the prevailing bargaining unit contracts, the contribution rates shall be reviewed annually and adjusted to meet the ADC. The SERS Board approved increasing the contribution rate for the City of Spokane and Plan participants to 11.00% each at its meeting on May 3<sup>rd</sup> and reaffirmed at its July 5<sup>th</sup>. This increase is expected to increase the City's contribution amount by \$274 thousand for the General Fund and \$793 thousand from the other departments. Meeting the ADC keeps the Plan on the path to full funding and builds credibility with internal and external stakeholders about the ongoing commitment to improve the funding status.</p> <p>This contribution change is in the proposed 2024 Budget.</p>
<b>Proposed Council Action</b>	Approve resolution to increase SERS employee and employer contribution rates to 11.0% of eligible salary to meet Actuarially Determined Contribution (ADC).
<p><b>Fiscal Impact</b>            Total Cost: <u>\$1.067 million</u>            Approved in current year budget?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input checked="" type="checkbox"/> N/A             Funding Source            <input type="checkbox"/> One-time    <input type="checkbox"/> Recurring            Specify funding source: <a href="#">Click or tap here to enter text.</a>             Expense Occurrence    <input type="checkbox"/> One-time    <input checked="" type="checkbox"/> Recurring             Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities?	
N/A – this resolution would not directly help any community specifically.	

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A – the resolution does not introduce any new program/policy so there won't be any data to collect/analyze/report.

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

Data won't be collected.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

4.8

5 min

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## 4.8 - Wildland Mobilization SBO

*Schaeffer, Brian*

Council Sponsors: Kinnear & Wilkerson.

| For Discussion

### **Attachments**

[Briefing Paper - 2023 Mobe SBO.docx](#)

[SFD - 2023 Mobe and Insurance SBO.docx](#)

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Fire
<b>Contact Name</b>	Brian Schaeffer
<b>Contact Email &amp; Phone</b>	<a href="mailto:bschaeffer@spokanecity.org">bschaeffer@spokanecity.org</a> 625-7001
<b>Council Sponsor(s)</b>	Kinnear & Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 5min
<b>Agenda Item Name</b>	SBO for realized wildfire mobilization costs and insurance recovery
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>During 2023, SFD personnel were deployed to assist and work more than 17 individual mobilizations throughout the region, accumulating to date, a total cost on the department of approximately \$536,000 in overtime and other associated expenses.</p> <p>These costs are reimbursed by various state agencies, primarily the Department of Natural Resources.</p> <p>SFD would like to request a Special Budget Ordinance that would recognize the realized costs and revenues in excess of the budgeted amounts. The department is still working wildfires in the region and expects to incur at least \$600,000 in total costs by the end of the season.</p> <p>Additionally, SFD has also recovered \$28,000 in insurance recoveries from damaged vehicles. Additional vehicle repair budget is requested to help fund the cost of vehicle repairs.</p>
<b>Proposed Council Action</b>	Approval of SBO – November 20 <sup>th</sup> .
<b>Fiscal Impact</b> Total Cost: <u>\$628,000</u> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Dept of Natural Resources & WA State Patrol  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? n/a	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? n/a	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? n/a	

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

n/a

ORDINANCE NO \_\_\_\_\_

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Fire/EMS Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Fire/EMS Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$628,000.
  - A) Of the increased revenue, \$600,000 is provided solely for wildfire mobilization reimbursement from the Department of Natural Resources and other agencies.
  - B) Of the increased revenue, \$28,000 is provided solely for insurance recoveries on damaged vehicles and apparatus.
- 2) Increase appropriation by \$628,000.
  - A) Of the increased appropriation, \$600,000 is provided solely for overtime and travel of firefighters deployed to wildfire events.
  - B) Of the increased appropriation, \$28,000 is provided solely for vehicle and apparatus repairs.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to realize wildfire mobilization reimbursement and insurance recoveries, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest: \_\_\_\_\_  
City Clerk

Approved as to form: \_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date



## 5 - Consent Items

# 5.1

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## 5.1 - SPD Purchase Approval of Gas Masks

*Olsen, Eric*

Council Sponsors Kinnear & Bingle:

| For Information

### **Attachments**

[Briefing Paper - Gas Masks.docx](#)

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Police
<b>Contact Name</b>	Maj. Eric Olsen
<b>Contact Email &amp; Phone</b>	<a href="mailto:eolsen@spokanepolice.org">eolsen@spokanepolice.org</a> 625-4505
<b>Council Sponsor(s)</b>	Council President Kinnear, CM Bingle
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Approval of purchase of Avon gas masks and related items with LN Curtis and Sons using NPPgov cooperative agreement #PS20105.
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	The Spokane Police Department is acquiring new gas masks and associated equipment for all personnel the rank of sergeant and below in order for SPD to be properly prepared for any possible event when officers may encounter a chemical agent. SPD does not currently have a mask for each person, and each mask needs to be individually fit. Officers have used masks in the past when they encountered powdered fentanyl on search warrants and when we have deployed chemical agents while taking suspects into custody. The coming year will be an election year and has the potential be tense and tumultuous possibly requiring the use of the masks.
<b>Proposed Council Action</b>	Approval of purchase – November 20 <sup>th</sup> , 2023
<b>Fiscal Impact</b>	
Total Cost: <u>\$250,000</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Specify funding source: Combination of DOJ grant funds and SPD Capital	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities?	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

## 5.2

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### 5.2 - Approval of Renewal of Galls Value Blanket for Jumpsuits - 2023/2024.

*McNab, Michael*

Council Sponsor - CM Cathcart

| For Information

#### **Attachments**

[Briefing Paper Value Blanket for Jumpsuits 2023.pdf](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Police
<b>Contact Name</b>	Maj. Mike McNab
<b>Contact Email &amp; Phone</b>	<a href="mailto:mmcnab@spokanepolice.org">mmcnab@spokanepolice.org</a>
<b>Council Sponsor(s)</b>	Councilman Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Renewal of Galls Jumpsuits Value Blanket for 2023-2024
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	In 2019 Gall's LLC won the bid to provide jumpsuits to the Spokane Police Department for 1 year with the option to purchase from the company for 4 additional years. Approval of renewal for 2023 will be the final renewal on this value blanket.
<b>Proposed Council Action</b>	Approval to renew VB301096 for period of 10/01/2023-09/30/2024. Estimate \$150,000 which includes alterations.
<b>Fiscal Impact</b>	
Total Cost: <a href="#">Click or tap here to enter text.</a>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Specify funding source: <a href="#">Click or tap here to enter text.</a>	
Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? None	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?  As this is for uniforms only, there is no data collected.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Does not apply	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?	



## 5.3

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### 5.3 - WTSC – LEL – Law Enforcement Liaison Program

*Olsen, Eric, Fuller,  
Teresa*

Council Sponsor: CP Kinnear

Upcoming Interagency agreement between Spokane Police Department and Washington Traffic Safety Commission (WTSC) to provide funding for related expenses for the LEL-Law Enforcement Liaison Program for the period 10/1/23-9/30/24.

| For Information

#### **Attachments**

[WTSC LEL FY23-24 PS Briefing Paper for August 2023.docx](#)



## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Spokane Police Department
<b>Contact Name</b>	Sgt. Teresa Fuller/Captain Dave Singley/Jody Goldman
<b>Contact Email &amp; Phone</b>	<a href="mailto:Tfuller@spokanepolice.org">Tfuller@spokanepolice.org</a> ; <a href="mailto:dsingley@spokanepolice.org">dsingley@spokanepolice.org</a> ; <a href="mailto:jgoldman@spokanepolice.org">jgoldman@spokanepolice.org</a>
<b>Council Sponsor(s)</b>	Past sponsor support CW Kinnear
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	WTSC – LEL – Law Enforcement Liaison Program
<b>Summary (Background)</b>	<p>Upcoming Interagency agreement between Spokane Police Department and Washington Traffic Safety Commission (WTSC) to provide funding for related expenses for the LEL-Law Enforcement Liaison Program for the period 10/1/23-9/30/24.</p> <p><b>Background/History:</b>  The scope of work to include soliciting law enforcement agencies to participate in High Visibility Mobilizations, assist WTSC in developing new programs, and provide WTSC with statistics &amp; quarterly related reports related to the mobilizations as it relates to grant reimbursements. Costs for the work to be provided include employee salaries &amp; benefits. The past funding was employee salaries &amp; benefits total funding of \$5,000.00 from the period 10/1/22-9/30/23.</p>
<b>Proposed Council Action</b>	Current upcoming Interagency agreement between SPD & WTSC to provide funding for the performance period runs from 10/1/23 to 9/30/24 & projected funding amount TBD.
<b>Fiscal Impact</b> Total Cost: <a href="#">Click or tap here to enter text.</a> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source: <a href="#">Click or tap here to enter text.</a>  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? N/A	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? N/A	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? N/A	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? N/A	

## 5.4

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### 5.4 - 5100- Fleet Services - Adding additional money to Pomp's Tire Value Blanket Order

*Prince, Thea,  
Giddings, Richard,  
Russell, Adam T.*

Council Sponsor: CP Kinnear

Fleet Services requests approval of adding \$500,000 to the Value Blanket Order with Pomp's Tires for the purchase of miscellaneous tires to be purchased "as needed".

The reason for additional money being added to this VB is that Pomp's Tires has been promoted to the primary vendor for tires.

| For Information

#### **Attachments**

[Pomp's Tire - Add to VB.docx](#)

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Fleet Services
<b>Contact Name</b>	Rick Giddings
<b>Contact Email &amp; Phone</b>	<a href="mailto:rgiddings@spokanecity.org">rgiddings@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Kinnear
<b>Committee Date</b>	11/6/23
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	5100 – Add money to Pomp’s Tire Value Blanket Order
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	Fleet Services requests approval of adding \$500,000 to the Value Blanket Order with Pomp’s Tires for the purchase of miscellaneous tires to be purchased “as needed”.  The reason for additional money being added to this VB is that Pomp’s Tires has been promoted to the primary vendor for tires.
<b>Proposed Council Action</b>	Approve additional \$500k for Pomp’s Tire Value Blanket Order
<b>Fiscal Impact</b>	
Total Cost: <u>\$500,000</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Specify funding source: Fleet Services Budget	
Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? None Identified.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? Data Will not be collected.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Ongoing pricing and service quality data is being collected by Fleet to ensure value.	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? Aligns with the Centralized Fleet Policy.	

## 5.5

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### 5.5 - Dept. of Ecology Grant Application for SFD Hazmat

*Schaeffer, Brian*

Council Sponsor: Cathcart.

| For Information

#### **Attachments**

[Briefing Paper - 2023 Hazmat Grant Application.docx](#)

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Fire
<b>Contact Name</b>	Chief Brian Schaeffer
<b>Contact Email &amp; Phone</b>	<a href="mailto:bschaeffer@spokanecity.org">bschaeffer@spokanecity.org</a>
<b>Council Sponsor(s)</b>	Councilmember Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Department of Ecology Hazmat Equipment Grant
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>The Spokane Fire Department is requesting permission to apply for available grant funding from the Department of Ecology to bolster our capabilities in managing hazardous materials incidents. This vital funding will enable our department to efficiently mitigate environmental consequences and prioritize the safety and well-being of our personnel when responding to toxic chemical exposures.</p> <p>This grant does not require matching funds, as it will cover 100% of eligible costs.</p>
<b>Proposed Council Action</b>	
<b>Fiscal Impact</b> Total Cost: <u>\$896,500</u> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Dept. of Ecology  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.) N/A	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? <b>None</b>	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? <b>N/A</b>	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? <b>N/A</b>	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? <b>These funds will be dedicated to enhancing the safety and well-being of our local community.</b>	

## 6 - Executive Session

Executive Session may be held or reconvened during any committee meeting.



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## 7 - Adjournment

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## 8 - Next Meeting

The next meeting of the Public Safety & Community Health Committee will be held at 1:15 p.m. on December 4, 2023.