



TACOMA HOUSING AUTHORITY

RESOLUTION 2021-10-27 (1)

Date: October 27, 2021
To: THA Board of Commissioners
From: April Black
Acting Executive Director
Re: Purchase of IT Equipment

This resolution would authorize the purchase of IT Equipment in excess of budget for 2021.

Background

Tacoma Housing Authority (THA) and other organizations are experiencing significant delays in the delivery of IT equipment such as laptops and peripherals. This is due to a supply chain issue in the manufacture of computers and other equipment. In anticipation of this delay, we are seeking to purchase a stock of equipment for the start of 2022. The total amount would be \$75,000. We don't know if the equipment would arrive in 2021 or 2022. If it arrives in 2021, it will impact the 2021 budget (payment is due upon delivery); we are currently out of budget for the IT equipment line item, requiring a board resolution. If it arrives in 2022, it will impact the 2022 budget, for which we have \$164,000 in proposed budget for IT equipment.

THA is a hybrid work environment, with staff working in the office on alternating schedules to provide for social distancing, as well as staff working remotely. We are also upgrading our laptops from consumer grade to business class Dell Latitude models. In addition, we are regularly hiring and onboarding new staff for expanded property management functions with new units, as well as new program and business initiatives.

The July Board resolution authorized the purchase of Latitude models to address performance issues with the previous XPS consumer class laptops. Nearly half of this stock has been deployed; we are concerned about running out of stock with supply chain related delays.

Recommendation

Approve Resolution No. 2021-10-27 (1) for the Purchase of IT equipment including laptops and peripherals.



TACOMA HOUSING AUTHORITY

RESOLUTION 2021-10-27 (1) (Purchase of IT Equipment)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

WHEREAS, Tacoma Housing Authority "THA" requires most staff to work from home due to social distancing due to Covid 19, and

WHEREAS, THA plans to continue a remote working environment due to limited space, as well as proven efficiencies and productivity staff are demonstrating, and

WHEREAS, THA is experiencing significant delays in the delivery of IT, and

WHEREAS, it is possible ordering new equipment now could impact the 2021 budget if it arrives in 2021, and

WHEREAS, exceeding budget by more than \$50,000 requires a Board resolution; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

The Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that the agency is authorized to spend up to an additional \$75,000 for IT equipment for 2021 in the event ordering the equipment now results in a 2021 delivery.

Approved: October 27, 2021



Stanley Rumbaugh, Chair