



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

January 22, 2025



**Tacoma
Housing
Authority**

REGULAR MEETING

BOARD OF COMMISSIONERS

JANUARY 22, 2025

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, January 22, 2025, at 4:45 pm via Zoom and at 902 S L Street, Tacoma, WA 98405.**

[Join the meeting now](#) / Meeting ID: 230 269 121 749 / Passcode: CfBHzi

Dial in: (253) 527-1626

The site is accessible to people with disabilities. Persons who require special accommodations should contact Sha Peterson (253) 207-4450, before 4:00 pm the day before the scheduled meeting.

I, Sha Peterson, certify that on or before 5 days prior to meeting, I faxed / EMAILED the preceding PUBLIC MEETING NOTICE before:

City of Tacoma	747 Market Street, Room 800 Tacoma, WA 98402	CityClerk@cityoftacoma.com
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	tips@q13fox.com
KSTW-TV/CW 11	1715 East Madison Street Seattle, WA 98122	cw11@kstwtv.com
KNKX	930 Broadway Tacoma, WA 98402	info@knkx.org
Tacoma News Tribune	2602 S. 38th Street, Suite A PMB3 Tacoma, WA 98409	newstips@thenewstribune.com

and other individuals and organizations with residents reporting applications on file.

Sha Peterson
Executive Initiatives Officer

902 SOUTH L STREET, SUITE 2A | TACOMA, WASHINGTON 98405-4037

Phone 253-207-4400 | Fax 253-207-4440 | www.tacomahousing.org



AGENDA
TACOMA HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
JANUARY 22, 2025, 4:45 PM

902 South L Street, Tacoma, WA 98405, 2nd Floor Conference Room

[Join the meeting now](#) / Meeting ID: 230 269 121 749 / Passcode: CfBHzi

DIAL: (253) 527-1626

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- 3.1. Minutes of December 11, 2024—Regular Session

4. COMMITTEE REPORTS

- 4.1 Real Estate Development Committee
4.2 Finance and Audit Committee
4.3 Community Partnerships and Advocacy Committee
4.4 Education, Housing, Services, and Partnerships Committee
4.5 Diversity, Equity, Inclusion, and Belonging Committee

5. GUEST COMMENTS

The Tacoma Housing Authority Board of Commissioners welcomes comments and feedback from members of the public. During the public comment period, comments are limited to three minutes per speaker, and there will not be a substantive response. Once each speaker is finished, their comment will be acknowledged and thanked, and then the Board will move onto the next speaker.

6. FINANCE REPORT

- 6.1. Ratifying Cash Disbursement for November 2024
6.2. Ratifying Cash Disbursement for December 2024

7. AGENCY MONTHLY REPORT

- 7.1 Presentation: Agency Accomplishments
7.2 Monthly Report

8. NEW BUSINESS

- 8.1 2025-01-22 (1) THA HR 10.30.01—Assigned Uniforms Policy

9. COMMENTS FROM THE COMMISSIONERS

10. ADJOURNMENT



TACOMA HOUSING AUTHORITY

MINUTES



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION

WEDNESDAY, DECEMBER 11, 2024

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902n South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, December 11, 2024.

1. CALL TO ORDER

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:50 pm.

2. ROLL CALL

Upon roll call, those present and absent were as follows:

PRESENT	ABSENT
COMMISSIONERS	
Chair Derek Young	
Vice Chair Stanley Rumbaugh (arrived late at 4:51 pm)	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Michael Purter	
	Commissioner Shennetta Smith
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
Adam Ydstie, Policy, Improvement, and Evaluation Director	
Amber Prentice, Rental Assistance Director	
	Cacey Hanauer, Client Support and Empowerment Director
Ken Short, Asset Management and Real Estate Development Director	
Lynette Scott, Interim Human Resources Director	
	Marquis Jenkins, Property Management Director
Richard Deitz, Finance Director	
	William Morse, Director/CIO
Priya Saxena, Strategic Advisor	

Chair Young declared there was a quorum present at 4:50 pm and proceeded.

3. EXECUTIVE SESSION

The Board went into Executive Session at 5:00 pm for 17 minutes to review the performance of a public employee and came back into regular session at 5:17 pm.

4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING AND MOTION

4.1 Approval of Minutes

Chair Young asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, October 23, 2024. Commissioner Hodge moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved.

4.2 Approval of Motion

Commissioner Purter moved to adopt the motion to approve the 2025 BOC Schedule. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved.

5. GUEST COMMENTS

None.

6. COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT COMMITTEE—VICE CHAIR RUMBAUGH, COMMISSIONER SMITH

The committee met this month and discussed Housing Hilltop and lease up which is not as robust. According to Executive Director (ED) Black, Housing Hilltop South is still at 79 leased out of 94. More move ins are scheduled this week. Vice Chair Rumbaugh added that there is penalty if Housing Hilltop does not meet its mark. Walsh hit their 25% goal for Section 3 and exceeded minority.

FINANCE AND AUDIT COMMITTEE—COMMISSIONER HODGE, CHAIR YOUNG

The committee met and discussed Housing Hilltop lease up. There will be a budget presentation at tonight's meeting.

COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER SMITH

The committee met and discussed similar agenda items as the other committees. They also discussed oversight for Resyndication.

EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE—COMMISSIONER HODGE, CHAIR YOUNG

The committee did not meet.

DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE—COMMISSIONER HODGE, COMMISSIONER SMITH

The committee did not meet.

7. FINANCE REPORT

FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report.

7.1 RATIFYING CASH DISBURSEMENT FOR OCTOBER 2024

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling \$8,775,863 for the month of October 2024. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved.

8. AGENCY MONTHLY REPORT

- THA's waitlist opened on November 14th and received 5,000 applications within the first 24 hours.
- The Policy, Improvement, and Evaluation (PIE) Department along with Rental Assistance and Finance have reviewed the analysis of THA's payment standards and utility allowance schedule. Below are the recommendations:

Utility Allowances

- **Annual Review Requirement:** Utility allowances must be reviewed annually, and any changes exceeding ten percent must be revised and approved by the Board of Commissioners.
- **Analysis Methodology:** The analysis for the updated utility allowances was conducted using 2023 utility consumption data and published 2024 rates for energy, water, sewer, and garbage, following the approved methodology developed with Seasholtz Consulting Inc.
- **Partnership with Tacoma Public Utilities (TPU):** THA collaborates with TPU to collect regular updates on electrical consumption and rates, allowing for accurate and timely updates to the utility allowance schedule.
- **Proposed Changes:** The chart below shows the proposed utility allowances for different bedroom sizes, with specific amounts depending on who pays sewer and water.

Payment Standards

- The interdepartmental work group recommends increasing THA's current payment standards by the same amount of the utility allowance increase. This will ensure families do not see an increase in their portion.
- Client Support and Empowerment (CSE) fielded 375 new referrals from both Property Management and Rental Assistance and made at least 436 contacts with those referred. 300

were families living at THA owned/operated properties and 230 were for housing stability needs.

- The Employee Appreciation Celebration is scheduled for December 6th at the Star Center. This event is dedicated to honoring the milestones of THA staff.
- The Benefits Fair and Vaccination Clinic was held on October 30th and over 70 employees participated and received vaccinations.
- Commissioners Young, Smith and Rumbaugh traveled to Washington DC with Aley Thompson, Marquis Jenkins and April Black for the Council of Large Public Housing Authorities Conference.

9. NEW BUSINESS

9.1 PIERCE COUNTY RAPID REHOUSING CONTRACT-HOMELESS HOUSING PROGRAM

RESOLUTION 2024-12-11 (1)

2025 CONTRACT WITH PIERCE COUNTY RAPID RE-HOUSING CONTRACT HOMELESS HOUSING PROGRAM

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

WHEREAS, THA has been investing in the Pierce County Rapid Rehousing system and homeless housing programs since 2013; and

WHEREAS, A new contract must be executed to serve families and young adults in 2025; and

WHEREAS, The contract will be in effect through 2026; now, therefore, be it

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

The Board authorizes THA’s Executive Director to negotiate and to sign a new Pierce County Human Services contract for up to \$900,000 for housing for families and young adults experiencing homelessness.

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

AYES:	X
NAYS:	X
Abstain:	X
Absent:	1

Motion approved: December 11, 2024

9.2 UTILITY ALLOWANCE SCHEDULE

RESOLUTION 2024-12-11 (2)
(UTILITY ALLOWANCE SCHEDULE UPDATE)

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

WHEREAS,; Utility allowances must be reviewed annually; and

WHEREAS,; PHAs must revise utility allowances if they change more than ten percent; and

WHEREAS, Changes to the utility allowances must be approved by the Board of Commissioners; now, therefore, be it

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

Authorizes THA to adopt all bedroom size utility allowances, effective January 01, 2024, according to the chart below.

Commissioner Purter motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

- AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: December 11, 2024

9.3 PAYMENT STANDARDS UPDATE

RESOLUTION 2024-12-11(3)
(PAYMENT STANDARDS UPDATE)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the THA Executive Director to increase THA’s payment standards.

WHEREAS,; HUD sets fair market rents annually; and

WHEREAS,; the housing authority sets payment standards based on market and participant data; and

WHEREAS, changes to the payment standards must be approved by the Board of Commissioners; now, therefore, be it

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

Bedroom Size	Payment Standard	Exception PS
0	\$1252	\$1428
1	\$1392	\$1589
2	\$1743	\$1990
3	\$2474	\$2824
4	\$2761	\$3309
5	\$3172	\$3802

Commissioner Purter motioned to approve the resolution. Vice Chair Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: December 11, 2024

Derek Young, Chair

9.4 RECOMMENDATION TO SELL 5320 S. TYLER STREET

RESOLUTION 2024-12-11 (4)

(Sell 5320 S. Tyler St. Tacoma WA 98409)

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

WHEREAS, THA finds the parcel unsuitable for affordable housing development; and

WHEREAS, THA concluded due diligence for the property’s disposals that includes an appraisal, legal review, cost assessments, marketing efforts; and

WHEREAS, THA wishes to sell 5320 S. Tyler; and

WHEREAS THA has a suitable offer from GBH to buy the land for \$24,000; and

WHEREAS, THA has the discretionary authority to sell the property at the best price achievable through an arm’s length negotiation after reasonable marketing efforts even if that price is lower than what was presented in an appraisal; now,

THEREFORE, be it resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:

THA’s Executive Director sell parcel 3740000066, whose address is 5320 S. Tyler St., to Green Property Holdings for \$24,000.

Commissioner Hodge motioned to approve the resolution. Vice Chair Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	X
Abstain:	X
Absent:	1

Motion approved: December 11, 2024

Derek Young, Chair

9.5 REVISION TO POLICY HR-10.30 WORKPLACE ATTIRE AND ASSIGNED UNIFORMS

RESOLUTION 2024-12-11 (5)

(Update to THA Policy HR-10.30, “Workplace Attire”)

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

WHEREAS, the Tacoma Housing Authority endeavors to be a great employer; and

WHEREAS, THA is committed to embedding a DEIB lens in all its practices and programs; and
WHEREAS, THA staff have shared feedback about the original version of THA policy HR-10.30;
and

WHEREAS, THA staff and Union representatives participated in a comprehensive engagement process to review draft policy updates and share feedback; now, therefore, be it

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

1. Employees who are not required to wear uniforms to perform their job functions follow updated values, standards, and prohibitions regarding workplace attire.
2. This resolution supersedes any conflicting policies or resolutions previously adopted by the Board of Commissioners.
3. This resolution shall take effect immediately upon its adoption.

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	X
Abstain:	X
Absent:	1

Motion approved: December 11, 2024

Derek Young, Chair

9.6 CREATION AND ADDITION OF THA POLICY HR.10.30.01 ASSIGNED UNIFORMS

This resolution will be resubmitted at the January 2025 Board meeting.

9.7 ADDITIONAL REST AND WELLNESS DAY FOR STAFF

RESOLUTION 2024-12-11 (7)

(Additional Rest and Wellness Day for THA Staff)

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

WHEREAS, THA may provide additional paid time off; and

WHEREAS, THA will provide an additional Rest and Wellness day in 2024; and

WHEREAS, there is no financial impact to THA; now, therefore, be it

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

Authorize THA’s Executive Director to provide December 23, 2024, as an additional Rest and Wellness Day.

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: December 11, 2024

Derek Young, Chair

9.8 FISCAL YEAR 2025 BUDGET

RESOLUTION 2024-12-11 (8)
(FISCAL YEAR 2025 ANNUAL BUDGET)

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

WHEREAS, The Housing Authority of the City of Tacoma (“Authority”) intends to incur expenses and other cash outflows for Fiscal Year 2025; and

WHEREAS, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma has reviewed and provided input to the proposed Fiscal Year 2025 annual budget; now, therefore, be it

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2025 Agency wide budget. Expenses and other cash outflows are projected as follows:

<u>Expenses - Operations</u>	
Asset Management & Real Estate Development	\$ 2,843,804
Client Support & Empowerment	5,180,766
Executive	2,423,948
Finance	2,579,636
Human Resources	1,201,165

Information Technology	4,173,216
Policy, Innovation and Evaluation	2,403,453
Rental Assistance	72,163,475
Property Management Overhead	3,966,174
Property Budgets	<u>3,190,707</u>
Subtotal	\$100,126,344

<u>Additional Cash Outflows</u>	
Debt Service	230,491
Loan Payoffs	1,284,900
Loans	10,187,500
Capital Expenditures	6,720,500
Replacement Reserves	<u>170,723</u>
Subtotal	\$18,594,114

TOTAL APPROVED BUDGET \$118,720,458

Commissioner Purter motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: December 11, 2024

Derek Young, Chair

9.9 COMMITMENT OF AGENCY & MOVING TO WORK RESERVES

RESOLUTION 2024-12-11 (9)

(COMMITMENT OF AGENCY & MOVING TO WORK RESERVES)

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

WHEREAS, For THA has to be effective in its mission it must plan its use of financial resources over multi-year periods and have assembled reserves for those purposes; and

WHEREAS, The Authority has assembled adequate reserves for those purposes through its responsible prudent, and patient management and budgeting; and

WHEREAS, The attached Schedule of MTW Reserve Commitments updates Resolution 2023-11-08 (6) and reflects the Authority’s current plans for such capital and operational expenditures of THA’ reserve’s, both MTW and Non-MTW; and

WHEREAS, The Authority has submitted an initial MTW commitment of Reserves in the 2025 MTW plan, and intends to include an updated Schedule of Board Commitments in the MTW annual report, including language that allows for shifting monies between the identified commitments; now, therefore, be it

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

1. The Board authorizes commitments of the Authority’s Reserves as outlined in the attached Schedule of THA Reserve Commitments, subject to adjustment in future budgets and budget revisions.
2. The Board authorizes the Executive Director to include the latest THA Reserve Commitments in the annual MTW Report submitted to HUD.

Commissioner Hodge motioned to approve the resolution. Vice Chair Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	X
Abstain:	X
Absent:	1

Motion approved: December 11, 2024

Derek Young, Chair

9.10 ACCOUNTS RECEIVABLE WRITE-OFFS-TENANTS

RESOLUTION 2024-12-11 (10)

(Approval of Accounts Receivable Write-Offs)

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

WHEREAS, Tacoma Housing Authority (THA) provided housing services to Public Housing and Housing Choice Voucher participants who discontinued housing assistance with debt owing to THA; and

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess of the amount the owner is entitled to receive, and the owner has not repaid this amount to THA; and

WHEREAS, each individual included in this tenant account write-off has been notified of their debt and given the opportunity to pay prior to this resolution; now, therefore, be it

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

Authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

	Account #	Balance
Salishan Seven	t0026805	\$1,782.00
	t0026796	\$361.00
	t0026696	\$191.00
	t0026700	\$7,236.00
	t0026703	\$906.52
	t0026719	\$5,742.00
	t0026714	\$4,340.00
	Total Write-off	\$20,558.52
Write-off only*	\$0.00	
Total to Collections	\$20,558.52	

Commissioner Purter motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: December 11, 2024

Derek Young, Chair

9.11 ACCOUNT RECEIVABLE WRITE-OFFS-LANDLORDS

RESOLUTION 2024-12-11 (11)

(Approval of Accounts Receivable Write-Offs)

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

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess of the amount the owner is entitled to receive, and the owner has not repaid this amount to THA; and

WHEREAS, each individual included in this property owner's write-off has been notified of their debt and given the opportunity to pay prior to this resolution; now, therefore, be it

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

Authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

Ledger #	Balance
v0000377	\$ 410.00
v0000688	\$ 687.00
v0000690	\$ 1,712.00
v0001368	\$ 1,027.00
v0001798	\$ 1,614.00
v0002669	\$ 2,556.00
v0002764	\$ 671.00
v0002889	\$ 185.34
v0002987	\$ 827.00
v0004124	\$ 4,852.00
v0004180	\$ 1,099.00
v0004201	\$ 1,185.00
v0005126	\$ 1,924.00
v0006501	\$ 861.00
v0007141	\$ 82.00
v0007408	\$ 7,260.00
v0008163	\$ 992.00
v0009119	\$ 842.00
v0009244	\$ 538.00
v0000647	\$ 918.00
v0002735	\$ 870.00
v0006028	\$ 2,360.00
v0007213	\$ 766.00
v0008177	\$ 966.00
v0000521	\$ 695.00*
v0001223	\$ 1,038.00*
v0000419	\$ 2,668.00*
v0001794	\$ 2,841.00*
v0003537	\$ 3,660.00*

v0001885	\$	772.00*
v0003688	\$	4,004.00*
v0004376	\$	2,052.00*
v0004766	\$	9,372.00*
v0004891	\$	1,142.00*
v0005210	\$	1,076.00*
v0005285	\$	278.00*
v0005586	\$	662.00*
v0002724	\$	443.00*
v0006148	\$	757.00*
v0003551	\$	2,400.00*
v0007222	\$	676.00*
v0007575	\$	20.00*
v0005468	\$	529.00*
v0007818	\$	753.00*
v0007982	\$	699.00*
v0007984	\$	1,234.00*
v0007884	\$	1,329.00*
v0008322	\$	443.00*
v0008652	\$	429.00*
v0009130	\$	429.00*
v0009143	\$	543.00*
v0009406	\$	695.08*
Total Write-off		\$76,843.34
Write-off only*		\$41,639.00
Total to Collections		\$35,204.34

Vice Chair Rumbaugh motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: December 11, 2024

Derek Young, Chair

10. COMMENTS FROM COMMISSIONERS

Vice Chair Rumbaugh stated that it has been a great year. Commissioner Hodge wasn't able to attend the Employee Appreciation event, but noted that the menu looked good and thanked the planning

committee. Commissioner Purter thanked staff for their great work and apologized for missing the event as well. He wished everyone a Merry Christmas. Chair Young noted that the Employee Appreciation event was a fun event. “Nice work.” He had great conversations with staff. “It was a great time to celebrate.” He thanked Executive Initiatives Officer, Sha Peterson and the committee. Vice Chair Rumbaugh was gone last weekend and was also sorry he missed the event.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:08 pm.

APPROVED AS CORRECT

Adopted: January 22, 2025

Derek Young, Chair



**Tacoma
Housing
Authority**

Real Estate Development Committee

Vice Chair Stanley Rumbaugh
Commissioner Minh-Anh Hodge

Finance Committee

Chair Derek Young
Commissioner Michael Purter

Community Partnerships and Advocacy Committee

Commissioner Michael Purter
Commissioner Shennetta Smith

Education, Housing, Services and Partnerships Committee

Chair Derek Young
Commissioner Minh-Anh Hodge

Diversity, Equity and Inclusion Committee

Commissioner Minh-Anh Hodge
Commissioner Shennetta Smith



TACOMA HOUSING AUTHORITY

FINANCE REPORT



MOTION

Date: January 22, 2025

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$8,248,346 for the month of November 2024.

Approved: January 22, 2025

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of November 2024

	Check Numbers		From		To		From		To	
	From	To	From	To	From	To	From	To	From	To
					Amount		Totals			
	A/P Checking		SAL 7 Checking		THDG Checking					
Checks	97,534	-	97,580	1,026	-	1,027	10,293	-	10,298	
Wire/EFT	61	-	69	-	-	-	-	-	-	
ACHs	3,525	-	3,590	151	-	158	-	-	-	
Business Support Center						747,812				
Moving To Work Support Center						83,019				
Moving To Work Buildings (used by Support Center)						8,485				Program Support
Tax Credit Program Support Center						79,444				
Support Center Allocation						62,361				
Section 8 Programs						123,877				Section 8 Operations
Arlington Crisis Residential Center						700				
Highland Crest Apts						4,705				
James Center						3,620				Property Operations
North Highland Court Apts						1,894				
Outrigger						3,351				
Salishan 7						29,991				
Education Program - THDG						669				THDG
THDG - General						413				
James Center						9,981				
Hillsdale Heights						975				Development
Bus Development Activity						1,136				
SAFE/TRAC						410				
Department of Commerce Funding for Crisis Residential Center						173,594				
Community Services MTW Fund						15,845				Client Support
Education Private Grants (Gates, etc.) & 2 Gen						18,699				
FSS Forfeitures - FSS Client Support						516				
COT-Community Wellness Program						17,732				
AMP 6 - Scattered Sites						7,688				Public Housing
AMP 9 - HT 1500 - Subsidy						2,663				
THA SUBTOTAL						1,399,580				
Hillside Terrace 2 & 1500						2,011				
Bay Terrace I & II & Community Facility						10,146				
Housing Hilltop LLLP						22,919				
Arlington Youth Campus						4,024				Tax Credit Projects - Reimbursable
Court F (The Rise)						4,509				
Renew Tacoma Housing						40,911				
Salishan 1 - Salishan 6						21,835				
Tax Credit Property Allocations						52,343				
TAX CREDIT SUBTOTAL (Operations & Development - billable)						158,698				1,558,278
Section 8 Checking Account (HAP Payments)										
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s		489,079	-	489,176	202,192				
	ACHs		48,678	-	49,603	5,142,713				\$ 5,344,904
Payroll & Payroll Fees - ADP	EFT		14	-	15					\$ 1,345,163
TOTAL DISBURSEMENTS										\$ 8,248,346



MOTION

Date: January 22, 2025

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$10,906,178 for the month of December 2024.

Approved: January 22, 2025

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of December 2024

	Check Numbers		From		To		From		To	
	From	To	From	To	From	To	From	To	From	To
					Amount		Totals			
	A/P Checking		SAL 7 Checking		THDG Checking					
Checks	97,581	-	97,642	1,028	-	1,030	10,299	-	10,303	
Wire/EFT	70	-	78	-	-	-	-	-	-	
ACHs	3,591	-	3,680	159	-	166	-	-	-	
Business Support Center						1,158,586				
Moving To Work Support Center						80,625				
Moving To Work Buildings (used by Support Center)						164,144				Program Support
Tax Credit Program Support Center						41,826				
Support Center Allocation						7,213				
Section 8 Programs						374,535				Section 8 Operations
Arlington Crisis Residential Center						6,282				
Highland Crest Apts						67,746				
James Center						12,335				
North Highland Court Apts						24,382				Property Operations
Outrigger						29,916				
Salishan 7						142,342				
Alberta J Canada Bldg						46,360				
Housing Hilltop LLLP						296,217				
THDG - General						2,707				THDG
James Center						10,113				
HUD CPF Grant - Housing Hilltop						90,599				Development
Bus Development Activity						1,509				
SAFE/TRAC						518				
Department of Commerce Funding for Crisis Residential Center						166,651				Client Support
Community Services MTW Fund						7,170				
Education Private Grants (Gates, etc.) & 2 Gen						13,374				
AMP 6 - Scattered Sites						5,540				
AMP 9 - HT 1500 - Subsidy						35				Public Housing
THA SUBTOTAL						2,750,724				
Hillside Terrace 2 & 1500						87,531				
Bay Terrace I & II & Community Facility						163,270				
Housing Hilltop LLLP						66,639				
Arlington Youth Campus						67,152				Tax Credit Projects - Reimbursable
Court F (The Rise)						50,626				
Renew Tacoma Housing						318,640				
Salishan 1 - Salishan 6						544,107				
Tax Credit Property Allocations						10,382				
TAX CREDIT SUBTOTAL (Operations & Development - billable)						1,308,347				4,059,070
Section 8 Checking Account (HAP Payments)										
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s	489,177	-	489,285		207,461				
	ACHs	49,604	-	50,559		5,213,321				\$ 5,420,782
Payroll & Payroll Fees - ADP	EFT	16	-	17						\$ 1,426,326
TOTAL DISBURSEMENTS										\$ 10,906,178



Tacoma Housing Authority

{+}

Date: January 22, 2025

To: THA Board of Commissioners

From: Richard Deitz
Director of Finance

Re: Finance Department Board Report

1. FINANCIAL STATEMENT

I present the December 2024 disbursement reports for your approval.

The Finance Department is submitting the financial statement for the period through September 30, 2024.

The financial statement illustrates that the agency continues to do well and will end the year in a solid financial position. We are currently projecting a healthy year-end operating surplus of \$795,693, which can be seen on *Line 46 – Operating Surplus/(Deficit)* of the financials. Once capital expenditures are included, as displayed on *Line 55 – THA Surplus/(Deficit)*, the projected year-end surplus decreases to \$278,424.

The financial statement illustrates that the agency continues to do well and will end the year in a solid financial position. While this report was prepared in January, we are still waiting on known significant activity related to THA vendors and up to two months of activity related to our third-party managed properties. As a result, the year-end projections are likely to deviate from the actual results more than one might expect, given the timing of this report.

General themes and notable items are addressed below.

- *Line 1, HAP reimbursements* – After having large variances earlier in the year due to timing issues, the actuals have been brought in line with budget.
- *Line 2 – Section 8 Admin fee earned* – HUD's 2024 administrative fee rate and proration were higher than anticipated, resulting in higher than projected administrative fee income. We also received significant unanticipated administrative fees for 2023 in February and July.
- *Line 4 – Public Housing Subsidy* – In addition to traditional public housing operating subsidy, which is running in line with budget, this line includes revenue associated with the HUD grant for the Housing Hilltop commercial space. It is this revenue that is creating the large disparity.
- *Line 5 – Capital Fund Operating Revenue* – We drew two years of capital funds, instead of drawing one year as originally planned.
- *Line 10 – Other Revenue* – This line item comprises several revenue sources including non-governmental grant revenue, commercial space revenue, and professional services. Most of the smaller categories are running in line with budget; however, we have higher than anticipated grant revenue.

- *Line 11 – Developer Fee* – We received developer fee related to the Mercy Housing project at Aviva Crossing.
- *Line 12 – T/C/ Waterfall Payments* – Vacancies and collection rates continue to impact overall property performance, leading to lower-than-anticipated waterfall payments. The full impact of the September rent increases in the project-based voucher units was not evident until the fourth quarter, resulting in a large increase in anticipated available cash.
- *Line 13 – Investment Income* – Interest income is significantly higher than budgeted due to higher than anticipated interest rates and additional cash on hand.
- *Lines 15 – 25 – Administrative Expense* – Most line items under Administrative Expense are currently under budget and are expected to remain under budget. There is a significant percentage variance in internal management fees, which are interdepartmental fees that do not impact the Agency's financial health. Office Expense covers a variety of expenses, many of which are significantly under budget. The most significant savings in this area is related to IT contracts and support.
- *Lines 26 – 29 – Tenant Service* – The Tenant Service area is currently under budget and is expected to remain so for the rest of the year. This underspending is primarily due to unfilled vacancies in the salaries and benefits area. Additionally, there has been less spending on tenant service contracts, resulting in the *Tenant Service – Other* category also being under budget.
- *Lines 31 – 35 – Ordinary Maintenance and Operations* – This category is significantly over budget primarily due to staffing costs. The third-party managed properties are all over budget in this area. This overage is slightly offset by staffing savings in Salishan 7. Maintenance staffing costs also appear higher because an employee who was budgeted and previously charged to *Administrative Salaries* is being reflected in *Maintenance Salaries* to align with their current scope of work.
- *Line 36 – Other General Expense* – This area is over budget due to Spinnaker recognizing bad debt related to the properties they manage, which was far greater than what was budgeted.
- *Line 42 – Ext. Maint/ Fac Imp/Casualty Loss (Proceeds)* – THA experienced significant losses that were not fully covered by insurance at Prairie Oaks and at James Center North.
- *Line 47 – Debt Service Principal Pymt/Loan Payoffs* – THA paid off the James Center Enterprise loan and partially paid down the James Center WSHFC loan with restricted sales proceeds. The reserve appropriation for these payments is shown on *Line 49 – Reserve Appropriations – Operations/Debt*.
- *Line 51 – Capitalized Items/Development Projects* – The 2024 budget included four million for property acquisition. This did not occur, resulting in a significant variance.
- *Line 53 – Capital Grants/Sale of Property* – THA initially anticipated closing on the Mercy and front commercial parcel in 2024. The front commercial parcel represented the majority of the anticipated proceeds, and we did not sell that parcel. The terms of the Mercy agreement also changed significantly due to the additional required infrastructure work and the related cost-sharing agreement.

2. INVESTMENTS

Surplus funds are invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank are at 2.82%. The Washington State Local Government Investment Pool currently provides a return rate of 4.73%.

3. AUDIT

There is no update at this time.

4. BUDGETS

There is no update at this time.

5. YEAR-END UPDATE

Finance has begun work on closing the books for 2024. Even with the conversion, we are on schedule to have the financial reports for the Tax Credit properties completed in time for our auditors to prepare the tax returns for each entity and start the audit process. Finance requested a 30-day extension from HUD for the REAC submission to provide us with additional time to finalize THA's draft financial statements. Extensions of this type are routinely granted for agencies going through system conversions, so we anticipate that the extension request will be granted, making the new due date March 31st. This adjusted due date will not impact our audit schedule.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	September-24				Thru 12/31/2024			
	CURRENT QTR ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
OPERATING RECEIPTS								
1	HUD grant - Section 8 HAP reimbursement	13,750,810	53,650,164	54,398,206	-1.38%	71,202,032	72,904,879	-2.34%
2	HUD grant - Section 8 Admin fee earned	2,499,624	5,749,973	4,379,680	31.29%	6,993,457	5,839,573	19.76%
3	HUD grant - Community Services	44,704	150,966	183,750	-17.84%	245,915	245,000	0.37%
4	HUD grant - Public Housing Subsidy	162,932	169,342	9,225	1735.69%	171,445	12,300	1293.86%
5	HUD grant - Capital Fund Operating Revenue	0	0	10,575	-100.00%	28,525	14,100	102.30%
6	Other Government Grants	563,990	1,876,956	1,736,250	8.10%	2,463,000	2,315,000	6.39%
7	Tenant Revenue - Dwelling rent	825,802	2,528,469	2,589,934	-2.37%	3,600,000	3,453,245	4.25%
8	Tenant Revenue - Other	58,665	187,076	146,748	27.48%	261,000	195,664	33.39%
9	Management Fee Income	917,276	2,705,106	2,812,631	-3.82%	3,657,000	3,750,175	-2.48%
10	Other Revenue	556,640	1,943,788	1,577,795	23.20%	2,380,000	2,103,726	13.13%
11	Other Revenue - Developer Fee Income	0	0	0	N/A	198,600	0	N/A
12	Other Revenue - T/C Waterfall Payments	93,390	549,908	1,406,250	-60.90%	1,620,000	1,875,000	-13.60%
13	Investment income	272,115	748,606	582,180	28.59%	963,000	776,240	24.06%
14	TOTAL OPERATING RECEIPTS	19,745,948	70,260,353	69,833,224	0.61%	93,783,974	93,484,902	0.32%
OPERATING EXPENDITURES								
<i>Administrative Expenses</i>								
15	Administrative Salaries	3,062,546	8,447,784	8,662,288	-2.48%	11,608,732	11,499,299	0.95%
16	Administrative Personnel - Benefits	905,810	2,627,604	2,909,557	-9.69%	3,526,508	3,857,674	-8.58%
17	Audit Fees	74,578	74,578	85,050	-12.31%	104,395	113,400	-7.94%
18	Management Fees	162,103	497,688	623,474	-20.18%	657,000	831,299	-20.97%
19	Office Expense	686,254	2,003,185	2,716,371	-26.26%	2,544,000	3,621,828	-29.76%
20	Legal	161,036	337,544	263,625	28.04%	507,000	351,500	44.24%
21	Travel/Training	72,527	209,316	437,400	-52.15%	244,000	583,200	-58.16%
22	Other administrative expenses	749,204	2,026,266	2,176,146	-6.89%	2,845,734	2,901,528	-1.92%
23	Due diligence - Perspective Development	8,400	42,254	412,500	-89.76%	50,000	550,000	-90.91%
24	Contingency	0	0	78,750	-100.00%	0	105,000	-100.00%
25	Total Administrative Expenses	5,882,459	16,266,220	18,365,161	-11.43%	22,087,368	24,414,727	-9.53%

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	September-24				Thru 12/31/2024			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
Tenant Service								
26	Tenant Service - Salaries	464,893	1,331,427	1,422,150	-6.38%	1,643,301	1,896,199	-13.34%
27	Tenant Service Personnel - Benefits	147,247	472,207	513,012	-7.95%	630,181	684,016	-7.87%
28	Tenant Service - Other	445,419	1,913,172	2,033,933	-5.94%	2,690,000	2,711,911	-0.81%
29	Total Tenant Services	1,057,560	3,716,807	3,969,095	-6.36%	4,963,482	5,292,127	-6.21%
Utilities								
30	Total Project Utilities	121,824	364,392	360,446	1.09%	480,000	480,595	-0.12%
Ordinary Maintenance & Operations								
31	Maintenance Salaries	289,784	895,019	656,920	36.24%	1,231,000	875,870	40.55%
32	Maintenance Personnel - Benefits	85,641	234,754	215,618	8.88%	329,000	288,205	14.15%
33	Maintenance Materials	55,673	180,653	142,784	26.52%	244,000	190,379	28.17%
34	Contract Maintenance	194,417	573,798	693,947	-17.31%	790,000	925,263	-14.62%
35	Total Routine Maintenance	625,516	1,884,225	1,709,269	10.24%	2,594,000	2,279,717	13.79%
General Expenses								
36	Protective Services	4,722	38,791	24,390	59.04%	49,900	32,520	53.44%
37	Insurance	148,852	460,299	495,102	-7.03%	634,000	660,136	-3.96%
38	Other General Expense	(135,803)	719,654	360,376	99.70%	786,000	480,501	63.58%
39	Interest Expense	135,642	413,183	434,067	-4.81%	554,531	567,866	-2.35%
40	Total General Expenses	153,413	1,631,927	1,313,935	24.20%	2,024,431	1,741,023	16.28%
41	TOTAL OPERATING EXPENSES	\$ 7,840,770	\$ 23,863,569	\$ 25,717,907	-7.21%	\$ 32,149,281	\$ 34,208,189	-6.02%
Nonroutine Expenditures								
42	Ext. Maint/Fac Imp/Casualty Loss (Proceeds)	565,224	881,061	72,375	1117.36%	999,000	96,500	935.23%
43	Sec 8 HAP Payments	14,594,120	43,536,090	43,596,870	-0.14%	59,840,000	59,112,400	1.23%
44	Total Nonroutine Expenditures	15,159,344	44,417,151	43,669,245	1.71%	60,839,000	59,208,900	2.75%
45	TOTAL EXPENDITURES	23,000,114	68,280,721	69,387,152	-1.59%	92,988,281	93,417,089	-0.46%
46	OPERATING SURPLUS/(DEFICIT)	(3,254,167)	1,979,633	446,072	343.79%	795,693	67,814	1073.35%
47	Debt Service Principal Pymt/Loan Payoffs	(30,074)	(2,538,996)	(2,946,561)	-13.83%	(2,604,578)	(3,928,748)	-33.7%
48	Surplus/Deficit Before Reserve Appropriations	(3,284,241)	(559,363)	(2,500,489)	-77.63%	(1,808,885)	(3,860,934)	-53.15%
49	Reserve Appropriations - Operations/Loan Payoff	0	2,326,613	1,125,000		2,326,613	1,500,000	
50	Surplus/Deficit Before Captial Expenditures	(3,284,241)	1,767,250	(1,375,489)		517,728	(2,360,934)	
51	Capitalized Items/Development Projects	(45,565)	(73,673)	(3,356,250)	-97.80%	(167,679)	(4,475,000)	-96.25%
52	Reserve for Replacement	(41,657)	(129,583)	(131,889)	-1.75%	(171,625)	(175,852)	-2.40%
53	Revenue - Capital Grants/Sale of Property	0	0	3,041,250	-100.00%	100,000	4,055,000	-97.53%
54	Reserve Appropriations - Capital	(5,267)	0	3,000,000	-100.00%	0	4,000,000	-100.00%
55	THA SURPLUS/(DEFICIT)	(3,376,729)	1,563,994	1,177,622		278,424	1,043,214	

TACOMA HOUSING AUTHORITY

CASH POSITION - November 2024

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	8,051,070	2.82%
Section 8 Checking	1,328,866	2.82%
THA Scattered Sites Proceeds	5,913,220	2.82%
FSS Escrows	108,956	2.82%
FSS Forfeitures	64,724	2.82%
Note Fund Account	108	2.82%
THDG - Tacoma Housing Development Group	991,266	2.82%
Salishan 7 Operations	1,457,767	2.82%
Salishan 7 Security Deposit	32,800	2.82%
Salishan 7 Replacement Reserve	740,152	2.82%
Salishan 7 Operating Reserve	214,683	2.82%
North Highland Operations	184,677	2.82%
North Highland Security Deposit	26,854	2.82%
North Highland Capital Reserve	414,342	2.82%
Highland Crest Operations	1,280,966	2.82%
Highland Crest Replacement Reserve	448,765	2.82%
Highland Crest Security Deposit	41,408	2.82%
Outrigger Operations	727,375	2.82%
Outrigger Replacement Reserve	398,503	2.82%
Outrigger Security Deposit	25,853	2.82%
Prairie Oaks Operations	874	2.82%
Payroll Account	35,716	2.82%
HOME STREET BANK		
James Center North Operations	600,852	0.00%
James Center North Security Deposit	79,362	0.00%
WASHINGTON STATE		
Investment Pool	\$ 9,206,853	4.73%
1. TOTAL THA CASH BALANCE		\$ 32,376,014
Less:		
2. Total MTW Cash Balance		\$ -
<i>Less Minimum Operating Reserves</i>		
2.01 Public Housing AMP Reserves (4 months Operating Exp.)		
2.02 S8 Admin Reserves (3 months Operating Exp.)		726,000
2.09 Less Total Minimum Operating Reserves		\$ 726,000
2.1. MTW Cash Available (Lines 2-2.09)		\$ -
3. MTW Cash Held By HUD		\$ 11,804,912
4. Non MTW Cash Restrictions/Obligations		
<i>4.1 Non MTW Operational Restrictions</i>		
4.10 HUD Restricted - Lot and Property Sales		\$ 5,913,220
4.101 Scattered Sites Proceeds (Afford Hsg)	5,913,220	
4.20 THA Property Accounts Reserved		\$ 13,100,322
4.201 Security Deposit Accounts	206,278	
4.202 Highland Crest Operations Reserves	520,000	
4.203 Highland Crest Replacement Reserves	448,765	

TACOMA HOUSING AUTHORITY

CASH POSITION - November 2024

4.204 James Center North Operations Reserves (Debt Svc)	1,000,000		
4.205 James Center North Capital	133,907		
4.206 Outrigger Operations Reserve	150,000		
4.207 Outrigger Replacement Reserves	398,503		
4.208 Salishan 7 Operations Reserves	750,000		
4.209 Salishan 7 Replacement Reserves	740,152		
4.210 North Highland Court Operations Reserves	50,000		
4.211 North Highland Capital Reserve	414,342		
4.212 Housing Hilltop Loan Reserve	8,287,500		
4.213 Prairie Oaks Operations Reserve	874		
4.30 Rental Assistance Reserves		\$ 944,228	
4.301 Mod Rehab Operating Reserves	79,673		
4.302 VASH, FUP, FYI, NED, EHV & MAIN HAP & AF Reserves	690,875		
4.303 FSS Escrows	173,680		
4.40 Prepaid Grants		\$ 1,207,667	
4.401 TPS Interlocal (CS-2017-011)	100,820		
4.402 College Spark (PI-2018-005)	52,848		
4.403 GTCF Grant (PI-2019-005)	62,733		
4.404 THDG	991,266		
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$ 21,165,436	
4.70 Agency Contracted or Budgeted Commitments Remaining		\$ -	
		-	
		-	
4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$ 21,165,436	
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$ 11,210,577	
6. Development Advances - Project Reimbursement upon draw		\$ 56,420	
6.01 Housing Hilltop LLLP	56,420		



TACOMA HOUSING AUTHORITY

PRESENTATION
2024 Agency Accomplishments

January 21, 2025

2024 Accomplishments



Our Work

Vision:

We envision a future where everyone has an affordable, safe and nurturing home, where neighborhoods are attractive places to live, work, attend school, shop and play, and where everyone has the support they need to succeed as parents, students, wage earners, neighbors and builders of assets.

Mission:

We provide high quality, stable and sustainable housing and supportive services to people in need. THA does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive and just.



Housing is a human right.

We do our work as a social justice organization committed to fair and equitable division of resources, opportunities and privileges in society.

About Our Staff

Total THA Staff:
184

59% are women

47.3% represent historically
marginalized groups

Overall tenure:
5.9 years

Annual Retention:
91.7%

***Increase of 2.64%** from 2023

Who We Serve



10,096

People in Tacoma



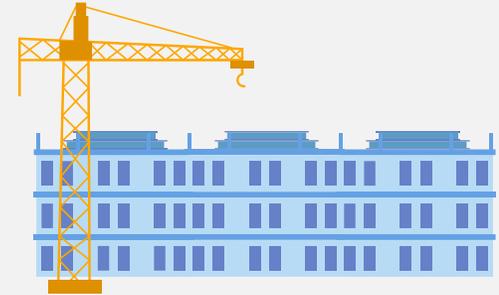
4,557

Total households



1,543

Households living in
THA properties



1,216

Units financed or
developed with THA's
help

Of the households receiving assistance from THA:

38%

of household members
are 18 or younger

31%

of household members
are elderly or disabled.

81%

qualify as *extremely low
income.*

Our 2024 Goals

- Increase the Amount of Available Housing for Low-Income Families
- Increase Housing Access & Stability
- Embed Principles of Diversity, Equity, Inclusion & Belonging (DEIB) in THA's Programs, Culture & Priorities
- Make THA a Great Place to Work

Increase & Maintain the Amount of Available Housing for Low-Income Families

- Housing Hilltop began leasing in summer 2024.
- Housing Hilltop adds 231 units of affordable housing and 13,000 square feet of commercial retail space on Tacoma's Hilltop.
- This is THA's largest housing project since New Salishan in the early 2000s.
- Both buildings completed ahead of schedule, with THA receiving the South building in July & the North building in November.
- All 94 units in the South building leased by year's end.



Increase & Maintain the Amount of Available Housing for Low-Income Families

In 2024, THA:

- Executed Project-Based Voucher HAP Contracts for Exley & St. Helens, adding **26 units**.
- Executed VASH PBV Contracts for Shilo & KWA, adding **35 units** of affordable housing.
- Broke ground on Mercy Housing for **129 units** at Aviva Crossing. Collaborated with Mercy to design, permit & plan funding for infrastructure improvements supporting the development of **more than 500 new housing units**.
- Awarded Related NW Parcel A at Aviva Crossing. Related NW proposed to build **150–192 affordable housing units** between 50–60% AMI, aimed at housing students, workforce population & small families.

Increase & Maintain the Amount of Available Housing for Low-Income Families

- In 2023, we set a goal that by 2028, THA would add **500 new units of housing** through development or partnership.
 - With the 2024 accomplishments & other investments since 2023, **we have now added 349 units for low-income families.**
 - Once the new units at Aviva Crossing are completed, this total will exceed 600 units.

Increase & Maintain the Amount of Available Housing for Low-Income Families

In 2023, THA set a goal to rehabilitate and/or refinance **at least 100 units of existing housing** to improve quality of life for tenants & long-term viability of the property.

- Completed **102 projects** at THA properties.
 - Highlights include new floors in Bay Terrace stairways, camera upgrades, AES radio upgrades & firestop installs at several properties, new elevator jack work at Fawcett & roof/gutter cleaning at Salishan.
- Completed **12,000 work orders** in THA properties
- Inspected **100% of THA units**
- Initiated the process of seeking financing to rehabilitate Salishan 1-3 & Hillside 2300. This will improve **over 300 units**.

Increase & Maintain the Amount of Available Housing for Low-Income Families

In 2023, THA set a goal to improve the financial performance of our portfolio.

- As of January 10, 2025, **324 households** are 1 month or more behind on rent, or **23%** of our households.
 - These arrears account for **\$900,000** in unpaid rent.
- Our Property Management & Client Support teams implemented a new warm outreach program.
 - Households behind on rent who have not received a 30-day notice receive a violation letter & 2 outreaches each by PM & CSE.
 - Across August – October, on average, **61% of households** with whom we outreached for late rent did not appear again on the 30-day list the following month.

Increase Housing Access & Stability

THA established a goal that by the end of 2025, we would achieve **98% occupancy** in our portfolio.

- THA increased occupancy from **92%** to **95%** within eight months in 2024.
- Moved in **205** (projected) applicants into portfolio units, a **64%** increase from 2023.
- Our maintenance team tuned **150** vacant units to get them ready for new tenants.

Increase Housing Access & Stability

THA launched a new, continuously open waiting list in November 2024.

- **More than 5,000 households** applied in the first 24 hours.
 - **More than 9,000 households** joined the waitlist by December.
- **Any applicant can now join our waitlist at any time.**
 - In the past, THA would open our waitlist for a limited time & accept a limited number of applicants.
- We now have **separate waitlists** for housing assistance vouchers, THA rental properties, & senior/disabled applicants.
 - An applicant can apply to **any or all waitlists that fit their needs.**
- A new “Save my spot” feature ensures that when someone is contacted for a voucher or unit, they are ready to be housed.

Increase Housing Access & Stability

In 2023, we established a goal that we would maintain THA's MTW requirement to serve substantially the same (StS) number of customers.

- We are currently at **98.7% utilization**.
- Over **400 new households** were housed with vouchers in 2024 & another **350 voucher households** moved between units.
- Reported **80% success rate** for households in Rapid Rehousing programs.
- Negotiated an interlocal agreement with Pierce County Housing Authority to share jurisdiction, greatly expanding housing choice for voucher holders.

Increase Housing Access & Stability

THA had established a goal that by 2025, we will create comprehensive data systems that connects the organization & better manages data, enabling us to make data-driven decisions & continually improve operations & programs.

- Launched a comprehensive data system to better manage data with our Yardi & Apricot conversions.
 - Over 900 voucher households have registered to use our new RentCafe tool.
 - The waitlist opening, as designed, would not have been possible without this system.

Increase Housing Access & Stability

Much of our success in housing our households is our ability to help with housing stability services.

- Our Client Support & Empowerment teams addressed referrals for **1,345 customers**, for services including:
 - Services included & rental assistance (**1,109** referred); education services (**753**), employment & financial education (**106**), behavioral health (**41**), & VAWA supports (**26**).
- 20 referrals turned into program enrollments for FSS or 2Gen.
- 8 tenants bought a home.
- Our community building team hosted **114 activities** across our 13 managed properties between April through December 2024.
 - **2,421** attendees across all activities & events
 - **429** unduplicated residents attending events (4,250 hours)

Embed Principles of Diversity, Equity, Inclusion & Belonging (DEIB) in THA's Programs, Culture & Priorities

- Designed a comprehensive DEIB Learning Cohort curriculum set to launch in 2025, aiming to educate our staff, improve our programs & customer service.
- Created a framework to embed DEIB in THA's work & agency goals, systemizing staff learning & participation.
- Conducted a Physical Accessibility Audit that provides us information on how to update THA offices, so they are more accessible for residents, visitors & employees.
- Rewrote our procurement policy to be more accessible to small & minority-owned businesses.

Make THA a Great Place to Work

- Exceeded our **85%** retention goal—seeing over **90%** this year.
- Planned & organized THA’s first annual Benefits Fair & Vaccination Clinic, with more than **70** employees participating.
- Developed & implemented “Snack & Chat” meetings with new & newly promoted employees to discuss onboarding & ensure they have the tools to pass probation.
- Completed annual employee engagement survey with the highest employee participation on record & positive feedback.

Thank you to the Board for your ongoing support of the THA team!

Thank you to all THA staff for their work every single day!





TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: January 22, 2025
Re: Agency Monthly Report

THA's Mission

We provide high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive and just.

In this report you will find our agency highlights for the month of December 2024. The agency updates are categorized as they relate to our long-term goals:

- Financial Sustainability
- Increase the Amount of Affordable Housing for Low-Income Families
- Make Tacoma a Great Place to Live
- Make THA a Great Employer, Contractor, and Partner

Every person at THA contributes to our work and is integral to fulfilling our mission. This report represents just a small percentage of the work our team does in service to our community.

TABLE OF CONTENTS

Table of Contents.....2

Financial Sustainability2

Increase the Amount of Affordable Housing for Low Income Families.....2

Make Tacoma a Great Place to Live.....6

Make THA a great Employer, Contractor, and Partner.....9

A Look Ahead.....11

FINANCIAL SUSTAINABILITY

Financial Sustainability updates are included in the Finance update.

INCREASE THE AMOUNT OF AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

Housing Hilltop

Lease Up

- South Building
 - 100% leased and occupied prior to December 31st LIHTC deadline

- North Building
 - Lease up currently underway
 - FPI in process of shifting operations from South building to North building.

Construction

- Change order received to improve North and South building accessibility and security are being contemplated, including installation of ADA powered door openers on certain amenity spaces, additional cameras throughout the two buildings, HVAC and electrical installation for the South Building commercial spaces and the North Building alleyway painting. AMRED working with Brawner and Walsh on reviewing change order.
- FPI has taken over control of the North Building and is working to get their office setup

Commercial Space

- Jan Parker
 - Zeroing in on an architect for their space
 - Working with local funding partners to help fill some gaps based on initial architect and contractor feedback
- Lavonne’s Room
 - Painting, flooring and electrical scopes on track to be completed in January
 - Goal is to have tenant occupy space in during February
- Empty Commercial Space
 - THA is working on advertising the 3rd commercial space in the South Building
- Housing Hilltop South Space
 - The intended tenant for this space has been the Tacoma Urban Performing Arts Center (TUPAC). THA and TUPAC have been working together for over two years. We are at the point where we need to decide whether to execute a lease and continue this relationship. In November 2024, THA asked for business expansion and fundraising plans. These requests are in line with terms that have been discussed throughout our relationship. THA has notified TUPAC and the Board that if these documents are not submitted by the deadline provided, THA will begin searching for another tenant.

Aviva Crossing



Site

- Utility work began in August
- THA is pursuing \$1.8 million in County funds to help support the predevelopment work
- THA submitted the CHIP 2024 application in connection to Related NW's development
- Easements held by neighbors restricting Aviva Crossing development due to height limits and parking claims has been resolved
- THA is working with Mercy on applying for the EPA Grant to help fund the stormwater infrastructure work.

Mercy (Lot 4)

- Mercy broke ground in December 2024.
- Contracts for project-based vouchers have been approved by HUD and executed.
- Business terms have been settled, including a \$1,000,000 loan to the Mercy project with a 40-year term, earning 5.4% compounding annual interest. Other contributions to the infrastructure work are capped at \$1.8 million. THA is determining what portion of these funds can be paid with restricted sources.

Koz (Lot 1)

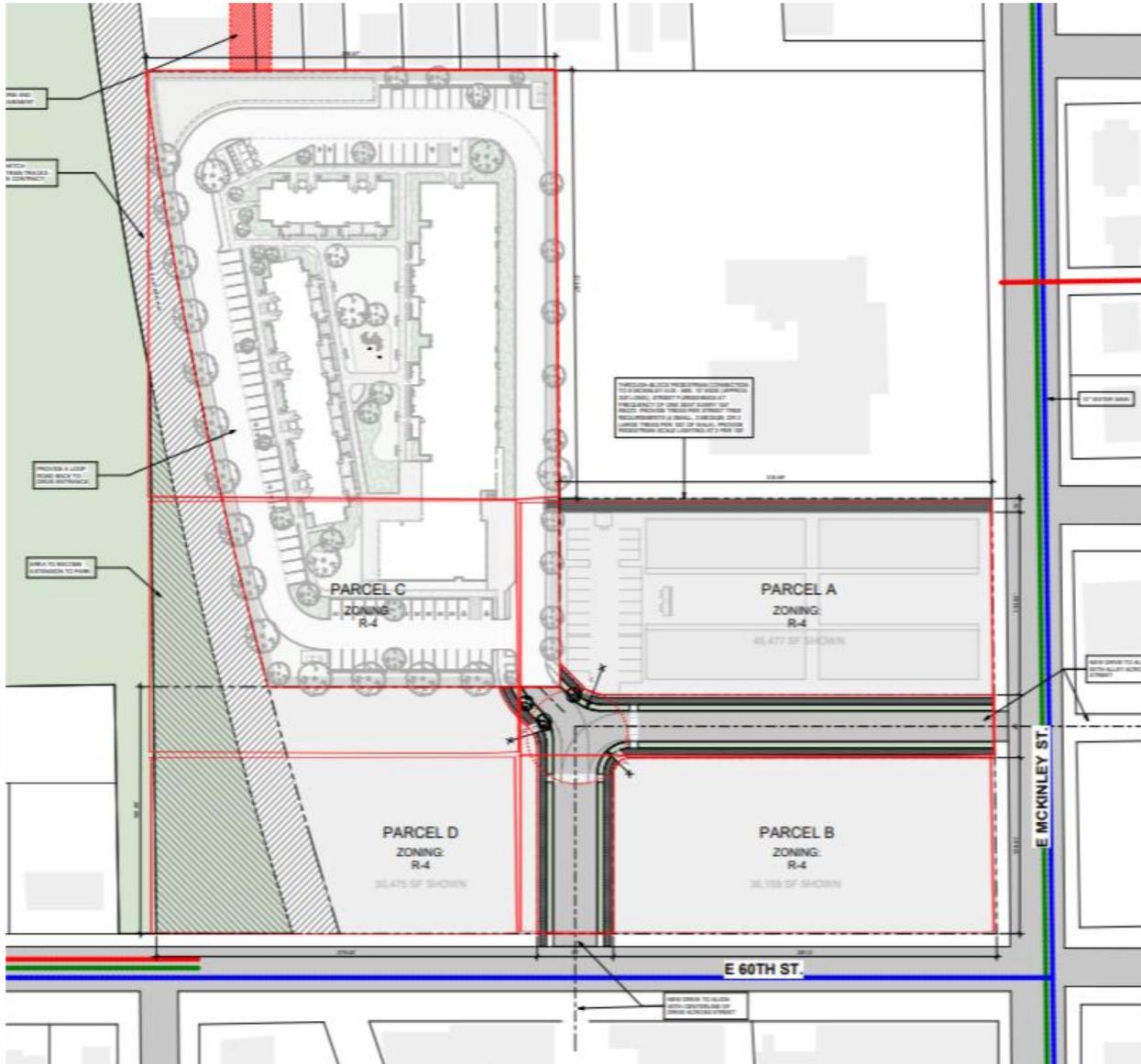
- Continuing to negotiate the terms of a purchase on this site.

Related Northwest (Lot 3)

- Targeting 150 units at 60% AMI
- Early terms negotiation underway

*
*
*
*
*
*
*
*

Hillsdale Heights



- Bridge Meadows has submitted their 9% LIHTC and CHIP applications
- Pre-application meeting with the city is complete.
- THA continues detailed conversations with partners on land sale. Bridge Meadows, Louis Rudolph Homes and Eloise’s Cooking Pot are fully engaged and working together.
- THA has procured a new appraisal for Parcels A, B & D and is expecting this to be complete in January.
- THA has procured a Critical Areas Report based on City’s feedback on visual site inspection. This report is expected to be completed in March.

Salishan & Hillside 2300 Resyndication

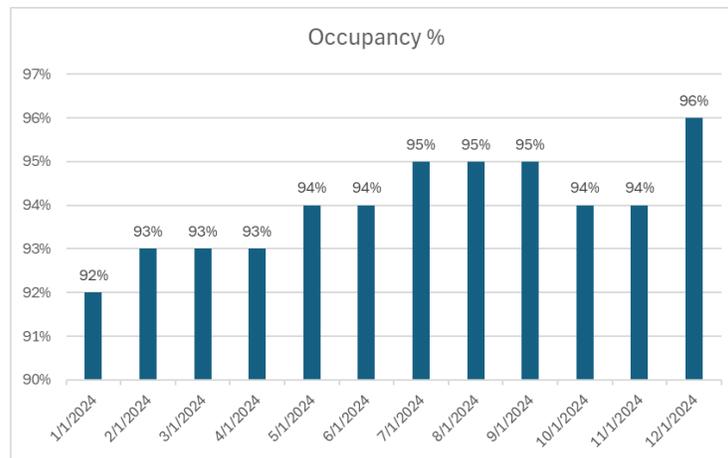
- Environmental, seismic, survey, and appraisal scopes have been finalized. These scopes are in the early planning and coordinating stages with PM and Maintenance. Proposals are still being collected for the zoning.
- THA continues to identify and pursue funding opportunities. More detailed discussions progressing with TPU and MDC
- The first draft of Owner’s program/scope has been reviewed, and THA is working with Brawner on implementing those comments into the program.
- LMC has been awarded the GC/CM contract for the project. LMC is partnering with Pierce County-based 1 DROP, a collective initiative aimed at empowering Black, Native, and Hispanic-owned businesses in the construction and real estate industries. A kickoff meeting will be on January 9th, 2025.
- THA is evaluating the need for a construction oversight committee for this project. With the LMC partnership with 1Drop, there is a heavy focus on MWSBE and community involvement.

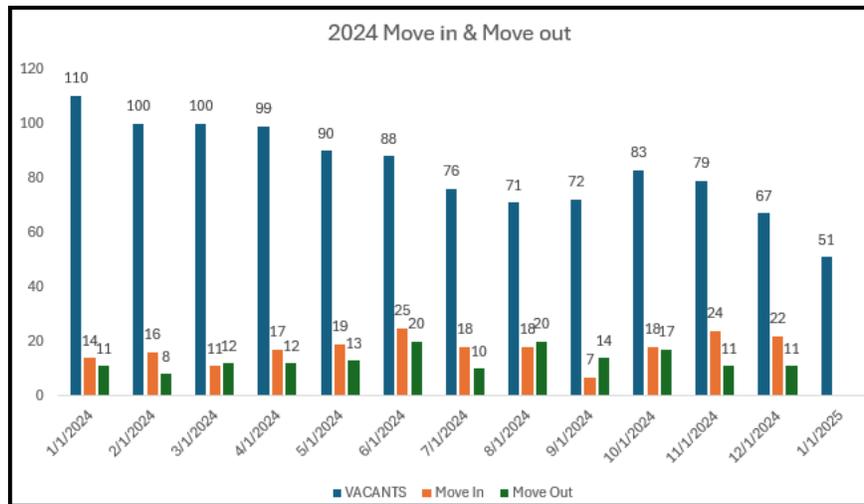
MAKE TACOMA A GREAT PLACE TO LIVE

The Property Management and Rental Assistance Eligibility teams excelled in 2024, surpassing their goals to decrease unit turn times, reduce vacancies, and boost occupancy rates.

THA Unit Occupancy

In 2024, THA experienced an 8% fewer move outs and a 67% increase in move ins, which positively impacted their year-end goals. They began the year with 110 vacant units and ended with 51, marking a 53% reduction in vacancies. By year end the turn team turned 169 units and overall occupancy rate across the portfolio increased from 92% in January to 96% in December.

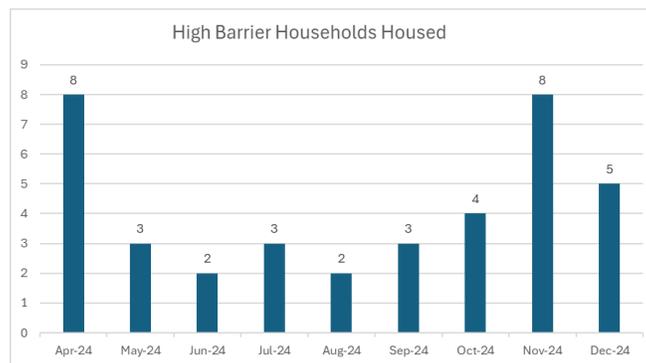




We will approach 2025 with the goal of achieving and maintaining 98% occupancy by July and end the year 2025 with no more than 35 vacant units.

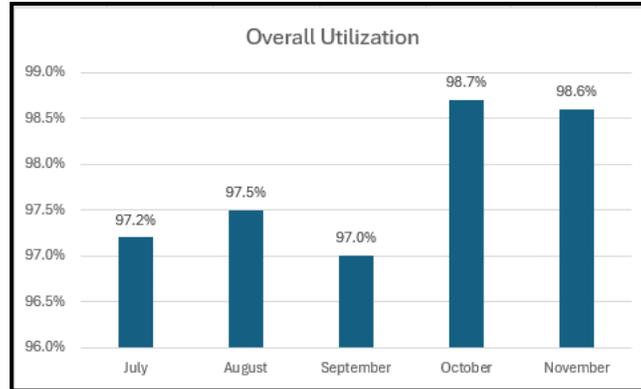
Serving High Barrier Households

Since April, the Housing Navigation has housed 38 high barrier households. In December alone, they housed five high-barrier households with vouchers. Among these was a five-person household that managed to secure housing just before their voucher expired.



Utilization

These cross-departmental efforts to house and maintain housing for individuals have resulted in a 98.6% overall utilization of THA vouchers.



Rental Assistance performed their first 'Save My Spot' waitlist check-in requirement. 68% of applicants on the waitlist responded to 'Save My Spot' and will remain active on the waitlist. Applicants who did not respond were withdrawn and may reapply anytime.

Property Management Project Highlights

The Salishan maintenance team has worked hard to reduce waste this year by investing time in metal recycling. In 2024 the team recycled 69,430 lbs. of metal. In addition, they kept 373 appliances out of the landfill. Bringing in a total of \$10,914.95 for the agency. Since the start of this project in 2022 the team has recycled over 225,475 lbs. of metal.

At the end of 2024 THA Property Management and Finance departments partnered with TPU on a bill credit grant. As landlords who pay all utilities in our 7 RENEW Midrise properties dedicated to households that are senior and disabled, THA received utility bill credits for all eligible units. In turn THA provided \$200 account credits, in the form of a rental payment to all eligible households at those properties. In total 311 households were awarded the credit in December, totaling over \$62,000 of income into the properties.

In November THA maintenance started on a project to replace the elevator jack at the Fawcett apartments. This is a one elevator property which required some relocation for residents that were unable to access the property without the use of an elevator. The vendor work went well, mild setbacks but overall smooth project. The elevator was back online in December before the holidays. This rehabilitation will bring many more useful years to the elevator at the property. Thankful to the maintenance and onsite Property team for their assistance in this project and smooth transition.

At the end of November to early December, Hillside 1500 had a main water break at the property. This required immediate remediation and relocation of 12 households. The water to the property needed to be shut down for about 5 days while the remediation work took place. Everyone was able to return to

their units before the holidays and the work went smooth and fast. Thanks to the dedication of the maintenance/facilities team, onsite management staff, and risk management. The fast thinking prevented a larger issue from taking place at the property.

Referrals for Services

In the months of November and December the CSE department fielded nearly 250 referrals from Property Management and Rental Assistance. The primary referrals reasons were for housing stability (140 referrals), followed by general services (35) and new move ins (29).

Rent Collection

Rent Collection	January	February	March
% of Households Paid in Full	57%		
% of Households Owing 1 Month of Rent (or less)	18%		
% of Households Owing 1+ Months of Rent	25%		

Regarding the late rent outreach work that has been done with both CSE and PM, 59 families were reached out to via email, phone or a door knock a total of 120 times. Of the 22 households who were on the list for November, 77% (17) did NOT reappear on the 60-day list the following month meaning they caught up on their rental arrears. The process, while still new, is showing a ton of great collaboration and impressive outcomes around housing stability and rent collection.

Place-Based Programming at THA Sites

In November and December CSE facilitated several activities and events throughout the portfolio, as well. Residents benefited from classes like Fall Prevention, Health is Wealth by Safe Streets, food banks, Wag Pet Store give aways, and door decorating contests. It total, more than 1,100 residents attended the various events, showing high level of engagement and increased trust and collaboration within the community.

MAKE THA A GREAT EMPLOYER, CONTRACTOR, AND PARTNER

The Strategic Advisor, Interim Human Resources Director, and Senior General Counsel will continue working on updating **THA's Employee Handbook**. In December, the Board of Commissioners approved the Workplace Attire policy as part of this body of work. We are asking you to approve the Assigned Uniforms policy in January.

The Strategic Advisor and Interim Human Resources Director are also working on creating an updated **Employee Satisfaction survey**. This new survey will include one or more demographic questions so that

the THA Leadership Team can use a DEIB lens in assessing employee satisfaction. We will use THA's ADP system to field this survey so that we are not incurring any additional costs by implementing this important project.

The Strategic Advisor and Interim Human Resources Director are also working on creating a new program that systemizes quarterly conversations between managers and their employees. This program is inspired by the City of Tacoma's "**Core Conversations**" program. "Core Conversations" take the place of traditional annual performance reviews. Instead of a once-a-year conversation to assess performance, Core Conversations encourages manager and employee to meet four times a year to discuss: (1) job clarity and role expectations, (2) professional development opportunities and goals, (3) two-way feedback (separate and distinct from any employee discipline procedures), and (4) end of year successes and new goals. Managers are expected to meet with their employees on a regular basis, some meet monthly, bi-weekly, or weekly. The quarterly Core Conversations will help us ensure employees and managers can discuss these important topics. The Strategic Advisor and Interim Human Resource Director will host focus groups with employees and managers to share the scaffolding of this new proposed program and ask for honest feedback. By including employees in program development, we can ensure its utility, accessibility, and success.

The **DEIB Steering Committee announced THA's 2025 DEIB Learning Cohort**. This will launch in the Spring.

Building Work Order

The EIO is working with IT and PM to simplify the procedure for staff to submit work orders for 902. The EIO has requested access to Maintenance IQ. In the meantime, IT has developed a temporary form, and staff have been notified.

Conference Room Use Policy and Reservation

The EIO has drafted a Conference Room Use Policy for non-THA staff at the Family Investment Center (FIC) and Bay Terrace (BT). Once finalized, it will be reviewed with the Leadership Team. Reservations will be managed through a new, user-friendly webpage developed with IT.

Employee Appreciation Celebration

The Employee Appreciation Celebration on December 6th was a big success, thanks to the dedicated committee. The committee will now focus on the summer event. These preparations require time and effort but also support local companies and partners.

Popcorn Wednesday

The first Popcorn Wednesday for 2025 is scheduled for January 29th at 902. This event will be paused in June and July to allow the Employee Appreciation Committee to focus on the summer event, and in November and December to allow the committee to focus on the end-of-year event.

Conference Room Chairs/Tables

The EIO is collaborating with a vendor to finalize the order for conference room chairs intended for Bay Terrace. This initiative aligns with our objective to "Make THA a Great Place to Work" by enhancing the comfort of staff during extended meetings and training sessions.

A LOOK AHEAD

We are working on a new calendar of presentations for 2025. I will share that new plan at the next meeting.



TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



RESOLUTION 2025-01-22 (1)

Date: January 22, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Creation and Addition of THA Policy HR.10.30.01 Assigned Uniforms

This resolution would create a new employee policy titled "HR-10.30.01 Assigned Uniforms". This separates policies for uniformed and non-uniformed employees. It also provides further detail on the values, standards, expectations, and prohibitions for employees required to wear uniforms to perform their job functions.

BACKGROUND

The Strategic Advisor worked with Human Resources, Property Management Maintenance Managers, and Maintenance Technicians to create a new policy that ensures Maintenance employees have detailed and clear uniform standards.

This work was done alongside updates the standards for workplace attire. The Strategic Advisor engaged Maintenance employees at a Monthly Maintenance Safety meeting. They presented a draft updated policy, answered questions, and gathered comments to incorporate into an updated version of the policy. Representatives from the Trades Union also met with the Strategic Advisor to review the policy and share feedback.

Adding this policy and the detailed uniform standards will have minimal impact on Tacoma Housing Authority's (THA) finances.

RECOMMENDATION

We recommend the Tacoma Housing Authority Board of Commissions approve the proposed policy HR-10.30.01, "Assigned Uniforms".



RESOLUTION 2025-01-22 (1)

(THA HR 10.30.01 – Assigned Uniforms Policy)

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

WHEREAS, the Tacoma Housing Authority endeavors to be a great employer; and

WHEREAS, THA is committed to embedding a DEIB lens in all its practices and programs; and

WHEREAS, THA staff have shared feedback about the original version of THA policy HR-10.30; and

WHEREAS THA Maintenance staff and Union representatives participated in engagement efforts to review draft policy updates and share feedback; now, therefore, be it

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

1. Employees who are required to wear uniforms to perform their job functions follow updated values, standards, and prohibitions regarding uniforms.
2. This resolution supersedes any conflicting policies or resolutions previously adopted by the Board of Commissioners.
3. This resolution shall take effect immediately upon its adoption.

Approved: January 22,2025

Derek Young, Chair

ASSIGNED UNIFORMS POLICY

Policy No. HR-10.30.01

OVERVIEW

This policy applies to Maintenance Technicians. Workplace attire standards for other employees can be found in policy HR – 10.30

THA's workplace attire and assigned uniform policy prioritizes **safety, authenticity, approachability, and agency representation**. **Even more, we welcome and appreciate when employees present themselves in ways that balance the four values as they relate to their role, is relevant to their culture or background, and is in line with their gender identity or expression.** This policy is intended to create clear standards of THA's Assigned Uniform Policy, while also encouraging employees to present themselves in ways that are authentic, comfortable, and culturally relevant within these standards. By following this policy, residents, visitors, and other partners will find us approachable and trustworthy.

Of additional importance for Maintenance Technicians is recognizability. It is vital that employees are easily recognized as Maintenance Technicians. Adhering to uniform standards enhances recognizability which in turn increases safety for employees and residents.

Values for Workplace Attire

Safety means that the clothes we wear prevent and/or mitigate the extent of any harm that may be encountered at work, including workplace accidents.

Authenticity means we encourage employees to bring the version of themselves they're willing to share at work. This may look different for each and every one of us. And we think that's what makes us special.

Approachability means THA residents feel like they can relate to us and come to us for support. Approachability can be conveyed through how we dress and our general demeanor.

Agency representation means that we're asking employees to balance approachability with their roles as ambassadors of the agency and our work. Our work is sensitive and high impact. And we want residents and external partners to know that we at THA can meet the mark every day we show up for work. Like approachability, this can be conveyed through dress and general demeanor.

MAINTENANCE TECHNICIAN ASSIGNED UNIFORM STANDARDS

“Blues”: THA issued pants, shirts, and jackets are required while on the job. These items cannot have holes or other damage and must fit properly so that the Technician can move freely and complete their jobs safely. There are some situations where a Maintenance Technician may wear a different shirt or jacket outside of the “Blues” uniform.

Turn Team: When a Maintenance Technician is on the Turn Team, they may wear their THA-issued Turn Team cotton t-shirt. When the Technician’s rotation on Turn Team is over, they must return to wearing their “blues”. Turn Team members do not need to change into their blue uniform shirt when moving around the property to pick up tools, drive a van, etc. if they are still in the middle of a turn.

Jackets: The THA-issued blue jacket and the THA-gifted fleece (which employees received in Winter 2023) are preferred jackets for Maintenance Techs. The THA sweatshirt (“hoodie”) that was gifted in Winter 2022 is not permissible to wear while performing work duties because it does not provide adequate coverage and both the hood and draw strings pose a grab hazard. If a Maintenance Technician wishes to wear a different coat due to weather, they may do so as long as they are wearing the rest of their THA issued uniform. Techs should be mindful of hoods and strings on jackets.

Shirts: Shirts must be tucked in while working to prevent a grab hazard and to adhere to electrical safety standards.

Hats: Acceptable hats include THA-issued baseball hats, THA-issued winter beanies, and personal baseball hats or beanies. Personal baseball hats and beanies may be any color, display logos, and must adhere to the standards on prohibited statements, graphics, or imagery (see page 4). Other head coverings for religious, cultural, or medical reasons are also permissible.

Sweat Rags: Maintenance Technicians may carry THA-issued cooling cloths or another form of rag (cotton, preferred) to wipe sweat or keep cool while working. Personal sweat rags can be any color or pattern. These items cannot be worn on the head or forehead unless covered by a baseball cap or beanie (this does not apply to religious, cultural, or medical head coverings). They can also be placed around the neck or stored in a pocket.

Shoes: It is required that Maintenance Technicians wear work boots or similar footwear. These shoes must be closed toe and offer stable ankle support.

Prohibited Clothing Items: Any form of sneaker (i.e., walking, running, tennis, basketball, climbing, or canvas shoes, etc.), sweatpants, sweatshirts, shorts, bandanas, and hats that are not baseball caps or beanies (with the exception of head coverings that are for religious, cultural, or medical reasons).

Requesting New, Additional, or Replacement THA-Issued Uniform Pieces: Tacoma Housing Authority provides Maintenance Employees with 11 uniforms, a jacket, and a pair of overalls. Employees who may

need new, additional, or replacement uniform pieces due to damage, medical condition (including pregnancy), or religious reason should contact their manager. Those requests may or may not be fulfilled depending on availability.

ADDITIONAL GUIDANCE

MAKEUP, JEWELRY, HAIR, AND PIERCINGS

Employees may choose how to present themselves regarding makeup, jewelry, hair style, hair color, hair covers (i.e., hats, accessories, cloth covers, etc.), or body piercings within the parameters of this Policy. **We welcome and appreciate it when employees express themselves in ways that are authentic, culturally relevant, and in line with their gender identity or expression.**

TATTOOS

Employees can display tattoos. Tattoos that display prohibited statements or graphics must be covered.

PERFUMES AND SCENTS

THA is not explicitly a fragrance-free workplace. However, we employ individuals with sensitivities to strong scents. **We encourage employees to use their discretion when applying perfumes or other scented products.** If you work near someone with a sensitivity to strong scents, you may be asked to make an adjustment. We encourage open and caring conversations when navigating these dynamics. Those requests and accommodations can be made between employees with support from supervisors or Human Resources.

CLEANLINESS

We expect employees to use healthy hygiene habits and identify what is healthy for themselves. Employees with distracting odor or dirty clothing will be asked to address the matter. Employees who are distracted by another employee's hygiene or cleanliness are asked to discuss those concerns directly or to contact a supervisor or the Human Resources Department for support.

PROHIBITED STATEMENTS, GRAPHICS, OR IMAGERY

Employees may not wear clothing articles or jewelry or display tattoos that contain any of the following references:

- Profanity (all languages)
- Drugs or alcohol
- Sexual or lewd
- Violence
- Weaponry
- Hate speech
- References to political parties, campaigns, candidates, elected officials, or ballot initiatives.

Employees are also required to cover any tattoos that violate this policy.

Other types of statements: Clothing that display references to cultural or social matters is allowable. However, we ask employees to be mindful of the statements they display. When wearing something with a cultural statement consider whether it would make a resident, visitor, or partner feel excluded, unwelcome, or if it might distract from conducting your core duties.

Hate speech is explicitly prohibited. “Hate speech” is defined as abusive, threatening, or derogatory language that expresses a prejudice against someone or a group of people based on an identifying feature. Washington state (WAC 162-04-010 and WLAD) identifies the following protected classes: race / color, presence of any sensory, mental, or physical disability; use of a trained dog guide or service animal; HIV/AIDS and Hep-C status; creed; national origin; sex (including pregnancy); marital status; age (40+); sexual orientation and gender identity; honorably discharged veteran or military status.

Employees are also required to cover any tattoos that violate this policy.

ACCOMMODATIONS

Any employee who believes they may need a reasonable accommodation concerning THA’s Workplace Attire and Assigned Uniform policy for a religious or medical reason should contact the Human Resources Department.

ENFORCEMENT

We ask that employees hold open and honest conversations with each other regarding perfumes, scents, cleanliness, and allowable statements on clothing. Supervisors and the Human Resources Department are available for support. When an employee violates the dress code policy, management may send the employee home without pay to change into acceptable attire and / or may take appropriate disciplinary action.