

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Annual Meeting
Tuesday, March 20, 2018
5:30 p.m.

Housing Authority of the County of Merced
Administration Building
405 "U" Street
Board Room – Building B (Second Floor)
Merced, CA 95341
(209) 386-4139

Rachel Torres, Chairperson
Margaret Pia, Vice-Chair
Evelyne Dorsey
Jack Jackson
Rick Osorio
Jose Resendez

All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.

All supporting documentation is available for public review in the office of the Administrative Assistant located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at www.merced-pha.com

Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.

I. CALL TO ORDER AND ROLL

II. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA

(M/S/C): ____/____/____

**III. NOMINATION and ELECTION OF BOARD OF COMMISSIONER OFFICERS
(Chairperson and Vice Chairperson):**

A. Nomination of Chairperson (M/S/C): ____/____/____

B. Election of Chairperson (M/S/C): ____/____/____

C. Nomination of Vice Chairperson (M/S/C): ____/____/____

D. Election of Vice Chairperson (M/S/C): ____/____/____

IV. APPROVAL OF THE FOLLOWING MEETING MINUTES:

A. February 20, 2018 Regular Meeting (M/S/C): ____/____/____

V. UNSCHEDULED ORAL COMMUNICATION

NOTICE TO THE PUBLIC

This portion of the meeting is set aside for members of the public to comment on any item within the jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

VI. CONSENT CALENDAR:

All matters listed under the Consent Calendar are considered routine by the Housing Authority and will be adopted by one action of the Board of Commissioners, unless any Board Member has any question(s), or wishes to discuss an item. In that event, the Chairperson will remove that item from the Consent Calendar and place it for separate consideration.

- A. Rent Delinquency Report for February 2018**
- B. Track Summary Report for February 2018**
- C. Financial Reports for February 2018**

(M/S/C): ____/____/____

VII. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

A. Information/Discussion Item(s):

1.) Director's Updates

- A. Chris Alley, Central Valley Coalition – Gateway Terrace II Update
- B. MCOE Update
- C. Congressman Costa Visit Update
- D. VASH Voucher Award

B. Resolution Item(s):

1.) **Resolution No. 2018-03:** Approving the write-off for bad debts from tenant's accounts receivable.

(M/S/C): ____/____/____

2.) **Resolution No. 2018-04:** Authorizing the Executive Director to enter into an amended purchase and sale agreement with Arturo Murillo and Miriam Murillo for 1783 Juniper Avenue, Atwater, CA accepting the \$164,000.00 indebtedness as satisfied in full, and authorizing the reconveyance of the property and recordation thereof.

(M/S/C): ____/____/____

3.) **Resolution No. 2018-05:** Approving the revisions to the Director of Development & Asset Management job description.

(M/S/C): ____/____/____

4.) **Resolution No. 2018-06:** Approving the clarification and subsequent revisions to the current job descriptions for the Maintenance Worker I/II/III series.

(M/S/C): ____/____/____

5.) **Resolution No. 2018-07:** Recognizing, commending and thanking Commissioner Jose Delgadillo for 9 years of outstanding service to the Housing Authority of the County of Merced.

(M/S/C): ____/____/____

C. Action Item(s):

None

VIII. COMMISSIONER'S COMMENTS

IX. CLOSED SESSION ITEM(S):

A. Pursuant to Government Code §54956.8
Conference with Real Property Negotiations

X. ADJOURNMENT

Housing Authority of the County of Merced

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vazquez, Executive Director

DATE: March 20, 2018

SUBJECT: Election of Officers for the positions of Chairperson and Vice-Chairperson

Bylaws of the Housing Authority of the County of Merced

Article II Section 2: The Chairperson shall preside at all meetings of the Housing Authority of the County of Merced ("Authority"). At every Board of Commissioners meeting, the Chairperson shall submit such recommendations and information necessary and proper concerning the business, affairs and policies of the Authority. The Chairperson maintains and promotes a cooperative and collaborative working relationship with and among other Board members, Authority staff and management, and represents the Authority in a professional manner with those encountered in the regular conduct and performance of his/her official duties.

Article II Section 3: The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

Article II Section 7: The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Board from among the Commissioners, and shall hold office for one year or until their successors are elected, whichever occurs later.

Current Nomination Process

- Take nominations at meeting
- Does Vice-Chairperson want to be considered?
- If one nomination received
 - o Vote takes place
 - o It does not need to be a secret ballot
 - o It can be open vote by show of hands
- If more than one nomination
 - o Vote can be by secret ballot
 - o If it's a tie they may vote again
 - o If it remains a tie – Draw
- Announce duly elected Chairperson of the Board
- The newly elected Chairperson takes over for election of Vice-Chairperson

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, February 20, 2018

- I. The meeting was called to order by Chairperson Torres at 12:06 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Rachel Torres, Chairperson
Margaret Pia, Vice Chairperson
Jose Delgadillo
Evelyne Dorsey
Jack Jackson
Rick Osorio
Jose Resendez

Commissioners Absent:

None

Chairperson Torres declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Dave Ritchie, Legal Counsel
Brian Watkins, Finance Officer
Blanca Arrate, Director of Housing Programs
Gina Thexton, Director of Housing Programs
Maria F. Alvarado, Executive Assistant

Others Present:

None

- II. **COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA:**

None

(M/S/C): Commissioner Delgadillo/Commissioner Pia/passed unanimously

- III. **APPROVAL OF THE FOLLOWING MEETING MINUTES:**

A. January 16, 2018 Quarterly Meeting

(M/S/C): Commissioner Pia/Commissioner Resendez/passed unanimously



IV. UNSCHEDULED ORAL COMMUNICATION:

None

V. CONSENT CALENDAR:

A. PHAS Report for January 2018

B. Aged Receivables Report for January 2018

C. Financial Reports for January 2018

(M/S/C): Commissioner Osorio/Commissioner Pia/passed unanimously

VI. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

A. Information/discussion Item(s):

1.) Directors Updates:

- a. Executive Director Vazquez informed the Board that Authority staff had participated in the 2018 Unsheltered Persons count. Executive Director Vazquez also provided photographs of all of the donations that Authority staff donated for the 300+ care packs that were provided to the count participants.
- b. Executive Director Vazquez presented the Board with the High Performer certificates the Authority received for both the Housing Choice Voucher Program and the Public Housing Program.
- c. The Board was informed that the Authority has completed the Yardi 7s software update and it is now live.
- d. Executive Director Vazquez will be meeting with MCOE to discuss potential legal help services to the Migrant Center residents.
- e. A meeting with Ms. Chris Alley was held to discuss the status of Gateway Terrace II. The project is still on track to be completed. This project will be a Project Based Voucher site and will also have designated VASH units.
- f. Executive Director Vazquez reported that she and the two Department Directors met with a representative from Congressman Jim Costa's office to discuss constituents as well as setting a meeting with the Congressman.

B. Resolutions Item(s):

- 1.) **Resolution No. 2018-03:** Approving the write-off of bad debts from tenant's accounts receivable.

This resolution was tabled and will be brought back at the March 2018 Meeting.

(M/S/C): Commissioner Pia/Commissioner Resendez/passed



C. Action Item(s):

None

VII. CLOSED SESSION ITEM(S):

The Board of Commissioners went into closed session at 12:24 p.m. The following people were present:

Board Members

Rachel Torres, Chair
Margaret Pia, Vice-Chair
Evelyne Dorsey
Jack Jackson
Jose Delgadillo
Rick Osorio
Jose Resendez

Others Present

Rosa Vazquez, Executive Director/Board Secretary
David Ritchie, Legal Counsel
Maria F. Alvarado, Human Resources

A. Pursuant to Government Code §54956.9(b)
Conference with Legal Counsel – Anticipated Litigation

The Board returned to Regular Session at 1:25 p.m. there was no reportable action.

VIII. COMMISSIONER’S COMMENTS

A. The Board commended the Authority in receiving High Performer.

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:26 p.m.

Chairperson Signature / Date

Secretary Signature/ Date



PHAS Tracking Summary Fiscal Year Ending 09/30/18

Indicators	Estimated Status at End of Month												
Sub-Indicator #1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		0	0	0	32	21							
Average Lease Up Days		0	0	0	5	3							
Make Ready Time		26	26	111	661	784							
Average Make Ready Days		26	26	56	94	98							
Down Days		0	0	0	31	31							
Average Down Days		0	0	0	4	4							
Total # Vacant Units Turned		1	1	2	7	8							
Total # Turn Around Days		26	26	111	724	836							
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	26	26	56	103	105							

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	100%							
Average # days to complete Non-Emergency Work Orders	A = 25 days or less3 B=26-36 C=31-40 D=41-50 E=51-60 F= greater than 60	29	22	21	21	27							



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

February 22, 2018

Rosa Vazquez
Executive Director
MERCED HOUSING AUTHORITY
405 U STREET
MERCED, CA 95340-0000

Dear Executive Director:

Thank you for your submission in response to PIH Notice 2017-17, Registration of Interest for HUD-VASH Vouchers. The Department, in collaboration with the Department of Veteran's Affairs (VA), V21/Fresno facility has approved Merced Housing Authority CA023 to receive an allocation of 2 Fiscal Year 2017 HUD-VASH vouchers.

Process for completing the application and receiving FY2017 HUD-VASH awards:

1. Fill out Section B of form HUD-52515, Attachment A, to this letter. In this section, simply enter, under the column "Total Dwelling Units," the number of HUD-VASH vouchers specified in the first paragraph of this letter; or the number of vouchers that your agency is accepting, which cannot exceed voucher 2.
2. You do not have to complete sections A, C, D, or any other parts of form HUD-52515. However, the form must have the agency's name, address and PHA Code on page 1. It must also provide the official signature of the Executive Director of your agency, or the Executive Director's designee, at the bottom of page 4.
3. Scan and send a PDF copy of your agency's completed HUD 52515 application form to vash2017@hud.gov no later than March 1, 2018. HUD will only accept applications via email. If you do not receive an automated reply from this mailbox, HUD did not receive your submission. Please (re)submit.
4. Contact and discuss with your partnering VA facility your intention to administer the number of vouchers specified on the HUD 52515 application form.
5. After processing your application, there will be a formal, public Press Release for all FY17 HUD VASH awardees. HUD will send your agency an award letter via email and a Consolidated Annual Contributions Contract (CACC) Amendment.

Due to high demand and a limited number of available vouchers, the number of vouchers that your agency has been invited to apply for, may be different than the number indicated in the VAMC's letter of support. There are no additional vouchers to offer your agency at this time.

Background information on HUD-VASH:

The HUD-VASH program combines HUD HCV rental assistance for homeless Veterans with case management and clinical services provided by the VA at its medical centers and community clinics. The VA facility will refer all eligible HUD-VASH families to your agency. Nationwide, the VA is focused on increasing the number of chronically homeless Veterans served through HUD-VASH, defined as Veterans with a disabling condition that have experienced homelessness for at least a year, or an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years. Therefore, many of the Veterans referred to your agency for the HUD-VASH vouchers may be chronically homeless.

The Consolidated and Further Continuing Appropriations Act, 2017 (the Act), Public Law No. 115-31, enacted May 5, 2017, provided approximately \$40 million dollars of funding for HUD-VASH vouchers as authorized under section 8(o)(19) of the United States Housing Act of 1937. Generally, the HUD-VASH program will be administered in accordance with 24 CFR Section 982. However, the Act allowed HUD to waive or specify alternative requirements for any provision of any statute or regulation that HUD administers in connection with this program in order to effectively deliver and administer HUD-VASH assistance.

Waivers and alternative requirements for HUD-VASH are detailed in the Revised Operating Requirements published in the Federal Register on March 23, 2012. Other program requirements can be found in Notice PIH 2011-53, on HUD-VASH reporting and portability requirements, and PIH Notice 2017-21, on project-basing HUD-VASH vouchers in accordance to provisions authorized under the Housing Opportunity Through Modernization Act (HOTMA). PIH Notice 2017-21 supersedes PIH Notice 2015-10 in its entirety. These and other documents pertinent to the program can be found on the HUD-VASH website at


<http://www.hud.gov/offices/pih/programs/hcv/vash/>

In addition, you may receive periodic updates on HUD-VASH notices, webinars, and other program information by signing up for the HUD-VASH listserv on this website:

<http://www.hud.gov/subscribe/signup.cfm?listname=HUD-VASH%20Program&list=HUD-VASH-L>

If you have any questions, you may contact Molly Allen at 202-402-6369 or Darrin Dorsett at 202-402-7063.

Sincerely

 **Milan M.
Ozdinec**
Signature
Valid

Digitally signed
by Milan M.
Ozdinec
DN: cn=Milan M.
Ozdinec, c=US

Milan Ozdinec
Deputy Assistant Secretary for
Public Housing and Voucher Programs

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vazquez, Executive Director

DATE: March 20, 2018

SUBJECT: Recommendation to adopt **Resolution No. 2018-03**. It is recommended that the Board of Commissioners authorize the Executive Director or her designee to declare the amounts **\$49,904.04** uncollectible and to write off the uncollected amounts as a loss.

Every year the Housing Authority of the County of Merced ("Authority") writes off uncollectable amounts from former tenants' accounts. The write-off's for **\$49,904.04** is permitted under Federal Regulation. Allowable write-off's impact the Authority's Tenant Accounts Receivable Public Housing Assessment System ("PHAS") score and is an accepted accounting practice. This does not prevent the Authority from taking action to collect all tenant charges and continue to pursue collection from those owing the Authority. Amounts to be written-off are summarized by program below.

PH AMP 1:	\$13,141.47
PH AMP 2:	\$ 4,002.46
PH AMP 3:	\$10,742.48
PH AMP 4:	\$ 3,727.39
Valley View:	\$12,006.19
Felix Torres Year Round:	<u>\$ 6,284.05</u>
TOTAL:	\$49,904.04

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-03**, authorizing the Executive Director or her designee to declare the amounts uncollectible and to authorize the write off as a loss.

RESOLUTION NO. 2018-03

APPROVING THE WRITE-OFF FOR BAD DEBTS FROM TENANTS' ACCOUNTS RECEIVABLE

WHEREAS, from time to time, tenants move out of Housing Authority of the County of Merced units owing money to the Housing Authority of the County of Merced; and

WHEREAS, after making diligent effort to collect the money owed without success; and

WHEREAS, it is not in the best interest of the financial position of the Housing Authority of the County of Merced to carry past delinquencies for an extended period.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve the write-off of the tenant delinquent accounts that are attached for the Housing Programs administered by the Housing Authority of the County of Merced.

The foregoing resolution is introduced at the March 20, 2018 Board of Commissioners meeting of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Date: March 20, 2018

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vasquez, Executive Director
David. G. Ritchie, General Counsel

DATE: March 20, 2018

SUBJECT: Recommendation to adopt **Resolution No. 2018-04**, authorizing the Executive Director to enter into an amended purchase and sale agreement with Arturo Murillo and Miriam Murillo 1783 Juniper Avenue, Atwater, CA accepting the \$164,000.00 indebtedness as satisfied in full, and authorizing the reconveyance of the property and recordation thereof.

For your consideration, is **Resolution No 2018-04**. The property at 1783 Juniper Avenue, Atwater, CA is a former Housing Authority of the County of Merced (“Authority”) property that was transferred in 2007 to Mr. and Mrs. Murillo as part of a program in which properties would be removed from the Authority and transferred to private owners, who purchased them for value, and the Authority recorded subordinate indebtedness against the properties to ensure that the properties would not simply be “flipped”. In other words, the public purpose for the transfer was so that the purchaser would become a new owner, and the new owner would maintain the property indefinitely, rather than the Authority inefficiently attempting to maintain a list of individual properties scattered throughout the County.

This type of program is not unusual for housing authorities, and in most cases, the subordinated debt is forgiven after a period of time during which the new owner fulfills the social contract of caring for the premises, and occupying it as a primary residence, typically after a period of several years*. These “forgiveness” programs are a form of social welfare expenditure, and are squarely within the mission statement of this Authority to (in pertinent part) “provide...home ownership opportunities by participation in the acquisition...of affordable housing through utilization of various funding sources and partnerships that builds pride and responsibility in our residents...” and, moreover, “to promote self-sufficiency and enhance the quality of life for those we serve.”

In this case, the public purpose of the program is frustrated by market conditions. The decline in housing values after 2008 has resulted in the property value continuing to lag behind what it was in 2007; such that the total of the first mortgage and subordinate amount in the short form deed of trusts recorded by the Authority, together, substantially eclipse the value of the property, even today.

The current owner has routinely and continuously maintained the property and kept it in good condition. It is still owner-occupied and the owner has sought to refinance the primary mortgage to reduce interest rates, while continuing to service the debt on the property to the primary lender. Because the property is significantly encumbered, and

the loan-to-value ratio exceeds the total value of the property, lenders are unable to assist the owner in refinance efforts.

RECOMMENDATION

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-04**, approving an amendment to the agreement for purchase and sale of the property located at 1783 Juniper Avenue, Atwater, CA; identified as APN 002-072-007. The amendment results in satisfaction in full of the \$164,000.00 indebtedness. The Executive Director is thereafter authorized, as a consequence of the indebtedness being satisfied in full to reconvey the property and record the Deed of Reconveyance with the Merced County Recorder's Office.

ALTERNATIVES

The Board could choose not to enter into the amended agreement and not to authorize reconveyance. This alternative is not recommended as it would frustrate the public purposes of the original transfer in 2007 and result in an inability of the current owner to refinance.

ATTACHMENTS:

Short Form Deed of Trust and Assignment of Rents
Draft Amended Agreement for Purchase and Sale
Deed of Reconveyance
Resolution No. 2018 -04

* Similar transfers, for example, of land from a Housing Authority to a private entity for purposes of constructing low and moderate-income housing have been held not to be a gift of public funds. see *Wikleman v. City of Tiburon* (1973) 32 CA3d 834, 844. As well, social welfare expenditures of Counties have been held not to be illegal gifts of public funds (see *City and County of San Francisco v. Collins* (1932) 216 C 187, 193) and the public purpose of the transfer is not converted to a private purpose merely because an individual may incidentally benefit (see *American Co. v. City of Lakeport* (1934) 220 C 548, 556.)

RESOLUTION NO. 2018-04
AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AMENDED
PURCHASE AND SALE AGREEMENT WITH ARTURO MURILLO AND MIRIAM
MURILLO FOR 1783 JUNIPER AVENUE, ATWATER, CA ACCEPTING THE
\$164,000.00 INDEBTEDNESS AS SATISFIED IN FULL, AND AUTHORIZING THE
RECONVEYANCE OF THE PROPERTY AND RECORDATION THEREOF

WHEREAS, the Housing Authority of the County of Merced (“Authority”) entered into an agreement for purchase and sale of real property located at 1783 Juniper Avenue in Atwater, CA 95301 APN 002-072-007 with Arturo Murillo and Miriam Murillo, husband and wife as joint tenants, and caused a Deed of Trust to be recorded documenting the sale on April 2007; and

WHEREAS, the Deed of trust provided an indebtedness of \$164,000.00 to the benefit of the Authority as beneficiary; and,

WHEREAS, the property transfer was conducted as part of an Authority First Time Homebuyers program intended to promote self-sufficiency, make available new first-time homebuyer opportunities and to otherwise enhance the quality of life and build pride and responsibility in citizens we serve by utilizing various funding sources supporting low and moderate income housing; and,

WHEREAS, the owner, Arturo Murillo and Miriam Murillo, has demonstrated an ongoing commitment to these values that are also part of the mission statement of the Authority through consistently maintaining responsibility, maintaining and caring for the property as was intended by the public purpose goals supporting the original decision to transfer the property;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced finds and directs as follows:

1. That although there is an incidental benefit accrued to Mr. and Mrs. Murillo through the determination that the debt obligation of \$164,00.00 is hereby satisfied, that the forgiveness of the debt amount is for a public purpose, specifically, to support home ownership opportunities by participation in the acquisition of affordable housing through utilization of various funding sources and partnerships that builds pride and responsibility in our residents; and to promote self-sufficiency and enhance the quality of life for those we serve.
2. That this public purpose in (1), above, is consistent with the mission statement and values of the Authority.
3. That the above factors have caused the Authority Board of Commissioners to conclude that the facts demonstrate that the cancellation of the \$164,000.00 debt to the Authority is therefore not a gift within the meaning of California Constitution Article XVI, Section 6.

4. That the Executive Director is hereby authorized to execute the First Amended Agreement for Purchase and Sale for the property located at 1783 Juniper Avenue in Atwater, CA 95301 described herein and bearing APN 002-072-007
5. That the Executive Director is hereby authorized to execute a Deed of Reconveyance memorializing that the \$164,000.00 indebtedness is satisfied in full, to record such Deed of Reconveyance with the County Recorder's Office, and to execute all other necessary documents related to the reconveyance.

The foregoing resolution was introduced at the March 20, 2018 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: March 20, 2018

**FIRST AMENDMENT TO HOME OWNERSHIP OPPORTUNITY
SALES AGREEMENT**

WHEREAS, in 2005, the Housing Authority of the County of Merced (“HACM”) initiated a First-Time Homebuyers Incentive program to provide opportunities for home ownership to certain qualifying participants in the “Home Ownership Opportunities Program”; and

WHEREAS, the HACM entered, as sellers of real property commonly known as 1783 Juniper Avenue, Atwater, CA 95301; into a “SALES CONTRACT” agreement with ARTURO MURILLO and MIRIAM MURILLO (“Buyers”) as husband and wife in joint tenancy and buyer of the property as sole owners, and as participants on the Home Ownership Opportunities Program; and,

WHEREAS, the Seller and Buyers executed a promissory note, payable to the Seller in the amount of \$164,000.00 representing the balance between the purchase price of the property, sold in “as-is” condition and the appraised value plus closing costs and amounts applied from the Earned Home Buyer’s Reserve Account; such promissory note being secured by a Short Form Deed of Trust dated April 12, 2007 executed in favor of The Housing Authority of the County of Merced as beneficiary; and,

WHEREAS, the Buyer was prohibited from reselling the property for less than the fair market value without written consent of HACM whereupon the second deed of trust would automatically terminate should certain conditions be met; and

WHEREAS, the “Home Ownership Opportunities Program” imposed certain restrictions on Buyer related to the resale of the property for a period of five (5) years following close of escrow; and

WHEREAS, the Home Ownership Opportunity Sales Contracts provide that amendments to the Agreements may be made only as set forth in a writing signed by both HACM and Buyers;

NOW THEREFORE, the parties, HACM for the first part, and ARTURO MURILLO and MIRIAM MURILLO for the second part, hereby agree, to amend the Home Ownership Opportunity Sales Agreement as follows:

1. Buyers and HACM agree, on March _____, 2018 that Buyer acquired the property known as 1783 Juniper Avenue in the City of Atwater, County of Merced and more specifically identified as LOT 13 AS SHOWN ON THE MAP ENTITLED, “MAP OF MACHADO ANNEX, RECORDED AUGUST 26, 1954 IN BOOK 13 OF MAPS, PAGE 25, MERCED COUNTY RECORDS, WITHIN THE FOLLOWING DESCRIBED BOUNDARIES:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 13L THENCE SOUTH 63 DEGREES 55 MINUTES East, 91.95 FEET ALONG THE SOUTHERLY LINE OF SAID LOT 13; THENCE NORTH 26 DEGREES 56 MINUTES WEST 98.50 FEET ALONG THE NORTHERLY LINE OF SAID LOT 13; THENCE SOUTH 26 DEGREES 05 MINUTES WEST 47.45 FEET ALONG THE WESTERLY LINE OF SAID LOT 13 TO THE POINT OF BEGINNING.

APN: 002-072-007

On or about April 12, 2007, having recorded a second Short Form Deed of Trust and Assignment of Rents in the sum of \$164,000.00 in favor of HACM. Buyers have now resided in, and continuously maintained, the aforementioned property, consistent with the purposes of the "Home Ownership Opportunities Program" for approximately eleven (11) years.

2. HACM and Buyers agree, and hereby amend the Home Ownership Opportunity Sales Contract by adding the following Section, as follows:

"The promissory note, representing the difference between the appraised value and the purchase price plus amounts applied from the Buyer's Earned Home Buyer's Reserve account, and inclusive of all closing costs, shall be deemed to be fully satisfied upon original Buyer's continuous occupation and maintenance of the property located at 1783 Juniper Avenue, Atwater, CA for a period of at least ten (10) years from the date of close of escrow. Upon expiration of ten (10) consecutive years as provided for in this subsection, the HACM shall, upon Seller's request, execute a Reconveyance of the Deed of Trust securing the promissory note, and the Seller shall thereafter have no obligation for repayment of the promissory note, in keeping with the public purposes of the Home Ownership Opportunities Program."

3. All other provisions of the Home Ownership Opportunity Sales Contract not specifically amended herein shall remain in full force and effect.

EXECUTION:

IN WITNESS WHEREOF, HACM and Buyers do hereby execute this First Amendment to Home Opportunity Sales Agreement as of the date first written above.

HACM / SELLER: Housing Authority of the County of Merced

By: _____
ROSA VAZQUEZ, Executive Director

BUYER: ARTURO MURIULLO

MIRIAM MURILLO

By: _____
ARTURO MURILLO

By: _____
MIRIAM MURILLO

APPROVED AS TO FORM: COTA COLE & HUBER LLP

By: _____

David G. Ritchie, Partner
General Counsel for the
Housing Authority of the County of Merced

Recording Requested By
HOUSING AUTHORITY OF THE
COUNTY OF MERCED

When Recorded Mail To
HOUSING AUTHORITY OF THE
COUNTY OF MERCED
Attn: Maria F. Alvarado
205 "U" Street
MERCED, CA 95222

SPACE ABOVE THIS LINE FOR RECORDER'S USE

DEED OF FULL RECONVEYANCE

WHEREAS, the indebtedness secured by the Short Form Deed of Trust And Assignment Of Rents dated April 12, 2007 and executed by ARTURO MURILLO AND MIRIAM MURILLO, to the Housing Authority of the County of Merced, as Document No.2007-_____, and recorded on April ____, 2007 in the Official Records in the Office of the County Recorder of Merced County, California, has been satisfied in full.

NOW THEREFORE, the Housing Authority of the County of Merced, Beneficiary, under said Deed of Trust do(does) hereby reconvey unto the parties legally entitled thereto without warranty all right, title and interest which was heretofore acquired by the Housing Authority of the County of Merced under said Deed of Trust.

Dated: March _____, 2018

Housing Authority of the County of Merced

ROSA VAZQUEZ, Executive Director

State of California
County of Merced

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

Civil Code § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of California)
County of _____)

On March _____, 2018, before me _____, Public, personally appeared ROSA VAZQUEZ, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public (Notary Seal)

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vazquez, Executive Director

DATE: March 20, 2018

SUBJECT: **Resolution No. 2018-05**, approving the revision to the current job description of Director of Development and Asset Management.

The Housing Authority of the County of Merced (Authority) maintains four hundred and twenty-one Public Housing units throughout the County of Merced.

As part of the current efforts to be more responsive to the needs of the Authority and of the public, projected workload levels and procedural requirements, the position of Director of Development and Asset Management has been revised to allow for additional tasks to reflect a need for this classification to perform additional functions.

Attached for your review is the proposed revised job description.

RECOMMENDATION

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-05**, approving the revision of the Director of Development and Asset Management job description.

RESOLUTION NO. 2018-05

**RESOLUTION APPROVING THE REVISION TO THE HOUSING
AUTHORITY OF THE COUNTY OF MERCED DIRECTOR OF
DEVELOPMENT AND ASSET MANAGEMENT JOB DESCRIPTION**

WHEREAS, in conjunction with the continuing reorganization of Housing Authority of the County of Merced (“Authority”) positions to reflect changing staff and resource needs, and to increase efficiency and fiscal responsibility; and

WHEREAS, part of the current efforts to be more responsive to the current and projected workload levels and procedural requirements, the position of Director of Development and Asset Management has been revised to allow for additional tasks to reflect a need for this classification to perform additional functions; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Merced that the revised Director of Development and Asset Management job description is hereby adopted.

The foregoing resolution was introduced at the March 20, 2018, Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: March 20, 2018

Job Title:	Director of Development & Asset Management	Job Category:	Administration
Department/Group:	Public Housing	Job Code:	630
Job Description			
<p>The statements specified in the position description are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.</p> <p>DEFINITION/PURPOSE</p> <p>This position performs oversight, supervision, and management relating to the design, construction, rehabilitation and acquisition of the Housing Authority's new and existing residential projects and other development; a variety of skilled tasks of average or greater difficulty, involving various aspects of monitoring, coordination and scheduling related to development and construction projects; assists in a variety of departmental operations; performs special projects and assignments,; provides field and administrative oversight for all phases of construction projects; including coordination of contractors, sub-contractors and other contracted staff, materials; equipment and safety practices; ensures compliance with project specifications; verifies that quality control standards are maintained, and that work is accomplished within time and budget constraints; and other duties as directed.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>This position is Management & Confidential (Exempt). Exempt (FLSA).</p> <p>SUPERVISION RECEIVED & EXERCISED</p> <p>Under direct and general supervision of the Department Director and/or Executive Director. This classification has no supervisory responsibilities.</p> <p>ESSENTIAL JOB FUNCTIONS</p> <p>Duties may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Defines and determines plans and specifications applicable to new construction or rehabilitation of projects. • Ensures compliance with all related labor compliance regulations. • Advises and informs Department Director and Executive Director on all construction projects, concerning quality, planning, specifications and construction progress. • Serves as a liaison between the Housing Authority and city and county officials, state and federal representatives, development partners, contractors, architects and engineers, and consultants. • Participates in meetings associated with construction, contracting and maintenance, and interprets plans as necessary. • Identifies potential housing sites and negotiates acquisition terms. • Reviews and makes recommendations for all Housing Authority property assets regarding maintenance, improvements, management and evaluations. • Reviews legal documents for the administration of construction contracts. • Exercises direct oversight of private contractors involved in the management of Housing Authority owned, non-HUD properties. • Prepares applications for project developments, acquisition and construction within all programs of the Housing Authority. • Develops and performs all Procurement duties including but not limited to, bid documents, procedures and contracts for the selection of architects, consultants, engineers, contractors and service providers. • Prepares oral and written reports, and stays informed of new trends and innovations pertaining to 			

property development/management.

- Implementation of job site and construction project management in accordance with departmental goals.
- Insures that quality workmanship is maintained on all projects, and that all safety practices and procedures are practiced during the construction or rehabilitation processes.
- Interprets current building codes, local ordinances and regulations.
- Interprets building plans and job specifications, and verifies that all specifications are in compliance.
- Acts as an authorized representative of the Housing Authority in performing field supervision tasks such as determining work progress.
- Ensures compliance with plans and specifications, utilization of proper construction standards, and confers with contractors regarding items of non-compliance, code violations, safety issues, workmanship, or other contractual obligations.
- Performs field inspections/visits on all contract work-in-progress, as directed.
- Prepares and maintains field reports, records and correspondence to Department Director and Executive Director concerning all aspects of construction, compliance and safety as required by departmental or governmental regulation(s).
- Assists Department Director as requested in the preparation of modernization/maintenance plans.
- Reviews and provides recommendations regarding change order requests.
- Provides technical assistance within the scope of this classification.
- Conducts field interviews in conjunction with payroll certifications to verify wage compliance.
- Coordinates construction/rehabilitation activities with other programs, staff and tenants, and must maintain effective and professional relationships with contractors, sub-contractors, other jurisdictional agencies, Housing Authority staff, tenants, and the general public.
- Advises Department Director and Executive Director of problems observed relating to construction techniques, quality, and adherence to plans and specifications.
- Maintains confidential communication concerning project data as well as a variety of files and records for assigned projects.
- Reviews certified payroll submittals for completeness and accuracy.
- Performs a variety of special projects as assigned.
- Safely and correctly operate standard office equipment.
- Maintain an accurate and organized file system.
- Communicate effectively both orally and in writing, and interact positively and professionally with clients, staff and other persons contacted within the scope of employment.
- Input and retrieve data in the agency computer system.
- Compose routine letters and memoranda.
- Perform complex mathematical calculations rapidly and accurately, and work within a computer spreadsheet program.
- Maintain a working knowledge of program policies and procedures, and provide resource assistance to vendors and contractors as required.
- Prepare and process various forms and documents.
- Review various types of report submittals for completeness and compliance
- Performs other essential job tasks as determined by the Executive Director.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge & Abilities: Knowledge of public housing construction programs and requirements; principles of real estate financing and development; federal and state housing programs; building code and safety standards; working knowledge of local public and private building practices, including wage rate requests and monitoring. Requires a general knowledge of urban and regional planning practices and procedures; and

principles and practices of personnel management, program management and supervision. Ability to read and interpret complex plans, sketches and diagrams; maintain essential records and files; analyze data and present ideas and information effectively, both orally and in writing. Work under tight schedules and deadlines; effectively supervise a staff of professional subordinates; operate a computer and other traditional office equipment; critically analyze complex program operation issues; prepare clear and concise reports; successfully resolve staff conflicts; identify existing or potential problems, correctly determine cause, and recommend an effective course of action. Research, collect, and compile information and data; safely operate a motor vehicle, have a working knowledge of grant methods; maintain essential records and files, and perform essential functions within a stressful environment.

Licenses & Certificates: Possession of, or ability to immediately obtain and retain a valid California Driver License.

Physical Requirements/Work Environment: Good time-management skills and the ability to organize daily work assignments and meet stringent time frames; develop and maintain a positive work environment; encourage good team-building skills among subordinate staff; administer daily tasks in an efficient manner to meet program goals and objectives; display good conflict-resolution and mentoring skills, and demonstrate effective contract negotiation techniques.

Other: Provide proof of U.S citizenship of, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- College graduate with a Bachelor's Degree (120 semester units or more) from an accredited college or university.
- Five (5) or more years in the building construction/rehabilitation trades.
- Or combination of equivalent education and experience.
- Each year of experience in construction or real estate/property management shall be equivalent to 30 semester units towards the education requirement.

The Housing Authority of the County of Merced is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vazquez, Executive Director

DATE: March 20, 2018

SUBJECT: **Resolution No. 2018-06**, approving the clarification and subsequent revision to the current job descriptions for the Maintenance Worker I/II/III series.

The Housing Authority of the County of Merced (“Authority”) owns and maintains a variety of housing property throughout the County of Merced. These properties are serviced and provided with maintenance repairs by the Maintenance Worker I/II/III job series.

In order to provide a more clear understanding of the functions for each Maintenance Worker job series the Authority clarified and revised the job descriptions to reflect the duties and differential characteristics among each classification.

The Authority provided the proposed revisions to the employees and the Union and subsequently met with the employee Union on May 12, 2018 to review the job description revisions. The employee Union presented their recommendations and has accepted the changes.

There is no change proposed in the salary or work hour schedule from its current configuration.

Attached for your review are the proposed revised job descriptions.

RECOMMENDATION

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-06**, approving the clarification and subsequent revision to the current job descriptions for the Maintenance Worker I/II/III series.

RESOLUTION NO. 2018-06

RESOLUTION APPROVING THE CLARIFICATION AND SUBSEQUENT REVISION TO THE CURRENT JOB DESCRIPTIONS FOR THE MAINTENANCE WORKER I/II/III SERIES

WHEREAS, the Housing Authority of the County of Merced (“Authority”) owns and maintains a variety of housing property throughout the County of Merced; and

WHEREAS, these properties are serviced and provided with maintenance repairs by the Maintenance Worker I/II/III job series; and

WHEREAS, in order to provide a more clear understanding of the functions for each Maintenance Worker job series the Authority clarified and revised the job descriptions to reflect the duties and differential characteristics among each classification; and

WHEREAS, There is no change proposed in the salary or work hour schedule from its current configuration; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Merced that the clarification and subsequent revisions to the current job descriptions for the Maintenance Worker I/II/III series are hereby adopted.

The foregoing resolution was introduced at the March 20, 2018, Board meeting of the Board of Commissioners of the Authority and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: March 20, 2018

Job Title:	Maintenance Worker I	Job Category:	Maintenance
Department/Group:	Public Housing	Job Code:	401
Job Description			
<p>The statements specified in the position description are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.</p> <p>DEFINITION/PURPOSE</p> <p>Assist with the repair and maintenance of the buildings, grounds, equipment and other Housing Authority owned or managed facilities.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>This is an entry-level classification to the Maintenance Worker series. It differs from Maintenance Worker II by the absence of journey-level skills in one or more of the building trades.</p> <p>SUPERVISION RECEIVED & EXERCISED</p> <p>Under direct and general supervision of the Maintenance Manager, Asset Manager or Department Director. May receive lead direction from a higher-level maintenance worker. This classification has no supervisory responsibilities.</p> <p>ESSENTIAL JOB FUNCTIONS</p> <p>Duties may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Under supervision or lead direction, maintain, clean, repair, and improve grounds, facilities and equipment. • Perform janitorial duties, such as cleaning floors, walls, ceilings, windows, appliances in units and laundry rooms. Remove graffiti. Apply waxes, cleaning fluids and handle similar compounds. • Perform grounds maintenance duties: mow, trim, and edge lawn areas; trim shrubs, bushes and trees; apply pre-mixed chemicals in assigned locations complying with safety guidelines and hazcom/hazmat procedures. • Use a variety of hand tools and power and motorized and non-motorized equipment. • Assist in the repair and maintenance of structures, wastewater and domestic water, equipment, grounds, and associated systems. • Provide basic skills in carpentry, painting, plumbing, electrical and mechanical crafts. • May independently respond to emergency requests from tenants as well as formal work orders. • Install appliances, replace window glass, screens and plumbing and electrical fixtures. • Perform maintenance painting. • Make minor plumbing repairs such as, replacement of sink hardware and toilet hardware and clearing of clogged drains, and minor electrical installations such as range hoods. • Install floor tile or carpeting. • Assist in appliance and equipment repair and maintenance. • May assist with maintenance inspections. • Move, assemble and store furniture and equipment. • In accordance with Government Code 3100, perform the duties as a disaster services worker as assigned in the event of a declared disaster or state emergency by the Housing Authority Executive Director, Merced County OES and/or the State of California DHS. 			

OTHER JOB FUNCTIONS

- May be called back to respond to off-hour emergencies.
- May be required to participate in training of staff in the absence of the Maintenance Manager.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge & Abilities: General knowledge of maintenance, repair and cleaning techniques and use of related tools; and the operation of grounds equipment. Basic-level proficiency in one or more skilled crafts such as carpentry, plumbing, painting, electrician or mechanical work. Understand oral and written instructions and procedures. Be courteous, exercise judgement, discretion and maintain confidentiality in dealing with clients, general public and co-workers. Communicate effectively in English in written and oral expression. Operate an automobile or truck.

Licenses & Certificates: Possession of, or ability to immediately obtain and retain a valid California Driver License.

Physical Requirements/Work Environment: Work at heights, on ladders, roofs, etc. Climb stairs and walk over uneven ground. Work in closed and restricted spaces, requiring significant mobility, including the ability to bend, stretch, kneel, and twist. Lift heavy objects up to 100 pounds. May handle chemicals, including herbicides not requiring State licensing.

Other: Provide proof of U.S citizenship of, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Housing Authority. A typical way to obtain the knowledge would be:

- Experience – one year of experience in maintenance-related work involving the use of hand and power tools in the maintenance and repair of buildings grounds, equipment and other facilities. Preferably associated with housing.
- Education – completion of twelfth grade or recognized equivalent.

The Housing Authority of the County of Merced is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Job Title:	Maintenance Worker II	Job Category:	Maintenance
Department/Group:	Public Housing	Job Code:	402
Job Description			
<p>The statements specified in the position description are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.</p> <p>DEFINITION/PURPOSE</p> <p>Perform a wide variety of unskilled, semi-skilled and skilled maintenance and repair to interiors and exteriors of public housing residential units and other Housing Authority owned, leased or managed buildings, grounds, facilities, and equipment, as assigned. Assists in the evaluation of maintenance needs for the assigned buildings, grounds, facilities and equipment and assists in the planning for and scheduling of preventative maintenance.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>This classification is the journey-level of the Maintenance Worker series. It is distinguished from the Maintenance Worker I by the requirement for possessing journey-level skills in one or more of the building trades and assignment to the semi-difficult maintenance and repair activities.</p> <p>SUPERVISION RECEIVED & EXERCISED</p> <p>Under direct and general supervision of the Maintenance Manager, Asset Manager or Department Director. Generally exercises no supervision; however, may provide lead-like direction to lower-level maintenance as assigned.</p> <p>ESSENTIAL JOB FUNCTIONS</p> <p>Duties may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Perform a variety of maintenance, installation and repair in a variety of trades and crafts involving Housing Authority owned or leased buildings, facilities, equipment and grounds, such as carpentry, plumbing, electrical, painting, mechanical, roofing, and landscaping. Provide journey-level skills in carpentry, painting, plumbing, electrical and mechanical crafts. • Perform janitorial duties, such as cleaning floors, walls, ceilings, windows, appliances in units and laundry rooms. Remove graffiti. Apply waxes, cleaning fluids and handle similar compounds. • Perform grounds maintenance duties: mow, trim, and edge lawn areas; trim shrubs, bushes and trees; apply pre-mixed chemicals in assigned locations complying with safety guidelines and hazcom/hazmat procedures. • Use a variety of hand tools and power and motorized and non-motorized equipment. • Repair and maintenance of structures, wastewater and domestic water, equipment, grounds, and associated systems. • Rough and finish carpentry tasks such as repair/replace doors, door frames, cabinets, drawers and fences. • Independently respond to emergency requests from tenants as well as formal work orders. • Install appliances, replace window glass, screens and plumbing and electrical fixtures. • Perform interior and exterior painting. • Make plumbing repairs such as, repairs to the plumbing systems of buildings and repair or replace broken water/sewer lines and/or water heaters. • Perform electrical repairs and installations such as replace lightbulbs, fuses and circuit breakers. • Install floor tile or carpeting. • Repairs/replaces locks, keys, rekeys locks, and cuts keys. • Appliance and equipment repair and maintenance including but not limited to stoves, ovens, and 			

refrigerators.

- Perform maintenance inspections.
- Move, assemble and store furniture and equipment.
- In accordance with Government Code 3100, perform the duties as a disaster services worker as assigned in the event of a declared disaster or state emergency by the Housing Authority Executive Director, Merced County OES and/or the State of California DHS.

OTHER JOB FUNCTIONS

- Receive afterhours and weekend calls for emergency maintenance requests.
- May be required to participate in training of staff in the absence of the Maintenance Manager.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge & Abilities: Background in maintenance and repair of housing, apartment complexes or other rental property. Journey-level skills in one or more maintenance and repair trade areas (e.g. carpentry, plumbing, painting, electrical, mechanical and roofing). Building codes, maintenance techniques and purchasing procedures. Efficiently schedule assigned work in a timely manner. Understand oral and written instructions and procedures. Be courteous, exercise judgement, discretion and maintain confidentiality in dealing with clients, general public and co-workers. Communicate effectively in English in written and oral expression. Operate an automobile or truck.

Licenses & Certificates: Possession of, or ability to immediately obtain and retain a valid California Driver License.

Physical Requirements/Work Environment: Work at heights, on ladders, roofs, etc. Climb stairs and walk over uneven ground. Work in closed and restricted spaces, requiring significant mobility, including the ability to bend, stretch, kneel, and twist. Lift heavy objects up to 100 pounds. May handle chemicals, including herbicides not requiring State licensing.

Other: Provide proof of U.S citizenship of, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Housing Authority. A typical way to obtain the knowledge would be:

- Experience – three years of recent experience in maintenance-related work involving the use of hand and power tools in the maintenance and repair of buildings grounds, equipment and other facilities. Preferably associated with housing.
- Education – completion of twelfth grade or recognized equivalent.

The Housing Authority of the County of Merced is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Job Title:	Maintenance Worker III	Job Category:	Maintenance
Department/Group:	Public Housing	Job Code:	403

Job Description

The statements specified in the position description are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

DEFINITION/PURPOSE

To perform skilled work in the maintenance, construction and repair of assigned housing units including electrical, plumbing, heating, water, water and sewer maintenance; as assigned, to perform preventative maintenance and Housing Quality Standards inspections; and to perform a variety of skilled work relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This classification is the full journey-level of the Maintenance Worker series. Positions at this level are distinguished from other classes within this series by the level of responsibility assumed, and complexity of the duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing technically complex or skilled maintenance duties providing lead-like supervision over assigned staff when assigned. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED & EXERCISED

Under direct and general supervision of the Maintenance Manager, Asset Manager or Department Director. Exercises functional and technical supervision over assigned maintenance personnel.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Perform a variety of maintenance, installation and repair in a variety of trades and crafts involving Housing Authority owned or leased buildings, facilities, equipment and grounds, such as carpentry, plumbing, electrical, painting, mechanical, roofing, and landscaping. Provide journey-level skills in carpentry, painting, plumbing, electrical and mechanical crafts.
- Perform janitorial duties, such as cleaning floors, walls, ceilings, windows, appliances in units and laundry rooms. Remove graffiti. Apply waxes, cleaning fluids and handle similar compounds.
- Perform grounds maintenance duties: mow, trim, and edge lawn areas; trim shrubs, bushes and trees; apply pre-mixed chemicals in assigned locations complying with safety guidelines and hazcom/hazmat procedures.
- Use a variety of hand tools and power and motorized and non-motorized equipment.
- Repair and maintenance of structures, wastewater and domestic water, equipment, grounds, and associated systems.
- Perform skilled carpentry tasks such as repair/replace doors, door frames, cabinets, drawers, fences, repairing/replacing walls, and sheetrock.
- Independently respond to emergency requests from tenants as well as formal work orders.
- Maintain, repair and replace heating and cooling devices and air systems.
- Install appliances, replace window glass, screens and plumbing and electrical fixtures.
- Perform interior and exterior painting.
- Perform skilled plumbing duties; repair and replace gas lines, pipes kitchen sinks, garbage disposals and bathroom fixtures such as sinks, basins, faucets, toilets and water heaters; repair and clean outside water and sewer lines.

- Perform electrical repairs and installations such as replace lightbulbs, fuses and circuit breakers.
- Install floor tile or carpeting.
- Repairs/replaces locks, keys, rekeys locks, and cuts keys.
- Appliance and equipment repair and maintenance including but not limited to stoves, ovens, and refrigerators.
- Move, assemble and store furniture and equipment.
- Assist in developing work plans, procedures and schedules.
- As assigned, perform HQS, preventative maintenance, move-in, move-out unit inspections.
- In accordance with Government Code 3100, perform the duties as a disaster services worker as assigned in the event of a declared disaster or state emergency by the Housing Authority Executive Director, Merced County OES and/or the State of California DHS.

OTHER JOB FUNCTIONS

- Receive afterhours and weekend calls for emergency maintenance requests.
- May be required to participate in training of staff in the absence of the Maintenance Manager.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge & Abilities: Background in maintenance and repair of housing, apartment complexes or other rental property. Journey-level skills in one or more maintenance and repair trade areas (e.g. carpentry, plumbing, painting, electrical, mechanical and roofing). Building codes, maintenance techniques and purchasing procedures. Efficiently schedule assigned work in a timely manner. Understand oral and written instructions and procedures. Be courteous, exercise judgement, discretion and maintain confidentiality in dealing with clients, general public and co-workers. Communicate effectively in English in written and oral expression. Operate an automobile or truck.

Licenses & Certificates: Possession of, or ability to immediately obtain and retain a valid California Driver License.

Physical Requirements/Work Environment: Work at heights, on ladders, roofs, etc. Climb stairs and walk over uneven ground. Work in closed and restricted spaces, requiring significant mobility, including the ability to bend, stretch, kneel, and twist. Lift heavy objects up to 100 pounds. May handle chemicals, including herbicides not requiring State licensing.

Other: Provide proof of U.S citizenship of, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Housing Authority. A typical way to obtain the knowledge would be:

- Experience – three plus years of recent experience in maintenance-related work involving the use of hand and power tools in the maintenance and repair of buildings grounds, equipment and other facilities. Preferably associated with housing.
- Education – completion of twelfth grade or recognized equivalent.

The Housing Authority of the County of Merced is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

RESOLUTION NO. 2018-07

**RECOGNIZING, COMMENDING AND THANKING
COMMISSIONER JOSE DELGADILLO
FOR 9 YEARS OF OUTSTANDING SERVICE TO
THE HOUSING AUTHORITY OF THE COUNTY OF MERCED**

WHEREAS, Mr. Delgadillo has served the Housing Authority of the County of Merced (“Authority”) diligently and faithfully for 9 years as a Commissioner of the Board of the Housing Authority of the County of Merced and;

WHEREAS, Mr. Delgadillo frequently gave his time generously; and

WHEREAS, Mr. Delgadillo has, at all times, exhibited dedication to the Authority; and

WHEREAS, the Authority’s Board of Commissioners and staff appreciate the diligence, dedication and loyalty with which Mr. Delgadillo exuded while serving as a Commissioner on the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby recognize, commend and thank Mr. Delgadillo for his many years of outstanding service to the Housing Authority of the County of Merced.

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Date: March 20, 2018