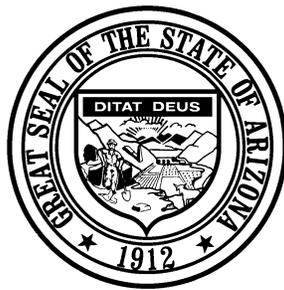


BOARD OF MANUFACTURED HOUSING

January 27, 2016



**Arizona Department of
Fire, Building and Life Safety**

AGENDA



AMENDED A G E N D A
BOARD OF MANUFACTURED HOUSING
Department of Fire, Building and Life Safety

Date: **Wednesday, January 27, 2016; 1:00 P.M.**
Department of Fire, Building and Life Safety
1110 West Washington, **Room 3100B (3rd Floor)** Phoenix, AZ 85007

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the general public that the members of the Board of Manufactured Housing will hold a regular meeting open to the public at the Board's office, at 1110 West Washington, Room 3100B (3rd Floor), Phoenix, Arizona. The Board, upon a majority vote of a quorum of the members, may, when necessary, hold an Executive Session to obtain legal advice regarding any of the agenda items, pursuant to A.R.S. § 38-431.03(A)(3).

Those wishing to address the Board need not request permission in advance; however, the Board suggests that no more than three (3) people address the Board during the "Call to the Public" on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board can only take action on matters listed on the agenda. If appropriate, actions on public comment matters that are not listed on the agenda will be limited to directing staff to study the matter or schedule the matter for further discussion at a later date.

The agenda is subject to change up to 24 hours prior to the meeting. Please call **602-364-1433** or email Ayde.Sanchez@dfbls.az.gov for any changes. Agenda items are noted by number and letter for convenience and reference. The Board may address the agenda items in any order within the time frame indicated, and may set over matters to a later time when necessary. The Board reserves the right to change the order of items on the agenda, except for matters set for a specific time.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Ayde Sanchez at 602-364-1433 or email Ayde.Sanchez@dfbls.az.gov. Requests should be made as early as possible to allow time to arrange the accommodation.

1:00 P.M.

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Review and Action on Court Reporter Transcript and Abbreviated Minutes of August 26, 2015, meeting
- IV. Departmental Information – discussion only; no Board action required – *Standing Item*
(Additional discussion topics may include: personnel updates, procedural changes, action items from previous Board Meetings, and/or industry news)
- V. Legislative Update – discussion only; no Board action required – *Executive Budget handout*
- VI. Financial Report – review, discussion, and possible action. – *Standing Item*
- VII. Recovery Fund – review, discussion, and possible action – *Standing Item*
 - a. Recovery Fund Summary: Credits, debits, balance
 - b. Complaints Verified Inspections Summary
- VIII. Fee Structure – review, discussion, and possible action – *Standing Item*
- IX. Call to the Public

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Public Comments (Consideration and discussion of comments from the public. Those wishing to address the Board need not request permission in advance; however, must complete a form available at <http://www.dfbls.az.gov/omh/board.aspx> or at the meeting. Action taken as a result of public comments will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.)

- X. Announcements of future meeting dates and other information concerning the Board.
- XI. Adjournment

A G E N D A
BOARD OF MANUFACTURED HOUSING
Department of Fire, Building and Life Safety

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 - a. Recovery Fund Summary: Credits, debits, balance
 - b. Complaints Verified Inspections Summary
- VII. Fee Structure – review, discussion, and possible action – *Standing Item*
- VIII. Call to the Public

Public Comments (Consideration and discussion of comments from the public. Those wishing to address the Board need not request permission in advance; however, must complete a form available at <http://www.dfbls.az.gov/omh/board.aspx> or at the meeting. Action taken as a result of public comments will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.)

IX. Announcements of future meeting dates and other information concerning the Board.

X. Adjournment

August 26, 2015
ABBREVIATED
MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

AUGUST 26, 2015 BOARD MEETING

CALL TO ORDER

Chairman Sam Baird called the meeting to order at 1:00 pm.

ROLL CALL

Board Members present: Chairman Sam Baird, Terry Gleeson, Joe Hart, Everette Hoyle (*telephonic*), Paul DeSanctis (*telephonic*) and Zeek Ojeh.

Board Members absent: Arthur Chick, Greg Johnloz, and Michael Minnaugh.

Department of Fire, Building and Life Safety (“Department”) Staff: Interim Director Debra Blake; Assistant Attorney General, Frankie Shinn-Eckberg; Board Secretary Ayde Sanchez; Licensing/Investigation Section Manager, Donna Grant; In Plant Manager, Dave Meunier; Installation Manager, Jim Lang and Plan Reviewer, Patty Stecher.

RULE CHANGE RECOMMENDATION

As required by the Governor’s Executive Order 2015-01 the Department evaluated all current rules and provided recommendations to clarify, amend or repeal them. The Board and the Department reviewed all recommendations; Department staff explained the reasoning behind each recommendation.

Chairman Baird entertained a motion to accept the rule change recommendations; Board member Gleeson made motion to accept; motion seconded by Board member Zeek; the Board voted unanimously to accept.

APPROVAL OF APRIL 22, 2015 BOARD MINUTES

Chairman Baird entertained a motion to accept the prior Board Meeting Minutes; Board member Hart made motion to accept; motion seconded by Board member Gleeson; and the Board voted unanimously to accept.

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DEPARTMENTAL UPDATES

Staff Changes:

- Blake presented Cassie Peters and Yvonne Caratachea who recently started working with the Department. Peters is the new Fire Training Coordinator and Caratachea is an IPIA Inspector.
- Sarah Vidales who was the Department's HR and Legislative Liaison gave her resignation early August. Instead of filling the vacant position Blake took into consideration the Governor's direction to all state agencies to look at consolidation efforts. Blake approached other state agencies to share resources. State Forestry who shares office space with the Department will be sharing their HR person and the Department of Financial Institutions will share Stephen Briggs, the Legislative Liaison.
- State Fire Marshal position is still vacant at this time.

Manufactured Home Installation Permit Application submittal online:

- Blake announced to the Board that as of the end of July the Department has made the manufactured home installation permit application electronic submittal available to the public. It has been a great success for end users. The Department will keep both electronic and over-the-counter permit submittal options available as some entities do not have the means to submit payments electronically.

Inter Government Agreement (IGA) Update: As requested in the previous Board Meeting the Department provided an overview statistics report of the IGA partnership.

Action Item: Board member Gleeson made a motion to add the quarterly IGA statistic report going forward to the Board Packet, motioned seconded by Board member Hoyle and the Board voted unanimously to accept.

FINANCIAL REPORT

Blake presented the March, April, May and June 2015 financial reports. The June 2015 report is the last report for the 2015 fiscal year bringing the Department to a 99.5 percent proration. The goal for the Department is between 95 and 105.

RECOVERY FUND

Blake provided an update on the Recovery Fund balance of \$370,231 as of August 1st. At this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing.

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FEE STRUCTURE

Blake presented the new fee schedule for the 2016 fiscal year. All fees remain the same compared to fiscal 2015; the only change was to add the \$10.00 administrative function fee per item changed/modified on an installation permit.

CALL TO PUBLIC

Knute Knutson posed a question to the Board in regards to the rule change proposal process for the public to provide comments before they are voted in. He appeared dissatisfied that industry as a whole had not had an opportunity to review the proposed changes. Blake explained the Governor's Regulatory Review process is the appropriate avenue for the public to comment when and if the rule changes adopted by the Board are approved by the Governor's Office to move forward.

NEXT BOARD MEETING DATE

Wednesday, October 21, 2015

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

**Court Transcript
available on line:
www.dfbls.az.gov**

INTER GOVERNMENT AGREEMENT (IGA) REPORT



- **July 2015**
- **August 2015**
- **September 2015**

July 2015 Agreement Activity		
New Agreements	0	
Renewed Agreements	1	
New Addendums	0	
Renewal Addendums	0	
Pending Renewal	0	
Terminated	0	
IGA Partners	With IGA	Without IGA
Cities & Towns	58	33
	With IGA	Without IGA
Counties	11	4
Total Current IGA's	69	
Audited	6	

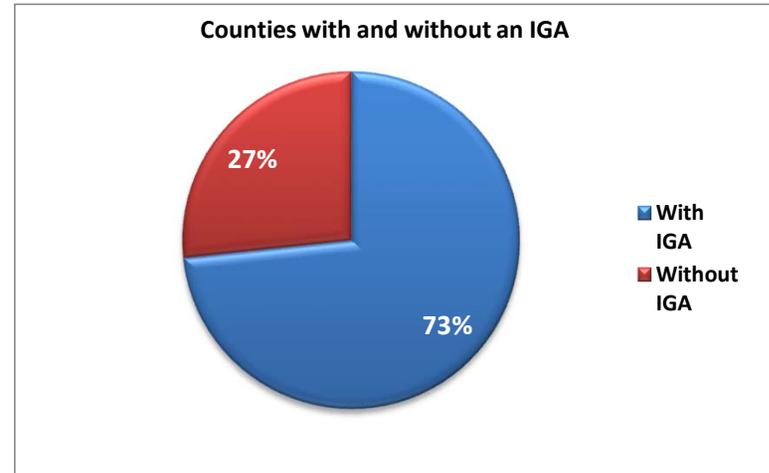
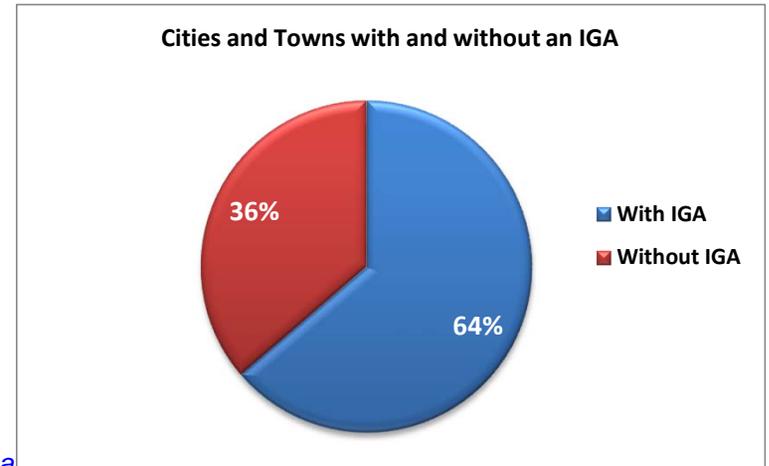
Flagstaff

Page, Fredonia, Coconino County, Flagstaff, Williams, Sedona

IGA Monthly Activity Reported				
	# of Permits Issued	YTD Permits Issued	Fee's Generated	YTD Fees Generated
MH Permits	50	50	\$ 12,897.68	\$ 12,897.68
FBB Permits	1	1	\$ 267.00	\$ 267.00

Report Completed By: Mike Muller

Date: 8/31/2015



August 2015 Agreement Activity		
New Agreements	0	
Renewed Agreements	2	
New Addendums	0	
Renewal Addendums	0	
Pending Renewal	3	
Terminated	0	
IGA Partners	With IGA	Without IGA
Cities & Towns	58	33
	With IGA	Without IGA
Counties	11	4
Total Current IGA's	69	
Audited	0	

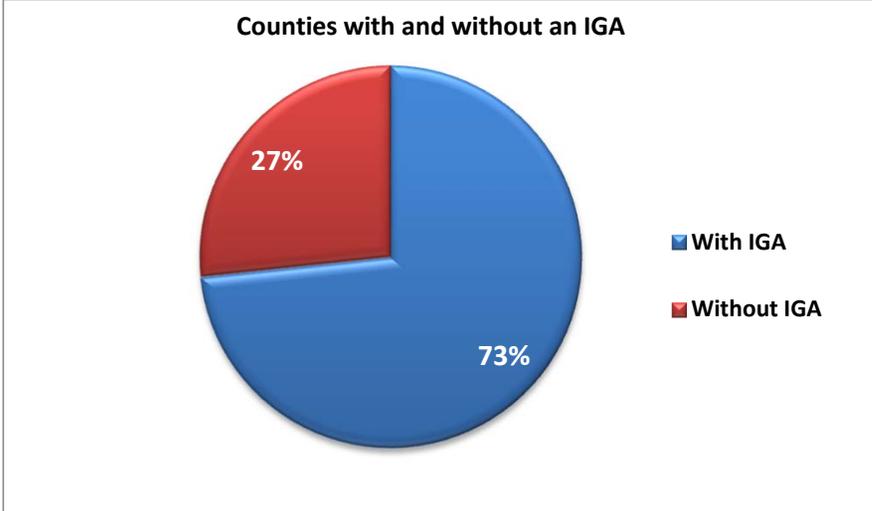
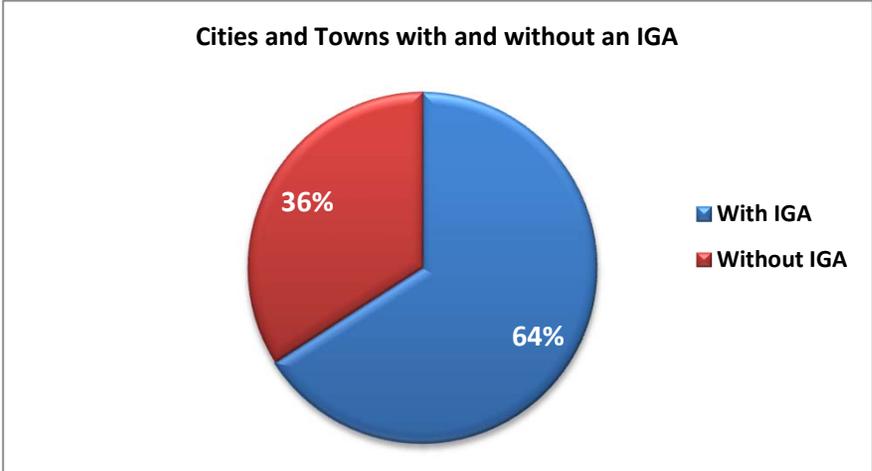
City of Yuma, Cottonwood

Somerton, Snowflake, clarkdale

IGA Monthly Activity Reported				
	# of Permits Issued	YTD Permits Issued	Fee's Generated	YTD Fees Generated
MH Permits	65	115	\$ 15,805.12	\$ 28,702.80
FBB Permits	1	2	\$ 412.00	\$ 679.00

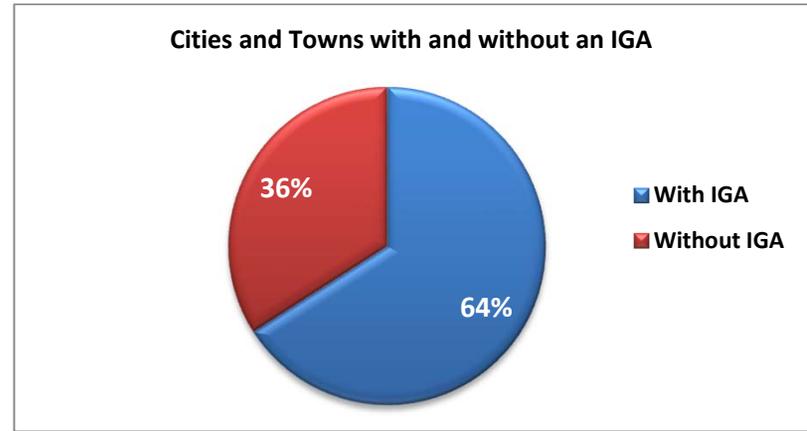
Report Completed By: Mike Muller

Date: 9/25/2015

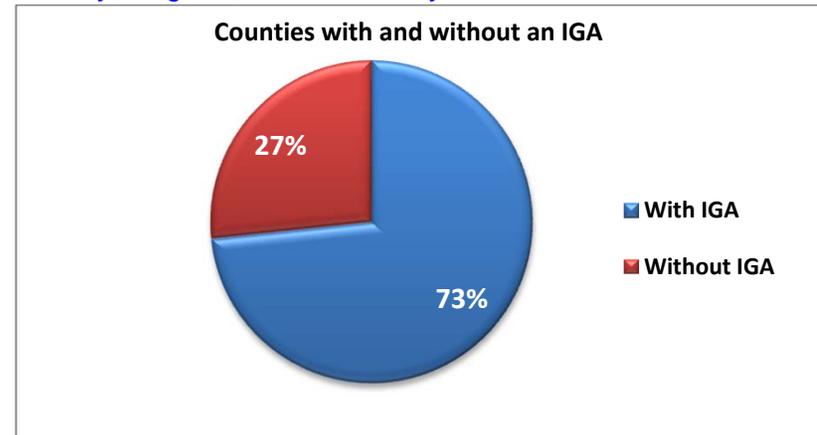


September 2015 Agreement Activity		
New Agreements	0	
Renewed Agreements	0	
New Addendums	0	
Renewal Addendums	0	
Pending Renewal	0	
Terminated	0	
IGA Partners	With IGA	Without IGA
Cities & Towns	58	33
	With IGA	Without IGA
Counties	11	4
Total Current IGA's	69	
Audited	14	

Camp Verde, Gila County, Payson, Winslow, Snowflake, Taylor, Navajo County, Show low, Quartzsite, Parker, La Paz County, Lake Havasu City, Kingman, Mohave County



IGA Monthly Activity Reported				
	# of Permits Issued	YTD Permits Issued	Fee's Generated	YTD Fees Generated
MH Permits	81	196	\$ 20,736.96	\$ 49,439.76
FBB Permits	4	6	\$ 1,620.05	\$ 2,299.05



Report Completed By: Mike Muller

Date: 11/4/2015

MONTHLY FINANCIAL REPORTS



- **JULY 2015**
- **AUGUST 2015**
- **SEPTEMBER 2015**
- **OCTOBER 2015**
- **NOVEMBER 2015**
- **DECEMBER 2015**

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

JULY 2015

	JULY Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	21	21	37	\$10,547.00	\$10,547.00	\$8,638.00
ENG. REPORT - MH	7	7	11	\$3,419.00	\$3,419.00	\$2,938.00
PERMIT REPORT:	JULY Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	93	93	54	\$32,550.00	\$32,550.00	\$18,900.00
FBB	10	10	12	\$6,921.00	\$6,921.00	\$6,620.25
INSPECTIONS REPORT:	JULY Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	14	14	19	11	\$9,099.52	\$ 9,099.52
FBB	2	2	0	0	\$292.46	\$ 292.46
CERTIFICATE REPORT (INSIGNIA) :	JULY Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	390	390	289	\$3,900.00	\$3,900.00	\$2,890.00
FBB MANUFACTURER	32	32	66	\$1,632.00	\$1,632.00	\$3,366.00
LICENSING REPORT:	JULY New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	0	61	64	\$0.00	\$0.00
DEALERS	1	1	224	223	\$566.00	\$566.00
SALES PERSONS	8	8	597	595	\$1,648.00	\$1,648.00
INSTALLERS	0	0	85	85	\$0.00	\$0.00

RENEWAL LICENSING REPORT: <small>includes late renewals</small>	JULY Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	6	6	\$2,700.00	\$2,700.00
DEALERS	10	10	\$3,442.75	\$3,442.75
SALES PERSONS	26	26	\$2,858.25	\$2,858.25
INSTALLERS	7	7	\$2,521.00	\$2,521.00

	JULY OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$82,096.98	\$82,096.98	\$68,752.60	\$27,801.66	\$27,801.66	\$26,546.88	\$985,163.76	\$333,619.92
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 7,793.30	\$ -	\$ 163.30	\$ 371,294.26				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 363,368.48	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes \$315,911.00 that was transferred over from the Cash Bond Fund for all prior years' interest

JULY 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	62	131	3	0	0	14	19

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April	193	151	149	117	86	99	108	321	354	595
May	181	161	156	135	108	108	116	304	400	740
June	189	146	159	130	123	126	124	254	419	762
July	196	147	141	109	78	117	102	243	334	486
August		182	143	140	110	108	118	275	397	663
September		148	140	99	90	123	135	247	308	490
October		175	181	145	90	90	146	251	342	522
November		135	148	83	110	92	119	184	312	463
December		124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	0	0	3

COMPLAINTS:	Current	YTD	Prior
New Received	5	5	1
Closed/Reopened	1	1	0
Closed for the Month	1	1	1

21 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April	290	243	176	174		44	22	38	70
May	268	238	194	171		34	85	44	82
June	244	253	248	185		21	18	31	50
July	332	223	200	206		20	35	56	62
August		232	221	174			46	96	33
September		258	181	169			58	95	62
October		268	226	196			16	85	47
November		224	251	202			22	35	48
December		231	196	207			33	43	16

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

AUGUST 2015

	AUGUST Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	59	80	81	\$6,906.00	\$17,453.00	\$16,723.00
ENG. REPORT - MH	24	31	29	\$2,783.00	\$6,202.00	\$5,152.00
PERMIT REPORT:	AUGUST Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	69	162	113	\$24,150.00	\$56,700.00	\$39,550.00
FBB	11	21	25	\$10,746.00	\$17,667.00	\$14,436.25
INSPECTIONS REPORT:	AUGUST Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	11	25	10	19	\$6,831.90	\$ 15,931.42
FBB	6	8	2	0	\$298.01	\$ 590.47
CERTIFICATE REPORT (INSIGNIA) :	AUGUST Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	352	742	623	\$3,520.00	\$7,420.00	\$6,230.00
FBB MANUFACTURER	25	57	138	\$1,275.00	\$2,907.00	\$7,038.00
LICENSING REPORT:	AUGUST New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	0	61	66	\$0.00	\$0.00
DEALERS	4	5	228	228	\$1,862.00	\$2,428.00
SALES PERSONS	15	23	601	586	\$3,090.00	\$4,738.00
INSTALLERS	1	1	86	86	\$741.00	\$741.00

RENEWAL LICENSING REPORT: <small>includes late renewals</small>	AUGUST Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	6	12	\$3,024.00	\$5,724.00
DEALERS	13	23	\$4,133.50	\$7,576.25
SALES PERSONS	33	59	\$3,862.50	\$6,720.75
INSTALLERS	5	12	\$1,380.50	\$3,901.50

	AUGUST OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$74,603.41	\$156,700.39	\$137,841.22	\$158,503.94	\$186,305.60	\$148,978.14	\$940,202.34	\$1,117,833.60
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 8,195.68	\$ -	\$ 209.85	\$ 379,489.94				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
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FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 363,368.48	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes \$315,911.00 that was transferred over from the Cash Bond Fund for all prior years' interest

AUGUST 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	47	121	2	1	0	11	10

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April	193	151	149	117	86	99	108	321	354	595
May	181	161	156	135	108	108	116	304	400	740
June	189	146	159	130	123	126	124	254	419	762
July	196	147	141	109	78	117	102	243	334	486
August	171	182	143	140	110	108	118	275	397	663
September		148	140	99	90	123	135	247	308	490
October		175	181	145	90	90	146	251	342	522
November		135	148	83	110	92	119	184	312	463
December		124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	6	0	2

COMPLAINTS:	Current	YTD	Prior
New Received	9	14	2
Closed/Reopened	0	1	1
Closed for the Month	6	7	2

25 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April	290	243	176	174		44	22	38	70
May	268	238	194	171		34	85	44	82
June	244	253	248	185		21	18	31	50
July	332	223	200	206		20	35	56	62
August	326	232	221	174		6	46	96	33
September		258	181	169			58	95	62
October		268	226	196			16	85	47
November		224	251	202			22	35	48
December		231	196	207			33	43	16

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

SEPTEMBER 2015

	SEPTEMBER Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	32	112	124	\$8,256.00	\$25,709.00	\$25,620.00
ENG. REPORT - MH	14	45	40	\$2,426.00	\$8,628.00	\$7,730.00
PERMIT REPORT:	SEPTEMBER Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	77	239	183	\$26,950.00	\$83,650.00	\$64,050.00
FBB	11	32	44	\$7,569.00	\$25,236.00	\$26,022.75
INSPECTIONS REPORT:	SEPTEMBER Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	13	38	14	25	\$8,200.21	\$ 24,131.63
FBB	7	15	0	0	\$550.09	\$ 1,140.56
CERTIFICATE REPORT (INSIGNIA) :	AUGUST Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	350	1092	844	\$3,500.00	\$10,920.00	\$8,440.00
FBB MANUFACTURER	62	119	168	\$3,162.00	\$6,069.00	\$8,568.00
LICENSING REPORT:	SEPTEMBER New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	0	62	65	\$0.00	\$0.00
DEALERS	2	7	228	227	\$998.00	\$3,426.00
SALES PERSONS	14	37	603	604	\$2,884.00	\$7,622.00
INSTALLERS	0	1	85	87	\$0.00	\$741.00

RENEWAL LICENSING REPORT: includes late renewals	SEPTEMBER Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	4	16	\$1,944.00	\$7,668.00
DEALERS	17	40	\$5,630.50	\$13,206.75
SALES PERSONS	31	90	\$3,605.00	\$10,325.75
INSTALLERS	3	15	\$802.00	\$4,703.50

	SEPTEMBER OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$76,476.80	\$233,177.19	\$215,002.69	\$93,501.91	\$279,807.51	\$206,155.14	\$932,708.76	\$1,119,230.04
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 7,364.19	\$ -	\$ 199.19	\$ 386,854.13				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 363,368.48	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes
\$315,911.00 that was
transferred over from
the Cash Bond Fund for
all prior years' interest

SEPTEMBER 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	47	116	5	0	0	13	14

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April	193	151	149	117	86	99	108	321	354	595
May	181	161	156	135	108	108	116	304	400	740
June	189	146	159	130	123	126	124	254	419	762
July	196	147	141	109	78	117	102	243	334	486
August	171	182	143	140	110	108	118	275	397	663
September	168	148	140	99	90	123	135	247	308	490
October		175	181	145	90	90	146	251	342	522
November		135	148	83	110	92	119	184	312	463
December		124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	13	5	1
COMPLAINTS:	Current	YTD	Prior
New Received	1	15	4
Closed/Reopened	0	1	1
Closed for the Month	10	17	4

16 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April	290	243	176	174		44	22	38	70
May	268	238	194	171		34	85	44	82
June	244	253	248	185		21	18	31	50
July	332	223	200	206		20	35	56	62
August	326	232	221	174		6	46	96	33
September	284	258	181	169		49	58	95	62
October		268	226	196			16	85	47
November		224	251	202			22	35	48
December		231	196	207			33	43	16

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

OCTOBER 2015

	OCTOBER Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	36	148	156	\$7,604.00	\$33,313.00	\$32,024.00
ENG. REPORT - MH	11	56	54	\$3,238.00	\$11,866.00	\$10,337.00
PERMIT REPORT:	OCTOBER Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	72	311	222	\$25,200.00	\$108,850.00	\$77,700.00
FBB	24	56	81	\$7,100.00	\$32,336.00	\$39,071.75
INSPECTIONS REPORT:	OCTOBER Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	14	52	18	38	\$7,739.26	\$ 31,870.88
FBB	8	23	0	0	\$653.70	\$ 1,794.26
CERTIFICATE REPORT (INSIGNIA) :	OCTOBER Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	396	1488	1164	\$3,960.00	\$14,880.00	\$11,640.00
FBB MANUFACTURER	65	184	178	\$3,315.00	\$9,384.00	\$9,078.00
LICENSING REPORT:	OCTOBER New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	2	2	64	65	\$1,728.00	\$1,728.00
DEALERS	3	10	230	223	\$1,862.00	\$5,288.00
SALES PERSONS	27	64	618	607	\$5,562.00	\$13,184.00
INSTALLERS	0	1	85	85	\$0.00	\$741.00

RENEWAL LICENSING REPORT: includes late renewals	OCTOBER Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	5	21	\$2,160.00	\$9,828.00
DEALERS	26	66	\$7,850.00	\$21,056.75
SALES PERSONS	38	128	\$4,274.50	\$14,600.25
INSTALLERS	7	22	\$2,120.50	\$6,824.00

	OCTOBER OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$84,366.96	\$317,544.14	\$279,790.15	\$84,460.08	\$364,267.59	\$295,650.09	\$952,632.42	\$1,092,802.77
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 7,636.25	\$ -	\$ 216.25	\$ 394,490.38				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 363,368.48	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes
\$315,911.00 that was
transferred over from
the Cash Bond Fund for
all prior years' interest

OCTOBER 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	50	130	4	0	1	14	18

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April	193	151	149	117	86	99	108	321	354	595
May	181	161	156	135	108	108	116	304	400	740
June	189	146	159	130	123	126	124	254	419	762
July	196	147	141	109	78	117	102	243	334	486
August	171	182	143	140	110	108	118	275	397	663
September	168	148	140	99	90	123	135	247	308	490
October	185	175	181	145	90	90	146	251	342	522
November		135	148	83	110	92	119	184	312	463
December		124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	3	3	1

COMPLAINTS:	Current	YTD	Prior
New Received	3	18	9
Closed/Reopened	0	1	1
Closed for the Month	0	17	7

19 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April	290	243	176	174		44	22	38	70
May	268	238	194	171		34	85	44	82
June	244	253	248	185		21	18	31	50
July	332	223	200	206		20	35	56	62
August	326	232	221	174		6	46	96	33
September	284	258	181	169		49	58	95	62
October	325	268	226	196		60	16	85	47
November		224	251	202			22	35	48
December		231	196	207			33	43	16

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

NOVEMBER 2015

	NOVEMBER Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	36	184	189	\$4,826.00	\$38,139.00	\$38,092.00
ENG. REPORT - MH	14	70	72	\$1,650.00	\$13,516.00	\$12,137.00
PERMIT REPORT:	NOVEMBER Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	88	399	284	\$30,800.00	\$139,650.00	\$99,400.00
FBB	19	75	90	\$10,733.52	\$43,069.52	\$45,112.75
INSPECTIONS REPORT:	NOVEMBER Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	13	65	13	51	\$6,567.15	\$ 38,438.03
FBB	2	25	0	0	\$119.80	\$ 1,914.06
CERTIFICATE REPORT (INSIGNIA) :	NOVEMBER Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	278	1766	1349	\$2,780.00	\$17,660.00	\$13,490.00
FBB MANUFACTURER	49	233	195	\$2,499.00	\$11,883.00	\$9,945.00
LICENSING REPORT:	NOVEMBER New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	2	64	64	\$0.00	\$1,728.00
DEALERS	3	13	229	223	\$1,296.00	\$6,584.00
SALES PERSONS	25	89	625	611	\$5,150.00	\$18,334.00
INSTALLERS	0	1	86	84	\$0.00	\$741.00

RENEWAL LICENSING REPORT: <small>includes late renewals</small>	NOVEMBER Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	4	25	\$2,083.00	\$11,911.00
DEALERS	22	88	\$6,881.75	\$27,938.50
SALES PERSONS	24	152	\$2,781.00	\$17,381.25
INSTALLERS	10	32	\$2,776.00	\$9,600.00

	NOVEMBER OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$80,943.22	\$398,487.36	\$340,436.44	\$67,797.08	\$432,064.67	\$371,825.05	\$956,369.66	\$1,036,955.21
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 9,039.84	\$ -	\$ 1,744.84	\$ 403,530.22				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 363,368.48	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes \$315,911.00 that was transferred over from the Cash Bond Fund for all prior years' interest

NOVEMBER 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	45	115	4	0	0	13	13

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April	193	151	149	117	86	99	108	321	354	595
May	181	161	156	135	108	108	116	304	400	740
June	189	146	159	130	123	126	124	254	419	762
July	196	147	141	109	78	117	102	243	334	486
August	171	182	143	140	110	108	118	275	397	663
September	168	148	140	99	90	123	135	247	308	490
October	185	175	181	145	90	90	146	251	342	522
November	164	135	148	83	110	92	119	184	312	463
December		124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	10	2	3
COMPLAINTS:	Current	YTD	Prior
New Received	12	30	9
Closed/Reopened	0	1	1
Closed for the Month	4	21	10

27 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April	290	243	176	174		44	22	38	70
May	268	238	194	171		34	85	44	82
June	244	253	248	185		21	18	31	50
July	332	223	200	206		20	35	56	62
August	326	232	221	174		6	46	96	33
September	284	258	181	169		49	58	95	62
October	325	268	226	196		60	16	85	47
November	328	224	251	202		96	22	35	48
December		231	196	207			33	43	16

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY
MONTHLY SUMMARY REPORT**

DECEMBER 2015

	DECEMBER Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	27	211	219	\$7,723.00	\$45,862.00	\$42,856.00
ENG. REPORT - MH	13	83	81	\$1,919.00	\$15,435.00	\$13,337.00
PERMIT REPORT:	DECEMBER Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	48	447	355	\$16,800.00	\$156,450.00	\$124,250.00
FBB	46	121	165	\$7,751.00	\$50,820.52	\$59,378.75
INSPECTIONS REPORT:	DECEMBER Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	10	75	12	57	\$5,903.08	\$ 44,341.11
FBB	6	31	1	1	\$440.62	\$ 2,354.68
CERTIFICATE REPORT (INSIGNIA) :	DECEMBER Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	348	2114	1619	\$3,480.00	\$21,140.00	\$16,190.00
FBB MANUFACTURER	45	278	231	\$2,295.00	\$14,178.00	\$11,781.00
LICENSING REPORT:	DECEMBER New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	1	3	65	65	\$864.00	\$2,592.00
DEALERS	2	15	223	227	\$998.00	\$7,582.00
SALES PERSONS	19	108	635	610	\$3,914.00	\$22,248.00
INSTALLERS	1	2	85	87	\$741.00	\$1,482.00

RENEWAL LICENSING REPORT: includes late renewals	DECEMBER Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	6	31	\$3,086.00	\$14,997.00
DEALERS	16	104	\$5,440.75	\$33,379.25
SALES PERSONS	32	184	\$3,630.75	\$21,012.00
INSTALLERS	5	37	\$1,388.00	\$10,988.00

	DECEMBER OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$66,374.20	\$464,861.56	\$416,106.20	\$76,368.05	\$508,432.72	\$419,385.24	\$929,723.12	\$1,016,865.44
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 7,632.80	\$ -	\$ 222.80	\$ 411,163.02				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61
FY 15	\$ 274,745.64	\$ 3,783.92	\$ 278,529.56	\$ 0	\$ 363,368.48	\$ 363,368.48	FY 15	\$ 5,045.22

NOTE:
\$323,899.00 includes
\$315,911.00 that was
transferred over from
the Cash Bond Fund for
all prior years' interest

DECEMBER 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	51	96	3	0	0	10	12

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April	193	151	149	117	86	99	108	321	354	595
May	181	161	156	135	108	108	116	304	400	740
June	189	146	159	130	123	126	124	254	419	762
July	196	147	141	109	78	117	102	243	334	486
August	171	182	143	140	110	108	118	275	397	663
September	168	148	140	99	90	123	135	247	308	490
October	185	175	181	145	90	90	146	251	342	522
November	164	135	148	83	110	92	119	184	312	463
December	150	124	129	111	115	88	100	147	241	377

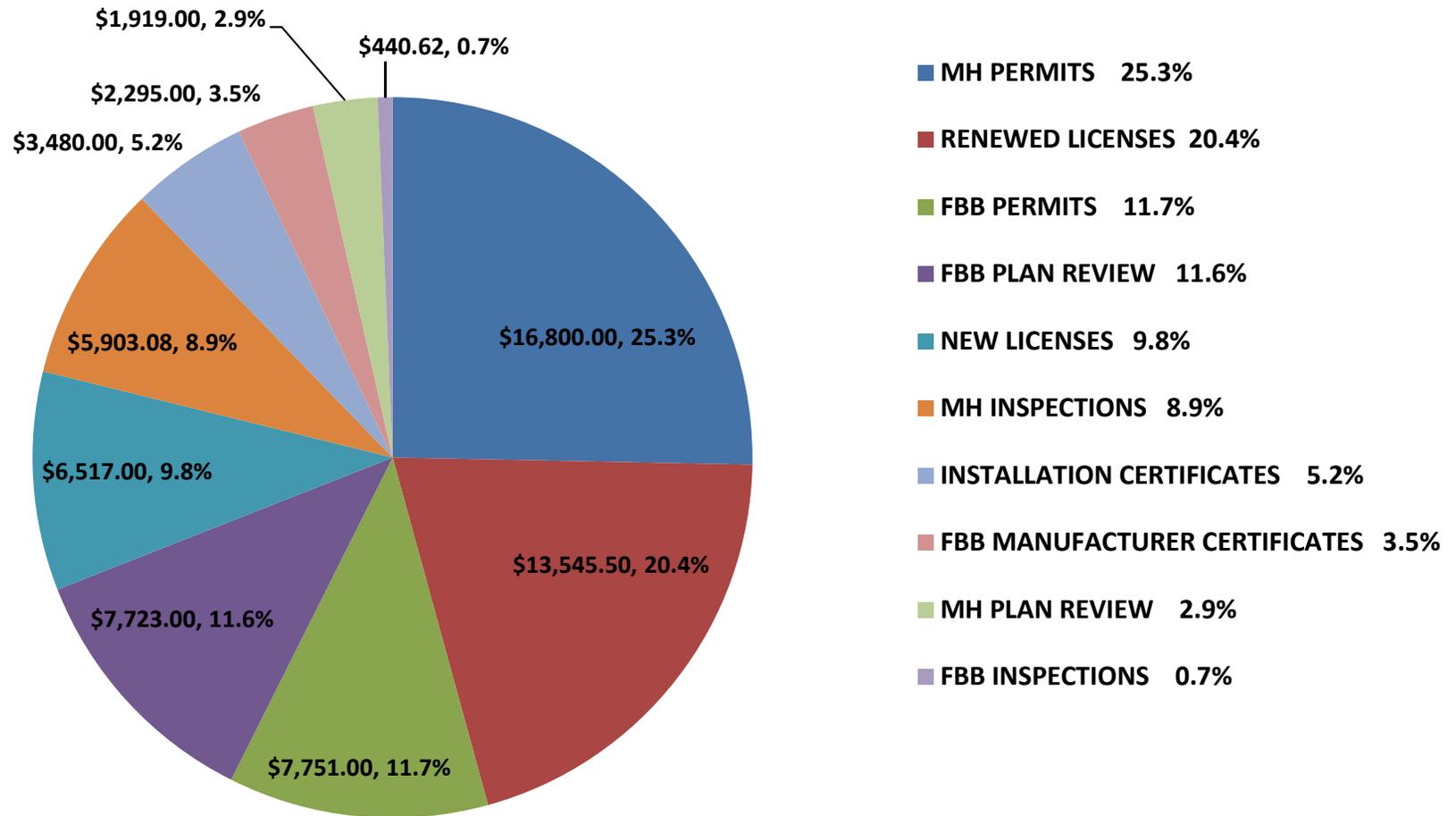
AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	2	0	4

COMPLAINTS:	Current	YTD	Prior
New Received	7	37	15
Closed/Reopened	0	1	1
Closed for the Month	10	31	15

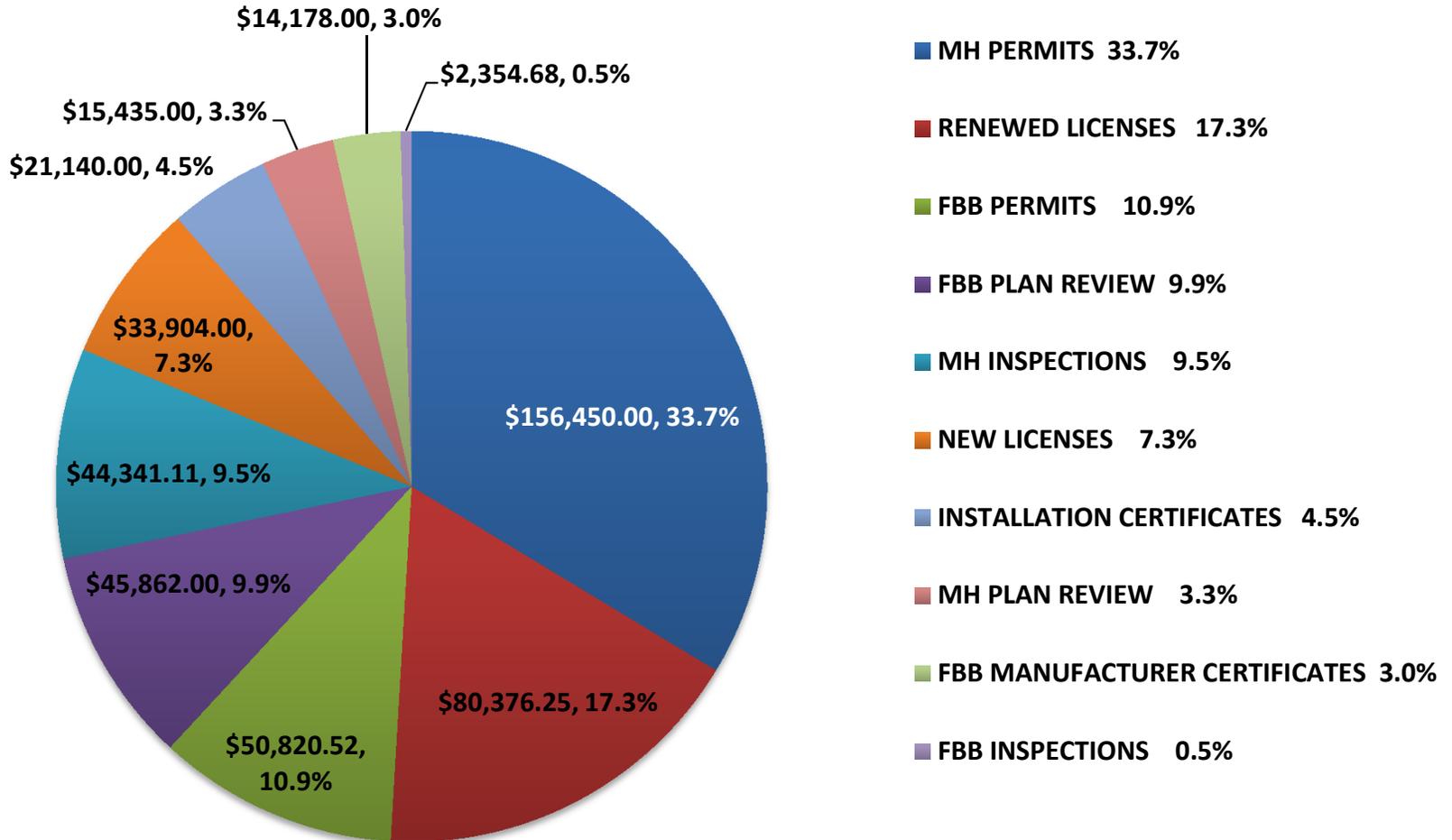
24 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April	290	243	176	174		44	22	38	70
May	268	238	194	171		34	85	44	82
June	244	253	248	185		21	18	31	50
July	332	223	200	206		20	35	56	62
August	326	232	221	174		6	46	96	33
September	284	258	181	169		49	58	95	62
October	325	268	226	196		60	16	85	47
November	328	224	251	202		96	22	35	48
December	295	231	196	207		13	33	43	16

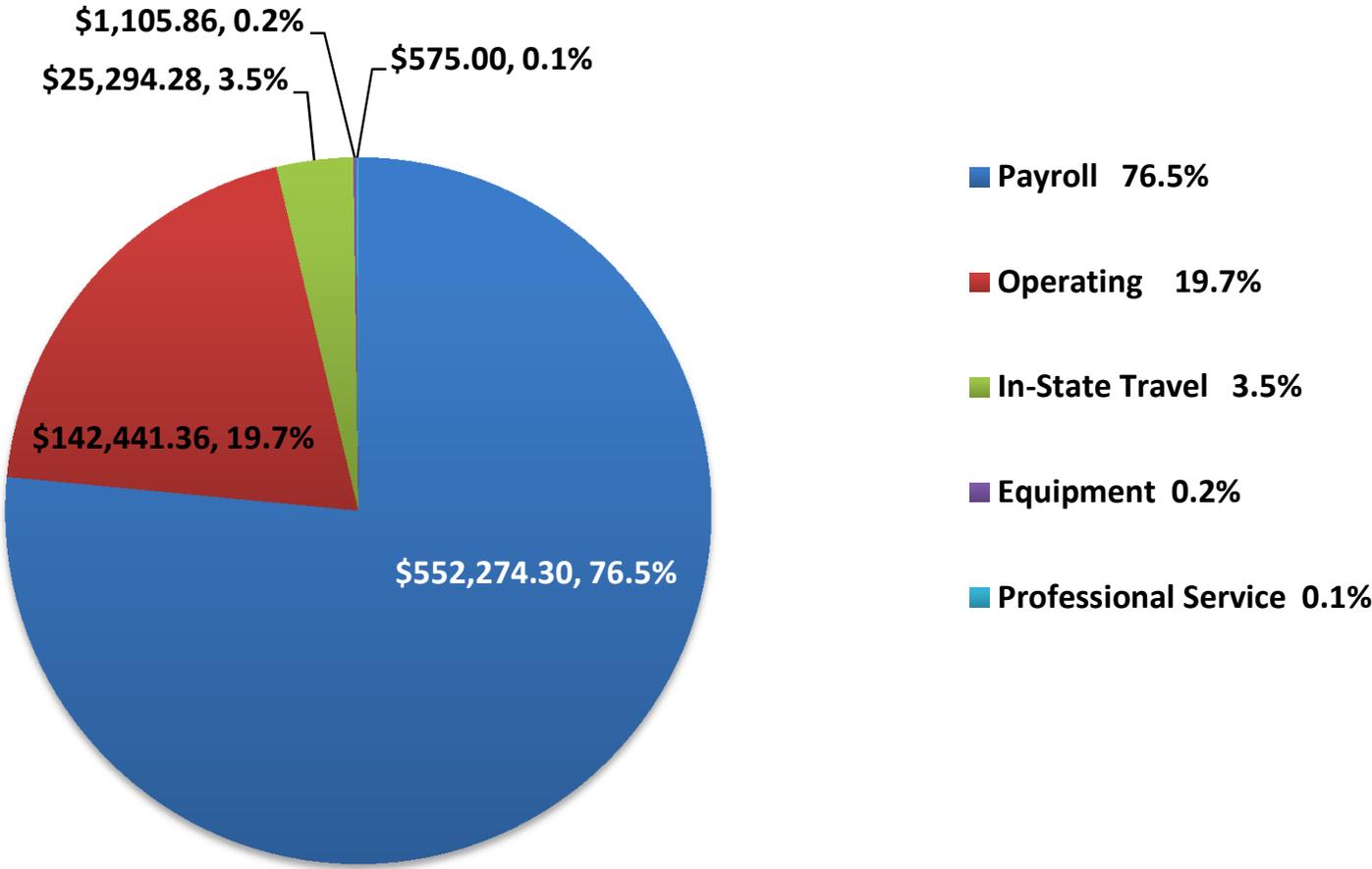
DECEMBER 2015 REVENUE BREAKDOWN



FY16 YTD REVENUE BREAKDOWN as of DECEMBER 2015



DECEMBER 2015 EXPENDITURE BREAKDOWN



RECOVERY FUND



RECOVERY FUND SUMMARY

CREDITS		DEBITS		BALANCE	
Balance as of 12/30/15	\$411,163.02	ACTUAL CLAIM	CLAIM AMOUNT	New Balance	\$411,385.82
Prior Month's Cash Bond Interest Earned	\$222.80	Claims that have been to hearing and are awaiting payment	\$0.00	Minus Actual and Potential Claim Amounts	\$0.00
New Balance	\$411,385.82	POTENTIAL CLAIMS	CLAIM AMOUNT	Remaining Balance	\$411,385.82
		Claims that have been scheduled for hearing and are awaiting hearing date	\$0.00		
		Claims not yet scheduled for hearing	\$0.00		
		TOTAL	\$0.00		

Complaints Verified Inspections Summary

Date Complaint Filed	Date Verified	Complaint Number	Complainant Name	City	Verified to Mfg	Verified to Dlr	Verified to Installer	Possible Recovery Fund?	Purchase Agreement Amount if Recovery Fund Claim filed	Recovery Fund NOTE
4/2/15	8/10/15	2015-033	George	Prescott Valley	Cavco Industries Durango Division Lic. 8022	Randy Instine LLC Lic. 8418	Morales Mobile Home Service Inc Lic. 8292	No		Dealer license is valid STATUS: Complaint closed on 11/18/15
7/7/15	7/29/15	2016-002	Conde	Tucson			C.E.S. Mobile Home Movers Lic. 7555	No		Installer license invalid. Complainant to file against licensee bond. STATUS: complaint closed on 8/29/15

Complaints Verified Inspections Detailed Summary

Date Complaint Filed	Date Verified	Complaint Number	Complainant Name	City	Verified to: Dealer, Installer and/or Manufacturer	Possible Recovery Fund?	Contract Amount	Recovery Fund NOTE
4/2/15	8/10/15	2015-033	George	Prescott Valley	Verified to Manufacturer: Cavco Industries, Durango Division, Lic. #8022	No		Dealer license is valid STATUS: Complaint closed on 11/18/15
					Floor squeeks in certain spots Verified to Installer: Morales Mobile Home Service, Inc, Lic #8282 Tack strip protruding through carpet Flex union and shut off at rear of home are rusted Verified to Dealer: Randy Instine, LLC, Lic. #8418 Board falling off inside 10x10 shed Blind still needs repaired Back of front step the siding is loose Foam insulation blocking striker on shed door HVAC refrigerant line has torn insulation No certificate affixed to home for skirting installation No certificate affixed to home for installation of awning No certificate affixed to home for installation of A/C unit			Note: Dealer items are work performed outside scope of dealer license. Dealer listed was not involved with the sales transaction of the home.

Complaints Verified Inspections Detailed Summary

Date Complaint Filed	Date Verified	Complaint Number	Complainant Name	City	Verified to: Dealer, Installer and/or Manufacturer	Possible Recovery Fund?	Contract Amount	Recovery Fund NOTE
7/7/15	7/29/16	2016-002	Conde	Tucson	Verified to: INSTALLER C.E.S. Mobile Home Movers Lic. 7555	No		Installer license invalid. Complainant to file against licensee bond. STATUS: complaint closed on 8/29/15
					Water system not installed. Sewer line backfilled prior to inspections No 2 way clean out on sewer line No hangers or anchors for water pipe system from water inlet to meter Gas flex line not listed for manufactured home use L.P. flex hose with regulator connected to water heater Electric pedestal installed approximately 24" below grade Electrical crossovers not completed Inside electrical panel not accessible due to cabinet blocking access No dead front on panel Extension cord used as feeder conductors There is an extension cord run to neighbors home No perimeter supports installed Missing centerline supports Incorrect spacing of supports on main frame rails No flood plain plans on site. Unable to determine if installed at correct elevation Water heater pressure relief valve pipe not extended to outside the perimeter of the home Missing drip edge flashing on roof Dryer vent not extended to the outside the perimeter of the home No installation certificate affixed to home Marriage line pictures, utility report and penetrometer report not provided			

FEE SCHEDULE





DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
1110 W. WASHINGTON, SUITE 100
PHOENIX, AZ 85007
(602) 364-1003 OFFICE
(602) 364-1052 FAX
www.dfbls.az.gov

FEE SCHEDULE FOR 2016 FISCAL YEAR

FEEES ARE EFFECTIVE JULY 1, 2015

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-2144(C)).

LICENSING FEES				
	Class	Class Description	New License	Renewal License
MANUFACTURER	M-9A	Factory-built-buildings (FBB) and subassemblies	\$ 864.00	\$ 432.00
	M-9C	Manufactured (MFG) Homes	\$ 864.00	\$ 432.00
	M-9E	Master, includes M-9A and M-9C	\$ 1,358.00	\$ 679.00
RETAILER/ DEALER/ BROKER	D-8	Retailer Mobile/MFG Homes	\$ 566.00	\$ 283.00
	D-8B	Broker Mobile/MFG Homes	\$ 432.00	\$ 216.00
	D-10	Retailer FBB or FBB Subassemblies	\$ 566.00	\$ 283.00
	D-12	Master, includes D-8, D-8B, and D-10	\$ 864.00	\$ 432.00
INSTALLERS	I-10C	General Installer	\$ 432.00	\$ 216.00
	I-10D	Installer of Attached Accessory Structures	\$ 432.00	\$ 216.00
	I-10G	Master, includes I-10C and I-10D	\$ 741.00	\$ 370.00
SALESPERSON	NA	Employee of a licensed Retailer/Dealer/Broker	\$ 206.00	\$ 103.00

PLAN FEES	
DESCRIPTION	FEE
Standard Plan Review	
Application Submittal and Plan Review	\$150.00 Includes up to 1 hour of plan review time
Plan Review	\$119.00 hour Each additional hour
EXPEDITED Plan Review	
Expedited Application and Plan Review	\$269.00 Includes up to 1 hour of plan review time
Expedited Plan Review	\$238.00 hour Each additional hour

CERTIFICATE (INSIGNIA) FEES	
DESCRIPTION	FEE
Installation Certificate	\$10.00 each
Modular Manufacturer Certificate	\$51.00 each
Reconstruction Certificate	\$51.00 each

PERMIT FEES		
DESCRIPTION	STATE ISSUED PERMIT FEE	IGA FEE
Mobile/MFG Home	\$350.00 each <i>Includes 3 Inspections</i>	Up to \$ 350.00 each
FBB – residential	\$ 450.00 per story <i>Includes 3 Inspections</i>	\$ 450.00 per story
FBB – commercial	\$ 4.50/LF per story <i>Includes 3 Inspections</i>	\$ 4.50/LF per story
6 Month Extension on Permit (MFG and FBB)	\$ 82.00	
FBB Special Event	\$ 67.00	
Rehabilitation – Mobile Home	\$ 49.00 <i>Includes 2 Inspections</i>	

INSPECTION FEES	
DESCRIPTION	FEE
MFG facility	\$ 51.00 per hour, plus mileage @ 0.445/mile
Installation Re-Inspection (MFG, FBB, Rehabilitation)	\$ 82.00 per hour, plus mileage @ 0.445/mile
Technical Service	\$ 82.00 per hour

INSTALLATION TRAINING	
DESCRIPTION	FEE
Installation Training <i>OMH Installer: Qualifying Party or Corporate Officer Registrar of Contractor; Participant in the Installation Certificate Program: Qualifying Party or Corporate Officer</i>	\$ 100.00

ADMINISTRATIVE FUNCTION FEES	
DESCRIPTION	FEE
Change on installation permit	\$ 10.00 per item
Change name of license	\$ 10.00 each
Change license location	\$ 10.00 each
Change license telephone number	\$ 10.00 each
Add branch location	\$ 10.00 each
Delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Process returned check	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Copies	\$.50 each
All refunds are subject to a fee of	\$ 59.00 each

2016
BOARD MEETING
SCHEDULE



2016 OMH BOARD MEETING SCHEDULE



*All meetings are tentatively scheduled
the 3rd Wednesday of each calendar
quarter, beginning at 1:00 p.m.*

**Date and time is subject to change at the
discretion of the Chairman of the Board.**

- **~~January 20, 2016~~**

Rescheduled to January 27, 2016

- **April 20, 2016**
- **July 20, 2016**
- **October 19, 2016**

LEGISLATIVE UPDATE



Department of Fire, Building and Life Safety

The Department of Fire, Building and Life Safety enforces safety standards for public buildings, manufactured homes, mobile homes, and factory-built buildings. The Department is comprised of the Office of Manufactured Housing and the State Fire Marshal.

The Office of Manufactured Housing licenses and regulates the production and ownership of manufactured housing; administers funds paid by manufacturers, mobile home park owners and residents; and administers funds reserved for claims filed against the payers or for involuntary relocation. Additionally, it acts on behalf of the Federal Department of Housing and Urban Development in the implementation and enforcement of regulations regarding manufactured and mobile homes in Arizona.

The State Fire Marshal enforces the State Fire Code through the inspections of schools and public buildings and enforces the Fire Safety Complaint Cigarettes and Fireworks Sales laws.

Link to the **AGENCY'S STRATEGIC PLAN**

Link to the **AGENCY'S WEBSITE** <http://www.dfbls.az.gov/>

All numbers representing dollars are expressed in thousands.

Agency Budget Summary

	FY 2015 Actual	FY 2016 Exp.Plan	FY 2017 Net Change	FY 2017 Exec. Rec.
General Fund	1,917.1	2,202.0	0.0	2,202.0
Non-Appropriated Funds	689.1	703.7	0.0	703.7
Agency Total	2,606.2	2,905.7	0.0	2,905.7

Main Points of Executive Recommendations

	FY 2016	FY 2017
Department of Fire, Building and Life Safety Consolidation	0.0	0.0

Major Executive Initiatives and Funding Recommendations

Department of Fire, Building and Life Safety Consolidation

The Executive recommends eliminating the Department of Fire, Building and Life Safety (DFBLS) by relocating and consolidating components into existing agencies with similar missions. DFBLS consolidation aids in government efficiency, preserves critical functions, and offers the potential for cost savings.

Relocating the components and functions of DFBLS entails consolidating the Office of the State Fire Marshal (OFM) within the State Forester, the Office of Manufactured Housing (OMH) within the Department of Housing, and the Homeowners Association (HOA) dispute process within the Department of Real Estate.

OFM serves to reduce hazards to life and property through enforcement of the Arizona Fire Codes by performing inspections and fire investigations, providing public education and adopting fire protection codes. OFM is primarily responsible for inspecting State buildings and all school buildings. When possible, OFM partners with local fire departments to outsource those functions. The State Forester is an appropriate fit for OFM as the two agencies interact with the same constituencies, share similar emergency management functions, and are involved with the State Fire School.

OMH maintains standards of safety and quality for all manufactured homes, factory-built buildings, and accessory structures. The Department of Housing (DOH) is a natural fit for OMH, as the OMH receives limited funding through the U.S. Department of Housing and Urban Development (HUD), and DOH already houses another HUD program, the Low Income Housing Tax Credit.

The HOA dispute process provides a venue for Arizona homeowner associations to resolve disputes without pursuing civil court action. The Department of Real Estate is an appropriate fit for the HOA dispute process, as realtors often deal with HOA issues, and many community managers are licensed realtors.

Funding	FY 2017
General Fund	0.0
Issue Total	0.0

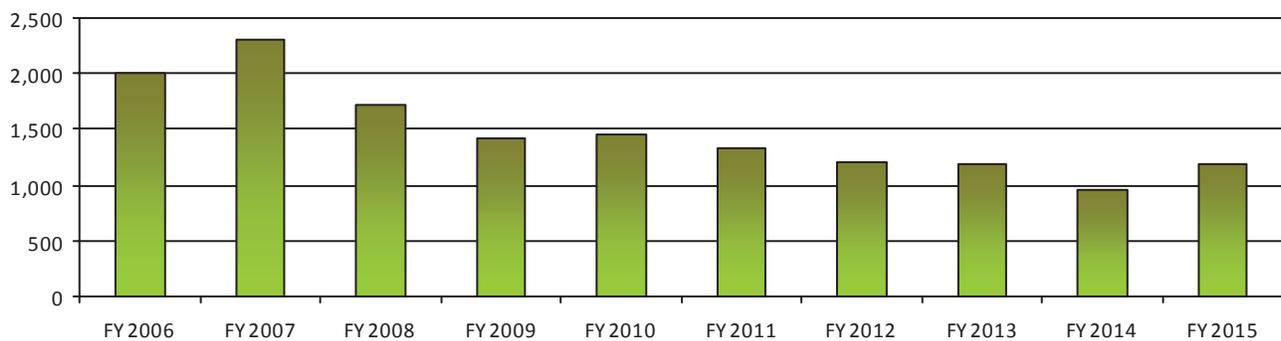
Recommended statewide adjustments for all: health, dental, and life insurance premiums; rent; retirement contributions; and hiring freeze savings are listed separately, and can be found immediately after the Weights and Measures section. The allocation of statewide adjustments for this agency are not incorporated into the totals shown here, but are recommended as part of the Executive Budget.

Performance Measures

	FY 2014 Actual	FY 2015 Actual	FY 2016 Expected	FY 2017 Expected
Average days from receipt of complete application to granting of license	2	1	1	1
Number of enforcement inspections for new construction	776	1,126	1,250	1,250
Total individuals or facilities licensed	1,177	1,189	1,194	1,200

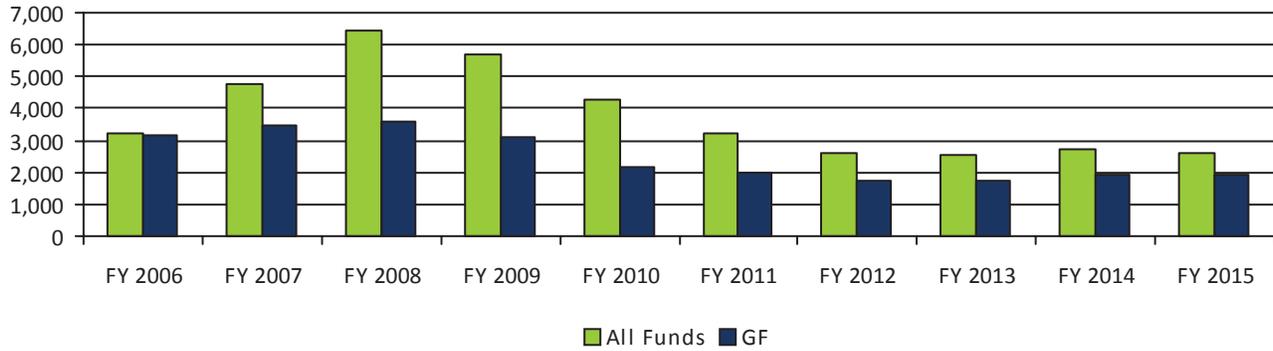
Link to the [AGENCY'S STRATEGIC PLAN](#)

Number of Licensees



Agency Expenditures

(in \$1,000s)



The peak in expenditures in FY 2008 was driven by mobile home tenant relocation expense payments during the real estate downturn from the Mobile Home Relocation Fund.

Recommended State Appropriations

BY PROGRAM	FY 2015 Actual	FY 2016 Approp.	FY 2017 Net Change	FY 2017 Exec. Rec.
Administration	231.4	579.8	0.0	579.8
Manufactured Housing	884.2	814.8	0.0	814.8
State Fire Marshal	100.0	172.7	0.0	172.7
State Fire Marshal	701.5	634.7	0.0	634.7
Agency Total - Appropriated Funds	1,917.1	2,202.0	0.0	2,202.0

BY EXPENDITURE OBJECT	FY 2015 Actual	FY 2016 Approp.	FY 2017 Net Change	FY 2017 Exec. Rec.
Personal Services	937.1	1,180.0	0.0	1,180.0
ERE Amount	414.8	528.0	0.0	528.0
Prof. And Outside Services	19.2	10.1	0.0	10.1
Travel - In State	132.3	82.6	0.0	82.6
Travel - Out of State	0.3	0.3	0.0	0.3
Aid to Others	100.0	100.0	0.0	100.0
Other Operating Expenses	287.7	279.3	0.0	279.3
Equipment	25.7	21.7	0.0	21.7
Agency Total - Appropriated Funds	1,917.1	2,202.0	0.0	2,202.0

BY APPROPRIATED FUND	FY 2015 Actual	FY 2016 Approp.	FY 2017 Net Change	FY 2017 Exec. Rec.
General Fund	1,917.1	2,202.0	0.0	2,202.0
Agency Total - Appropriated Funds	1,917.1	2,202.0	0.0	2,202.0

CLICK ON FUND NAME FOR THE FUND'S SOURCES AND USES REPORT

Link to the [MONTHLY CASH-FLOW REPORTS](#)

Special Line Appropriations

	FY 2015 Actual	FY 2016 Approp.	FY 2017 Net Change	FY 2017 Exec. Rec.
Fire School	100.0	172.7	0.0	172.7
Agency Total - Appropriated Funds	100.0	172.7	0.0	172.7

Non - Appropriated Funds Expenditures

	FY 2015 Actual	FY 2016 Exp. Plan	FY 2017 Net Change	FY 2017 Exec. Rec.
Condo and Planned Community Hearing Office	19.3	0.0	0.0	0.0
Federal Grant	325.0	266.3	0.0	266.3
IGA and ISA Between State Agencies	111.3	86.9	0.0	86.9
Mobile Home Relocation	233.5	350.0	0.0	350.0
Trampoline Court Safety Fund	0.0	0.5	0.0	0.5
Agency Total - Non-Appropriated Funds	689.1	703.7	0.0	703.7

[CLICK ON FUND NAME FOR THE FUND'S SOURCES AND USES REPORT](#)

Federal Funds Expenditures

	FY 2015 Actual	FY 2016 Exp. Plan	FY 2017 Exp. Plan
Agency Total	325.0	266.3	266.3

These are the Federal Expenditures reported by the agencies and, in most cases, are included in the Appropriated or Non-Appropriated Funds expenditures listed above.

Link to the [AGENCY'S SECTION OF THE FEDERAL FUNDS REPORT](#)

The Executive recommends a lump-sum appropriation to the agency.