

BOARD OF MANUFACTURED HOUSING

April 16, 2014



Arizona Department of Fire, Building and Life Safety

AGENDA



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

Date: **Wednesday, April 16, 2014; 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 **602-626-0431** or email Ayde.Marquez@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 Marquez at 602-626-0431 or email Ayde.Marquez@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 January 15, 2014, meeting
- IV. Departmental Information – discussion only; no Board action required – *Standing Item*
(Discussion topics may include: personnel updates, procedural changes, action items from previous Board Meetings, and/or industry news)
- V. Financial Report – review, discussion, and possible action. – *Standing Item*
- VI. Recovery Fund – review, discussion, and possible action – *Standing Item*
 - a. Recovery Fund balance and pending claims update
 - b. Consumer Complaint Summary
- VII. Licensing – review, discussion, and possible action
Board discussion on impact changing frequency of licensing renewal requirement would have on licensing fees following legislative change. Note: Licensing renewal change would not impact FY15 fees.

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VIII. Fee Structure – review, discussion, and possible action – *Standing Item*

- a. Presentation by Department on recommendations for fee structure fee for fiscal year 15.
 - i. Include review of FY13 final accounting of revenues and expenses
- b. Discussion on measurement calculation on commercial modular buildings from linear foot to square feet
- c. Publishing the installation training fee based on 2008 Board vote

IX. Call to the Public

Public Comments (Consideration and discussion of comments and complaints from the public. Those wishing to address the Board need not request permission in advance. 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

JANUARY 15, 2014

ABBREVIATED

MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

JANUARY 15, 2014 BOARD MEETING

CALL TO ORDER

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

ROLL CALL

Board Members present: Chairman Samuel Baird, Terry Gleeson, Neal Haney, Joe Hart, Everette Hoyle and Zeek Ojeh.

Board Members absent: Arthur Chick and Paul DeSanctis

Department of Fire, Building and Life Safety Staff: Director Gene Palma; Deputy Director Debra Blake; and Board Secretary Ayde Marquez.

Public/Industry Members present: Ken Anderson, President Arizona Housing Association; Dave Arfin, Pac-Van, Inc; Tom Frederick, Arizona Modular, LLC; Robert Gomez, Williams Scotsman; Knute Knutson, Design Modular's, Inc; Marci Mitchell, Ameri Fab LLC; and Rocco Tiberio, Ameri Fab LLC.

APPROVAL OF July 17, 2013 BOARD MINUTES

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

DEPARTMENTAL INFORMATION

Legislative Update: The first official 52nd legislative session took place on January 13, 2014 and will typically run through at least May 1st. At this time there are two bills that AMHO is dropping that interest the Department.

First bill: Increase the current \$1,000 amount available from Relocation Fund to assist in the rehabilitation of a mobile home to \$1,500. AMHO is seeking to increase the fee so there's no out of pocket fee for a tenant that needs to have their mobile home rehabilitated according to State law before they can move. Each tenant will have to qualify for the assistance based on their income.

Second bill: Correct language in some of the statutes that address relocation.

Staff Changes:

- John Dingeman, former Board member, has resigned. Dingeman accepted a new position and is relocating out of state. At this time there is an open public seat; information has been posted on Department's website along with the link to information on how to apply with Boards and Commissions.
- Georgina Marin, former Local Jurisdiction Liaison has left her position. Marin recently completed her Master's degree in Emergency Management and was seeking for an opportunity to utilize her education skills.
- Robert Muller, former Tucson Installation Inspector, was promoted to fill the vacant Local Jurisdiction Liaison position. Muller brings critical technical knowledge for field installation work and also recently earned his international code counsel certification as a Residential Building Inspector.

Expedited Plan Review: At this time the Department has suspended the Expedited Plan Review program temporarily. Plan Reviewer, Patty Stecher, has successfully reduced her service level down and the number of plans submitted has decreased; therefore, allowing her to stay within a seven business day turn around. It didn't seem appropriate to the Department to continue to accept the higher fee knowing that the plans could be turned around in the seven days that the expedited plan offered. The Department will re-implement the expedited plan review when the need arises.

License Renewal: As follow-up to an action item from a prior Board meeting, Blake provided information on the frequency of license renewals by other regulatory Agencies in Arizona. The highest percentage renew every 2 years.

Action Item: Board to discuss possible action in the April 2014 Board Meeting and any impact the change would have to the licensing fees. *Note:* any change would require statutory change, so would not be feasible for the FY15 fee schedule.

2014 Installer Training: Schedule of classes has not yet been finalized but will be available on the Department's website soon. Chairman Baird posed including other licensees in these sessions so they benefit from having a better understanding of installation requirements. Blake provided an update that currently there is no statutory authority to require any licensee other than installers to attend. Board members agreed having the training available without a fee is a plus. Board members discussed communication options for making this information available.

Action Item: Department to communicate with stakeholders, manufacturer/dealer/salesperson licensees about the availability of installer training classes at no charge. Installer licensees must attend and pay the fee established by the Board.

Recap of Action Items from previous Board Meeting

Errors and Omission (“E & O”) Insurance: Blake contacted, Melissa Cornelius, Director at the Board of Technical Registration, who verified that only her home inspector registrants have to have the E & O insurance. Architects, engineers and the rest of their licensees are not required to have E & O insurance.

Recovery Fund Payout: Blake informed the Board Members that the \$15,000 claim was paid out to US Homes, a dealer licensed through the Department.

Action Item: Verify US Homes’ license status and report back to Board at its next meeting.

FINANCIAL REPORT

Blake presented the June, July, August, September, October and November 2013 financial reports. June 2013 was the last report for fiscal year 2013.

Action Items:

1. Include FY13 ending financial report in April 2014 Board packet.
2. Do not include licensing information for monthly reports in the Board packet going forward since the information is emailed to Board members.
3. Do not include monthly pie charts in Board packets going forward; except for the most current quarterly charts.

FEE STRUCTURE

Blake presented the current Fee Schedule for 2014 fiscal year. 2015 fiscal year fees will be discussed in the upcoming April meeting.

Action Items:

1. Add linear foot versus square foot calculation for FBBs as a discussion item on the Agenda for next Board meeting.
2. Add installer training fee (approved by Board in 2008) as a discussion item on the Agenda for next Board meeting.
3. Prepare cash flow and cost analysis to Board members in advance for the April 2014 meeting.

RECOVERY FUND

Blake provided an update on the Recovery Fund; at this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing.

CALL TO PUBLIC

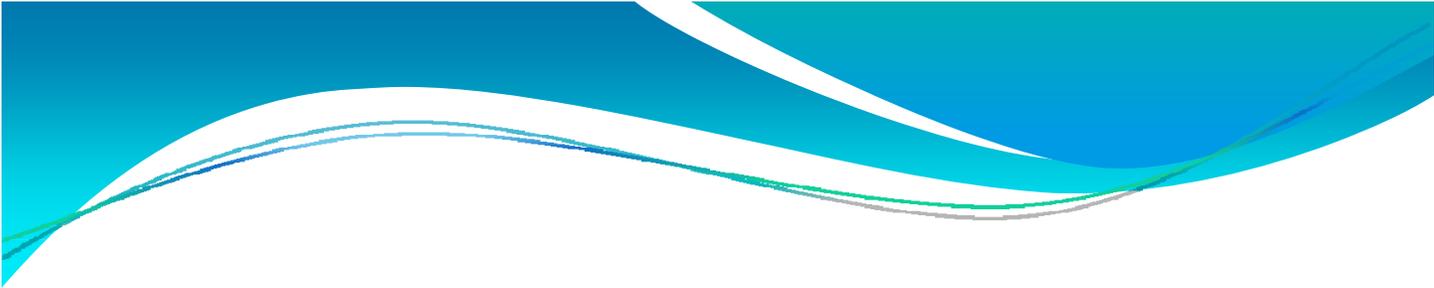
Knute Knutson from Design Modular commented on changing the cost for commercial building permits from linear foot to square foot. No Board discussion; the Board will discuss this topic in the upcoming meeting.

NEXT BOARD MEETING DATE

Wednesday, April 16, 2014

ADJOURNMENT

The meeting was adjourned at 2:10 p.m.



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

MONTHLY FINANCIAL REPORTS



- **June 2013**
- **December 2013**
- **January 2014**
- **February 2014**

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

JUNE 2013

	JUNE Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
ENG. REPORT - FBB	32	478	524	\$5,919.00	\$97,589.00	\$88,318.00				
ENG. REPORT - MH	15	160	124	\$2,010.00	\$24,052.00	\$19,607.00				
PERMIT REPORT:	JUNE Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated				
M/H	74	636	632	\$22,200.00	\$190,800.00	\$77,736.00				
FBB	12	287	275	\$6,385.00	\$113,108.09	\$114,741.55				
INSPECTIONS REPORT:	JUNE Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated	On Site Commercial Inspections	On Site Residential Inspections		
M/H	11	133	9	70	\$6,509.43	\$ 65,377.88				
FBB	4	30	0	5	\$665.98	\$ 3,913.77	0	0		
CERTIFICATE REPORT (INSIGNIA) :	JUNE Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
INSTALLATION	197	2688	2119	\$1,970.00	\$26,880.00	\$21,190.00				
FBB MANUFACTURER	80	560	947	\$4,080.00	\$28,560.00	\$48,297.00				
LICENSING REPORT:	JUNE New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD				
MANUFACTURERS	0	7	65	67	\$0.00	\$6,542.00				
DEALERS	1	22	222	242	\$566.00	\$12,140.00				
SALES PERSONS	14	160	588	578	\$2,884.00	\$32,960.00				
INSTALLERS	0	5	91	101	\$0.00	\$3,087.00				
RENEWAL LICENSING REPORT: <small>Includes late renewals</small>	JUNE Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD						
MANUFACTURERS	8	58	\$3,564.00	\$28,374.00						
DEALERS	12	195	\$3,977.00	\$64,276.25						
SALES PERSONS	40	420	\$4,609.25	\$46,942.25						
INSTALLERS	12	92	\$4,094.00	\$29,014.50						
	OMH APPROVED FEES	HUD REVENUE	CURRENT REVENUE DEPOSITS	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$69,433.66	\$19,230.48	\$88,664.14	\$665,920.90	\$590,354.56	\$10,036.87	\$610,337.01	\$636,667.68	\$665,920.90	\$610,337.01
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance						
	\$ 812.83	\$ -	\$379.49	\$ 153,654.09						
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	\$ 3,414.00	\$ 267,512.25	\$ 0	\$ 142,998.62	\$ 142,998.62		FY 12	\$ 4,552.00	
FY 13	\$ 267,512.25	\$ 3,416.36	\$ 270,928.61	\$ 0	\$ 153,654.09	\$ 153,654.09		FY 13	\$ 4,594.45	

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

JUNE 2013

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	62	97	0	0	0	11	9

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

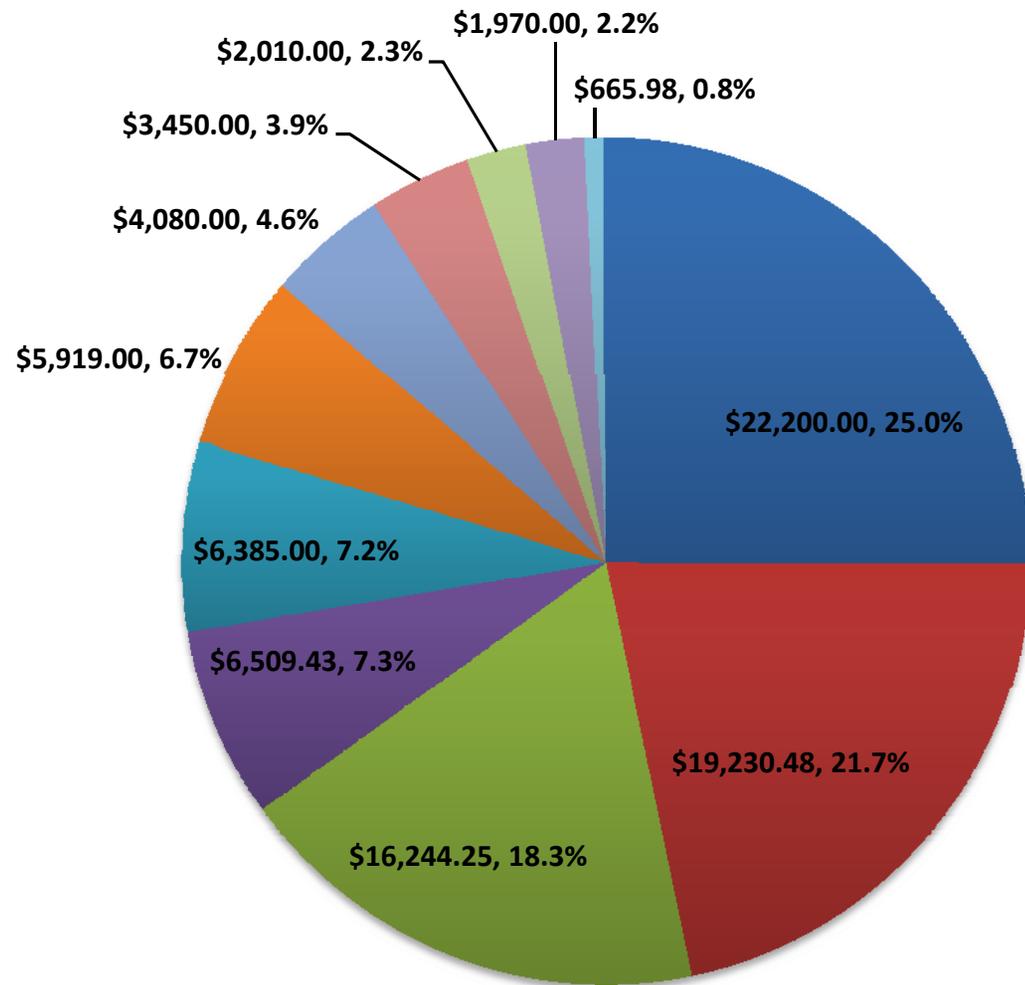
AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	5	3	11

COMPLAINTS:	Current	YTD	Prior
New Received	1	41	55
Closed/Reopened	0	2	8
Closed for the Month	2	37	73

17 open/active complaints

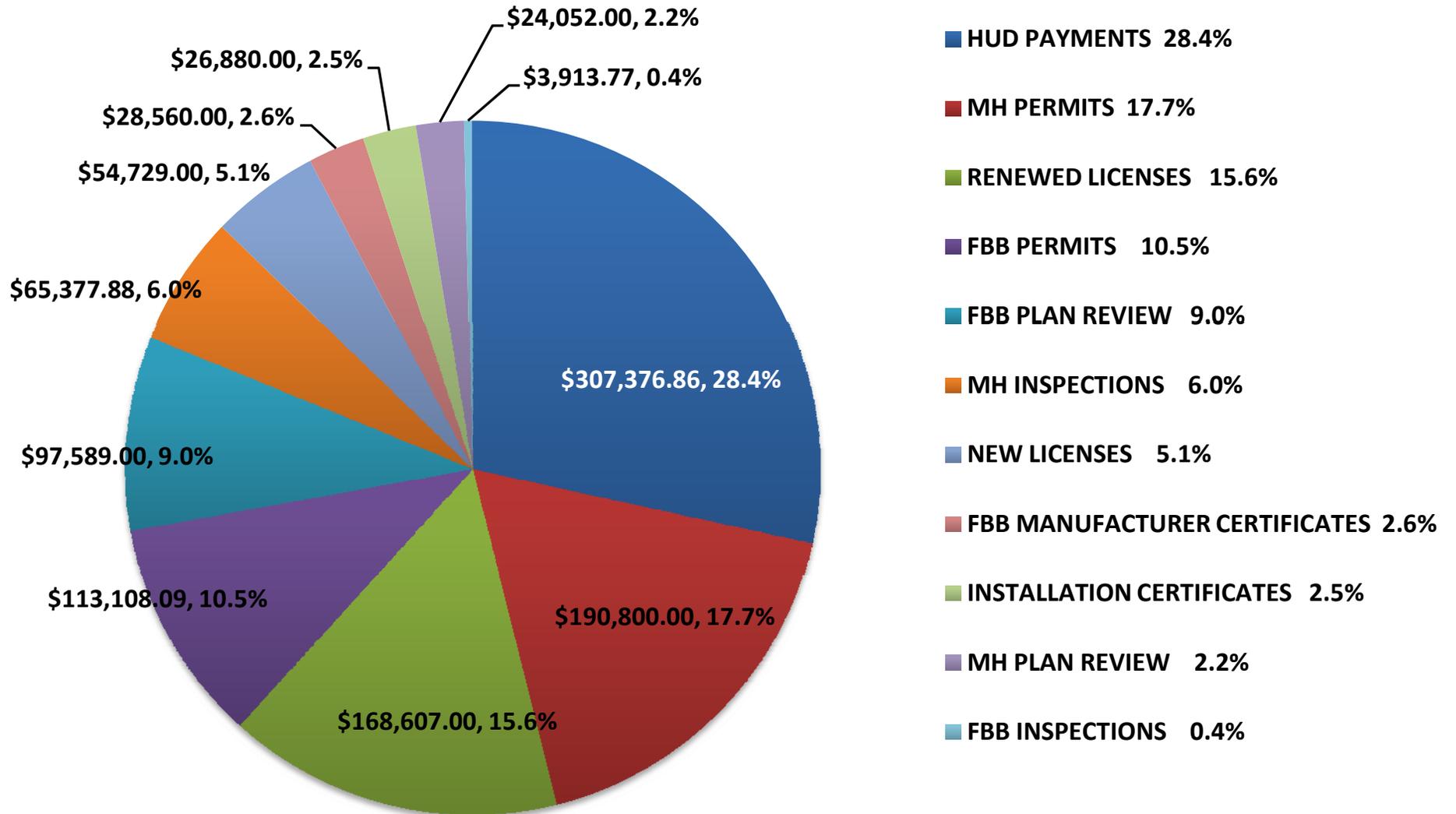
Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012	INSTALLATION MBL/MFG Homes 2011	INSTALLATION MBL/MFG Homes 2010		FBB Manufacturer 2013	FBB Manufacturer 2012	FBB Manufacturer 2011	FBB Manufacturer 2010
January	185	131	105	227		37	78	34	10
February	156	129	135	147		59	48	65	29
March	159	164	126	142		44	55	32	65
April	176	174	198	201		38	70	59	45
May	194	171	152	175		44	82	54	8
June	248	185	158	219		31	50	91	26
July		206	167	172			62	145	14
August		174	175	188			33	34	32
September		169	159	169			62	54	43
October		196	142	190			47	105	57
November		202	142	173			48	38	18
December		207	38	155			16	152	45

JUNE 2013 REVENUE BREAKDOWN

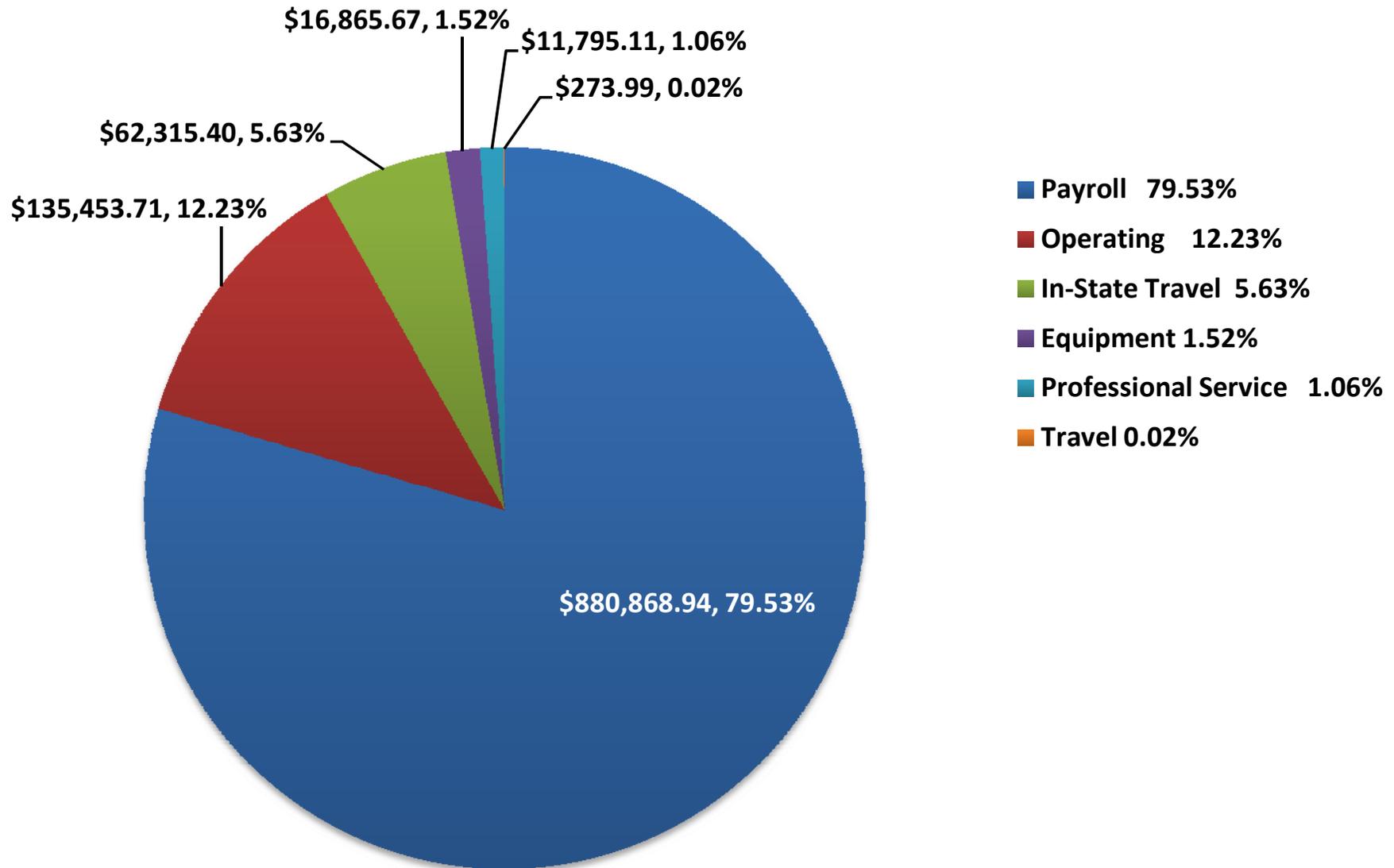


- MH PERMITS 25.0%
- HUD PAYMENTS 21.7%
- RENEWED LICENSES 18.3%
- MH INSPECTIONS 7.3%
- FBB PERMITS 7.2%
- FBB PLAN REVIEW 6.7%
- FBB MANUFACTURER CERTIFICATES 4.6%
- NEW LICENSES 3.9%
- MH PLAN REVIEW 2.3%
- INSTALLATION CERTIFICATES 2.2%
- FBB INSPECTIONS 0.8%

FY13 YTD REVENUE BREAKDOWN as of JUNE 2013



JUNE 2013 EXPENDITURE BREAKDOWN



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

DECEMBER 2013

	DECEMBER Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
ENG. REPORT - FBB	30	214	254	\$6,130.00	\$50,221.05	\$53,714.50				
ENG. REPORT - MH	11	82	89	\$1,350.00	\$13,309.00	\$11,888.00				
PERMIT REPORT:	DECEMBER Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated				
M/H	85	369	309	\$29,750.00	\$129,150.00	\$92,700.00				
FBB	47	124	108	\$9,630.00	\$45,696.50	\$50,799.30				
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	On Site Commercial Inspections	On Site Residential Inspections		
M/H	11	79	8	55	\$5,958.98	\$ 41,605.50				
FBB	2	33	0	0	\$118.02	\$ 3,969.76	0	0		
CERTIFICATE REPORT (INSIGNIA) :	DECEMBER Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
INSTALLATION	326	1556	1198	\$3,260.00	\$15,560.00	\$11,980.00				
FBB MANUFACTURER	26	380	228	\$1,326.00	\$19,380.00	\$11,628.00				
LICENSING REPORT:	DECEMBER New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD				
MANUFACTURERS	0	0	64	66	\$0.00	\$0.00				
DEALERS	4	10	222	228	\$2,428.00	\$5,556.00				
SALES PERSONS	16	93	588	593	\$3,296.00	\$19,158.00				
INSTALLERS	1	2	90	96	\$432.00	\$1,173.00				
RENEWAL LICENSING REPORT: Includes late renewals	DECEMBER Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD						
MANUFACTURERS	3	26	\$1,404.00	\$12,775.00						
DEALERS	20	101	\$6,928.50	\$34,321.50						
SALES PERSONS	27	204	\$2,935.50	\$22,814.50						
INSTALLERS	6	31	\$1,866.00	\$9,677.00						
	OMH APPROVED FEES	HUD REVENUE	CURRENT REVENUE DEPOSITS	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$76,813.00	\$9,831.57	\$86,644.57	\$679,888.17	\$316,704.37	\$70,444.97	\$503,255.61	\$306,315.91	\$1,359,776.34	\$1,006,511.22
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance						
	\$ 7,310.00	\$ -	\$426.15	\$ 184,781.49						
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	\$ 3,414.00	\$ 267,512.25	\$ 0	\$ 142,998.62	\$ 142,998.62		FY 12	\$ 4,552.00	
FY 13	\$ 267,512.25	\$ 3,416.36	\$ 270,928.61	\$ 0	\$ 153,654.09	\$ 153,654.09		FY 13	\$ 4,594.45	

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

DECEMBER 2013

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	34	94	1	0	0	11	8

PRODUCTION TREND:	2013	2012	2011	2010	2009	2008	2007	2006
January	92	112	99	81	126	286	374	723
February	84	111	80	87	112	281	349	739
March	98	115	107	106	119	290	389	825
April	149	117	86	99	108	321	354	595
May	156	135	108	108	116	304	400	740
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September	140	99	90	123	135	247	308	490
October	181	145	90	90	146	251	342	522
November	148	83	110	92	119	184	312	463
December	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	7	3	0

COMPLAINTS:	Current	YTD	Prior
New Received	2	22	23
Closed/Reopened	0	1	1
Closed for the Month	5	22	17

18 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012	INSTALLATION MBL/MFG Homes 2011	INSTALLATION MBL/MFG Homes 2010		FBB Manufacturer 2013	FBB Manufacturer 2012	FBB Manufacturer 2011	FBB Manufacturer 2010
January	185	131	105	227		37	78	34	10
February	156	129	135	147		59	48	65	29
March	159	164	126	142		44	55	32	65
April	176	174	198	201		38	70	59	45
May	194	171	152	175		44	82	54	8
June	248	185	158	219		31	50	91	26
July	200	206	167	172		56	62	145	14
August	221	174	175	188		96	33	34	32
September	181	169	159	169		95	62	54	43
October	226	196	142	190		85	47	105	57
November	251	202	142	173		35	48	38	18
December	196	207	38	155		43	16	152	45

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

JANUARY 2014

	JANUARY Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
ENG. REPORT - FBB	28	242	291	\$7,489.00	\$57,710.05	\$60,096.00				
ENG. REPORT - MH	10	92	99	\$2,250.00	\$15,559.00	\$13,228.00				
PERMIT REPORT:	JANUARY Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated				
M/H	68	437	363	\$23,800.00	\$152,950.00	\$108,900.00				
FBB	28	152	167	\$7,762.00	\$53,458.50	\$62,843.30				
INSPECTIONS REPORT:	JANUARY Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated	On Site Commercial Inspections	On Site Residential Inspections		
M/H	13	92	7	59	\$6,511.08	\$ 48,116.58				
FBB	0	33	0	0	\$0.00	\$ 3,969.76	0	0		
CERTIFICATE REPORT (INSIGNIA) :	JANUARY Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
INSTALLATION	287	1843	1501	\$2,870.00	\$18,430.00	\$15,010.00				
FBB MANUFACTURER	18	398	332	\$918.00	\$20,298.00	\$16,932.00				
LICENSING REPORT:	JANUARY 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	2	12	225	230	\$1,430.00	\$6,986.00				
SALES PERSONS	17	110	578	578	\$3,502.00	\$22,660.00				
INSTALLERS	0	2	90	92	\$0.00	\$1,173.00				
RENEWAL LICENSING REPORT: Includes late renewals	JANUARY Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD						
MANUFACTURERS	2	28	\$864.00	\$13,639.00						
DEALERS	29	130	\$9,317.25	\$43,638.75						
SALES PERSONS	38	242	\$4,171.50	\$26,986.00						
INSTALLERS	9	40	\$3,014.50	\$12,691.50						
	OMH APPROVED FEES	HUD REVENUE	CURRENT REVENUE DEPOSITS	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$73,899.33	\$13,932.15	\$87,831.48	\$767,719.65	\$376,490.04	\$61,114.02	\$564,369.63	\$381,340.32	\$1,316,090.83	\$967,490.79
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance						
	\$ 11,720.00	\$ -	\$449.42	\$ 196,501.49						
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	\$ 3,414.00	\$ 267,512.25	\$ 0	\$ 142,998.62	\$ 142,998.62		FY 12	\$ 4,552.00	
FY 13	\$ 267,512.25	\$ 3,416.36	\$ 270,928.61	\$ 0	\$ 153,654.09	\$ 153,654.09		FY 13	\$ 4,594.45	

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

JANUARY 2014

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	26	115	1	0	0	13	7

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

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

COMPLAINTS:	Current	YTD	Prior
New Received	4	26	26
Closed/Reopened	0	1	1
Closed for the Month	5	27	21

17 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012	INSTALLATION MBL/MFG Homes 2011		FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012	FBB Manufacturer 2011
January	277	185	131	105		35	37	78	34
February		156	129	135			59	48	65
March		159	164	126			44	55	32
April		176	174	198			38	70	59
May		194	171	152			44	82	54
June		248	185	158			31	50	91
July		200	206	167			56	62	145
August		221	174	175			96	33	34
September		181	169	159			95	62	54
October		226	196	142			85	47	105
November		251	202	142			35	48	38
December		196	207	38			43	16	152

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

FEBRUARY 2014

	FEBRUARY Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
ENG. REPORT - FBB	46	288	324	\$6,998.00	\$64,708.05	\$67,423.00				
ENG. REPORT - MH	9	101	107	\$600.00	\$16,159.00	\$15,239.00				
PERMIT REPORT:	FEBRUARY Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated				
M/H	46	483	399	\$16,100.00	\$169,050.00	\$119,700.00				
FBB	28	180	205	\$6,906.50	\$60,365.00	\$71,595.30				
INSPECTIONS REPORT:	FEBRUARY Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated	On Site Commercial Inspections	On Site Residential Inspections		
M/H	11	103	8	61	\$5,044.67	\$ 53,161.25				
FBB	2	35	0	0	\$159.41	\$ 4,129.17	0	0		
CERTIFICATE REPORT (INSIGNIA) :	FEBRUARY Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD				
INSTALLATION	143	1986	1686	\$1,430.00	\$19,860.00	\$16,860.00				
FBB MANUFACTURER	37	435	334	\$1,887.00	\$22,185.00	\$17,034.00				
LICENSING REPORT:	FEBRUARY New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD				
MANUFACTURERS	0	0	62	64	\$0.00	\$0.00				
DEALERS	3	15	225	229	\$1,698.00	\$8,684.00				
SALES PERSONS	17	127	585	579	\$3,502.00	\$26,162.00				
INSTALLERS	0	2	88	94	\$0.00	\$1,173.00				
RENEWAL LICENSING REPORT: Includes late renewals	FEBRUARY Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD						
MANUFACTURERS	8	36	\$4,600.25	\$18,239.25						
DEALERS	15	145	\$4,878.25	\$48,517.00						
SALES PERSONS	30	272	\$3,399.00	\$30,385.00						
INSTALLERS	4	44	\$1,264.50	\$13,956.00						
	OMH APPROVED FEES	HUD REVENUE	CURRENT REVENUE DEPOSITS	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$58,467.58	\$13,798.65	\$72,266.23	\$839,985.88	\$425,177.51	\$66,241.33	\$630,610.96	\$446,346.27	\$1,259,978.82	\$945,916.44
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance						
	\$ 9,520.94	\$ -	\$417.41	\$ 205,884.43						
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	\$ 3,414.00	\$ 267,512.25	\$ 0	\$ 142,998.62	\$ 142,998.62		FY 12	\$ 4,552.00	
FY 13	\$ 267,512.25	\$ 3,416.36	\$ 270,928.61	\$ 0	\$ 153,654.09	\$ 153,654.09		FY 13	\$ 4,594.45	

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

FEBRUARY 2014

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	20	106	1	0	0	11	8

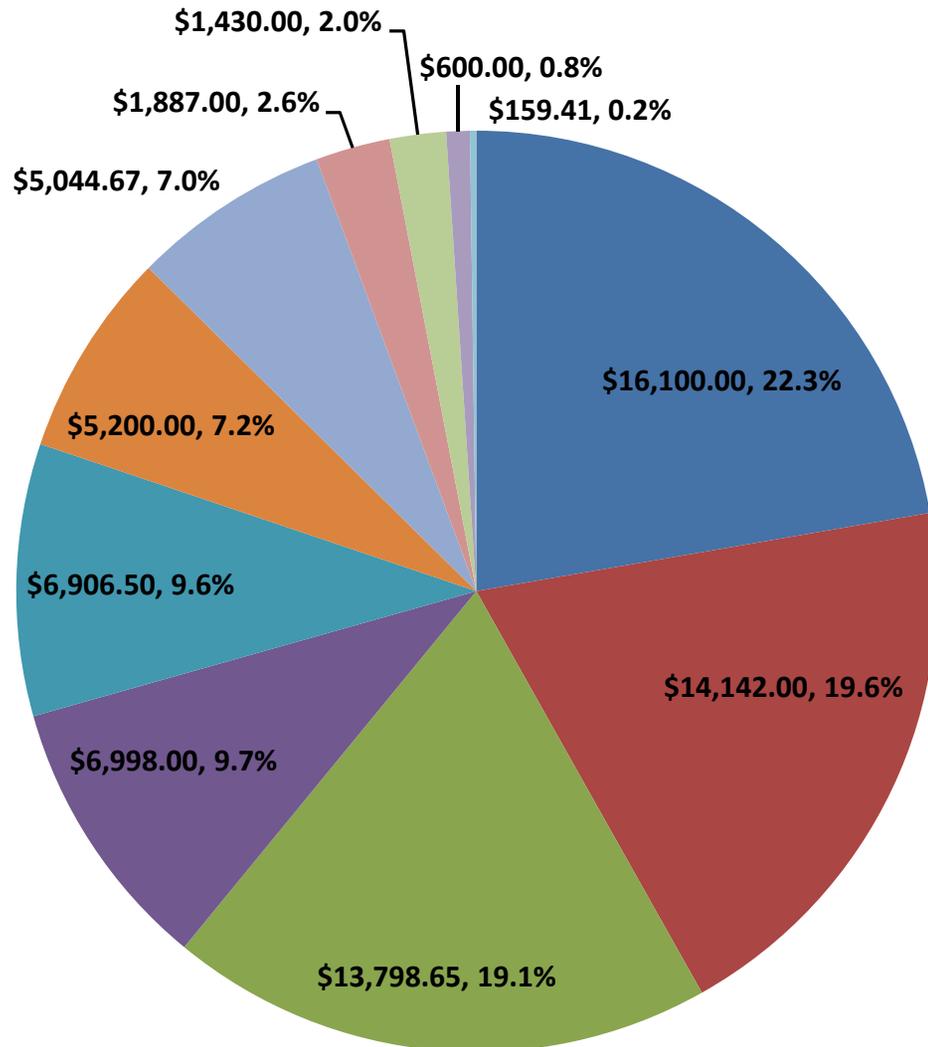
PRODUCTION TREND:	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	142	92	112	99	81	126	286	374	723
February	127	84	111	80	87	112	281	349	739
March		98	115	107	106	119	290	389	825
April		149	117	86	99	108	321	354	595
May		156	135	108	108	116	304	400	740
June		159	130	123	126	124	254	419	762
July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

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	7	3	3
COMPLAINTS:	Current	YTD	Prior
New Received	3	29	29
Closed/Reopened	0	1	1
Closed for the Month	3	30	25

17 open/active complaints

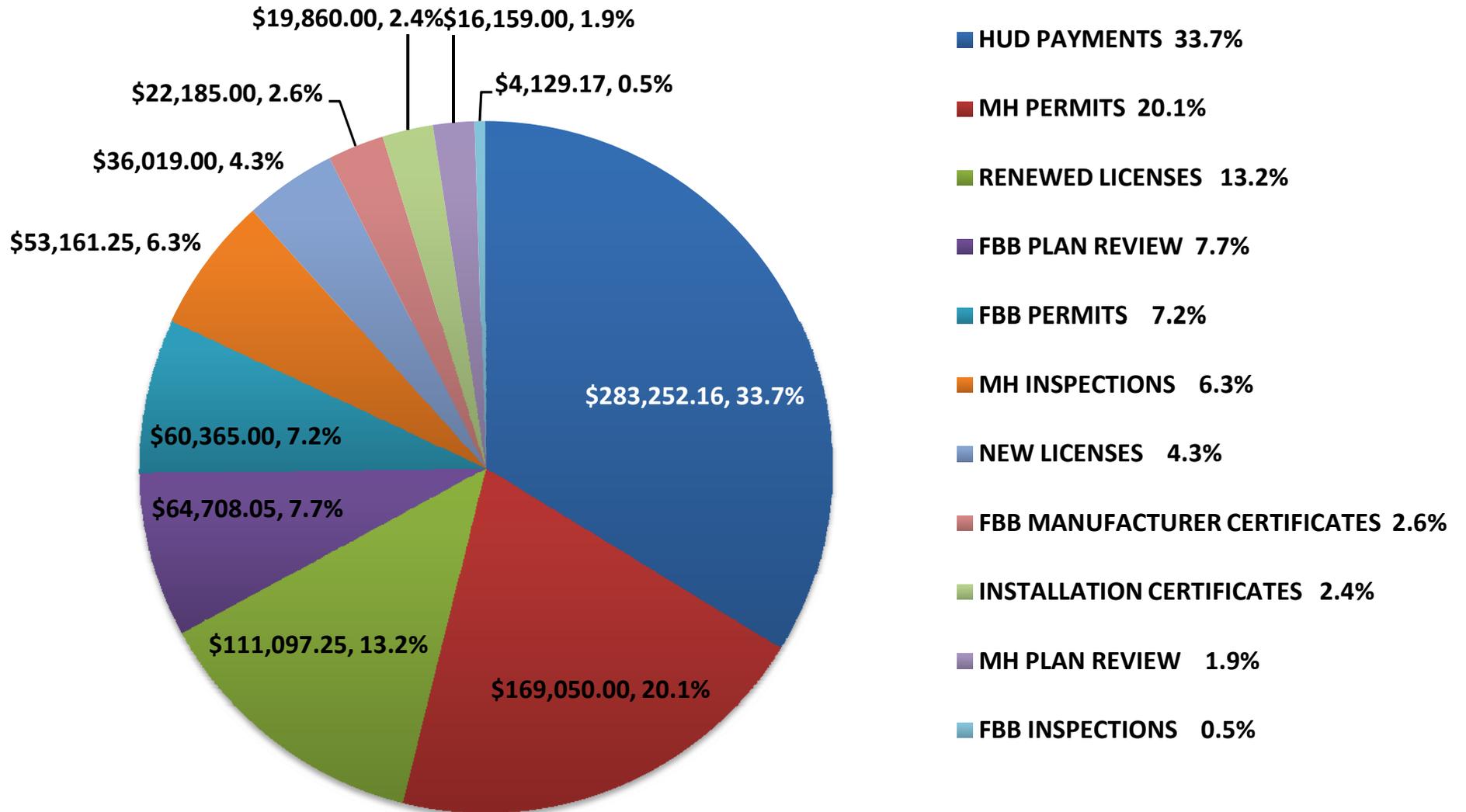
Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012	INSTALLATION MBL/MFG Homes 2011		FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012	FBB Manufacturer 2011
January	277	185	131	105		35	37	78	34
February	220	156	129	135		17	59	48	65
March		159	164	126			44	55	32
April		176	174	198			38	70	59
May		194	171	152			44	82	54
June		248	185	158			31	50	91
July		200	206	167			56	62	145
August		221	174	175			96	33	34
September		181	169	159			95	62	54
October		226	196	142			85	47	105
November		251	202	142			35	48	38
December		196	207	38			43	16	152

FEBRUARY 2014 REVENUE BREAKDOWN

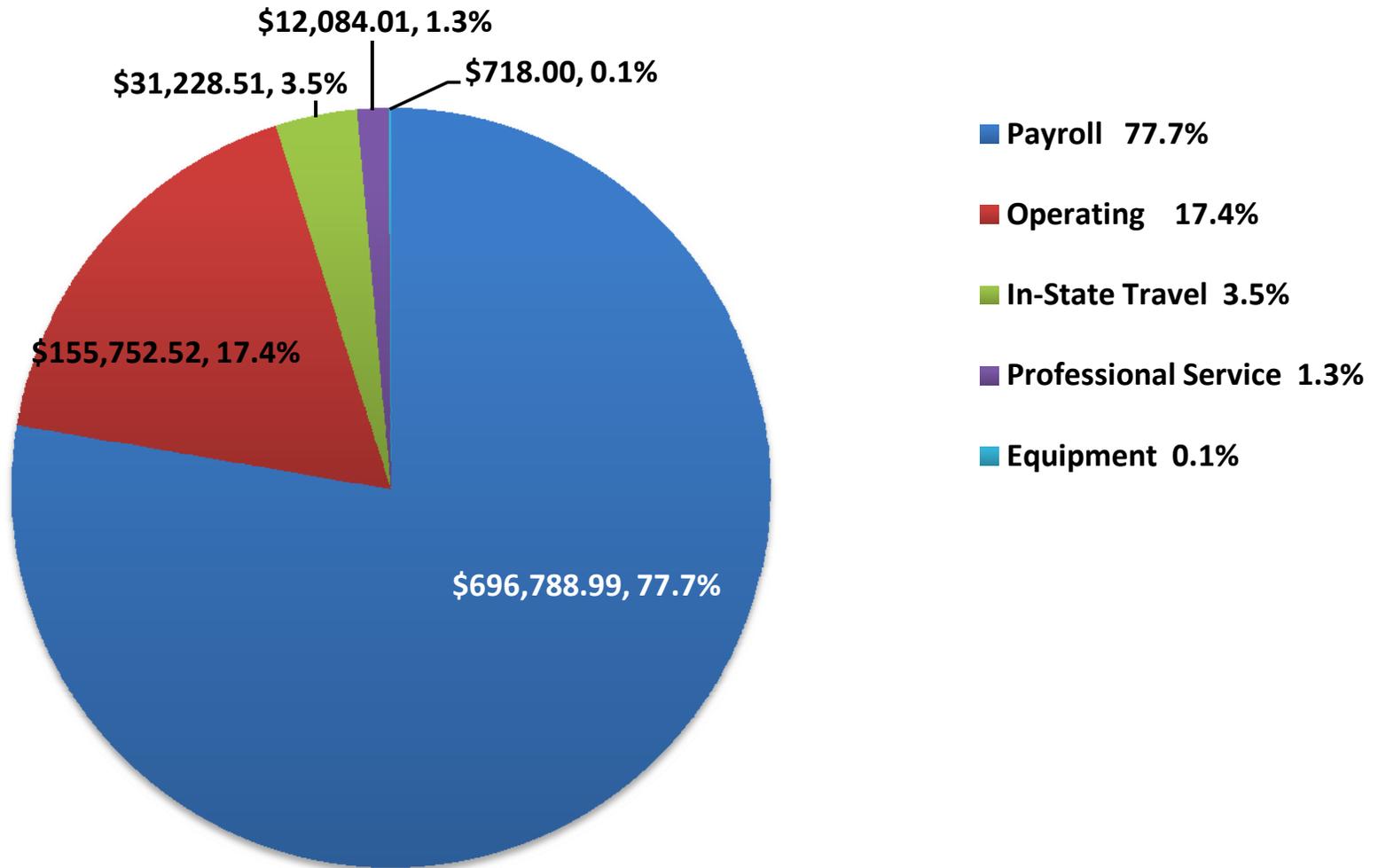


- MH PERMITS 22.3%
- RENEWED LICENSES 19.6%
- HUD PAYMENTS 19.1%
- FBB PLAN REVIEW 9.7%
- FBB PERMITS 9.6%
- NEW LICENSES 7.2%
- MH INSPECTIONS 7.0%
- FBB MANUFACTURER CERTIFICATES 2.6%
- INSTALLATION CERTIFICATES 2.0%
- MH PLAN REVIEW 0.8%
- FBB INSPECTIONS 0.2%

FY14 YTD REVENUE BREAKDOWN as of FEBRUARY 2014



FEBRUARY 2014 EXPENDITURE BREAKDOWN



RECOVERY FUND



RECOVERY FUND SUMMARY

CREDITS		DEBITS		BALANCE	
Balance as of 3/1/14	\$205,884.43	ACTUAL CLAIM	CLAIM AMOUNT	New Balance	\$206,301.84
Prior Month's Cash Bond Interest Earned	\$417.41	Claims that have been to hearing and are awaiting payment	\$0.00	Minus Actual and Potential Claim Amounts	\$0.00
New Balance	\$206,301.84	POTENTIAL CLAIMS	CLAIM AMOUNT	Remaining Balance	\$206,301.84
		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 Manufacturer	Verified to Dealer	Verified to Installer	Possible Recovery Fund?	Purchase Agreement Amount if Recovery Fund Claim filed	Recovery Fund NOTE
10/1/14	12/12/13	2014-010	Stockton	Phoenix			A.H. Hickman Company Lic. #8351	No		Dealer license is valid. All verified complaint items verified to installer
10/3/13	1/6/14	2014-012	Bunker	Golden Shores	Champion Home Builders Inc. Lic. #8438		Sunwest Enterprises Inc. Lic. #7743	No		Dealer license is valid. All verified complaint items resolved and complaint closed on 3/25/14
11/7/13	2/12/14	2014-017	Bailey	Mesa		All Homes Corp. Lic. #7604		Yes	\$61,187.88	Dealer license is valid.
12/24/13	2/18/14	2014-021	Evans	Seligman			Preferred Housing Services Lic. #8483	No		Dealer license is valid. All verified complaint items verified to installer

Complaints Verified Inspections Detailed Summary

Date Complaint Filed	Date Verified	Complaint Number	Complainant Name	City	Verified to Manufacturer, Dealer and/or Installer	Possible Recovery Fund?	Contract Amount	Recovery Fund NOTE
10/1/13	12/12/13	2014-010	Stockton	Phoenix	Installer: A.H. Hickman Company, Lic #8351	NO		Dealer license is valid
					Uneven surface on concrete at expansion joints			Matter is scheduled for hearing on 4/14/14. Installer appealed inspector determination
					Concrete cracked in two locations			
10/3/13	1/6/14	2014-012	Bunker	Golden Shores	Manufacturer: Champion Home Builders Inc., Lic. #8438	NO		Dealer license is valid.
					Drywall cracks throughout home			All verified complaint items resolved and complaint closed on 3/25/14
					Caulk shrinkage at ceiling to wall joints			
					Installer: Sunwest Enterprises Inc, Lic #7743			
					A/C Flex duct not supported			
11/7/13	2/12/14	2014-017	Bailey	Mesa	Dealer: All Homes Corp., Lic. #7604	YES	\$61,187.88	Dealer license is valid.
					Wood subflooring damaged in master bath			Waiting for response from Complainants regarding status of corrections
					Master bathroom shower base cracked and drain fixture not centered in drain opening			
					Carpet needs re-strethed due to prior water leak			
					Tear/leak in the HVAC system			
					No heat in the bedrooms			
					Ceiling crack from living room through dining room and kitchen area			
					Front entry door does not latch			

Complaints Verified Inspections Detailed Summary

Date Complaint Filed	Date Verified	Complaint Number	Complainant Name	City	Verified to Manufacturer, Dealer and/or Installer	Possible Recovery Fund?	Contract Amount	Recovery Fund NOTE
12/24/13	2/18/14	2014-021	Evans	Seligman	Installer: Preferred Housing Services, Lic. #8483	NO		Dealer license is valid
					Set up of home incomplete No close off at endwalls/roof of unit. Unit not secured together Sewer installation incomplete Water installation incomplete Gas installation incomplete Moisture damage in kitchen area due to home left unsecured' Moisture damage at front porch ceiling Piering of unit incomplete No centerline pier supports No perimeter pier supports No anchors installed No soil compaction report Site not graded away from back of home Drywall incomplete Floor covering not installed			Complainants have been provided copy of installer's bond. Installer license is currently valid.

FEE SCHEDULE



FY15 FEE / COST ANALYSIS SUMMARY

FEE Category	FY 13 Fee	FY13		Revenue Collected	Actual Cost	Cost/Revenue Differential	% Fee Increase for Full Cost Recovery	Revenue % of Total Revenue
		Current Fee	FY14					
PLAN REVIEW	\$ 134.00	\$ 150.00		\$ 119,899.00	\$ 111,763.25	\$ 8,135.75	-7%	28.0%
INSTALLATION INSPECTION - MH * <i>Includes 3 inspections; subsequent inspections invoiced for time and travel</i>	\$ 300.00	\$ 350.00		\$ 207,491.50	\$ 237,666.84	\$ (30,175.34)	15%	48.5%
INSTALLATION INSPECTION - FBB * <i>Includes 3 inspections; subsequent inspections invoiced for time and travel</i>	\$ 412.00	\$ 450.00		\$ 100,649.65	\$ 98,131.04	\$ 2,518.61	-3%	23.5%

* Includes the cost of issuing the installation permit and installation certificates

95 - 105% PRORATION		Revenue	Expenses	% Proration
	FY12	\$ 833,120	\$ 949,164	86.1%
	FY 13	\$ 801,073	\$ 832,248	96.2%
	FY14 based on assumptions	\$ 920,847	\$ 904,839	101.8%
	FY14 fee increase option	\$ 941,872	\$ 904,839	104.1%

FY14 Assumptons	Current YTD		Current YTD \$	Prior YTD \$
	Volume	Prior YTD Volume		
Plan Review	375	457	\$ 74,513.00	\$ 82,662.00
Installation Inspection - MH	483	399	\$ 169,050.00	\$ 119,700.00
Installation Inspection - FBB	180	205	\$ 60,365.00	\$ 71,595.30

RECOMMENDATION - FEE ADJUSTMENT COVER COSTS					
FEE Category	FY13 FEE	FY 13 Actual Volume	FY14 FEE	FY 14 Projected Volume	Proposed FY15 FEE Based on FY13 Activity
PLAN REVIEW	\$ 134	638	\$ 150	568	\$150
INSTALLATION INSPECTION - MH * <i>Includes 3 inspections; subsequent inspections invoiced at \$156.27 each</i>	\$ 300	636	\$ 350	725	\$379
INSTALLATION INSPECTION - FBB * <i>Includes 3 inspections; subsequent inspections invoiced at \$156.27 each</i>	\$ 412	287	\$ 450	270	\$450



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100
PHOENIX, ARIZONA 85007
(602) 364-1003
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

FEE SCHEDULE FOR 2014 FISCAL YEAR

FEEES ARE EFFECTIVE JULY 1, 2013

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/MFGHomes	\$ 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	Up to \$ 350.00 each
FBB – residential	\$ 450.00 per story <i>including systems</i>	Up to \$ 600.00 per story <i>including systems</i>
FBB – commercial	\$ 4.50/LF per story <i>including systems</i>	
Renewal permit (MFG and FBB)	\$ 82.00	
Special Use	\$ 67.00	
Rehabilitation – Mobile Home	\$ 49.00	

INSPECTION FEES

Description	FEE
MFG facility	\$ 51.00 per hour, plus mileage @ 0.445/mile
Installation <i>(first 3 inspections included in the cost of the permit)</i>	\$ 82.00 per hour, plus mileage @ 0.445/mile
Technical Service	\$ 82.00 per hour
Rehabilitation – Mobile Home	\$ 82.00 per hour

ADMINISTRATIVE FUNCTION FEES

Description	FEE
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

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

2014 BOARD MEETING SCHEDULE



2014 OMH BOARD MEETING SCHEDULE

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

- **January 15, 2014**
- **April 16, 2014**
- **July 16, 2014**
- **October 15, 2014**