

BOARD OF MANUFACTURED HOUSING

April 22, 2015



**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 22, 2015; 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.Corella@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 Corella at 602-364-1433 or email Ayde.Corella@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 October 15, 2014, meeting
- IV. Departmental Information – discussion only; no Board action required – *Standing Item*
 - a. Resignation of Gene Palma, Department Director
 - b. Interim Department Director appointment
 - c. Lean Transformation Project(Additional 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 Summary: Credits, debits, balance
 - b. Complaints Verified Inspections Summary
- VII. Fee Structure – review, discussion, and possible action – *Standing Item*
 - a. Presentation by Department on recommendations for fee structure for fiscal year 16.
- VIII. Annual selection of Chairperson for the Board – discussion and action.

IX. 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.)

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

XI. Adjournment

**OCTOBER 15, 2014
ABBREVIATED
MINUTES**



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

OCTOBER 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 Sam Baird, Arthur Chick, Paul DeSanctis, Terry Gleeson, Neal Haney, Joe Hart, and Everette Hoyle.

Board Members absent: Michael Minnaugh and Zeek Ojeh

Department of Fire, Building and Life Safety (“Department”) Staff: Director Gene Palma; Deputy Director Debra Blake; Assistant Attorney General, Mary Williams; and Board Secretary Ayde Corella.

APPROVAL OF JULY 16, 2014 BOARD MINUTES

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

DEPARTMENTAL UPDATES

Legislative Update: No new legislative updates at this time. Deputy Director Blake (“Blake”) informed the Board Members of a recent conversation she had in regards to the relocation process with AMHO that may drive some legislative change if they decide to move forward. A park owner challenged the statute indicating that he had lost significant amount of revenue when tenants moved prior to the termination of the lease. The Departments normal process upon receiving an official notice of the park closure is to assist the tenant through the relocation or abandonment process. The Department does not give any advice to the tenant in regards to termination of the lease agreement; the tenant must work out those issues with their park management. Blake contacted Marry from the AG’s office to review and provide clarification on lease agreement. The statutes are really silent on the effect a change of use notice has on the termination date of an existing lease. AMHO or MHCA may want to get some clarifying language in the statute to avoid issues going forward.

Staff Changes: No staff changes at this time. Blake shared with the Board Members the great outcome of the fiscal 14 performance measure goals. The Department has statutory obligations with the turnaround times of service levels for plan review and issuance of Manufactured Home and Factory Built Building Installation permits. The statutory time frame for plan review is 20 days; the average for fiscal 14 was conducted in less than 5 days. The statutory requirement for the issuance of Installation Permits is 7 business days; the average number of days to issue or deny permit application was less than 2 days for fiscal 14.

Inter Government Agreement (IGA) Update: Robert Muller, the Department's IGA Liaison is now working full time in his new position and has been very busy with our IGA partners. Muller has been working with the Town of Cottonwood and Greenlee County providing training on the permitting and inspection requirements. Dewey-Humboldt has recently entered into agreement with the Department. La Paz County will be receiving a conditional termination letter as they have not responded to multiple requests regarding whether or not they're interested in renewing their contract with the Department. The Town of Tusayan is aggressively seeking an IGA with the Department but unfortunately the Building Inspector is not competent at this time to enter into agreement.

Recap of Action Items from previous Board Meeting

Blake provided to all Board Members via email the end of FY14 expenditures summary report.

The Department created Call to the Public Signup Form as requested.

Blake emailed term expiration dates to all Board Members.

FINANCIAL REPORT

Blake presented the June, July, August 2014 and 13th month financial reports. Thanks to the Board adjustment of fees over the last couple of years the Department successfully ended at a 99.3 proration.

RECOVERY FUND

Blake provided an update on the Recovery Fund balance of \$263,000; at this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing.

FEE STRUCTURE

Blake presented the 2015 fee schedule that went into effect July 1, 2014. All fees remain the same compared to fiscal 2014.

CHAIRMAN DISCUSSION

As requested in the previous meeting the Department has created a “Call to the Public Signup Form”. The intent of the form is to be used by the public wishing to address the Board; it is not a requirement to fill out the form to be able to speak to the Board.

DFBLS Action Item: Have the “Call to the Public Signup Form” available on the Departments website and have the form also available at the upcoming meetings.

DFBLS Action Item: Add to the upcoming Board Meeting agenda the annual selection of Chairperson for the Board.

CALL TO PUBLIC

No public present.

NEXT BOARD MEETING DATE

Wednesday, January 21, 2015

ADJOURNMENT

The meeting was adjourned at 1:43 p.m.

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

MONTHLY FINANCIAL REPORTS



- **SEPTEMBER 2014**
- **OCTOBER 2014**
- **NOVEMBER 2014**
- **DECEMBER 2014**
- **JANUARY 2015**
- **FEBRUARY 2015**

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

SEPTEMBER 2014

	SEPTEMBER Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	43	124	104	\$8,897.00	\$25,620.00	\$26,388.00
ENG. REPORT - MH	11	40	40	\$2,578.00	\$7,730.00	\$9,161.00
PERMIT REPORT:	SEPTEMBER Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	70	183	147	\$24,500.00	\$64,050.00	\$51,450.00
FBB	19	44	40	\$11,586.50	\$26,022.75	\$21,719.50
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	11	33	6	33	\$6,742.22	\$ 19,295.89
FBB	4	8	0	3	\$204.00	\$ 444.05
CERTIFICATE REPORT (INSIGNIA) :	SEPTEMBER Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	221	844	703	\$2,210.00	\$8,440.00	\$7,030.00
FBB MANUFACTURER	30	168	279	\$1,530.00	\$8,568.00	\$14,229.00
LICENSING REPORT:	SEPTEMBER New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	1	3	65	63	\$864.00	\$2,592.00
DEALERS	2	6	227	220	\$1,430.00	\$3,426.00
SALES PERSONS	25	55	604	593	\$5,150.00	\$11,330.00
INSTALLERS	0	2	87	92	\$0.00	\$1,173.00

RENEWAL LICENSING REPORT: includes late renewals	SEPTEMBER Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	4	15	\$1,728.00	\$7,020.00
DEALERS	14	41	\$4,483.50	\$13,919.75
SALES PERSONS	35	104	\$3,939.75	\$11,716.25
INSTALLERS	4	12	\$1,318.50	\$3,655.00

	SEPTEMBER OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$77,161.47	\$215,002.69	\$136,360.32	\$57,177.00	\$206,155.14	\$259,824.31	860,010.76	\$824,620.56
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 10,217.73	\$ -	\$ 437.25	\$ 272,950.07				

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

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

SEPTEMBER 2014

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	53	93	1	1	0	11	6

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	120	98	115	107	106	119	290	389	825
April	151	149	117	86	99	108	321	354	595
May	161	156	135	108	108	116	304	400	740
June	146	159	130	123	126	124	254	419	762
July	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		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	2	0	0

COMPLAINTS:	Current	YTD	Prior
New Received	2	4	9
Closed/Reopened	0	1	0
Closed for the Month	2	4	8

16 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	203	159	164	126		10	44	55	32
April	243	176	174	198		22	38	70	59
May	238	194	171	152		85	44	82	54
June	253	248	185	158		18	31	50	91
July	223	200	206	167		35	56	62	145
August	232	221	174	175		46	96	33	34
September	258	181	169	159		58	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**

OCTOBER 2014

	OCTOBER Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	32	156	144	\$6,404.00	\$32,024.00	\$36,362.00
ENG. REPORT - MH	14	54	56	\$2,607.00	\$10,337.00	\$10,868.00
PERMIT REPORT:	OCTOBER Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	39	222	215	\$13,650.00	\$77,700.00	\$75,250.00
FBB	37	81	69	\$13,049.00	\$39,071.75	\$31,761.50
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	47	13	47	\$7,150.71	\$ 26,446.60
FBB	1	9	0	3	\$51.00	\$ 495.05
CERTIFICATE REPORT (INSIGNIA) :	OCTOBER Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	320	1164	1036	\$3,200.00	\$11,640.00	\$10,360.00
FBB MANUFACTURER	10	178	322	\$510.00	\$9,078.00	\$16,422.00
LICENSING REPORT:	OCTOBER New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	3	65	64	\$0.00	\$2,592.00
DEALERS	1	7	223	221	\$566.00	\$3,992.00
SALES PERSONS	19	74	607	584	\$3,914.00	\$15,244.00
INSTALLERS	0	2	85	91	\$0.00	\$1,173.00

RENEWAL LICENSING REPORT: includes late renewals	OCTOBER Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	3	18	\$1,296.00	\$8,316.00
DEALERS	19	60	\$6,617.50	\$20,537.25
SALES PERSONS	36	140	\$3,991.25	\$15,707.50
INSTALLERS	5	17	\$1,781.00	\$5,436.00

	OCTOBER OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$64,787.46	\$279,790.15	\$181,771.65	\$89,494.95	\$295,650.09	\$367,828.57	\$839,370.45	\$886,950.27
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 5,880.00	\$ -	\$ 367.06	\$ 278,830.07				

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

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

OCTOBER 2014

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	44	129	2	0	0	14	13

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	120	98	115	107	106	119	290	389	825
April	151	149	117	86	99	108	321	354	595
May	161	156	135	108	108	116	304	400	740
June	146	159	130	123	126	124	254	419	762
July	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		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	5

COMPLAINTS:	Current	YTD	Prior
New Received	3	9	16
Closed/Reopened	0	0	0
Closed for the Month	3	7	15

16 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	203	159	164	126		10	44	55	32
April	243	176	174	198		22	38	70	59
May	238	194	171	152		85	44	82	54
June	253	248	185	158		18	31	50	91
July	223	200	206	167		35	56	62	145
August	232	221	174	175		46	96	33	34
September	258	181	169	159		58	95	62	54
October	268	226	196	142		16	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**

NOVEMBER 2014

	NOVEMBER Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	33	189	173	\$6,068.00	\$38,092.00	\$43,940.00
ENG. REPORT - MH	18	72	64	\$1,800.00	\$12,137.00	\$12,368.00
PERMIT REPORT:	NOVEMBER Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	62	284	284	\$21,700.00	\$99,400.00	\$99,400.00
FBB	9	90	77	\$6,041.00	\$45,112.75	\$36,066.50
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	11	58	13	53	\$6,194.13	\$ 32,640.72
FBB	1	10	0	4	\$57.68	\$ 552.72
CERTIFICATE REPORT (INSIGNIA) :	NOVEMBER Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	185	1349	1230	\$1,850.00	\$13,490.00	\$12,300.00
FBB MANUFACTURER	17	195	354	\$867.00	\$9,945.00	\$18,054.00
LICENSING REPORT:	NOVEMBER New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	3	64	63	\$0.00	\$2,592.00
DEALERS	2	9	223	221	\$1,132.00	\$5,124.00
SALES PERSONS	15	89	611	590	\$3,090.00	\$18,334.00
INSTALLERS	0	2	84	89	\$0.00	\$1,173.00

RENEWAL LICENSING REPORT: includes late renewals	NOVEMBER Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	3	21	\$1,759.00	\$10,075.00
DEALERS	12	72	\$4,506.00	\$25,043.25
SALES PERSONS	32	172	\$3,399.00	\$19,106.50
INSTALLERS	8	25	\$2,182.50	\$7,618.50

	NOVEMBER OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$60,646.31	\$340,436.44	\$255,115.68	\$76,174.96	\$371,825.05	\$432,810.64	\$817,047.46	\$892,380.12
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 9,595.04	\$ -	\$ 333.95	\$ 288,245.11				

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

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

NOVEMBER 2014

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	35	100	0	0	0	11	13

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	120	98	115	107	106	119	290	389	825
April	151	149	117	86	99	108	321	354	595
May	161	156	135	108	108	116	304	400	740
June	146	159	130	123	126	124	254	419	762
July	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		129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	0	0	5

COMPLAINTS:	Current	YTD	Prior
New Received	6	9	20
Closed/Reopened	0	0	1
Closed for the Month	3	10	17

19 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	203	159	164	126		10	44	55	32
April	243	176	174	198		22	38	70	59
May	238	194	171	152		85	44	82	54
June	253	248	185	158		18	31	50	91
July	223	200	206	167		35	56	62	145
August	232	221	174	175		46	96	33	34
September	258	181	169	159		58	95	62	54
October	268	226	196	142		16	85	47	105
November	224	251	202	142		22	35	48	38
December		196	207	38			43	16	152

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

DECEMBER 2014

	DECEMBER Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	30	219	203	\$4,764.00	\$42,856.00	\$50,070.00
ENG. REPORT - MH	9	81	75	\$1,200.00	\$13,337.00	\$13,718.00
PERMIT REPORT:	DECEMBER Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	71	355	369	\$24,850.00	\$124,250.00	\$129,150.00
FBB	75	165	124	\$14,266.00	\$59,378.75	\$45,696.50
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	8	66	6	61	\$4,772.90	\$ 37,413.62
FBB	4	14	1	4	\$383.61	\$ 936.33
CERTIFICATE REPORT (INSIGNIA) :	DECEMBER Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	270	1619	1556	\$2,700.00	\$16,190.00	\$15,560.00
FBB MANUFACTURER	36	231	380	\$1,836.00	\$11,781.00	\$19,380.00
LICENSING REPORT:	DECEMBER New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	3	65	64	\$0.00	\$2,592.00
DEALERS	2	11	227	222	\$998.00	\$6,122.00
SALES PERSONS	11	100	610	588	\$2,266.00	\$20,600.00
INSTALLERS	1	3	87	90	\$432.00	\$1,605.00

RENEWAL LICENSING REPORT: includes late renewals	DECEMBER Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	4	25	\$1,836.00	\$11,911.00
DEALERS	29	101	\$10,093.75	\$35,137.00
SALES PERSONS	26	198	\$2,935.50	\$22,042.00
INSTALLERS	7	32	\$2,336.00	\$9,954.50

	DECEMBER OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$75,669.76	\$416,106.20	\$304,719.34	\$47,560.19	\$419,385.24	\$503,255.61	\$832,212.40	\$838,770.48
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 6,351.51	\$ -	\$ 381.51	292,556.62				

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

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

DECEMBER 2014

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	30	89	5	0	0	8	6

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	120	98	115	107	106	119	290	389	825
April	151	149	117	86	99	108	321	354	595
May	161	156	135	108	108	116	304	400	740
June	146	159	130	123	126	124	254	419	762
July	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	1	0

COMPLAINTS:	Current	YTD	Prior
New Received	2	9	22
Closed/Reopened	0	0	1
Closed for the Month	5	15	22

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	203	159	164	126		10	44	55	32
April	243	176	174	198		22	38	70	59
May	238	194	171	152		85	44	82	54
June	253	248	185	158		18	31	50	91
July	223	200	206	167		35	56	62	145
August	232	221	174	175		46	96	33	34
September	258	181	169	159		58	95	62	54
October	268	226	196	142		16	85	47	105
November	224	251	202	142		22	35	48	38
December	231	196	207	38		33	43	16	152

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

JANUARY 2015

	JANUARY Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	26	245	231	\$6,476.00	\$49,332.00	\$57,559.00
ENG. REPORT - MH	3	84	85	\$1,319.00	\$14,656.00	\$15,968.00
PERMIT REPORT:	JANUARY Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	49	404	437	\$17,150.00	\$141,400.00	\$152,950.00
FBB	127	292	152	\$16,047.00	\$75,425.75	\$53,458.50
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
M/H	12	78	7	68	\$6,404.94	\$ 43,818.55
FBB	1	15	0	4	\$51.00	\$ 987.33
CERTIFICATE REPORT (INSIGNIA) :	JANUARY Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	282	1901	1843	\$2,820.00	\$19,010.00	\$18,430.00
FBB MANUFACTURER	20	251	398	\$1,020.00	\$12,801.00	\$20,298.00
LICENSING REPORT:	JANUARY New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	3	63	61	\$0.00	\$2,592.00
DEALERS	2	13	228	225	\$1,430.00	\$7,552.00
SALES PERSONS	15	115	609	578	\$3,090.00	\$23,690.00
INSTALLERS	2	5	87	91	\$1,173.00	\$2,778.00

RENEWAL LICENSING REPORT: includes late renewals	JANUARY Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	2	27	\$972.00	\$12,883.00
DEALERS	24	125	\$8,352.75	\$43,489.75
SALES PERSONS	41	239	\$4,429.00	\$26,471.00
INSTALLERS	11	43	\$3,354.00	\$13,308.50

	JANUARY OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$74,088.69	\$490,194.88	\$372,646.46	\$89,009.69	\$508,394.93	\$564,369.63	\$840,334.08	\$871,534.17
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 7,020.00	\$ -	\$ 416.28	\$ 299,576.62				

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

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

JANUARY 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	39	108	4	0	0	12	7

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February		127	84	111	80	87	112	281	349	739
March		120	98	115	107	106	119	290	389	825
April		151	149	117	86	99	108	321	354	595
May		161	156	135	108	108	116	304	400	740
June		146	159	130	123	126	124	254	419	762
July		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	1	1	2
COMPLAINTS:	Current	YTD	Prior
New Received	3	18	26
Closed/Reopened	0	0	1
Closed for the Month	0	15	27

20 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		220	156	129			17	59	48
March		203	159	164			10	44	55
April		243	176	174			22	38	70
May		238	194	171			85	44	82
June		253	248	185			18	31	50
July		223	200	206			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**

FEBRUARY 2015

	FEBRUARY Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	25	270	277	\$6,973.00	\$56,305.00	\$64,557.00
ENG. REPORT - MH	8	92	94	\$1,707.00	\$16,363.00	\$16,568.00
PERMIT REPORT:	FEBRUARY Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	64	468	483	\$22,400.00	\$163,800.00	\$169,050.00
FBB	35	327	180	\$13,437.00	\$88,862.75	\$60,365.00
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
M/H	10	88	13	76	\$6,154.52	\$ 49,973.07
FBB	2	17	0	4	\$124.70	\$ 1,112.02
CERTIFICATE REPORT (INSIGNIA) :	FEBRUARY Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	375	2276	1986	\$3,750.00	\$22,760.00	\$19,860.00
FBB MANUFACTURER	50	301	435	\$2,550.00	\$15,351.00	\$22,185.00
LICENSING REPORT:	FEBRUARY New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	3	62	62	\$0.00	\$2,592.00
DEALERS	1	14	230	225	\$566.00	\$8,118.00
SALES PERSONS	16	131	611	585	\$3,296.00	\$26,986.00
INSTALLERS	1	6	87	88	\$432.00	\$3,210.00

RENEWAL LICENSING REPORT: includes late renewals	FEBRUARY Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	6	33	\$3,194.00	\$16,077.00
DEALERS	17	142	\$5,116.50	\$48,606.25
SALES PERSONS	28	267	\$3,115.75	\$29,586.75
INSTALLERS	6	49	\$1,812.00	\$15,120.50

	FEBRUARY OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$74,628.47	\$564,823.34	\$427,422.32	\$77,591.14	\$585,986.07	\$630,610.96	\$847,235.01	\$878,979.11
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 6,242.28	\$ -	\$ 368.88	\$ 305,818.90				

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

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

FEBRUARY 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	43	103	2	0	0	10	13

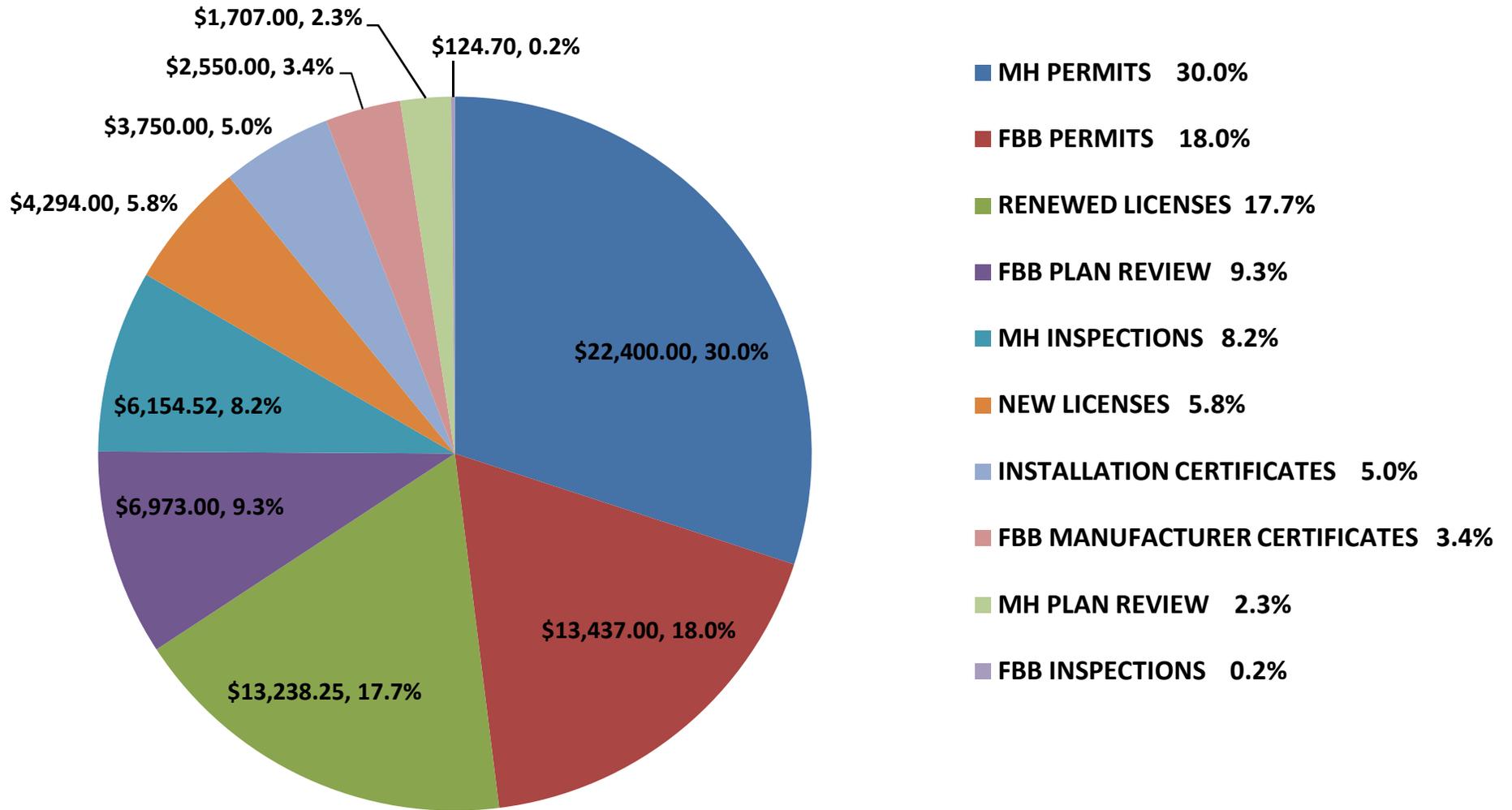
PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March		120	98	115	107	106	119	290	389	825
April		151	149	117	86	99	108	321	354	595
May		161	156	135	108	108	116	304	400	740
June		146	159	130	123	126	124	254	419	762
July		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	4	0	6
COMPLAINTS:	Current	YTD	Prior
New Received	2	20	29
Closed/Reopened	0	0	1
Closed for the Month	5	20	30

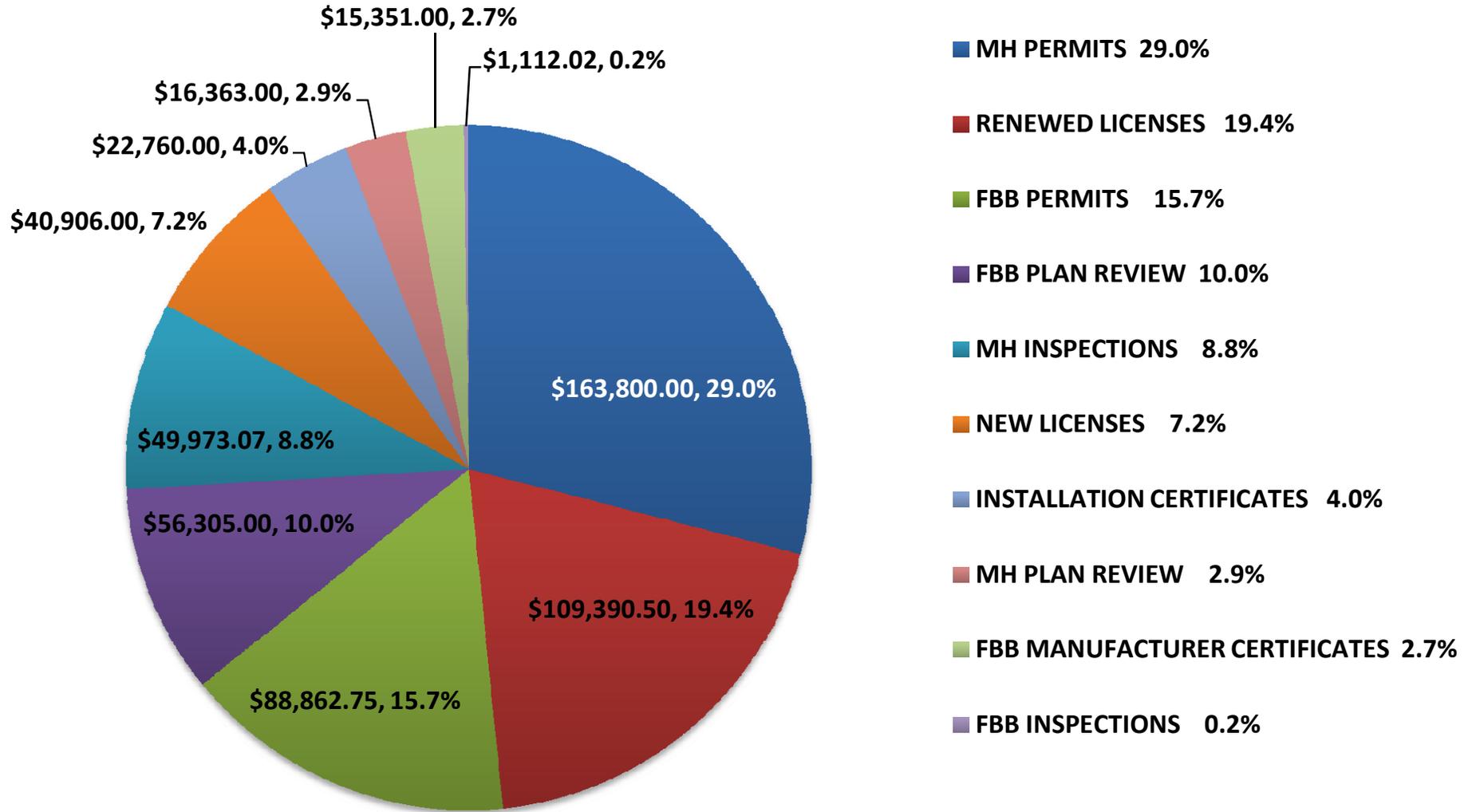
17 open/active complaints

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		203	159	164			10	44	55
April		243	176	174			22	38	70
May		238	194	171			85	44	82
June		253	248	185			18	31	50
July		223	200	206			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

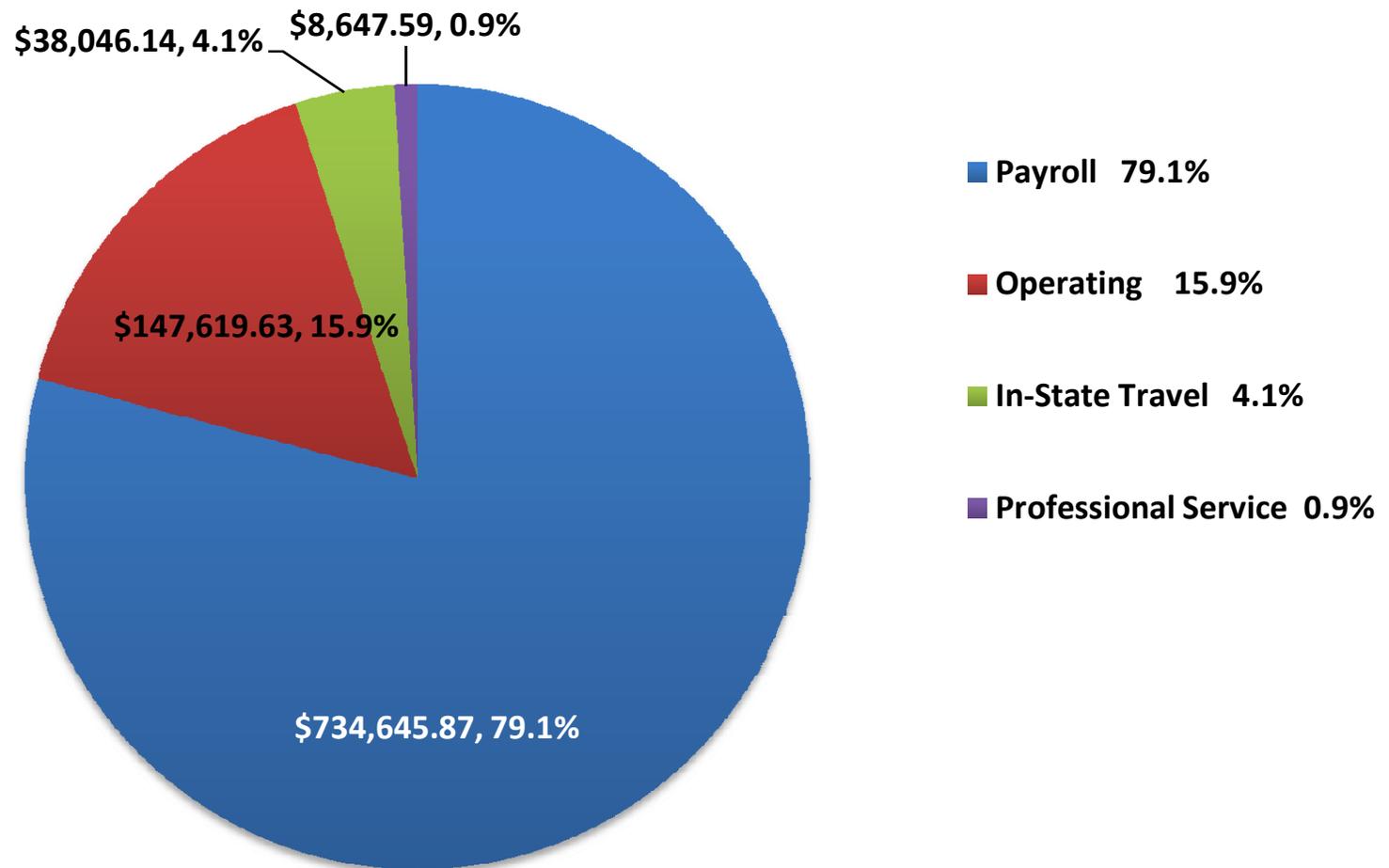
FEBRUARY 2015 REVENUE BREAKDOWN



FY15 YTD REVENUE BREAKDOWN as of FEBRUARY 2015



FEBRUARY 2015 EXPENDITURE BREAKDOWN



RECOVERY FUND



RECOVERY FUND SUMMARY

CREDITS		DEBITS		BALANCE	
Balance as of 3/1/14	\$323,780.46	ACTUAL CLAIM	CLAIM AMOUNT	New Balance	\$324,108.90
Prior Month's Cash Bond Interest Earned	\$328.44	Claims that have been to hearing and are awaiting payment	\$0.00	Minus Actual and Potential Claim Amounts	\$0.00
New Balance	\$324,108.90	POTENTIAL CLAIMS	CLAIM AMOUNT	Remaining Balance	\$324,108.90
3/3/15 Received \$15,320.00 from Banker's Insurance Company for reimbursement to fund for Payne/Us Homes 48 LLC license #8442.		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
3/31/2014	6/25/2014	2014-037	Horning	Seligman		Best Buy Homes, Inc Lic. #7387			\$11,800.00	Dealer license is valid. STATUS: Due for follow up on required corrections on 7/25/14. 9/2/14, C&C issued to Dealer for failure to correct.
5/12/2014	8/22/2014	2014-044	Blum	Sedona	CMH Manufacturing West Inc. (Karsten Homes) Lic. 8046		U.S. Mobile Home Transport Inc Lic. #7218	No		Dealer is not an Arizona licensed dealer. Unit was sold in New Mexico
4/11/2014	9/11/2014	2014-040	Waycaster	Munds Park	Champion Homes Inc Lic. #8438		Lyon & Son Mobile Home Service Inc Lic. #5811	No		Manufacturer license is valid. Installer license is valid. STATUS: Due for follow up on required corrections by Installer. Complainant to advise when work completed so that a re-inspection can be scheduled.
11/5/2014	12/15/2014	2015-009	Harris	Sedona	Champion Homes Inc Lic. #8438			No		Manufacturer license is valid. complaint items have been resolved. STATUS: complaint closed on 2/20/15

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
3/31/14	6/25/14	2014-037	Horning	Seligman	Verified to Dealer: Best Buy Homes Inc License #7387	Yes	\$11,830.00	Dealer license is valid
					Complainants have not received title to home.			Complaint review findings issued 6/25/14. Complaint is open. 9/2/14, C&C issued to Dealer for failure to correct.
					Dealer did not provide VIN.			
					Cannot get installation permit without VIN information.			
					Home has not been installed. Failed to provide agreed upon goods/services.			
5/12/14	8/22/14	201-044	Blum	Sedona	Verified to Installer: U.S. Mobile Home Transport Inc. License #7218	No		Dealer not licensed in Arizona.
					Dryer exhaust not connected			Home sold in New Mexico Case #AAA14-15/001 went to hearing. 3/9/15 Final Order issued. Per ALJ, issues indicated as no regulatory authority from complaint verification, upheld. Appeal Denied.
					Verified to Mfg: CMH Manufacturing West Inc Karsten Homes, License #8046			
					Bathtub faucet hot and cold reversed			
					Front door weather seal has gap at lower bottom corner on hinge side			
					Bathroom sink drain stopper leaks			
					Front door swings freely, not set level in frame			
					Water line crashed between floor joist and hose bib, restricting flow			
					Roof leak at exhaust fan in bathroom.			
					Parapet wall flashing at top of stairs poses potential hazard.			
					Vertical trim board missing from kitchen island cabinet			
					Bamboo floor has glue stain at base corner of kitchen island cabinet			
					Bamboo floor cut too wide and long for kitchen island cabinet			
					Kitchen sink caulking between sink and counter surface deteriorated			
					Deadbolt latch does not engage deadbolt			
					Lockset tumbler at front door loose			
					Closet frame at water heater has paint splatter			
					Window leak in master bedroom			
					In floor heat duct leaking			

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	
4/11/14	9/11/14	2014-040	Waycaster	Munds Park	Verified to Mfg: Champion Homes Inc. Lic. 8438	No		Manufacturer license is valid.	
					Splotchy paint on Family Room walls near bedrooms			STATUS: Due for follow up on required corrections by Installer. Complainant to advise when completed so that a re-inspection can be scheduled.	
					Cracks in ceiling in middle bedroom				
					Crack in ceiling in Utility room				
					Defective switch in Master Bedroom				
					Loose receptacle in Kitchen				
					Verified to Installer: Lyon & Sons Services License #5811				Installer license is valid
					Crack down marriage line ceiling in Living Room				
					Paint overspray on blinds , curtain rods and valances				
					Inconsistencies with the installation of the vinyl siding/skirting				
					Home not aligned properly together. One side appears out of level an inch or so.				
					Marriage line needs fixed due to incorrect alignment				
11/5/14	12/15/14	2015-009	Harris	Sedona	Verified to Mfg: Champion Homes Inc License #8438	No		Manufacturer license is valid.	
					All seams have indents where defective decking was used. Problem exists throughout the home, including carpeted areas.			Complaint items have been resolved. STATUS: complaint closed on 2/20/15	

FEE SCHEDULE



FY16 FEE RECOMMENDATION COST ANALYSIS SUMMARY



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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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 2015 FISCAL YEAR

FEEES ARE EFFECTIVE JULY 1, 2014

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/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 <i>Includes 3 Inspections</i>	Up to \$ 350.00 each
FBB – residential	\$ 450.00 per story <i>Includes 3 Inspections</i>	Up to \$ 600.00 per story
FBB – commercial	\$ 4.50/LF per story <i>Includes 3 Inspections</i>	Up to \$ 600.00 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 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

FY16 FEE RECOMMENDATION / COST ANALYSIS SUMMARY

FEE Category	FY 14 Fee	Current FY15 Fee	FY14		Cost/Revenue Differential	Actual Cost Per
			Revenue Collected	Actual Cost		
PLAN REVIEW	\$ 150.00	\$ 150.00	\$ 111,487.00	\$ 123,158.10	\$ (11,671.10)	\$ 205.95
INSTALLATION INSPECTION - MH * <i>Includes 3 inspections; subsequent inspections invoiced for time and travel</i>	\$ 350.00	\$ 350.00	\$ 268,159.00	\$ 260,849.03	\$ 7,309.97	\$ 340.09
INSTALLATION INSPECTION - FBB * <i>Includes 3 inspections; subsequent inspections invoiced for time and travel</i>	\$4.50 LF	\$4.50 LF	\$ 107,874.25	\$ 100,766.43	\$ 7,107.82	\$ 361.17

Note: Typical building 16 x 24 = \$360 permit fee

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

95 - 105% PRORATION		Revenue	Expenses	% Proration
	FY 13	\$ 801,073	\$ 832,248	96.2%
	FY 14	\$ 873,565	\$ 879,748	99.3%
	FY15 based on assumptions	\$ 847,235	\$ 878,979	96.4%
	FY16 fee increase option	\$ 878,285	\$ 878,979	99.8%

FY15 Assumptions

as of February 2015

	Current YTD Volume	Prior YTD Volume	Current based on Projected Volume	Prior YTD \$
Plan Review	362	371	\$ 72,668.00	\$ 81,125.00
Installation Inspection - MH	468	483	\$ 163,800.00	\$ 169,050.00
Installation Inspection - FBB	327	180	\$ 88,862.75	\$ 60,365.00

RECOMMENDATION - FEE ADJUSTMENT COVER COSTS					
FEE Category	FY14 FEE	FY 14 Actual Volume	FY15 FEE	FY 15 Projected Volume	Proposed FY16 FEE Based on FY14 Activity
PLAN REVIEW	\$ 150	598	\$ 150	621	\$200
INSTALLATION INSPECTION - MH * <i>Includes 3 inspections; subsequent inspections invoiced at \$156.27 each</i>	\$ 350	767	\$ 350	802	\$350
INSTALLATION INSPECTION - FBB commercial <i>Includes 3 inspections; subsequent inspections per fee schedule</i>	\$ 4.50 LF	279	\$ 4.50 LF	393	\$ 4.50 LF

OTHER FEE RECOMMENDATIONS

1. Remove cap on FBB Commercial for IGA Partners.
2. Add administrative function fee for changes made to installation permits after issued
3. Inspection fee for MFG facility vs. Installation site inspection should be the same hourly rate. Current cost per permit for inspection time is \$90.00 for MH; \$81.00 for FBB;

**2015
BOARD MEETING
SCHEDULE**



2015 OMH BOARD MEETING SCHEDULE



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

- ~~**April 15, 2015**~~

Rescheduled to April 22, 2015

- **July 15, 2015**
- **October 21, 2015**