

BOARD OF MANUFACTURED HOUSING

April 26, 2023



Arizona Department of Housing

AGENDA



A G E N D A
BOARD OF MANUFACTURED HOUSING
Arizona Department of Housing

Date: **Wednesday, April 26, 2023, 1:00 P.M.**
1400 W. Washington St., Room 1102
Phoenix, AZ 85007

1:00 P.M.

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Call to the Public
Public Comments - Those wishing to address the Board need not request permission in advance; however, they must complete a form available at <https://housing.az.gov/manufactured-housing/board-manufactured-housing> or at the meeting. Each person addressing the Board will be limited to five minutes on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board may only take action on matters listed on the agenda. Action taken as a result of public comments will be limited to directing staff to review a matter or ask that a matter be placed on a future agenda.
- IV. Review and Action on Abbreviated Minutes of February 15, 2023 meeting
- V. Staffing Update (Assistant Deputy Director)
- VI. Fee Structure – pursuant to A.R.S. §41-4010 (A) (4). Determine fees for Fiscal Year 2024 beginning July 1, 2023 and ending June 30, 2024.
- VII. Adjournment

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 via the location set forth above. 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).

The agenda is subject to change up to 24 hours prior to the meeting, in which case a new agenda will be prepared and distributed in the same manner as the original agenda. You may also call **602-364-1433** or email Ayde.Sanchez@azhousing.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@azhousing.gov. Requests should be made as early as possible to allow time to arrange the accommodation.

February 15, 2023
ABBREVIATED
MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

February 15, 2023 BOARD MEETING

CALL TO ORDER

Chairman Roe called the meeting to order at 1:00 p.m.

ROLL CALL

Board Members present: Chairman David Roe, Kory Beickel, Jay Daniels, Terry Gleeson, Gregory Johnloz, Wayne Syrek and Michael Young.

Absent: Everette Hoyle and Jan Doughty.

Arizona Department of Housing (“Department”) Staff: Director Joan Serviss (Serviss), Assistant Deputy Director, Tara Brunetti (Brunetti); Board Secretaries Ayde Sanchez, Amanda Duncan and Evelyn Estrella.

Public: Sam Baird, Kim Merrill

INTRODUCTION OF DIRECTOR SERVISS

Director Serviss introduced herself to the Board members. Serviss was recently appointed by Governor Hobbs to take lead as the Director for the Department of Housing. Serviss is looking forward to working with the Manufactured Housing Industry.

CALL TO PUBLIC

No public comment.

CHAIRMAN SELECTION

Board member Gleeson entertained a motion to elect David Roe as the Chairman for the Arizona Board of Manufactured Housing; Board member Johnloz made a motion to accept and the Board voted unanimously to accept.

APPROVAL OF OCTOBER 25, 2022 BOARD MINUTES

Chairman Roe entertained a motion to accept the prior Board Meeting Minutes; Board member Johnloz made a motion to accept; motion seconded by Board member Beickel and the Board voted unanimously to accept.

LEGISLATIVE PROPOSAL UPDATE

Brunetti informed the Board members about the proposed House Bill 2381 in regards to increasing the Relocation Fund Assistance and Abandonment fees.

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STAFFING UPDATE

Brunetti was pleased to announce to the Board members the following three job opportunities have been posted for the Manufactured Housing & Building Division:

- Manufactured Housing Program Manager
- SAA Operations Technician
- Factory Built Building Inspector

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting is tentatively scheduled for April 19, 2023.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:27p.m.

FY23 FEE RECOMMENDATION



MANUFACTURED HOUSING BOARD -FY24 FEE PRESENTATION

FY2024 FORECASTED	BUDGET	% of Total	BOARD APPROVED FEES	Total Budget
Permit Fees	\$ 1,001,250.00	38%	\$ -	\$ -
IPIA Plant Inspections	\$ 551,250.00	21%	\$ -	\$ -
Installation Re-inspection	\$ 74,700.00	3%		
Licensing	\$ 553,392.00	21%	\$ 488.00	\$ 488.00
Plan Review	\$ 153,780.00	6%	\$ -	\$ -
Insignias	\$ 69,480.00	3%	\$ -	\$ -
Modular Manufacturer Certificate/Reconstruction Cert.	\$ 67,473.00	3%		
Permit Extension	\$ 23,124.00	1%		
Admin Function Fees	\$ 2,610.00	0%		
SSA Fed Fund	\$ 156,904.67	6%	\$ -	
	\$ 2,653,963.67	100%		\$ 488.00

FY2024 EXPENSE	FORECASTED
Payroll & ERE	\$ 1,890,059.82
Payroll & ERE (3 New Positions)	\$ 180,000.00
Professional Services	\$ 327,405.55
Travel	\$ 77,032.35
Capital	\$ -
Other Operating	\$ 265,683.71
Non-Capital Exp	\$ 29,330.15
	\$ 2,769,511.58

FY24 PROJECTED FEE REVENUE	FEE REV.
Permit Fees	\$ 1,001,250.00
IPIA Plant Inspections	\$ 551,250.00
Installation Re-inspection	\$ 74,700.00
Licensing	\$ 553,392.00
Plan Review	\$ 153,780.00
Insignias/Certificates	\$ 69,480.00
Modular Manufacturer Certificate/Reconstruction Cert.	\$ 67,473.00
Permit Extension	\$ 23,124.00
Admin Function Fees	\$ 2,610.00
Operations Support	\$ -
	\$ 2,497,059.00

Plan A	
FY24 BUDGET 100%	Adjusted Fee
\$ 1,110,386.25	\$ 499.05
\$ 611,336.25	\$ 116.45
\$ 82,692.90	\$ 166.05
\$ 613,711.73	\$ 541.19
\$ 170,542.02	\$ 243.98
\$ 77,053.32	\$ 16.64
\$ 74,229.61	\$ 56.11
\$ 25,644.52	\$ 90.94
\$ 3,915.00	\$ 15.00
\$ 2,769,511.60	

Plan B	
FY24 BUDGET 95%	Adjusted Fee
\$ 1,054,977.08	\$ 474.15
\$ 580,824.56	\$ 110.63
\$ 78,707.66	\$ 158.05
\$ 583,081.48	\$ 514.18
\$ 162,030.30	\$ 231.80
\$ 73,207.60	\$ 15.80
\$ 71,092.93	\$ 53.74
\$ 24,364.60	\$ 86.40
\$ 2,750.03	\$ 10.54
\$ 2,631,036.23	

Plan C	
FY24 BUDGET 105%	Adjusted Fee
\$ 1,166,456.25	\$ 524.25
\$ 642,206.25	\$ 122.33
\$ 87,025.50	\$ 174.75
\$ 644,701.68	\$ 568.52
\$ 179,153.70	\$ 256.30
\$ 80,944.20	\$ 17.48
\$ 78,606.05	\$ 59.42
\$ 24,978.54	\$ 88.58
\$ 3,915.00	\$ 15.00
\$ 2,907,987.17	

90.16%

	FY24 Projection		Current Fees	Proposed Fee	Projected Revenue Increase	FY24 Projected Revenue
Permit Fees	\$2,225.00	15.96%	\$ 450.00	see notes	\$109,842.00	\$1,111,092.00
IPIA Plant Inspections	\$5,250.00	37.66%	\$ 105.00	125.00	\$105,000.00	\$656,250.00
Installation Re-inspection	\$498.00	3.57%	\$ 150.00	175.00	\$12,450.00	\$87,150.00
Licensing	\$1,134.00	8.13%	\$ 488.00	<i>Lump Sum Average; not by license class</i>		\$553,392.00
Plan Review	\$699.00	5.01%	\$ 220.00	260.00	\$27,960.00	\$181,740.00
Insignias/Certificates	\$4,632.00	33.23%	\$ 15.00	20.00	\$23,160.00	\$92,640.00
Modular Manufacturer Certificate/Reconstruction Cert.	\$1,323.00	9.49%	\$ 51.00	65.00	\$18,522.00	\$85,995.00
Permit Extension	\$282.00	2.02%	\$ 82.00	100.00	\$5,076.00	\$28,200.00
Admin Function Fees	\$261.00	1.87%	\$ 10.00			\$2,610.00
	\$13,940.00				\$302,010.00	\$2,799,069.00

NOTES:	Added Revenue
Increase FBB commercial permit to \$6 LF; estimate 350 permits; 24*60 unit size = \$1008 per permit	\$88,200.00
Increase Classroom permit to \$3 LF; estimate 17 permits; 24*60 unit size = \$504 per permit	\$2,142.00
Increase Special Use permit to \$250; estimate 150 permits	\$19,500.00
No change to MH/FBB Residential Permit	

Added revenue needed to reach 100% = \$272,452.60

Added revenue needed to reach 105% = \$410,928.17

101%

FEE SCHEDULE





**STATE OF ARIZONA
DEPARTMENT OF HOUSING**

1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007

PHONE: 602-771-1000 FAX: 602-771-1002
WWW.AZHOUSING.GOV

FEE SCHEDULE FOR 2023 FISCAL YEAR

FEES ARE EFFECTIVE JULY 1, 2022 through JUNE 30, 2023

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-4010(C)).

LICENSING FEES				
	Class	Class Description	New License	Renewal License
MANUFACTURER	M-9A	Manufacturer of Factory-Built Buildings (FBBs)	\$ 1,125.00	\$ 563.00
	M-9C	Manufacturer of Manufactured Homes	\$ 1,125.00	\$ 563.00
	M-9E	Master, includes license scopes of M-9A and M-9C	\$ 2,000.00	\$ 1,000.00
RETAILER/ DEALER/ BROKER	D-8	Retailer of Mobile Homes and Manufactured Homes	\$ 750.00	\$ 375.00
	D-8B	Broker of Mobile Homes and Manufactured Homes	\$ 562.00	\$ 281.00
	D-10	Retailer of FBBs	\$ 750.00	\$ 375.00
	D-12	Master, includes license scopes of D-8, D-8B, and D-10	\$ 1,500.00	\$ 750.00
INSTALLER	I-10C	General Installer	\$ 750.00	\$ 375.00
	I-10D	Installer of Attached Accessory Structures	\$ 562.00	\$ 281.00
	I-10G	Master, includes license scopes of I-10C and I-10D	\$ 1,350.00	\$ 675.00
SALESPERSON	NA	Employee/Agent of a licensed Retailer/Dealer/Broker	\$ 270.00	\$ 135.00

PLAN FEES	
DESCRIPTION	FEE
Application Submittal and Plan Review	\$ 220.00 <i>Includes up to 1 hour of plan review time</i>
Plan Review	\$ 125.00 hour <i>Each additional hour</i>

MOBILE HOME LANDLORD TENANT PETITION	
DESCRIPTION	FEE
Complaint A landlord or a tenant of a Mobile Home Park may file a complaint administratively through the Department to obtain a hearing at the Office of Administrative Hearings on alleged violations of the Arizona Mobile Home Landlord and Tenant Act.	\$ 50.00

INSTALLATION TRAINING	
DESCRIPTION	FEE
Installation Training MHBD Installer: Qualifying Party or Corporate Officer	\$ 100.00

PERMIT FEES		
DESCRIPTION	STATE ISSUED PERMIT FEE	ISA FEE
Mobile/Manufactured Home	\$ 450.00 each <i>Includes 3 Inspections</i>	\$ 450.00 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
FBB – classroom	\$ 2.25/LF per story <i>Includes 3 Inspections</i>	\$ 4.50/LF per story
6 Month Extension on Permit (Mobile/Manufactured Home and FBB)	\$ 82.00 each	
FBB Special Use	\$ 120.00 each <i>Includes 1 Inspection</i>	
Rehabilitation – Mobile Home	\$ 49.00 if income below Area Median Income (AMI); \$306.00 if income at or above AMI <i>Includes 2 Inspections</i>	

INSPECTION FEES	
DESCRIPTION	FEE
Manufacturer facility	\$ 105.00 per HUD Label
Installation re-inspection or additional inspection not covered by permit (Mobile/Manufactured Home, FBB, Rehabilitation, and Special Use)	\$ 150.00 each
HUD Manufacturer in-plant inspection FBB Manufacturer in-plant inspection	\$ 105.00 per hour
No Cancel by 7:30 a.m. of scheduled inspection	\$ 150.00 each

CERTIFICATE (INSIGNIA) FEES	
DESCRIPTION	FEE
Installation Certificate	\$ 15.00 each
Modular Manufacturer Certificate	\$ 51.00 each
Reconstruction Certificate	\$ 51.00 each

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 or delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Process returned check	\$ 50.00 each
All refunds are subject to a fee of	\$ 59.00 each
Copies	\$.50 each

2023
BOARD MEETING
SCHEDULE



2023 MH 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 18, 2023~~ rescheduled to February 15, 2023
- ~~April 19, 2023~~ rescheduled to April 26, 2023
- July 19, 2023
- October 18, 2023