

ARKANSAS MANUFACTURED HOME COMMISSION

Enabling Laws

Act 45 of 2012
A.C.A. §20-25-105

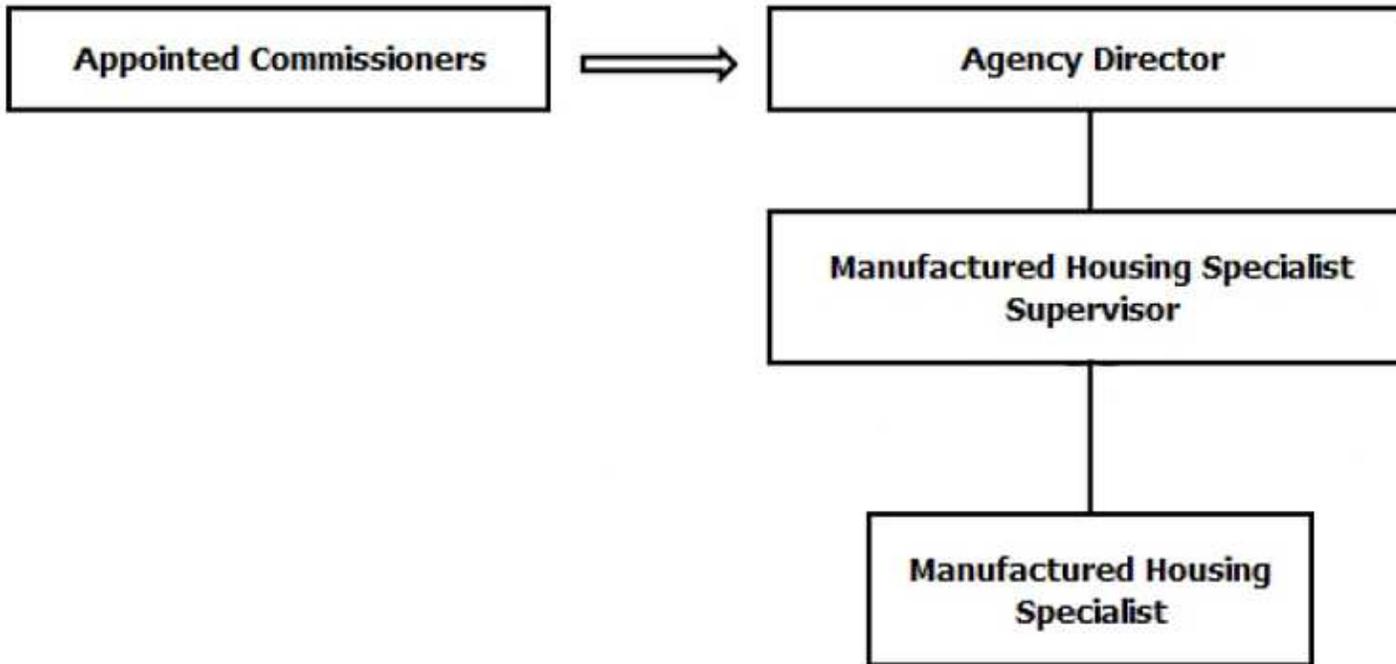
History and Organization

The Arkansas Manufactured Home Commission was established as a division of the Department of Health by Act 510 of 1973, and then became an independent State Agency through Act 419 of 1977.

The Commission has been approved by the Department of Housing and Urban Development to enforce the Federal Manufactured Home Construction and Safety Standards and the Federal Manufactured Home Procedural and Enforcement Regulations.

The Commission is responsible for regulating the manufactured housing industry by requiring manufacturers and dealers to be certified with the Commission and installers and salespersons to be licensed by the Commission. Other responsibilities include the monitoring of manufactured home dealer lots, mandatory continuing education classes for persons performing installations, participation in the National Plant monitoring quality control audits, establishing and enforcing installation standards, and on-site home inspections. Additionally, the Commission handles consumer complaints relating to the structural defects in the home and the blocking/anchoring of manufactured homes within the State of Arkansas. The Commission has an inspection program for new manufactured homes.

The Commission consists of 10 Arkansas Manufactured Home Commissioners appointed by the Governor to oversee the Agency. The Agency staff of three includes the Manufactured Housing Commission Director, Manufactured Housing Specialist Supervisor and a Manufactured Housing Specialist.



Agency Commentary

The Arkansas Manufactured Home Commission monitors manufactured home dealer lots and mandatory continuing education classes for persons performing installations, participates in the National Plant monitoring quality control audits, establishes and enforces installation standards, and conducts on-site home inspections. The Commission is funded by receipt of fees charged by the Agency, as authorized by A.C.A. § 20-25-101 et seq.

Base Level is \$492,509 each year of the 2013-2015 biennium.

The Commission is requesting a Change Level increase in Operating Expenses and Conference and Travel Expenses of \$5,000 each (\$10,000 total) to bring the available appropriation in line with existing legislation, A.C.A. 20-29-111, regarding the Manufactured Housing Recovery Fund in fund center 235.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS MANUFACTURED HOME COMMISSION
FOR THE YEAR ENDED JUNE 30, 2011

Findings

Recommendations

None

None

State Contracts Over \$25,000 Awarded To Minority Owned Businesses Fiscal Year 2012

None

Employment Summary

	Male	Female	Total	%
White Employees	2	1	3	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			3	100 %

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
Rules and Regulations	ACA 20-25-106	N	N	250	Periodic Updates to Rules and Regulations

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2011-2012		2012-2013		2012-2013		2013-2014					2014-2015								
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos		
089 Arkansas Manufactured Home - Operations	267,471	3	277,509	3	283,985	3	277,509	3	277,509	3	277,509	3	277,509	3	277,509	3	277,509	3	277,509	3
235 Investments & Claims	48,727	0	215,000	0	215,000	0	215,000	0	225,000	0	225,000	0	215,000	0	225,000	0	225,000	0	225,000	0
Total	316,198	3	492,509	3	498,985	3	492,509	3	502,509	3	502,509	3	492,509	3	502,509	3	502,509	3	502,509	3

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance 4000005	1,536,170	83.3	1,527,485	82.8			1,351,976	81.0	1,351,976	81.0	1,351,976	81.0	1,176,467	78.8	1,166,467	78.6	1,166,467	78.6
Federal Revenue 4000020	93,000	5.0	93,000	5.0			93,000	5.6	93,000	5.6	93,000	5.6	93,000	6.2	93,000	6.3	93,000	6.3
Special Revenue 4000030	214,513	11.6	224,000	12.1			224,000	13.4	224,000	13.4	224,000	13.4	224,000	15.0	224,000	15.1	224,000	15.1
Total Funds	1,843,683	100.0	1,844,485	100.0			1,668,976	100.0	1,668,976	100.0	1,668,976	100.0	1,493,467	100.0	1,483,467	100.0	1,483,467	100.0
Excess Appropriation/(Funding)	(1,527,485)		(1,351,976)				(1,176,467)		(1,166,467)		(1,166,467)		(1,000,958)		(980,958)		(980,958)	
Grand Total	316,198		492,509				492,509		502,509		502,509		492,509		502,509		502,509	

Agency Position Usage Report

FY2010 - 2011						FY2011 - 2012						FY2012 - 2013					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
5	3	2	5	0	40.00 %	3	3	0	3	0	0.00 %	3	2	1	3	0	33.33 %

Analysis of Budget Request

Appropriation: 089 - Arkansas Manufactured Home - Operations

Funding Sources: SHM - Manufactured Homes Standard Fund

The Arkansas Manufactured Home Commission monitors manufactured home dealer lots and mandatory continuing education classes for persons performing installations, participates in the National Plant monitoring quality control audits, establishes and enforces installation standards, and conducts on-site home inspections. The Commission is funded by receipt of fees charged by the Agency, as authorized by A.C.A. § 20-25-101 et seq.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

The Commission is requesting Base Level of \$277,509 for the 2013-2015 biennium.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 089 - Arkansas Manufactured Home - Operations

Funding Sources: SHM - Manufactured Homes Standard Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	162,148	153,319	157,454	153,319	153,319	153,319	153,319	153,319	153,319
#Positions	3								
Personal Services Matching 5010003	49,446	47,602	49,943	47,602	47,602	47,602	47,602	47,602	47,602
Operating Expenses 5020002	39,572	66,038	66,038	66,038	66,038	66,038	66,038	66,038	66,038
Conference & Travel Expenses 5050009	532	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Professional Fees 5060010	365	3,050	3,050	3,050	3,050	3,050	3,050	3,050	3,050
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	15,408	0	0	0	0	0	0	0	0
Total	267,471	277,509	283,985	277,509	277,509	277,509	277,509	277,509	277,509
Funding Sources									
Fund Balance 4000005	225,501	208,849		193,340	193,340	193,340	177,831	177,831	177,831
Federal Revenue 4000020	93,000	93,000		93,000	93,000	93,000	93,000	93,000	93,000
Special Revenue 4000030	157,819	169,000		169,000	169,000	169,000	169,000	169,000	169,000
Total Funding	476,320	470,849		455,340	455,340	455,340	439,831	439,831	439,831
Excess Appropriation/(Funding)	(208,849)	(193,340)		(177,831)	(177,831)	(177,831)	(162,322)	(162,322)	(162,322)
Grand Total	267,471	277,509		277,509	277,509	277,509	277,509	277,509	277,509

Analysis of Budget Request

Appropriation: 235 - Investments & Claims

Funding Sources: THR - Manufactured Housing Recovery Fund

The Arkansas Manufactured Home Commission's Investment and Claims appropriation is funded by receipt of fees from license renewals by manufacturers, dealers, and installers. Funds collected are subsequently paid out in the form of actual costs of repairs to qualifying homeowners and as refunds for businesses that cease operations.

The Commission is requesting a Change Level increase of \$5,000 in Operating Expenses and \$5,000 in Conference Fees and Travel to bring the available appropriation in line with A.C.A. 20-29-111 regarding the Manufactured Housing Recovery Fund. The legislation allows the Commission to approve the use of up to five percent (5%) of the fund balance above \$400,000 to be used for training and education programs.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 235 - Investments & Claims

Funding Sources: THR - Manufactured Housing Recovery Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	3,277	15,000	15,000	15,000	20,000	20,000	15,000	20,000	20,000
Conference & Travel Expenses	5050009	0	15,000	15,000	15,000	20,000	20,000	15,000	20,000	20,000
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	42,500	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Claims	5110015	2,950	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		48,727	215,000	215,000	215,000	225,000	225,000	215,000	225,000	225,000
Funding Sources										
Fund Balance	4000005	1,310,669	1,318,636		1,158,636	1,158,636	1,158,636	998,636	988,636	988,636
Special Revenue	4000030	56,694	55,000		55,000	55,000	55,000	55,000	55,000	55,000
Total Funding		1,367,363	1,373,636		1,213,636	1,213,636	1,213,636	1,053,636	1,043,636	1,043,636
Excess Appropriation/(Funding)		(1,318,636)	(1,158,636)		(98,636)	(98,636)	(98,636)	(838,636)	(818,636)	(818,636)
Grand Total		48,727	215,000		215,000	225,000	225,000	215,000	225,000	225,000

Change Level by Appropriation

Appropriation: 235 - Investments & Claims
Funding Sources: THR - Manufactured Housing Recovery Fund

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	215,000	0	215,000	100.0	215,000	0	215,000	100.0
C01	Existing Program	10,000	0	225,000	104.7	10,000	0	225,000	104.7

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	215,000	0	215,000	100.0	215,000	0	215,000	100.0
C01	Existing Program	10,000	0	225,000	104.7	10,000	0	225,000	104.7

Justification

C01	The Commission is requesting a change level increase in Operating Expenses and Conference and Travel Expenses of \$5,000 each (\$10,000) total to bring the available appropriation in line with existing legislation, A.C.A. 20-29-111, regarding the Manufactured Housing Recovery Fund in fund center 235.
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