

ARKANSAS MANUFACTURED HOME COMMISSION

Enabling Laws

Act 183 of 2014
A.C.A. §20-25-105

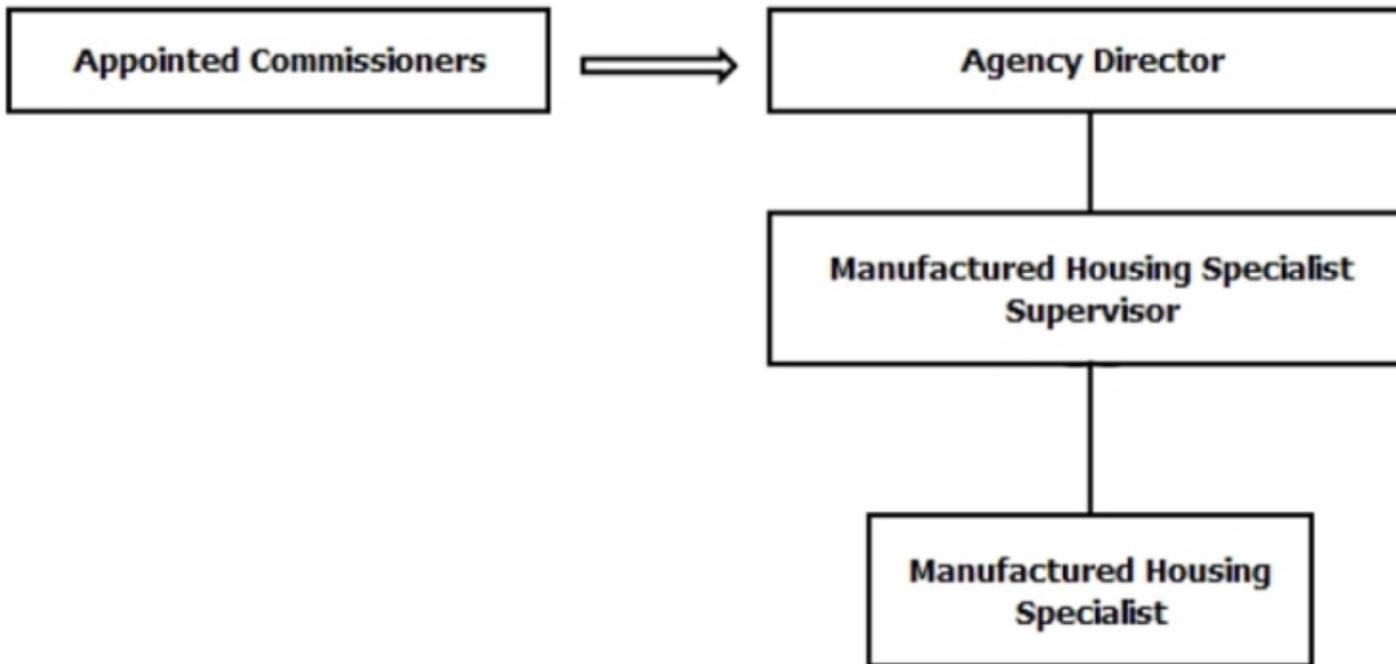
History and Organization

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.

The Board is requesting Base Level for the 2015-2017 Biennium.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS MANUFACTURED HOME COMMISSION
FOR THE YEAR ENDED JUNE 30, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	3	0	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. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
Rules and Regulations	ACA 20-25-106	N	N	250	Periodic Updates to Rules and Regulations	0	0.00

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2013-2014		2014-2015		2014-2015		2015-2016						2016-2017					
	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	232,465	3	267,656	3	282,004	3	269,970	3	269,970	3	269,970	3	270,093	3	270,093	3	270,093	3
235 Investments & Claims	24,000	0	225,000	0	225,000	0	225,000	0	225,000	0	225,000	0	225,000	0	225,000	0	225,000	0
Total	256,465	3	492,656	3	507,004	3	494,970	3	494,970	3	494,970	3	495,093	3	495,093	3	495,093	3

Funding Sources		%		%		%		%		%		%		%		%
Fund Balance 4000005	1,555,349	84.1	1,593,930	84.4			1,396,475	82.5	1,396,475	82.5	1,396,475	82.5	1,196,706	80.2	1,196,706	80.2
Federal Revenue 4000020	92,989	5.0	93,000	4.9			93,000	5.5	93,000	5.5	93,000	5.5	93,000	6.2	93,000	6.2
Special Revenue 4000030	202,057	10.9	202,201	10.7			202,201	12.0	202,201	12.0	202,201	12.0	202,201	13.6	202,201	13.6
Total Funds	1,850,395	100.0	1,889,131	100.0			1,691,676	100.0	1,691,676	100.0	1,691,676	100.0	1,491,907	100.0	1,491,907	100.0
Excess Appropriation/(Funding)	(1,593,930)		(1,396,475)				(1,196,706)		(1,196,706)		(1,196,706)		(996,814)		(996,814)	
Grand Total	256,465		492,656				494,970		494,970		494,970		495,093		495,093	

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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	
3	2	1	3	0	33.33 %	3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %

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 include continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for Merit Pay Increases.

The Commission is requesting Base Level of \$269,970 for FY16 and \$270,093 for FY17.

The Executive Recommendation provides for 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		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	148,308	144,031	156,339	145,555	145,555	145,555	145,655	145,655	145,655
#Positions		3	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	48,234	47,037	49,077	47,827	47,827	47,827	47,850	47,850	47,850
Operating Expenses	5020002	35,923	66,038	66,038	66,038	66,038	66,038	66,038	66,038	66,038
Conference & Travel Expenses	5050009	0	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Professional Fees	5060010	0	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	0	0	0	0	0	0	0	0	0
Total		232,465	267,656	282,004	269,970	269,970	269,970	270,093	270,093	270,093
Funding Sources										
Fund Balance	4000005	230,808	244,315		222,086	222,086	222,086	197,543	197,543	197,543
Federal Revenue	4000020	92,989	93,000		93,000	93,000	93,000	93,000	93,000	93,000
Special Revenue	4000030	152,983	152,427		152,427	152,427	152,427	152,427	152,427	152,427
Total Funding		476,780	489,742		467,513	467,513	467,513	442,970	442,970	442,970
Excess Appropriation/(Funding)		(244,315)	(222,086)		(197,543)	(197,543)	(197,543)	(172,877)	(172,877)	(172,877)
Grand Total		232,465	267,656		269,970	269,970	269,970	270,093	270,093	270,093

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 Base Level of \$225,000 for the 2015-2017 Biennium.

The Executive Recommendation provides for Agency Request.

Appropriation Summary

Appropriation: 235 - Investments & Claims

Funding Sources: THR - Manufactured Housing Recovery Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Conference & Travel Expenses	5050009	0	20,000	20,000	20,000	20,000	20,000	20,000	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	24,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Claims	5110015	0	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		24,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000
Funding Sources										
Fund Balance	4000005	1,324,541	1,349,615		1,174,389	1,174,389	1,174,389	999,163	999,163	999,163
Special Revenue	4000030	49,074	49,774		49,774	49,774	49,774	49,774	49,774	49,774
Total Funding		1,373,615	1,399,389		1,224,163	1,224,163	1,224,163	1,048,937	1,048,937	1,048,937
Excess Appropriation/(Funding)		(1,349,615)	(1,174,389)		(999,163)	(999,163)	(999,163)	(823,937)	(823,937)	(823,937)
Grand Total		24,000	225,000		225,000	225,000	225,000	225,000	225,000	225,000