



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

October 21, 2020

DEPARTMENT:

Community Development

DIVISION:

Building Safety

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

TITLE:

Intergovernmental Agreement: Arizona Department of Housing

SUMMARY RECOMMENDATION:

Authorize the City Administrator to execute a five-year Intergovernmental Agreement (IGA) with the Arizona Department of Housing (ADOH), permitting the City to conduct installation inspections for manufactured homes, factory-built buildings and mobile homes on behalf of the State of Arizona. (Community Development) (Randall Crist)

REPORT:

Arizona Revised Statutes (A.R.S.) § 41-4004(A)(5) authorizes and directs the Deputy Director of ADOH to enter into agreements with local enforcement agencies to enforce the installation standards relating to manufactured homes, factory-built buildings and mobile homes in the agency's respective jurisdiction that are consistent with the installation standards of ADOH. Since 1999, the City, through an IGA with ADOH (or its predecessor state agency the Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing), has been inspecting manufactured homes, factory-built buildings and mobile homes for ADOH. The current IGA with ADOH terminated on August 14, 2020 and needs to be renewed.

ADOH does not have sufficient personnel to send inspectors to the City to complete the inspections on a timely basis. Without the City's assistance, the manufactured homes and factory-built buildings would not receive next-day inspection service like the City provides for the rest of the construction community. The City's Building Safety staff has been trained by ADOH to perform these inspections, which include proper foundation blocking and seismic tie downs, electrical, plumbing and mechanical inspections. The City is audited by ADOH each year to ensure inspections were performed correctly and properly documented.

Under this IGA, the City will continue to monitor and enforce the installation standards set forth in A.R.S. § 41-4004(A)(4) and Arizona Administrative Code R4-34-102, R4-34-204, R4-34-606 and R4-34-801. The City shall collect and retain all fees for any installation permits issued. Pursuant to A.R.S. § 41-4010(A)(4), 41-4010(A)(5) and Arizona Administrative Code R4-34-501, the City collects \$300.00 (\$350.00 for pit set homes) per installation permit for manufactured homes and approximately \$600.00 for factory-built buildings. Over the past five years, the City has issued approximately 50 permits for manufactured homes per year, and two to three permits for factory-built units per year. The IGA has a term of five years.

The Department of Community Development Building Safety Division recommends the approval of the IGA with ADOH in order to provide life safety inspections and timely service to the manufactured home and factory-built building community.

FISCAL REQUIREMENTS	CITY FUNDS:		BUDGETED:	
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP:	
	TOTAL:	\$0.00		
	FISCAL IMPACT STATEMENT:			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK:			
	1. 2. 3. 4. 5. IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL? <input type="radio"/> Department <input checked="" type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded <input type="checkbox"/> Document to be codified			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Philip A. Rodriguez		10/14/2020	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		10/13/2020	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Randall Crist		9/30/2020		
WRITTEN/SUBMITTED BY:		DATE:		
Alyssa Linville		9/30/2020		