

ANNUAL REPORT
BUILDING DEPARTMENT
GOALS AND OBJECTIVES
1981 - 82

CITY OF HILLSBORO
BUILDING DEPARTMENT
RESPONSIBILITIES

The mission of the Building Department is to provide reasonable safeguards for health, safety, welfare, comfort, and security of the residents of this city who are occupants and users of buildings by controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction. Following are some of the functions performed by the Building Department:

1. Check all building plans for any building, zoning and other code violations prior to issuing permits.
2. Issue permits for the following:
 - A. Buildings; including construction, remodeling, alteration, repair, moving, converting or demolition.
 - B. Plumbing
 - C. Mechanical
 - D. Sewer Connections
 - E. Signs
 - F. Fences
 - G. Mobile Home Installations
 - H. Temporary Structures
 - I. Electrical (courtesy service-non-fee related--state permits)
3. Provide information to public, builders, developers, real estate personnel and others in regard to:
 - A. Building, plumbing and other applicable codes, regulations, and permit requirements.
 - B. Availability, connection charges and location of services such as sewer.
4. Inspect all the above items, except electrical, through all phases of the building process and against all applicable regulations.
5. Process complaints and investigate alleged violations of the Uniform Building Code.
6. Insure that contractors have proper licenses and permits.

7. Compile and maintain records of all building activity in the City.
8. Make inspections as requested by property owners or residents to alleviate any potential hazards or code violations.
9. Provide technical assistance to the City Council, the City Manager, the Code Board of Appeals, the Fire Marshal, the Planning Commission, and other city departments in regard to building matters.
10. Assist in review of all business license applications to assure that changes in usage do not result in hazardous situations or code violations.

BUILDING DEPARTMENT

PROGRESS TOWARD

MEETING 1979 GOALS AND OBJECTIVES

Following is a list of 1979 Goals and Objectives of the Building Department and amount of progress made toward these objectives.

Goal 1. Maintain and increase the effectiveness of building and plumbing regulations by:

- A. Obtaining copies of, reviewing, and evaluating the 1979 Uniform Solar Energy Code. If it is needed, useful, and well written, propose it for adoption.

PROGRESS: It was determined that we did not have enough manpower to regulate this code if adopted. So decided not to adopt.

- B. Obtaining copies, reviewing, and evaluating the 1979 Uniform Swimming Pool Code. If it is needed, useful, and well written, propose it for adoption.

PROGRESS: It was determined that there were not enough swimming pool installations to warrant the time, money, and manpower that would need to be invested.

- C. If the State adopts the 1979 Uniform Building Code and/or the Uniform Plumbing Code with amendments, obtain copies, and assure local adoption.

PROGRESS: The Uniform Building Code was adopted by the State as of July 1, 1980. It was also adopted by the city at that time. The Uniform Plumbing Code has not been adopted by the State at this time.

Goal 2. Maintain and increase the effectiveness and knowledge of the inspection staff by:

- A. Continuing to offer incentives for school attendance, and assuring attendance at various training seminars, particularly concerning the new codes.

PROGRESS: All inspectors attended some seminars and/or schools during this year. They will continue to do so, as this is a never ending goal and objective.

- B. Assuring continued attendance at I.C.B.O. meetings, including monthly meetings with industry representatives, where new ideas and techniques are covered.

PROGRESS: This is being met on a continuing basis.

- C. Assuring attendance at monthly meetings of Washington County and City Building Officials and home builders where problems of code interpretations are discussed.

PROGRESS: Attended when appropriate.

Goal 3. Work toward exemption from control by State Fire Marshal by the end of 1989 by:

- A. Determining steps necessary for Building and Fire Departments to undertake to achieve exemption. Establishing a time schedule and budget for the process. Reviewing the proposal and benefits of this program with the appropriate committees of Council.
- B. If the program is approved, accomplish those steps necessary to meet the time schedule established in "A" above.

PROGRESS: This matter is still being studied.

BUILDING DEPARTMENT

1981-82 GOALS AND OBJECTIVES

I. TO ASSURE UNIFORM CODE INTERPRETATION AND ENFORCEMENT

This top priority goal will require the effort of every individual in the Department.

- A. Assuring uniformity requires much more than individual reading and understanding of the respective codes. In order to insure uniformity it will be necessary for:
 - 1. All members of staff will attend seminars, ICBO meetings, etc. to keep themselves aware of all code changes, methods and practices in inspections.
 - 2. All staff members will attend our daily discussions relating to code enforcement problems, particularly in dealing with the new 1979 Uniform Building Code.
 - 3. We urge all staff members to take advantage of tuition reimbursement programs to attend building and code related classes at local colleges and other schools. We also urge all staff members to take such examinations as would improve their classifications.
- B. We need also to challenge codes which fail to meet the requirements of the city, contradict each other, or void valid existing requirements. This can best be accomplished by review of the City Ordinances over a period of a year.
- C. We further need to be leaders in proposing code recommendations and legislation to better serve the City.

II. TO INCREASE THE EFFECTIVENESS OF INTERNAL OPERATIONS

This high priority goal will require a substantial effort in evaluating all procedures and activities throughout the department.

- A. Some procedures appear to have evolved over the years without definitive documentation and may be ineffective. We need to review every procedure as to its need, and determine if there is a reason to modify or change its intent or process.
 - 1. Since our fees are regulated by the adoption of the Code; we will continue using the code's method of fee regulation. Non-code regulated fees need to be re-evaluated, particularly building demolition permits and sign permits. Present plans are for submittal to the council ordinances regulating these fees.

B. The intent is to have a more efficient operation which would increase productivity with less frustration, and provide more effective service to those who utilize our operation.

1. The office, being the first step in the process of a permit applicant, must be staffed at all hours of the work day. We are presently working out a plan whereby inspectors stagger their office hours.
2. All staff members should be completely familiar with the process of receiving plans and processing them on the correct routing system. This is necessary to insure the public of less waiting time for application processing. We are in the process of drafting a procedure manual including all permitting processes.
3. We must continue to work on developing more efficient methods of operation to increase our productivity. Presently we use a rather effective method of processing plans, but this is not without some flaws.
4. Our most pressing problem at the present time is working out a system to insure final inspections and re-final inspection follow ups. We have set up a follow-up file for inspections but have yet to design a follow up for the building plans.
5. Records and Files: Each staff member should maintain a procedure for keeping records of his or her daily activity. This record should be filed in a system where any of the staff will be able to locate the needed information without any difficulty. We are working on centralizing all files in an address filing system.
6. We need to establish a more efficient system of plan storage. This system has been started but needs to be catalogued and streamlined.
7. In order to prevent work going on in the city without permits, we are in the process of dividing the city into four districts and are assigning each inspector a district to be responsible for. He is to check his district every two weeks for code violations and then handle these appropriately.

III. TO INCREASE SERVICE TO THE COMMUNITY

This goal is very broad in spectrum and involves a great deal of effort. The Department must look beyond simply enforcing codes and ordinances. We need to direct our efforts with the citizens of Hillsboro toward encouraging them to:

- Properly maintain their buildings,
- Support the restoration of older buildings into useable units,
- Utilize the services of the department,
- Improve their neighborhood both structurally and socially.

To implement this increased service the Department must:

- A. Communicate our role and function to the community by the use of the news media.
 - 1. Provide knowledge to the public, such as information on wood stoves, winterizing your home, proper care of plumbing, etc.
 - 2. Issue warnings of unscrupulous builders and contractors.
- B. Provide competent and convenient services when citizens come to the Department for assistance.
- C. Provide prompt follow-up on citizen complaints, within the same day when possible.

IV. TO ENCOURAGE INNOVATION, PARTICIPATION, AND INVOLVEMENT IN THE PROGRAM AND ITS OBJECTIVES BY ALL PERSONNEL AND TO PROVE SATISFACTION TO THESE PERSONNEL.

There needs to be an effort in making available opportunities for our staff at all levels, creating an enjoyable and satisfying work environment. Implementation of this goal has not been firmly established but rather we are in the process of forming a work plan for this goal and its objectives.

- A. Both individual and group ideas must be encouraged and pursued. New ideas must not be discouraged but rather should be evaluated for their merit and the originator recognized for their assistance. Every staff member must feel their input to be essential and that they are an important element in the department activities.
- B. Channels of communication both up and down the chain must be open and effective. All departments need to respond and react in a more cogent manner to other individuals, departments, or interest groups who are supporting our efforts.
- C. Efforts need to be made on reviewing and revising job responsibilities on a yearly basis, and recognition given for individual performance by a reward system, either verbal, written or monetary or all three.
- D. The ultimate objective of these plans is to increase individual understanding through various orientation activities such as weekly briefing sessions, and to open more lines of internal communication in order to enhance staff satisfaction.

V. TO WORK TOWARD EXEMPTION FROM CONTROL BY STATE FIRE MARSHAL BY THE END OF FISCAL YEAR 1989.

- A. Determine steps necessary for Building and Fire Departments to undertake to achieve exemption. Establish a time schedule and budget for this process. Reviewing the proposal and benefits of this program with the appropriate committees of Council.
- B. If the program is approved, accomplish those steps necessary to meet the time schedule established in "1" above.

BUILDING DEPARTMENT

TIME STUDY

As a part of our departmental review, during the months of March and April the members of the Building Department did a five day time study. Time studies will be run every year to use as a monitor of what is going on in the field and changes that might need to be made in terms of man power or time control. Following are the time percentages based on the 1980 time studies:

TIME CATEGORY	PLUMBING INSPECTORS	BUILDING INSPECTORS	BUILDING OFFICIAL	OFFICE MANAGER	FILE CLERK (position cut)
ROUTINE OFFICE WORK	17.75%	18.82%	12.00%	35.80%	85.00%
PLAN CHECK	1.00%	2.89%	3.00%		
NON-CODE RELATED WORK	4.60%	4.10%	3.00%	7.20%	10.00% (counter work)
TRAVEL TIME	7.15%	13.67%	9.00%		
CODE RELATED ACTIVITIES	11.70%	5.28%	6.00%	39.00%	
INSPECTIONS	51.55%	50.17%	25.00%		
SUPERVISION			36.00%	1.00%	
RESEARCH AND STUDY				12.30	
PERSONAL *	6.25%	5.07%	6.00%	4.7%	5.00%

* includes coffee breaks and any hourly personal time for which vacation time was taken

TOTAL PERCENTAGE OF TIME 100%

BUILDING PERMITS

(January - June)
1980

	1978		1979		(January - June) 1980	
	<u>No. PERMITS</u>	<u>VALUE</u>	<u>No. PERMITS</u>	<u>VALUE</u>	<u>No. PERMITS</u>	<u>VALUE</u>
1. NEW RESIDENTIAL	597	18,851,207	324	13,135,541	111	4,823,149
2. NEW DUPLEX	51	2,006,031	25	1,300,131	4	207,171
3. MULTI-FAMILY	16	2,084,942	13	4,818,837	1	423,846
4. MOBILE HOME COURTS	1	134,000	0	0	0	0
5. MOBILE HOMES	17	9,550	46	36,445	5	2,350
6. MOBILE HOME ADDITIONS	0	0	8	21,300	3	4,275
7. HOUSES MOVED	0	0	5	10,000	1	3,000
8. HOUSES WRECKED	29	23,000	15	9,900	2	2,100
9. COMMERCIAL BUILDINGS WRECKED	2	7,700	2	2,500	4	1,350
10. FOUNDATIONS	0	0	8	530,680	4	10,820
11. NEW COMMERCIAL BUILDINGS	32	7,325,000	27	8,277,026	15	3,271,856
12. NEW INDUSTRIAL BUILDINGS	3	5,168,880	5	6,129,336	0	0
13. RESIDENTIAL GARAGE AND CARPORT	17	50,756	10	27,210	8	25,956
14. PUBLIC	1	68,110	11	12,569,700	3	8,106,757
15. CHURCHES AND RELIGIOUS BUILDINGS	0	0	2	1,730,000	2	19,548
16. SIDEWALKS	13	5,690	11	7,829	43	23,425
17. STRUCTURES OTHER THAN BUILDINGS	13	84,368	10	69,500	3	19,000

	1978		1979		(January - June) 1980	
	<u>No. PERMITS</u>	<u>VALUE</u>	<u>No. PERMITS</u>	<u>VALUE</u>	<u>No. PERMITS</u>	<u>VALUE</u>
18. NON-RESIDENTIAL BUILDINGS	11	15,328	17	201,264	0	0
19. FENCES	89	55,909	67	53,541	42	39,830
20. SIGNS	49	60,946	74	86,815	45	71,305
21. RESIDENTIAL REMODEL AND REPAIR	109	364,775	134	574,813	96	317,609
22. COMMERCIAL REMODEL AND REPAIR	36	3,907,304	62	1,045,248	37	692,964
23. ADDITION TO SCHOOL	1	81,500	0	0	2	25,000
TOTALS	<u>1,087</u>	<u>40,304,996</u>	<u>876</u>	<u>50,637,616</u>	<u>432</u>	<u>18,151,312</u>

BUILDING PERMIT FEES

YEAR	FEES	NO. OF PERMITS	VALUATION
1975	\$ 61,859.50	774	\$15,237,040.00
1976	93,740.50	1,087	22,846,306.00
1977	117,205.50	1,156	32,085,490.00
1978	127,349.00	1,057	40,304,996.00
1979	113,613.50	813	50,637,616.00
1980 (January thru June)	41,138.50	382	18,122,210.80

PLAN CHECK FEES

YEAR	NO. OF PERMITS	FEES
1975	227	\$13,498.00
1976	244	16,034.50
1977	227	18,265.00
1978	331	23,098.47
1979	228	17,684.20
1980 (January thru June)	111	6,852.53

PLUMBING PERMIT FEES

1975	443	\$17,132.50
1976	682	30,961.00
1977	671	31,418.00
1978	769	47,863.00
1979	588	50,313.50
1980 (January thru June)	199	17,074.00

MECHANICAL PERMIT FEES

1975	424	\$ 5,942.00
1976	652	8,935.00
1977	953	10,752.50
1978	684	10,689.00
1980 (January thru June)	412	6,840.00

MOBILE HOME PERMIT FEES

1976	39	\$ 1,075.25
1977	38	985.00
1978	17	650.00
1979	47	1,995.00
1980 (January thru June)	5	195.00

SIDEWALK PERMIT FEES

1978	13	\$ 130.00
1979	11	110.00
1980 (January thru June)	63	630.00

BOARD OF APPEALS

<u>YEAR</u>	<u>APPEALS</u>	<u>DENIED</u>	<u>APPROVED</u>	<u>CONDITIONAL APPROVAL</u>
1978	10	3	1	6
1979	9	2	5	2
1980 (January thru June)	3	0	2	1

SEWER PERMIT FEES

<u>YEAR</u>	<u>NUMBER</u>	<u>FEES</u>
1978	795	\$1,310,032.00
1979	505	2,050,624.71
1980	698	1,368,294.78

ELECTRICAL PERMITS

(Issued for the State Department of Commerce)

<u>YEAR</u>	<u>NUMBER</u>	<u>FEES</u>
1975	457	\$ 2,736.00
1976	529	4,586.60
1977	728	7,195.00
1978	867	11,240.10
1979	884	11,772.60
1980	1,252	16,972.60