



January 1, 2004
City of Hillsboro, Oregon

Honorable Mayor, City Council and City Managers:

I wish to present you this year's 2002-2003 Building Department Annual Report. This year's report was completely reformatted for easier access to a wealth of expanded information regarding building construction activities for the 2001-2002 fiscal year.

This past year has produced both subtle and major shifts in construction trends from previous year's activities. The City had witnessed an increase in single family units (240) compared to last year. Commercial development too has decreased marginally from 2001-2002 largely impacted by shifts in the national economy, particularly the semiconductor and hi-tech industries. Multi-Family showed an increase in both number of units built and actual construction values. Duplex construction, however, remained even with last year's numbers.

This year's report is broken into four separate sections to provide you with more detail and graphical information that will offer you graphic illustrations of varied building activity that the City and its building staff have had to make smooth, but rapid adjustments.

Section 1 will illustrate actual building permit figures and construction values for each of the varied tracked categories. Graphic illustrations will show the growth trends occurring over the past few years. One item of particular interest is the difference noted between residential and commercial markets. Single family data shows an increase in the number of permits issued, and an increase in valuation. Commercial figures, by contrast, show a decrease in number of permits issued as well as a decrease in valuation. Over all, however, the total construction value in 2002-2003 was \$543,918,883, up from the 2001-2002 fiscal year of \$485,339,271.

Section 2 will cover actual building department revenue figures. The total permit fees collected in 2002-2003 were \$3,107,862.97, showing a decrease from the 2001-2002 fiscal year which was \$3,256,655.34. Total permit revenues were down only 10% from the previous year.

Section 3 illustrates annual workload figures that are directly correlated to the increases in combined building activity. This department is proud of how it has been successful in maintaining professional recruitment practices, initiating internal cross-training programs, and maintaining educational opportunities for its staff so as not to compromise overall efficiency with fewer numbers in staff levels by contrast to other jurisdictions.

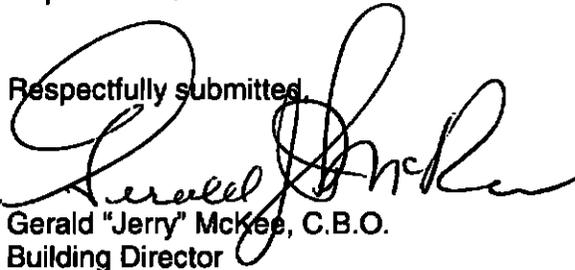
Section 4 personalizes each individual in the building department through our organizational chart as well as exhibiting some examples of construction in the City.

The upcoming business year promises even greater progress from previous years. The 2003-2004 spring season, as an example, will produce more projected workload than was experienced during our summer building seasons of only a few years past. I am particularly grateful this year to have had a very supportive staff. Each employee in the

building department has shown the kind of drive and initiative that most managers only wish for. To this extent, I would like to invite each of you to meet with our building staff and share our excitement of the new year to come.

I hope the information provided in this year's report will benefit each of you having the opportunity to review it. I welcome anyone to share with me his or her comments regarding this report. I continue to look forward to serving you in the future as your City Building Director and providing the City and its residents the best possible Building Department services.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gerald McKee". The signature is written in black ink and is positioned above the printed name and title.

Gerald "Jerry" McKee, C.B.O.
Building Director

SECTION 1

Building Permits and Construction Value

Fiscal Year 2002-2003

Single Family Residence

Year	Number of Permits	Value of Construction
2002-03	794	139,019,509
2001-02	554	95,665,794
2000-01	615	93,164,025
1999-00	616	60,831,489
1998-99	558	76,569,606
1997-98	661	83,537,319

Duplex

Year	Number of Permits	Value of Construction
2002-03	17	3,454,480
2001-02	17	3,977,741
2000-01	9	1,866,899
1999-00	14	1,919,765
1998-99	66	12,103,898
1997-98	66	11,891,987

Multi-Family

Year	Number of Permits	Value of Construction
2002-03	54 -- (925 units)	81,783,615
2001-02	15 -- (177 units)	14,889,762
2000-01	16 -- (99 units)	10,337,282
1999-00	49 -- (360 units)	21,542,648
1998-99	107 -- (1222 units)	75,289,838
1997-98	23 -- (1365 units)	95,255,719

Commercial

Year	Number of Permits	Value of Construction
2002-03	29	31,307,685
2001-02	35	42,766,530
2000-01	78	132,418,651
1999-00	36	78,846,614
1998-99	47	65,828,046
1997-98	47	53,641,011

Industrial

Year	Number of Permits	Value of Construction
2002-03	5	108,870,792
2001-02	2	21,182,056
2000-01	4	8,648,040
1999-00	3	17,031,550
1998-99	7	64,331,707
1997-98	17	243,610,549

Residential Remodel & Repair

Year	Number of Permits	Value of Construction
2002-03	149	6,428,419
2001-02	107	3,420,316
2000-01	128	2,829,002
1999-00	142	1,751,274
1998-99	105	1,848,830
1997-98	106	2,452,625

Commercial Remodel & Repair

Year	Number of Permits	Value of Construction
2002-03	203	54,264,580
2001-02	197	77,219,839
2000-01	219	101,760,651
1999-00	225	40,929,754
1998-99	242	52,265,856
1997-98	225	35,152,471

Industrial Remodel & Repair

Year	Number of Permits	Value of Construction
2002-03	40	83,081,250
2001-02	35	143,820,835
2000-01	45	122,283,201
1999-00	10	70,024,914
1998-99	39	91,346,826
1997-98	50	46,268,509

Sidewalks

Year	Number of Permits	Value of Construction
2002-03	61	94,330
2001-02	15	10,600
2000-01	21	11,225
1999-00	18	32,000
1998-99	37	76,005
1997-98	21	39,275

Fences

Year	Number of Permits	Value of Construction
2002-03	48	55,481
2001-02	47	226,613
2000-01	42	80,100
1999-00	47	89,780
1998-99	38	347,216
1997-98	41	163,210

Signs

Year	Number of Permits	Value of Construction
2002-03	140	996,827
2001-02	148	1,398,567
2000-01	147	765,964
1999-00	116	462,101
1998-99	153	794,289
1997-98	117	594,970

Public Buildings

Year	Number of Permits	Value of Construction
2002-03	19	11,709,273
2001-02	9	1,755,500
2000-01	5	46,900
1999-00	1	560
1998-99	5	6,250,000
1997-98	1	12,000

Mobile Homes/Manufactured Homes

Year	Number of Permits	Value of Construction
2002-03	3	15,000
2001-02	5	67,300
2000-01	6	63,152
1999-00	8	67,845
1998-99	13	120,573
1997-98	0	0

Roofing

Year	Number of Permits	Value of Construction
2002-03	16	272,548
2001-02	11	741,158
2000-01	13	708,424
1999-00	16	1,607,206
1998-99	9	178,738
1997-98	18	976,597

Foundation

Year	Number of Permits	Value of Construction
2002-03	18	1,743,024
2001-02	12	47,997,008
2000-01	32	23,928,860
1999-00	8	4,256,166
1998-99	11	16,862,240
1997-98	3	500,505,000

Pools

Year	Number of Permits	Value of Construction
2002-03	1	45,500
2001-02	1	20,000
2000-01	1	12,000
1999-00	2	47,500
1998-99	11	322,200
1997-98	7	206,425

Storage Buildings

Year	Number of Permits	Value of Construction
2002-03	0	0
2001-02	0	0
2000-01	1	90,000
1999-00	0	0
1998-99	0	0
1997-98	2	6,379

Single Family Garage

Year	Number of Permits	Value of Construction
2002-03	13	132,950
2001-02	32	465,149
2000-01	22	268,314
1999-00	39	412,322
1998-99	23	225,341
1997-98	17	160,250

School New & Remodel

Year	Number of Permits	Value of Construction
2002-03	12	16,583,817
2001-02	9	28,261,929
2000-01	7	1,009,500
1999-00	9	7,424,762
1998-99	1	2,500,000
1997-98	4	378,000

Church Remodel

Year	Number of Permits	Value of Construction
2002-03	9	1,029,600
2001-02	8	65,589
2000-01	8	4,517,739
1999-00	4	791,000
1998-99	0	0
1997-98	2	325,000

Church New

Year	Number of Permits	Value of Construction
2002-03	1	694,890
2001-02	0	0
2000-01	1	960,000
1999-00	0	0
1998-99	0	0
1997-98	1	200,000

Demolished Buildings

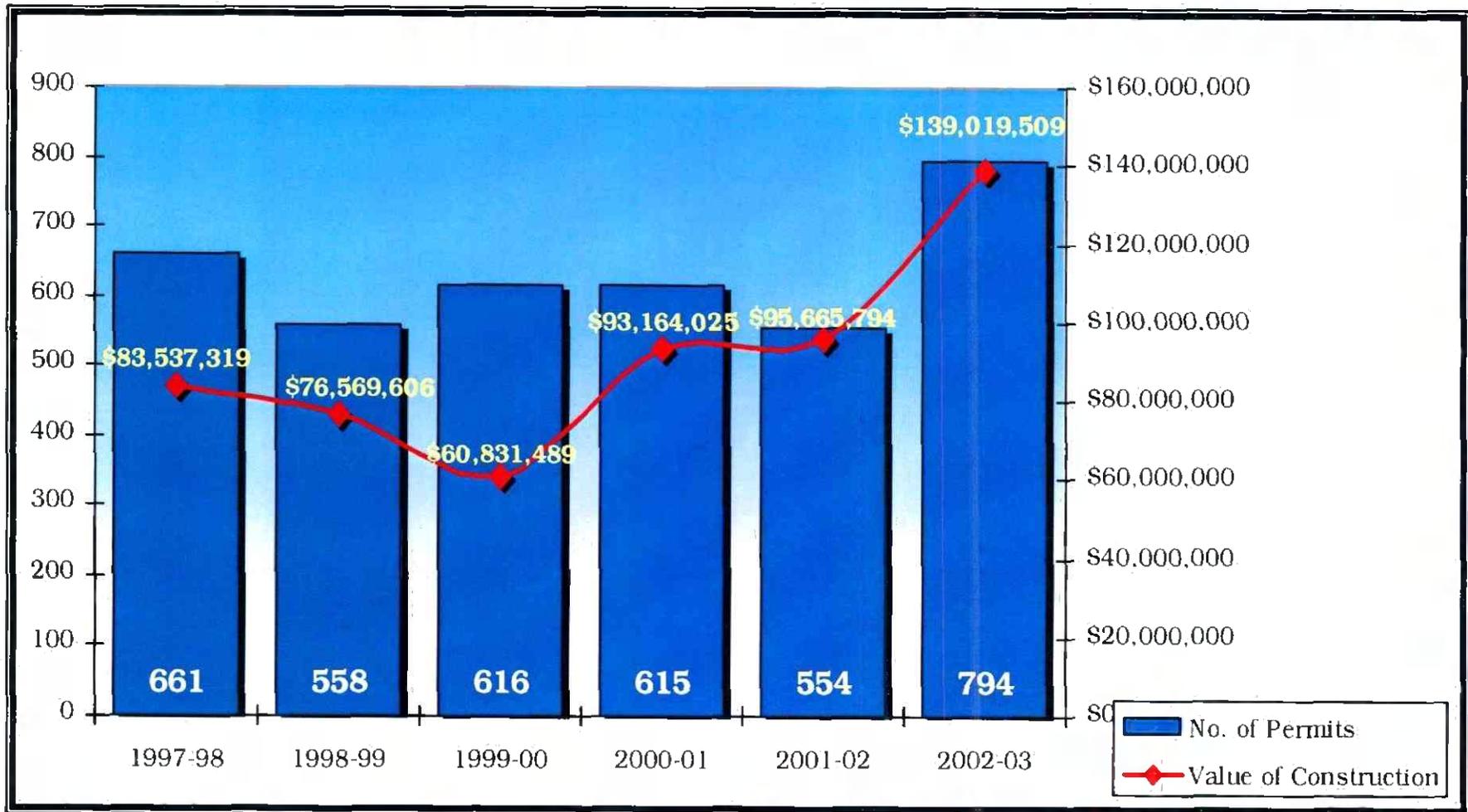
Year	Number of Permits	Value of Construction
2002-03	69	1,054,768
2001-02	28	244,000
2000-01	20	111,102
1999-00	33	54,500
1998-99	15	62,820
1997-98	44	391,200

TOTALS

Year	Number of Permits	Value of Construction
2002-03	1723	543,918,883
2001-02	1309	485,339,271
2000-01	1465	506,950,128
1999-00	1407	308,449,586
1998-99	1514	468,089,438
1997-98	1534	1,076,955,417

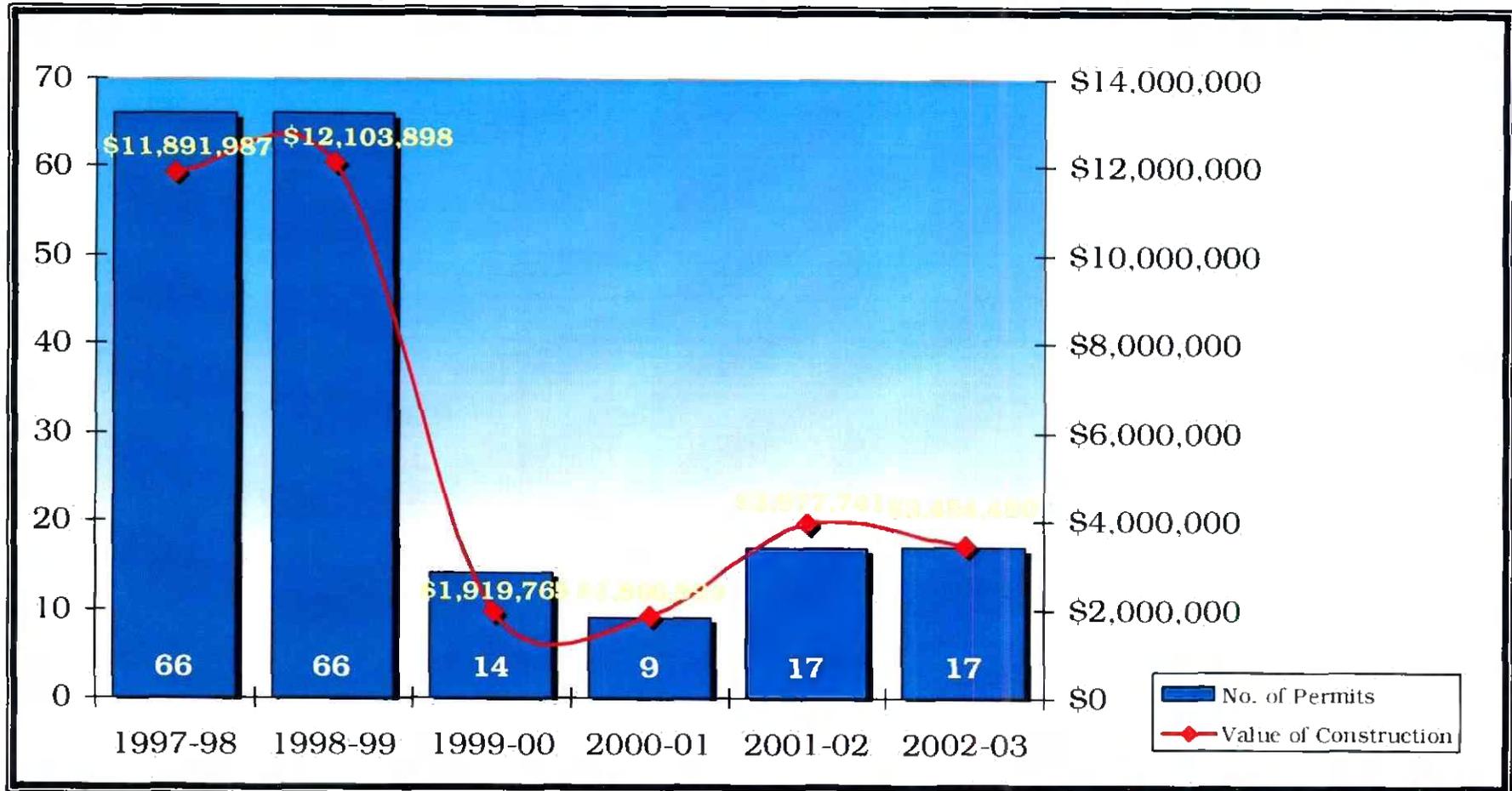
BUILDING PERMITS & CONSTRUCTION VALUE

Single Family Residence



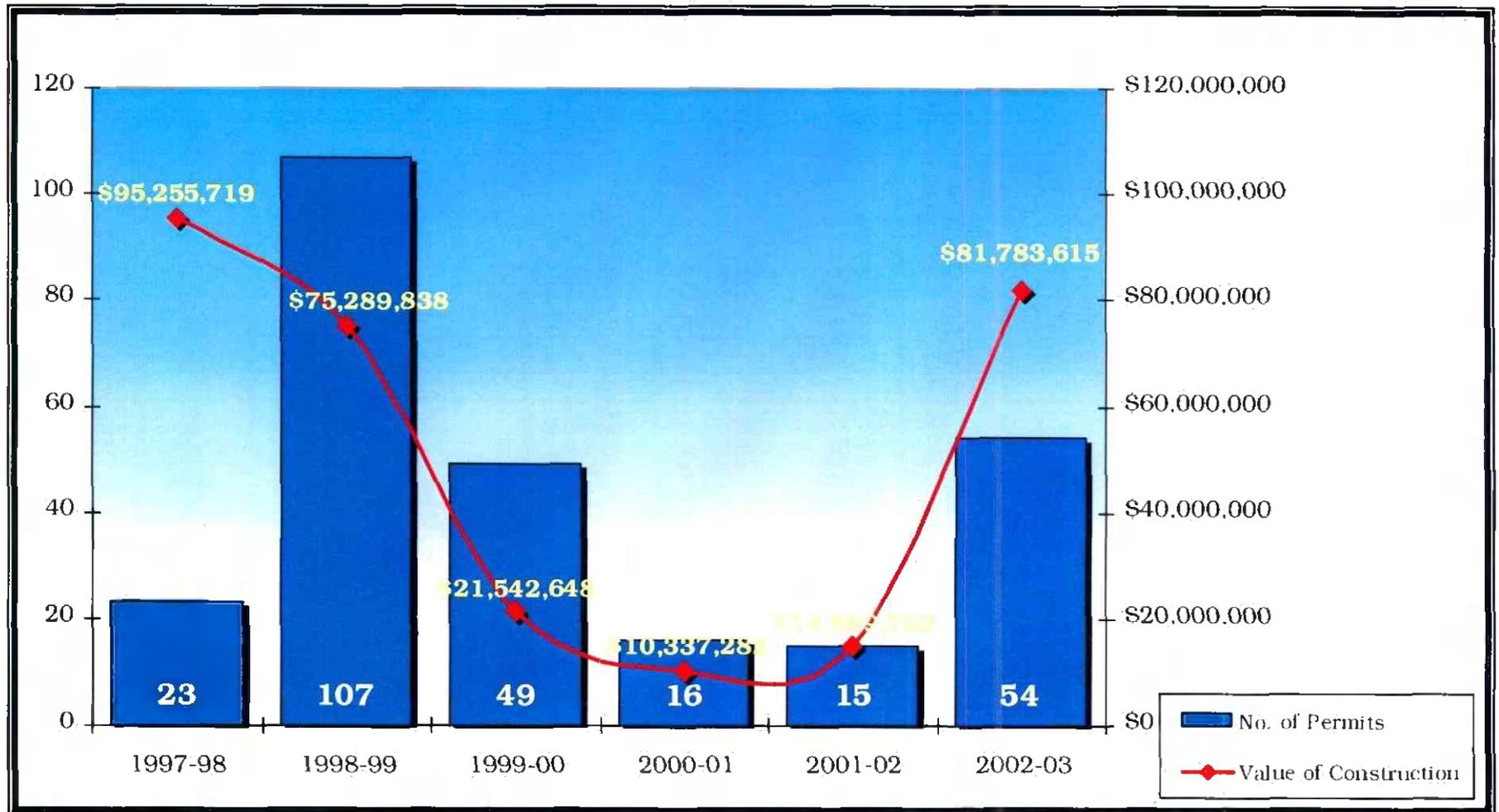
BUILDING PERMITS & CONSTRUCTION VALUE

Duplex



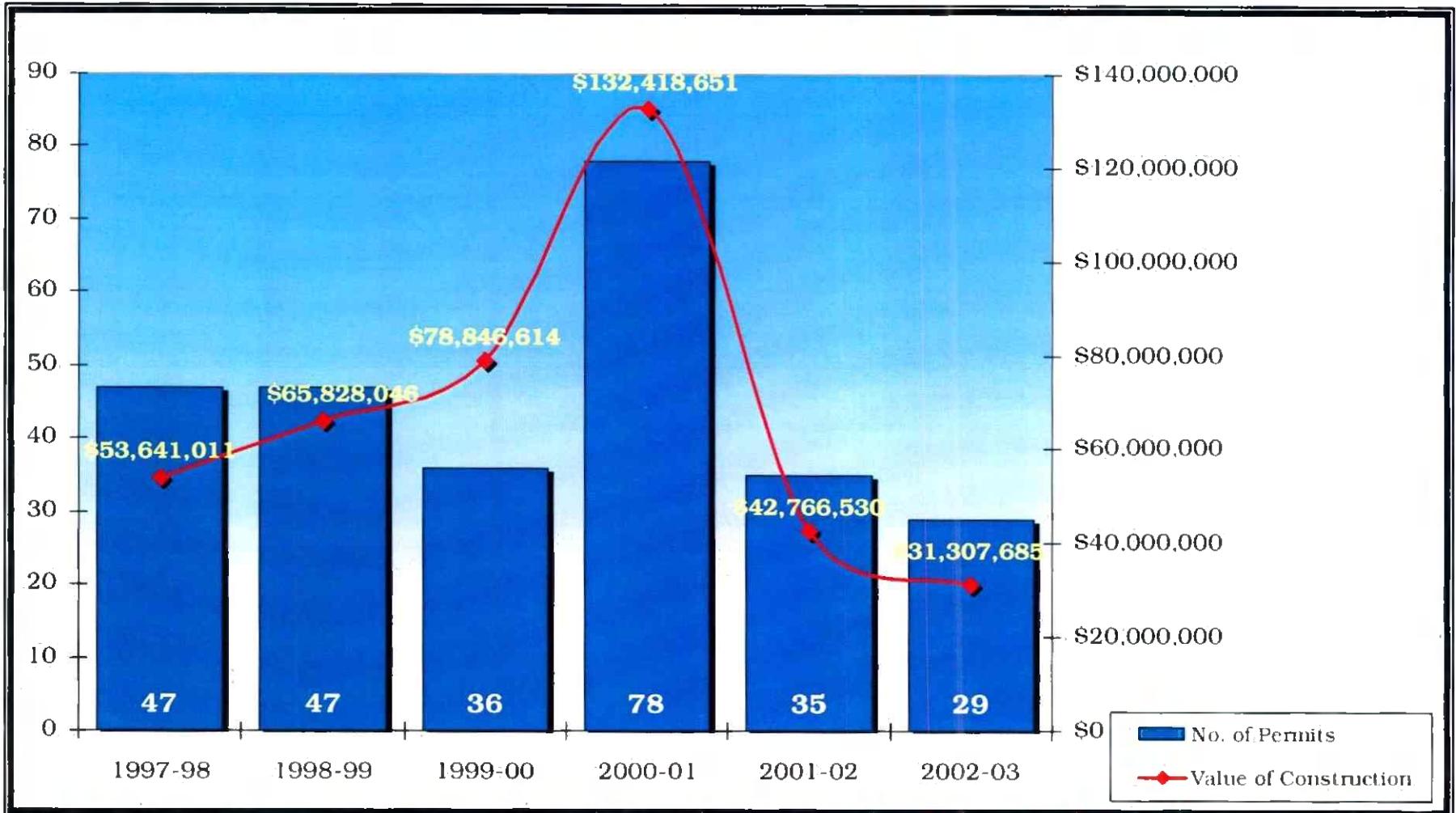
BUILDING PERMITS & CONSTRUCTION VALUE

Multi-Family



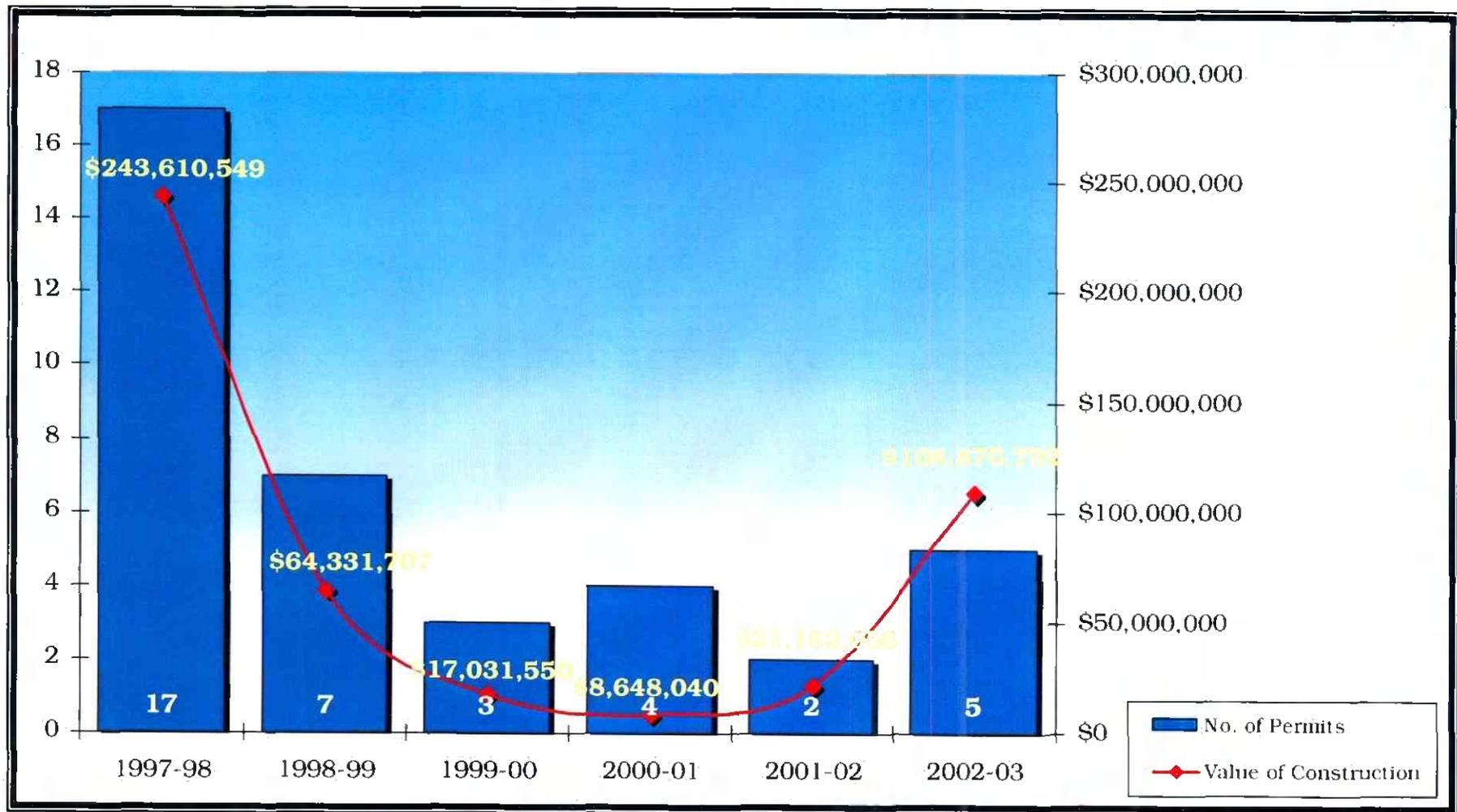
BUILDING PERMITS & CONSTRUCTION VALUE

Commercial



BUILDING PERMITS & CONSTRUCTION VALUE

Industrial



SECTION 2

Building Fees Collected

Fiscal Year 2002-2003

Year	BUILDING PERMITS	MECHANICAL PERMITS
2002-03	1,160,495.01	79,000.18
2001-02	1,018,738.31	68,369.47
2000-01	1,292,310.79	65,285.17
1999-00	990,516.48	63,222.32
1998-99	1,327,498.82	66,209.38
1997-98	1,315,180.98	64,971.10

Year	PLUMBING PERMITS	ELECTRICAL PERMITS
2002-03	403,924.90	585,238.33
2001-02	280,224.79	459,960.04
2000-01	315,167.41	544,191.72
1999-00	269,029.44	529,317.67
1998-99	428,545.96	474,724.93
1997-98	449,522.70	623,394.65

Year	*PLAN CHECK FEES	MANUF. HOME PERMITS
2002-03	873,974.55	315.00
2001-02	911,377.44	525.00
2000-01	1,140,426.53	630.00
1999-00	932,602.53	840.00
1998-99	1,166,192.03	1,441.25
1997-98	1,160,854.04	5,246.00

Year	SOLAR PERMITS	SIDEWALK PERMITS
2002-03	0.00	630.00
2001-02	0.00	170.00
2000-01	0.00	210.00
1999-00	0.00	180.00
1998-99	0.00	290.00
1997-98	0.00	2,790.00

Year	FENCES	SIGNS
2002-03	705.00	3,580.00
2001-02	690.00	6,040.00
2000-01	600.00	5,670.00
1999-00	570.00	3,865.00
1998-99	570.00	6,780.00
1997-98	920.00	4,320.00

Year	STATE SURCHARGE	SEWER CONNECTION FEES
2002-03	177,638.10	4,756,469.00
2001-02	146,375.06	3,628,800.00
2000-01	176,003.68	3,629,860.00
1999-00	134,508.93	3,282,258.45
1998-99	98,896.91	5,822,746.50
1997-98	105,232.16	8,078,112.00

Year	WATER CONNECTION FEES	TIF/STREET FEES
2002-03	3,744,275.35	2,166,899.98
2001-02	2,266,131.83	4,195,207.39
2000-01	2,614,746.55	3,887,457.89
1999-00	1,910,118.21	1,857,328.45
1998-99	3,023,500.67	2,788,976.43
1997-98	342,181.00	4,481,434.48

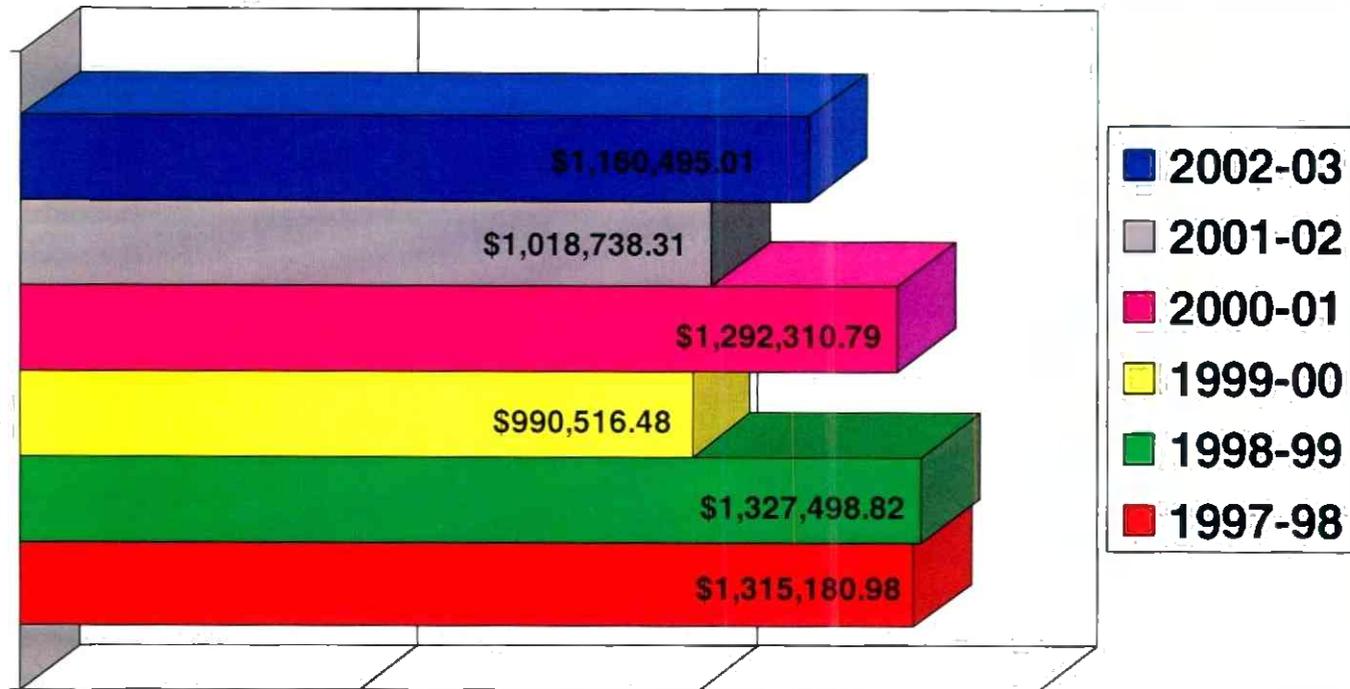
Year	PARK SYSTEMS FEES	EROSION CONTROL FEES
2002-03	4,023,263.75	97,566.00
2001-02	2,284,503.00	107,728.00
2000-01	3,808,168.09	83,237.00
1999-00	2,238,932.88	70,616.20
1998-99	4,028,984.00	94,489.50
1997-98	4,028,114.00	77,105.50

Year	EROSION CONTROL PLAN CK	SWM SYSTEMS CHARGE
2002-03	97,566.00	458,709.40
2001-02	64,303.20	741,624.65
2000-01	50,099.05	1,030,082.35
1999-00	46,767.40	754,540.41
1998-99	64,945.10	1,122,928.10
1997-98	52,723.13	1,055,632.75

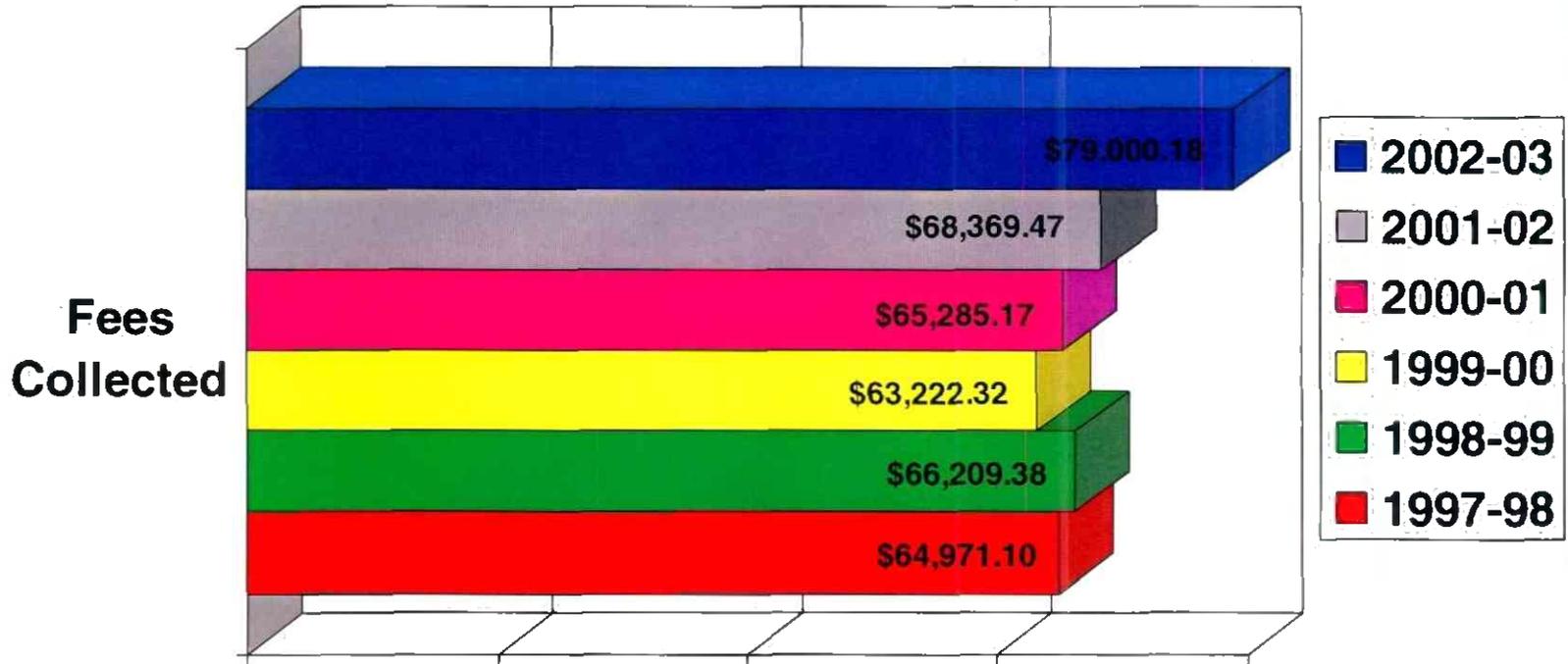
*** PLAN CHECK FEES INCLUDE FIRE & LIFE SAFETY, PLUMBING, MECHANICAL, ELECTRICAL AND STRUCTURAL PLAN CHECK FEES.**

Building Permits

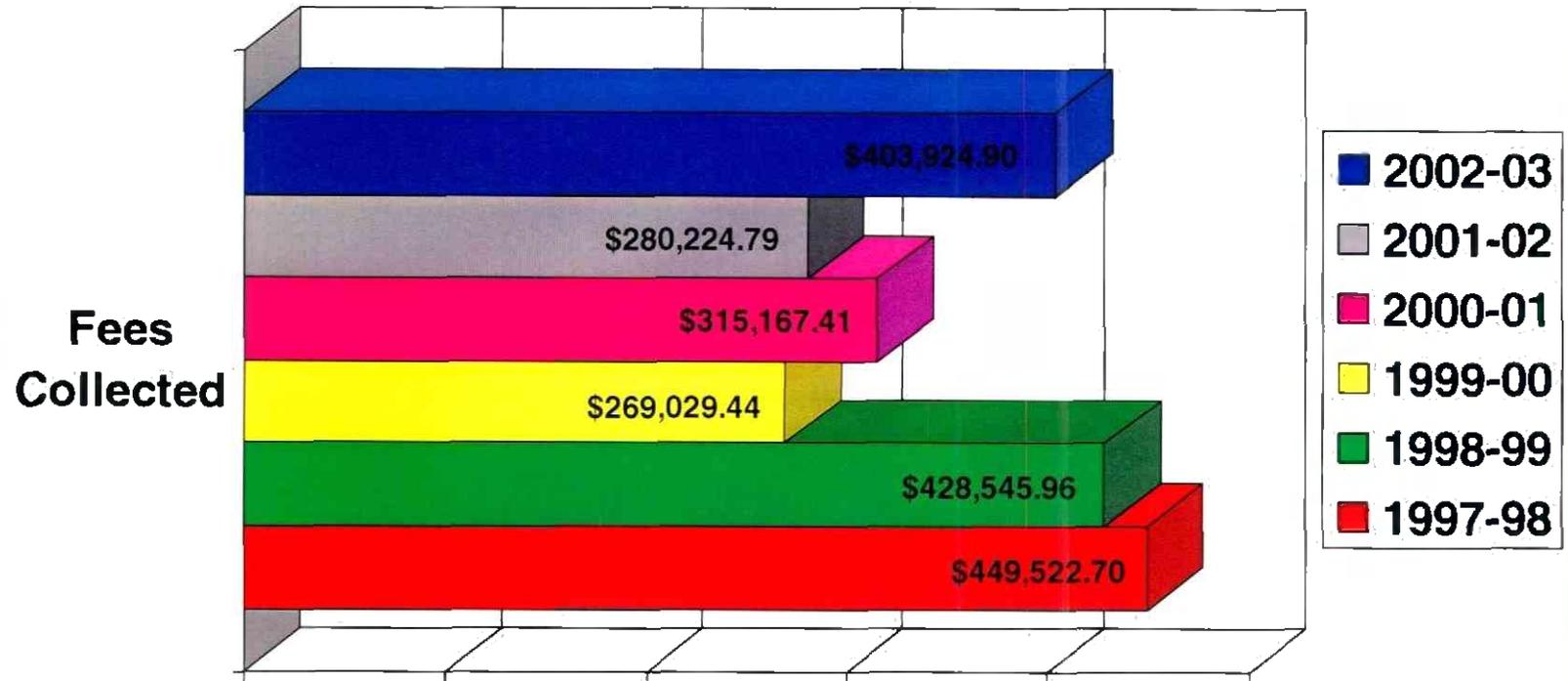
Fees
Collected



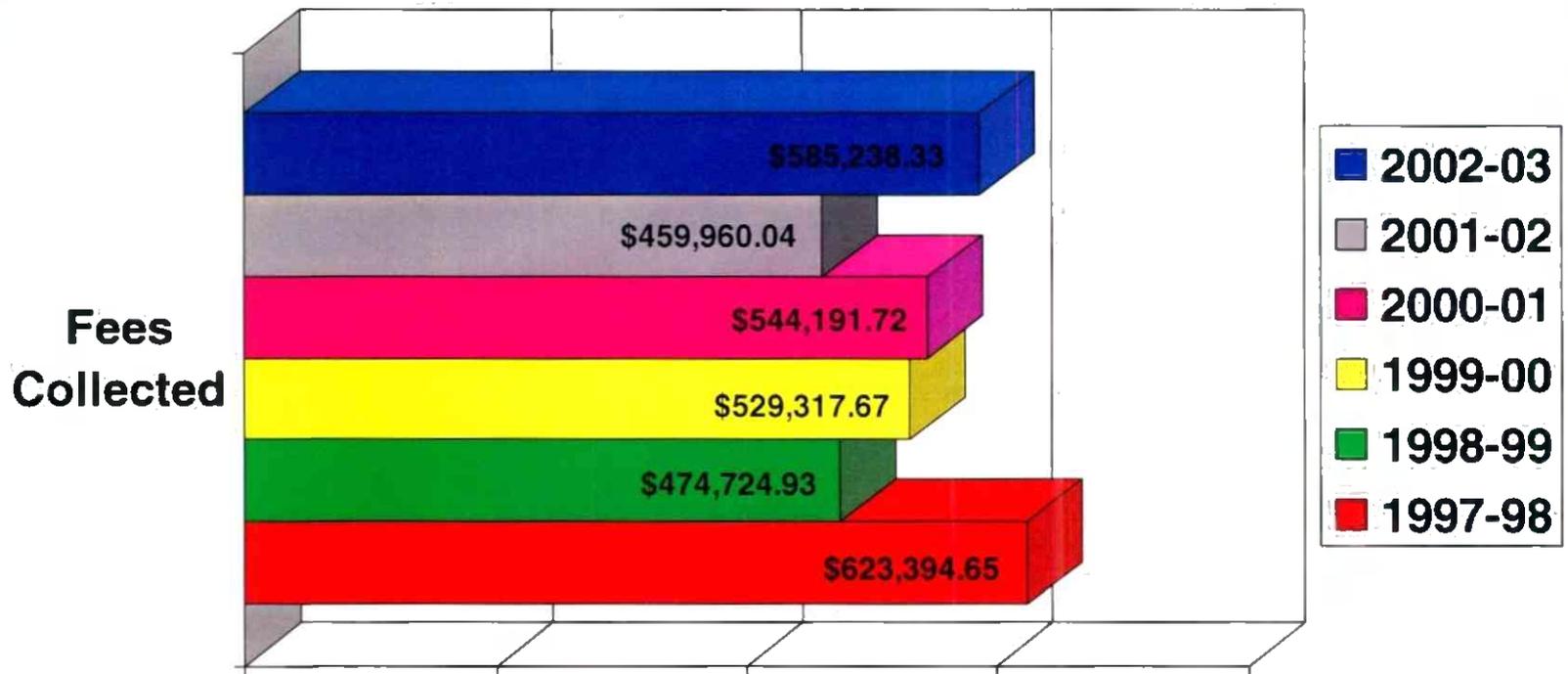
Mechanical Permits



Plumbing Permits



Electrical Permits



SECTION 3

Building Department Division Inspection Workload Units

Fiscal Year 2002-2003

FISCAL 2002-03 Inspection Type	STRUCTURAL- MECHANICAL		PLUMBING		ELECTRICAL		TOTAL/ (AVERAGES)
	RES	COM	RES	COM	RES	COM	
JULY	862	1267	503	1201	301	1457	5591 / 21.5
AUGUST	797	1370	538	1091	347	1672	5815 / 22.4
SEPTEMBER	750	1081	501	816	228	1302	4678 / 18.0
OCTOBER	838	1012	547	855	250	1612	5114 / 19.7
NOVEMBER	668	748	449	668	262	1071	3866 / 14.9
DECEMBER	188	179	318	187	274	856	2002 / 7.7
JANUARY	689	972	596	637	276	855	4025 / 15.5
FEBRUARY	683	958	456	713	287	864	3961 / 15.2
MARCH	714	815	539	650	246	862	3826 / 14.7
APRIL	759	1084	578	583	285	1113	4402 / 16.9
MAY	798	833	613	723	236	1146	4349 / 16.7
JUNE	803	912	601	465	431	1046	4258 / 16.4
TOTALS/ (AVERAGES)	8549/ 712	11231/ 936	6239/ 520	8589/ 716	3423/ 285	13001/ 1083	51032/ 4252

Unit of Analysis – Monthly Inspection Units

Cases correspond to the twelve months of the 2002-03 fiscal year and reflect the monthly inspections from each division within the department.

Variables used would represent thirteen inspectors total, five structural/mechanical inspectors, four plumbing inspectors, and four electrical inspectors. Each of the individual inspectors are split into residential and commercial.

Notes: Daily Case averages are reflected in the far right-hand column. This data reflects total combined monthly averages from all the divisions on a month-to-month basis. The total inspections performed for each division and their monthly average are reflected in the bottom row.

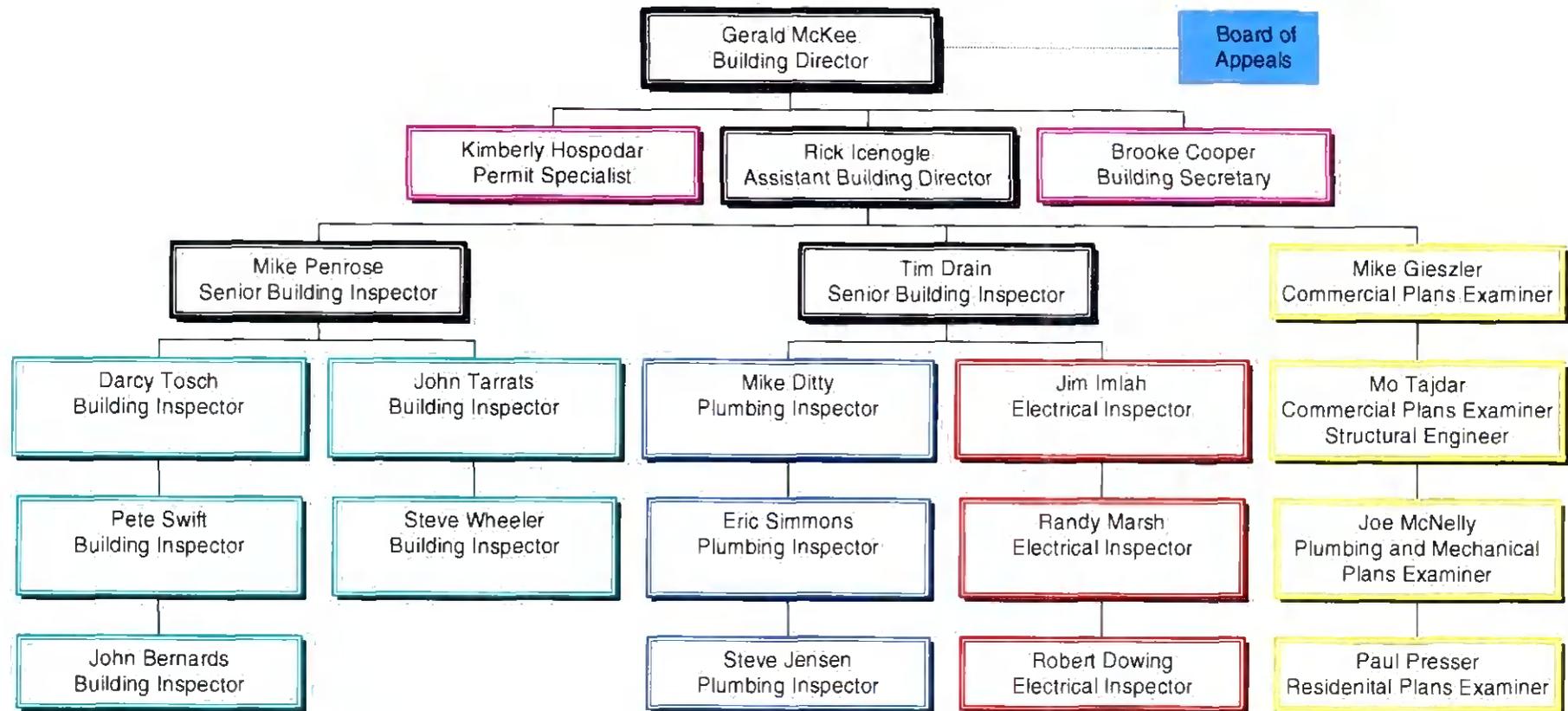
Variable column totals reflect data from each division inspector and their respective district. This information would be used to determine which divisions are busiest and whether district lines may require reassessment. National average inspections per day is established at a 12.5 index.

SECTION 4

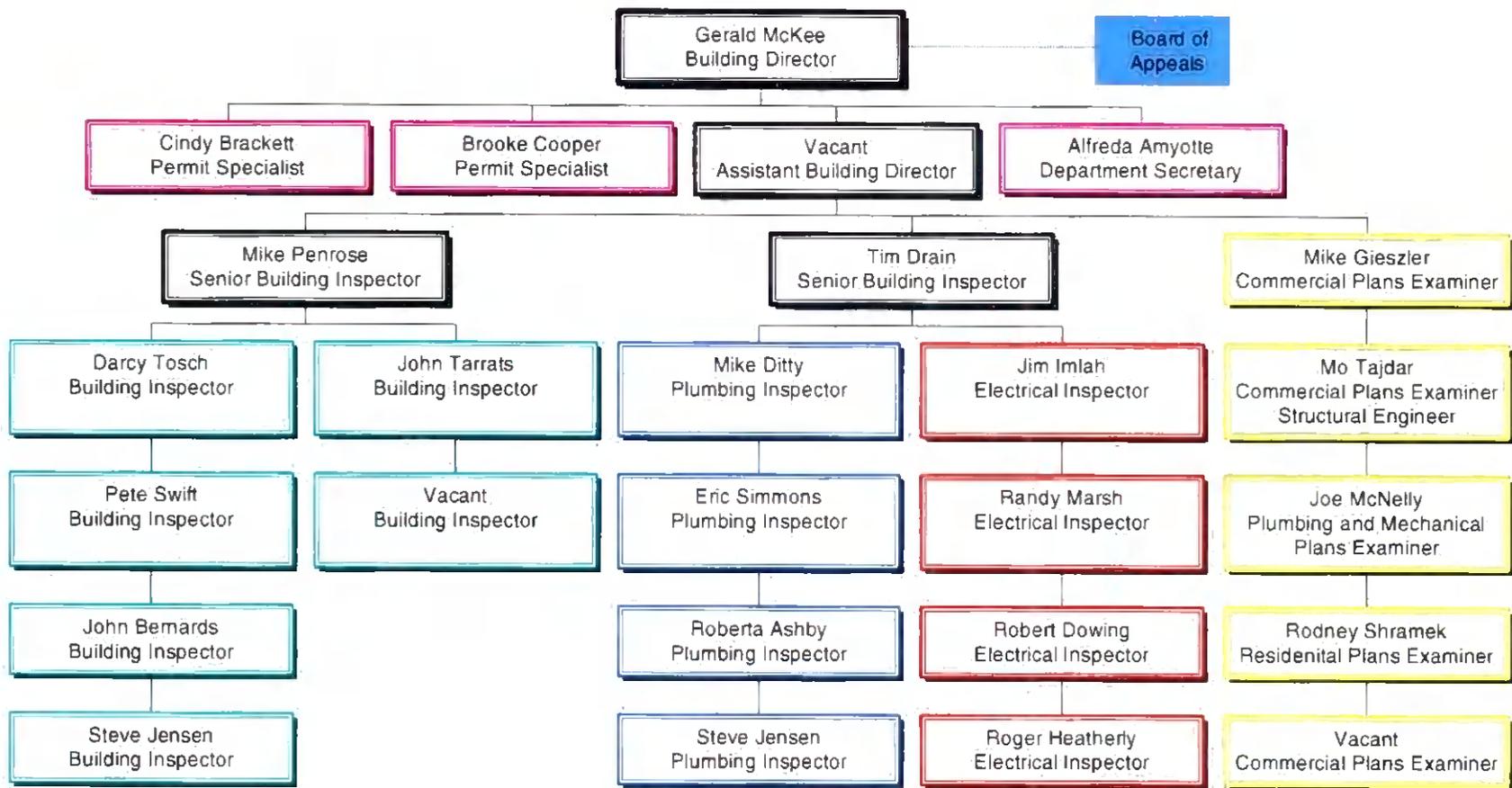
Building Department Organizational Chart And Staff Level Comparisons

Building Department Organizational Structure

Fiscal Year 1997-1998

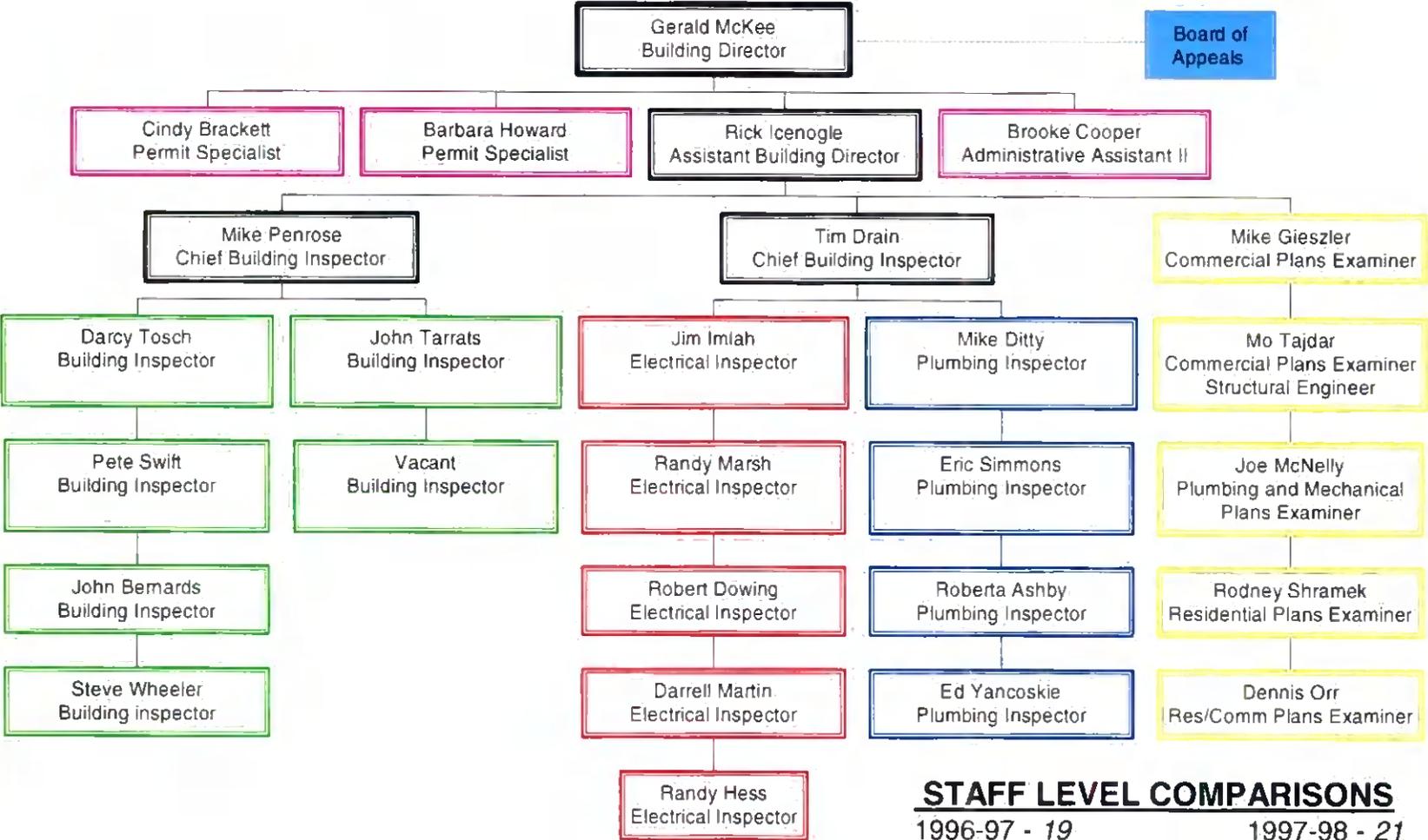


Building Department Organizational Structure Fiscal Year 1998-1999



Building Department Organizational Structure

Fiscal Year 2000-2001

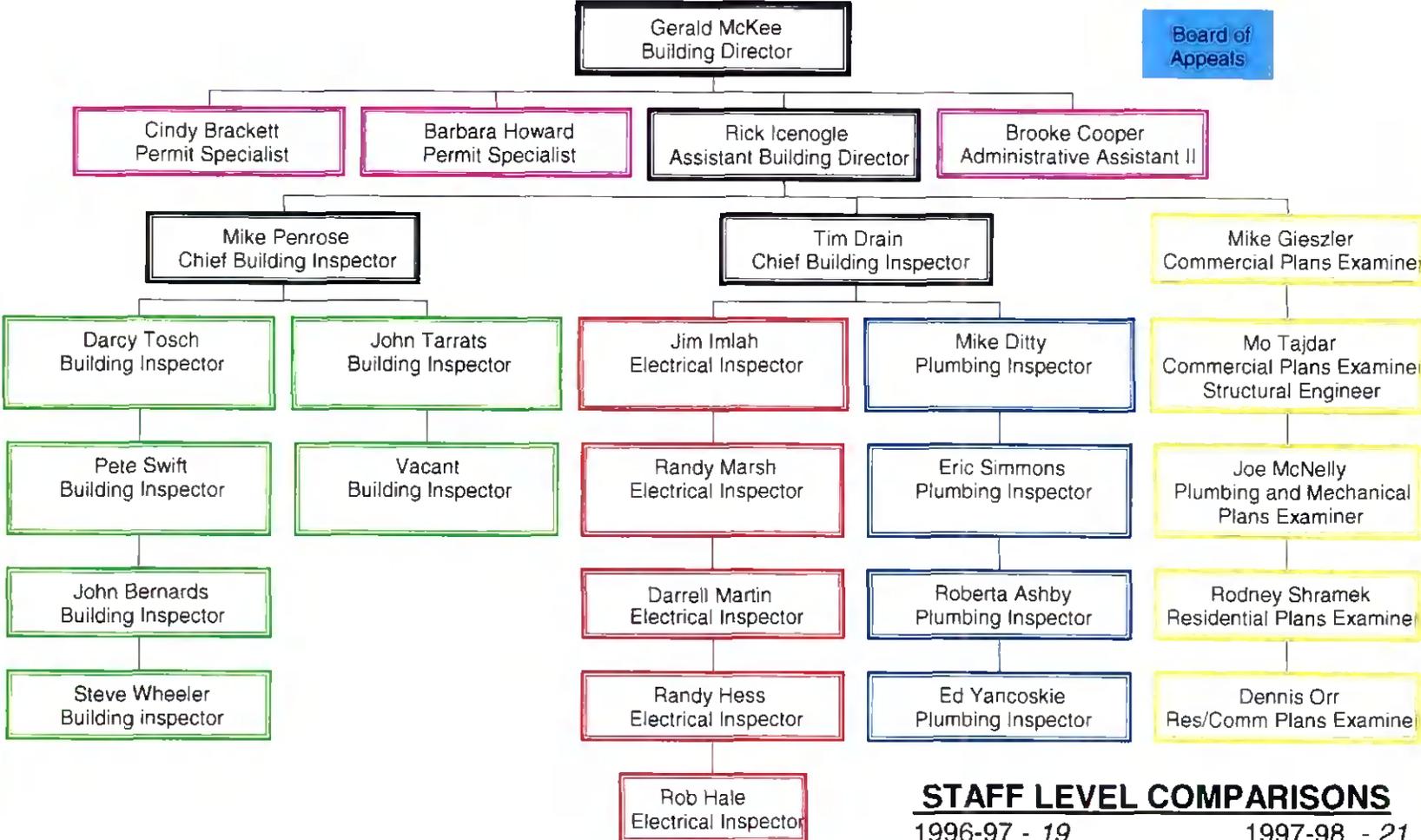


STAFF LEVEL COMPARISONS

1996-97 - 19	1997-98 - 21
1998-99 - 23	1999-00 - 24
2000-01 - 26	

Building Department Organizational Structure

Fiscal Year 2001-2002



STAFF LEVEL COMPARISONS

1996-97 - 19	1997-98 - 21
1998-99 - 23	1999-00 - 24
2000-01 - 26	2001-02 - 26

CITY OF HILLSBORO BUILDING DEPARTMENT ORGANIZATIONAL CHART 2002 – 2003

