

**ANNUAL REPORT
CITY OF HILLSBORO
ENGINEERING DEPARTMENT**

December 31, 1972

22 January, 1973

The Honorable Mayor and City Council
City of Hillsboro, Oregon

Gentlemen:

The following report summarizes the activities and accomplishments of the City Engineering Department during the calendar year 1972. The most major change during this period was the retirement of City Engineer Harold Hathorn, and my employment as his replacement. New leadership invariably means a certain amount of change, but I sincerely hope to continue the standard of dedicated service established by my predecessor.

Respectfully Submitted,

CITY OF HILLSBORO

By R.E. Bancroft
R.E. BANCROFT, P.E.
City Engineer

REB:LV

DEPARTMENT ORGANIZATION

Following is a memorandum to Engineering Department Employees explaining the formal organization now in effect. This action was received favorably by all employees. Its purpose is to promote efficiency through definite assignments of responsibility and authority.

M E M O

To: All Engineering Department Employees

Dec. 26, 1972

From: Dick Bancroft

Subject: Department Organization

The Engineering Department is responsible for providing the engineering services for all City operations for such activities as streets, sewers, water, sidewalks and various other public works improvements. The Department also provides engineering, surveying, map making and printing services to all other City Departments in addition to providing inspection services for private construction.

In order to perform the above assignments efficiently, I propose to organize the department into three sections: One to provide drafting services and two others to provide engineering services. On the following page you will find a chart to illustrate the organization and show your position in it. Also, there is an outline defining the basic responsibilities of each section.

You will note that I have shown vacant positions for Chief Draftsman, Principal Engineer and Secretary. I included these to provide for future expansion, though because of my unfamiliarity with the size of our work load and budgetary limitations, I have no idea at present when these positions will be filled. In the meantime I will assume the responsibilities of Chief Draftsman and Principal Engineer while secretarial work can be provided downstairs as before.

I have tried to make each person's duties coincide pretty much with what you are now doing, but because of the lack of an existing organizational chart and my short acquaintance with you, I'm certain that there will be things requiring adjustment. If you are presently performing some function which is not shown or is assigned to someone else, please let me know immediately.

DIVISION OF RESPONSIBILITIES

Chief Draftsman

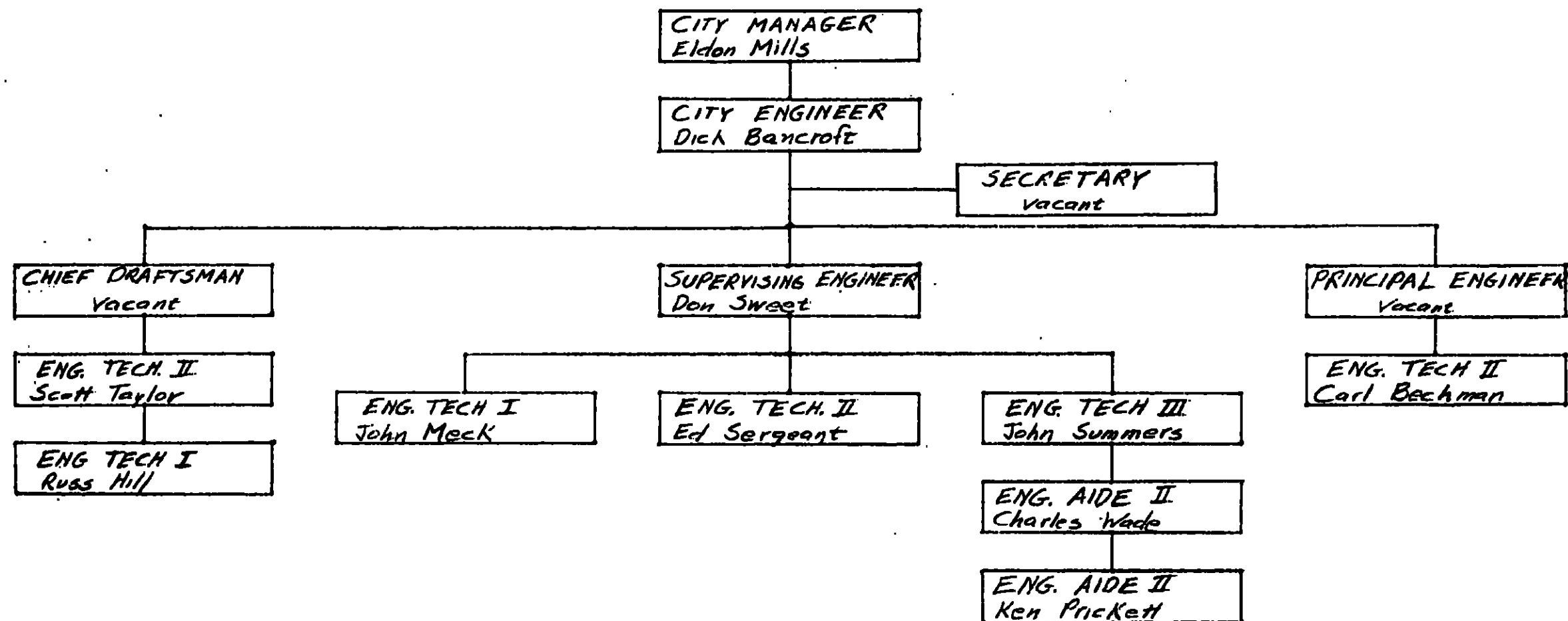
1. Draft plans, as-builts, and City maps
2. Maintain various City records and maps
3. Provide miscellaneous drafting and printing services
4. Coordinate activities of franchised Utility Companies
5. Purchase and maintain necessary office supplies

Supervising Engineer

1. Supervise the processing of various assigned construction projects from initiation to completion including public hearings, assessments and payments to contractors.
2. Supervise the checking of plans and construction work performed by private contract as assigned.
3. Check subdivision plats for conformance to City ordinances, Oregon law, and good engineering practices.
4. Assist City Engineer in acquiring necessary rights-of-way.
5. Provide legal descriptions as required.
6. Supervise activities of City survey crew.
7. With approval of City Engineer, provide engineering services to City Council and other City departments.

Principal Engineer

1. Supervise the processing of various assigned construction projects from initiation to completion including public hearings, assessments and monthly payments.
2. Perform various engineering research and planning activities.
3. Supervise the checking of plans and construction work performed by private contract as assigned.
4. Assist City Engineer in acquiring necessary rights-of-way.
5. With approval of City Engineer provide engineering services to City Council and other City departments.
6. Supervise traffic engineering program including parking meters, control devices, accident analysis, bicycle routes, traffic counts, speed control studies and street lighting.



ENGINEERING DEPT
CITY OF HILLSBORO
12-26-72

1972 ACTIVITIES

Following is an itemization of some of the activities performed during the year with comparisons to prior years.

1. Engineering Office Work:	<u>1970</u>	<u>1971</u>	<u>1972</u>
Preliminary drawings and records	44	75	97
Project design and plans completed	29	44	57
Contract Plans and Specs. completed	5	8	7

2. Private construction contract requiring approvals and inspection by the City.

Ide Park #2 & 3	1971-72-73	Jonesfield #2	1972-73
Hollman Park #3	1972-73	Golden Acres	1971-72
Edwards Meadows #2	1972-73	Chantree Lane Sub	1971-72-73

3. Subdivision Plats checked and approved by City

<u>1970</u>	<u>1971</u>	<u>1972</u>
Padgett Park No. 2	Dawson Creek	Val Park
Parkland	Ide Park No. 2	Singing Woods
Golden Acres	Roshak Park	Hollman Park #3
Hillmeade No. 4	Chantree Lane	Arbor Creek Park
Parkwood	Hughes Park	Wen-Mar Park
Dolaire	Hillaire No. 3	Ide Park #3
Edward Meadows		Edwards Meadows
Oakland		No. 2
		Darfield

4. Easements and Permits obtained by City for Utilities

	<u>1970</u>	<u>1971</u>	<u>1972</u>
Water	12	6	8
Utility	6	8	0
Sanitary Sewer	28	10	17
Storm Sewer	7	6	1

5. Permits issued or approved for private Utilities.

	<u>1970</u>	<u>1971</u>	<u>1972</u>
Gas	26	36	34
Phone	8	9	13
Electric	6	9	17

6. Right-of-Way Acquisition	<u>1970</u>	<u>1971</u>	<u>1972</u>
Right-of-Way Dedication	0	1	1
Street opening for dedication	0	2	2
Vacation of Right-of-way	1	2	0

7. Property Acquisition by City

1970 - None

1971 - (1) Pump Station Sste, 1S5-26, Levi A. Lovegren, B. 814, P 969
 (2) Parking Lot, Lot 8 Bk 10, City of Hillsboro, Ella Keenon, B 829-P 756 (N First St.)
 (3) For S.E. Maple Street Extension, 1S2-5, Charles F. Plapp, B 831-P 189

(1)

1972 - Pump Station Site, Triangle on River Road at Witch Hazel Road, Sec. 9, B 882-P 890
 (2) Reservoir Site, Fluke Prop., Contract Purchase

8. Contract Dollar Value of Projects let by this Department.

	<u>1970</u>	<u>1971</u>	<u>1972</u>
Street	\$38,448.03	\$185,982.76	\$174,491.32
Paving	44,476.04	9,452.50	17,371.50
Sanitary Sewer	42,273.70	8,826.80	619,466.32
Sanitary Sewer Sealing	0.00	64,760.56	21,973.81
Storm Sewer	38,350.25	0.00	0.00
TOTAL	\$163,548.02	\$269,022.62	\$833,302.95

9. Summary of Survey Made by the City

	<u>1970</u>	<u>1971</u>	<u>1972</u>
<u>Streets:</u>			
Traverse	17	4	4
Prelim. Profile	16	5	6
X-Section	6	9	8
Topog.	8	6	6
Staking (const.)	6	8	17
<u>Sanitary Sewer:</u>			
Traverse	2	5	7
Profile	2	7	16
Staking (const.)	1	5	15
As-builts	0	6	8
<u>Storm Sewer:</u>			
Traverse	2	3	3
Profile	3	4	1
Staking (const.)	7	7	3
As-built	3	3	1
<u>Sidewalks:</u>	1	1	1
<u>Water</u>	6	5	7
Misc. Surv.	<u>5</u>	<u>5</u>	<u>6</u>
TOTAL PER YEAR	85	83	109

1973 ESTIMATE OF ACTIVITIES

Using the number and dollar value of contracts expected to be let in 1973, as estimated on the following pages, with the population growth and building permit activity projected in the Planning Commission Annual Report, it is certain that 1973 will be the most active year in the history of the Engineering Department.

SUMMARY OF 1973 ESTIMATED CONSTRUCTION CONTRACTS

Street Construction (City)	\$457,200.00
Paving	120,900.00
Sanitary Sewer	468,000.00
Sanitary Sewer Sealing	40,000.00
Storm Sewer	0.00
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Subtotal =	\$1,086,100.00
Street Construction (Private)	480,600.00
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Total =	\$1,566,700.00

1973 ESTIMATED CONTRACT DOLLAR VALUE

1. Street Construction by Private Contract

Harmony Vale Subdivision	\$12,500.00
Hollman Park III Subdivision	69,200.00
Ide Park III Subdivision	46,900.00
Edwards Meadows III Subdivision	128,400.00
Singing Woods II	193,000.00
Beaumeade Subdivision Phase I	30,600.00

Total	\$480,600.00
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2. Street Construction by City Contract

Padgett Park III Subdivision	\$ 36,300.00
Padgett Park II Subdivision	20,100.00
Merrillee Park Subdivision	69,800.00
Sequoia Park Subdivision	23,300.00
Eastwood Subdivision	57,000.00
Hillmeade 4 Subdivision	33,700.00
Azalea East Subdivision	66,000.00
Brian Park Subdivision	19,600.00
Idana Subdivision	12,600.00
N.E. Meadow Lane	28,800.00
First Avenue Widening	90,000.00

Total	\$457,200.00
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3. Paving by City Contract

N.E. Edison St.	\$1,800.00
S.E. Maple Street	4,400.00
S.E. 13th Ave.	1,500.00
S.E. Walnut Street	2,800.00
S.E. Hemlock	3,800.00
Parkwood Subdivision	8,100.00
Chantree Subdivision	12,500.00
N.E. Grant Street	7,300.00
Birchaire Subdivision	4,000.00
Arbor Creek Subdivision	2,300.00
Singing Woods Subdivision	17,500.00
Edwards Meadows II Subdivision	36,000.00
Val Park Subdivision	6,200.00
Jonesfield Subdivision	9,500.00
N.E. Grant Street (Poynter School)	3,200.00

Total = \$120,900.00

4. Sanitary Sewer by City Contract

Airport	\$17,000.00
Merrillee Subdivision	20,000.00
Sequoia Park Subdivision	6,500.00
Eastwood Subdivision	19,200.00
Azalea East Subdivision	22,800.00
Brian Park Subdivision	6,000.00
Harmony Vale Subdivision	6,000.00
Ide Park III Subdivision	15,600.00
Edwards Meadows III Subdivision	43,800.00
Singing Woods Subdivision	53,600.00
Beaumead Subdivision	57,500.00
Witch Hazel Area	200,000.00

Total =	\$468,000.00
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5. Sanitary Sewer Sealing =	\$ 40,000.00
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6. Storm Sewer =	None
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TOTAL ALL CONTRACTS =	\$1,566,700.00
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1973 GOALS AND OBJECTIVES

The principal objective of this department in any year will be to provide efficient, competent professional engineering services for the benefit of the City of Hillsboro. Specific objectives for the coming year are explained on the following pages.

1973 GOALS AND OBJECTIVES

1. Engineering Department Organization

- a. To continue clarifying assignments of responsibility and authority through detailed job descriptions so that each employee thoroughly understands his role.
- b. To increase the level of engineering skill through training of present employees and selective hiring of future employees.
- c. To initiate new procedures to simplify and improve the conduct of assignments.
- d. To acquire modern equipment to increase efficiency.

2. Engineering Planning Services

- a. To provide professional consulting services to the Planning Commission and City Council.
- b. To uphold and effect the Hillsboro Comprehensive Plan.
- c. To effect the Area Wide "Topics" Plan.
- d. To effect the Traffic Safety Study.
- e. To develop a Water System Master Plan.
- f. To develop a Sanitary Sewer System Master Plan.
- g. To develop a Storm Sewer Master Plan.

3. Mapping and Record Services

- a. To develop suitable base maps for recording sanitary sewer, storm sewer, water line, traffic control devices, parking facilities, address, utility, street light, rights-of-way, easement and other City property locations.

- b. To acquire aerial photograph and contour maps for use in development of new areas and the improvement of existing developments.
- c. To microfilm existing engineering records to save floor space and afford greater protection to valuable information.

4. Traffic Engineering Services

- a. To train and equip personnel to perform traffic engineering work.
- b. To implement recommendations of the "Topics" Plan and the Traffic Safety Study.
- c. To actively seek and recommend solutions to hazardous and congested locations.

5. WATER ENGINEERING SERVICES

- a. To evaluate the present water system.
- b. To evaluate and coordinate design, construction and maintenance procedures to insure compliance with Oregon State Board of Health regulations.

6. Sidewalks

- a. To develop standards for sidewalk construction.
- b. To evaluate existing sidewalks and initiate repairs where necessary.

7. Bicycle Paths

- a. To develop a network of pathways for pedestrian and bicycles which insures separation from motor vehicles.

8. Improvement Projects

- a. To improve the designs, scheduling, construction and cost of new facilities.
- b. To develop a program for the testing of purchased materials.