

CITY OF HILLSBORO
ENGINEERING DEPARTMENT
ANNUAL REPORT
1974

February 24, 1975

The Honorable Mayor and City Council
City of Hillsboro, Oregon

Gentlemen

The following report is submitted as a summary of the Engineering Department activities for the calendar year of 1974. The report is intended to provide insight into structure, operation, activities and goals for those Council members who have not had the opportunity to acquaint themselves with our department. Continuing members of the Council will see in this report a reflection of their past accomplishments of providing services to Hillsboro citizens.

Respectfully submitted

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

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ENGINEERING DEPARTMENT PERSONNEL

The chart on the next page outlines the present structure of the department. Changes in the past year have resulted in a shifting of responsibilities and these are herein briefly described with respect to the noted positions.

City Engineer. General supervision and designation of department goals. Specific duties include: negotiations with developers, communications with special interest groups, City representation to special committees and councils and final review and approval of all engineering plans, designs and documents.

Assistant City Engineer. Coordinates and reviews design and general engineering activities to accomplish goals established by the City Engineer.

Traffic Technician. Presently this title is a misnomer as the individual employed as a traffic technician is utilized as a catch-all, operating as a project engineer, construction inspector and permit inspector, in addition to providing the City with all necessary traffic investigations, studies and signing design.

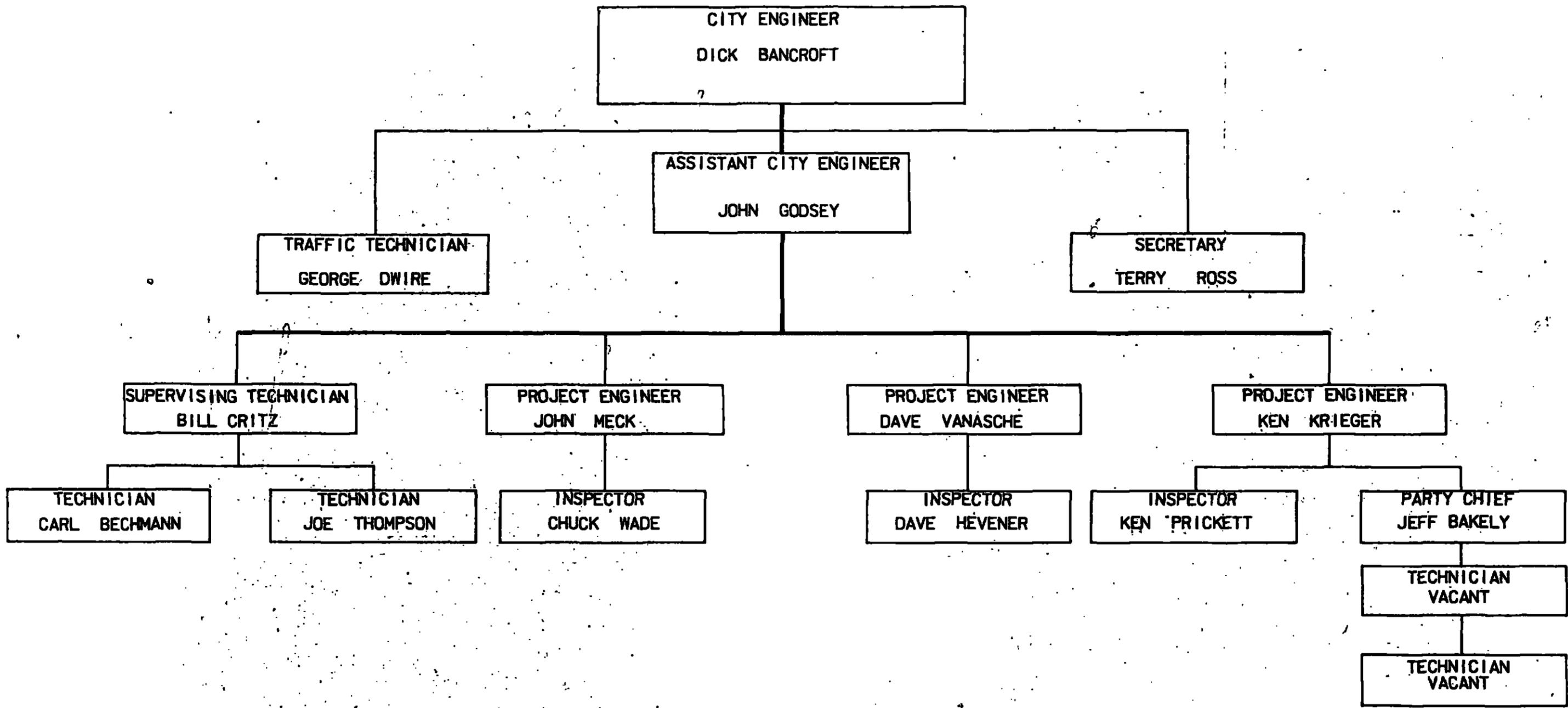
Supervising Technician. Recently retitled from Chief Draftsman. The individual in this position performs waterline design and contract administration for water projects in addition to administering general engineering projects and supervising the drafting section.

Project Engineers. Design and administer municipal engineering projects, provide technical reports on assigned studies and generally develop assigned tasks to the limits established by the Assistant City Engineer.

Survey Party Chief. Plans, schedules and supervises survey activity as a working member of the survey crew.

Technicians. Develop and perform assigned tasks as established by respective supervisors.

Inspectors. Observe and record construction activities to assure compliance of contract provisions and to develop and perform assigned tasks as outlined by the project engineers.



CITY OF HILLSBORO
ENGINEERING DEPT.
ORGANIZATIONAL CHART

OVERVIEW OF ACTIVITIES FOR 1974

Street Design and Construction by City

N.E. Hyde Street	\$ 14,566.71
N.E. 21st Street	66,251.99

Street Design and Construction by Others

Azalea East No. 2	63,900.00
Buena Vista No. 2	63,200.00
Country Squire Estates	108,000.00
Padgett Park No. 3	46,900.00
Singing Woods No. 2	170,100.00
Twenty Four Maples	23,900.00

Paving by City

First Street Widening	23,881.00
S.E. Brian Park and Lincoln Street	8,806.90

Paving by Others

Azalea East No. 1	9,900.00
Beaumead	9,400.00
Cornell Place No. 1	7,100.00
Harmony Vale	3,300.00

Sanitary Sewers by City

West Side Trunk System	\$595,000.00
Padgett Park No. 3	12,993.00
Azalea East No. 2	23,331.00
Country Squire Estates	65,219.00
Drake Road Extension	1,700.00
Ide Park No. 4 and 5	32,685.00
Singing Woods No. 2	46,431.00
N.E. 21st Street	20,908.00
Hyde Street	8,731.00
Buena Vista No. 2	40,500.00
Sanitary Sewer Sealing	29,642.00

Water Line Design

Twenty Four Maples
Singing Woods No. 2
Azalea East No. 2
Padgett Park No. 3
317th Avenue
S.E. 40th Street
21st Avenue
Carnation Road Realignment

Sidewalk Inventory and Repair

District No. 1	\$ 26,081.00
District No. 2	39,215.00

Miscellaneous Construction Projects

City Hall Second Floor Remodel	\$55,000.00
Storm Drain Extension 32nd Avenue	7,500.00
Roller Rink Demolition	5,800.00

Additional Activities

Water System Master Plan

Interim Report

Sanitary Sewer System Master Plan

Sanitary Sewer Service Fee Evaluation

Jackson School Road Study

Dawson Creek Study

Fairground Ballfield Design

City Park Layout

Drafting Demonstration at Hillsboro Mid-high

Organization and Manning of booth at Washington County Fair

Fire Hydrant Location Maps

Patrol Reporting Maps and Murder Case Displays for Police Department

Presentation Maps for Parks Committee

Construction Cost Review Administered by City

Streets	\$113,506.60
Sanitary Sewers	853,840.14
Sidewalks	65,296.00
Miscellaneous	68,300.00
TOTAL	\$987,549.65

Construction Cost Review by Others

Streets	\$505,700.00
TOTAL	\$505,700.00

Of all the projects built in 1974 two deserve special notice, and a brief synopsis of those are offered here.

First Street Widening. This project was started in 1973 and the major portion of it was accomplished in that year. Existing curbs and sidewalks were removed and the base of the street was widened from 36 feet to 50 feet curb to curb. Base rock was placed in the excavated areas, the new curbs were built, then the overlay and base course of asphalt were laid. Strict control was necessary to maintain a crown that would provide good drainage and continuity through the quarter panels to the curb. Varying depths of asphalt from road irregularities, and sections that previously had no asphalt, made it difficult to achieve a smooth high quality riding surface. Good control and contractor cooperation combined to produce a good base lift of asphalt. The project was completed this year with a top lift of asphalt.

In a yearly program of inspection and awards the Asphalt Institute reviews the previous year street projects that have used asphalt. Hillsboro's First Street project was awarded second place in statewide competition for projects completed in 1974.

West Side Sanitary Sewer. Started in early 1974, time limitations placed on this project necessitated a highly organized and meticulously controlled procedure. The design was initiated in January and the project proceeded through CRAG, public hearings, neighborhood meetings and long staff hours to enable all the facets of the project to come together. Separated into six schedules, A through F, the project was awarded in three separate contracts in order to complete the project in the time allowed. Installed in the project were about 6100 lineal feet of 30 inch diameter pipe, 1800 feet of which were in backyards of existing houses and about 17,000 lineal feet of eight inch pipe, half of which either disturbed front, side or back property lines of existing houses. Also involved in the project were two boring sections, one of 100 feet and one of 250 feet. They not only had to be individually sloped and aligned properly, but they had to be aligned with each other both vertically and horizontally. These boxes are located under Hornecker Road, Glencoe Road and the railroad tracks parallel to Glencoe Road.

The success of this project can be measured in the quality of the system built and in the reflection of the property owners of the yards through which we passed. Good public relations were high on our list of priorities and they paid off in a surprisingly few number of complaints, none of which to my knowledge went beyond the project engineer for solution.

The total cost of the project to date is about \$595,000.00. The project has not been finalized yet to allow the contractor to come back in the spring and take care of minor clean up and filling of settled areas.

GOALS AND OBJECTIVES

To serve the public by providing efficient, competent, professional engineering services.

To evaluate present organizational structure and make recommendations with respect to its effectiveness.

To provide professional services to the Planning Commission, the City Council and to affiliated groups requesting technical assistance.

To review and evaluate present mapping system to prepare a recommendation with respect to City needs.

To investigate financial feasibility of initiating and maintaining a micro-filming system.

To inventory and evaluate present water system to coordinate design, construction and maintenance procedures to promote compliance with Oregon State Board of Health regulations.

To continue infiltration analysis of sanitary sewer lines and prepare recommendations to effect a program of improvement.

To prepare recommendations for implementation of master storm drain system based on current investigations.

To initiate an employee awareness program to promote good public relations.