



MEMORANDUM

To: Parks and Recreation Department

From: Michael Russ, P.E.  
Supervising Engineer  
Collection Systems Services Division  
Austin Water Utility

Date: February 13, 2013

Subject: AWU Wastewater Line Relay & Spot Repair Service 2506 Hartford Rd to 2614 Jefferson St (Phase 2) Project Chapter 26 Application

BACKGROUND: This project is a continuation of wastewater system improvements to the Pemberton Heights neighborhood.

PROJECT DESCRIPTION: This project proposes to replace an existing wastewater line with 507 linear feet of new wastewater line, four new wastewater manholes and three new wastewater service connections to existing residential customers. The proposed wastewater improvements are shown on Sheet 2 of the Chapter 26 Application Plan Set.

TEMPORARY WORK SPACE EASEMENT: Sheet 3 of the Plan Set shows the area for temporary Work Space Easement. The total area of this temporary easement is 5108 sq.ft. (The Temporary Work Space area does not include the Permanent Wastewater Easement area since authority to work in the Permanent Easement is granted by the Permanent Waste Water Easement Document.)

PERMANENT WASTE WATER EASEMENT: Sheet 4 of the Plan Set describes the area for a permanent Waste Water Easement. The total area of this permanent easement is 7,508 sq.ft. This is easement is shown on Sheet 4 of the Plan Set.

I have assigned Richard Fraser to coordinate the permitting of this project. Should you need any additional information he can be reached at 974-3139.

Thank you.

c: Project File

**APPLICATION FOR PERMANENT AND TEMPORARY USE OF PARKLAND**  
(Memorandum Of Understanding – Checklist)  
Chapter 26

**INITIAL INFORMATION REQUIRED**

1. Project Name **2506 Hartford Rd to 2614 Jefferson St. (Phase 2) Project, AWU Wastewater Relay & Spot Repair Service**
2. Project I.D. **S-2011-2013**
3. FDU **4480-2307-8484**
4. Parkland affected by Project **Remainder of City Park in Block 34 Pemberton Heights Section 10.**
5. Area of parkland needed for Permanent Use **(7508 SQ.FT.)**
6. Area of parkland needed for Temporary Use **(5108 SQ.FT.)**

***NOTE: Confirm that all Areas requested are correct –Survey Field Notes should be obtained prior to presentation to Committees and Board. Changes in Requested Areas after presentation could require additional presentations at the next scheduled meetings.***

7. Brief description of intended use of parkland (access, staging, etc.)  
**Access & construction of replacement wastewater facilities.**
8. Estimated Construction Start **June 17, 2013**
9. Estimated Duration (on parkland) **120 days**
10. Estimated Completion Date (date when park can be opened to full use)  
**Oct. 20, 2013**
11. Location Map (showing site in relation to surrounding community – like those used on Plan Cover Sheets) **Please see attached plan set cover**
12. Plan Sheets pertaining to the work in parkland **Please see attached plan set sheet 2**
13. Aerial or Layout sheet on 8 ½" x 11" or legal size. Included color aerial is 11" x 17" due to size of project.
14. Current color photographs of affected parkland. **Included**
15. List of trees within Limits Of Construction – also, are they to be protected or mitigated? **Please see attached plan set sheet 2 for tree survey and trees to be removed. All remaining trees will be protected through the construction period.**  
***Note: Tree Mitigation to be assessed in Permitting process***
16. Requestor contact name(s) and phone number(s) **Richard Fraser, E.I.T. 974-3139 (Primary Contact) & Roger Hickman, P.E. 974-7240, COA Public Works Department Engineering Services Division**
17. Managing department contact name(s) and phone number(s) (if applicable) **Mike Russ, P.E., Austin Water Utility Collection Systems Services Division (512) 972-2054**

## **MOU PROCEDURE**

- Upon receipt of the initial information, PARD will review plans with area/facility manager, as well as Operations & Maintenance staff. This may include an on-site meeting with Requestor
- PARD will calculate mitigation based on information supplied by Requestor (PARD will review alternative mitigation, i.e. work performed in lieu of Funds Transfer, if submitted by Requestor)
- PARD will create draft MOU and send MOU and Mitigation Worksheet to Requestor for review
- PARD will transmit Summary Sheet template and Cover Memo to Requestor for completion/signature
- Requestor will contact PARD representative for list of impacted stakeholders
- Requestor will begin community outreach to vet plans for parkland use to stakeholders (neighborhood groups, advisory boards, etc.)

## **FOLLOW-UP INFORMATION REQUIRED**

18. Documentation of Community Outreach efforts. Adjacent property owners were invited to a meeting at PARD offices held on October 25, 2012. Numerous informal meetings with impacted homeowners were also held at the site of proposed project.
19. Summary Sheet (for presentation to Parks Board and committees) **(X)**
20. Cover Memo, signed by both Department Directors (for presentation to Parks Board, committees and Council) **(X)**

## **PRESENTATION TO PARKS BOARD AND/OR COMMITTEE(S)**

All information required must be submitted in its entirety and correctly **no later than the Wednesday prior to the scheduled meeting – no exceptions** (late changes, omissions or errors will result in deletion from the agenda)

***Note: if the Parks Board or committee requires additional information and other appearances, all additional information must be submitted before the deadline stated above***

Please use this completed form as a cover sheet for information submitted to PARD and send to PARD electronically or at the following address:

919 West 28½ Street  
Austin, Texas 78705  
Attn: Ricardo Soliz or Robert Brennes