

**Koppers Off-site Surface Soils Remediation
Action Plan**

REVISED

Prepared by: Amy Schafer

09/17/13

Updated 12/31/13 per citizen comment

Mission: To bring about a superior off-site surface soils remediation process in the Stephen Foster Neighborhood.

Step 1: Provide a written action plan

Step 2: Identify the key players, and their role

Step 3: Define ideas and visions with defined tasks and measureable goals

Step 4: Determine how to evaluate the success of the tasks & goals.

Step 5: Implement the plan

Step 6: During the process have benchmarks to measure progress

Step 7: Evaluate the success of the plan

*****The City intends to try multiple methods to engage and activate the community. So, actions within the plan will be tried, and tested for effectiveness. So, currently the plan may say correspondence will happen once. This is why it says “once”.**

Step 1: Provide written action plan

This action plan is in draft form, and will grow, expand, and evolve as the plan is defined and refined to meet the community's needs.

Abbreviations & Titles of parties used in Action plan for reference:

APR – Alpha Productions – University of Florida Student Run Public Relations

COG – City of Gainesville

**City of Gainesville Departments: CM – City Manager (Includes the Assistant City Managers),
Comm – Communications, FAC – Facilities, F – Finance, H – Housing, P – Parks, PW –Public
Works**

IFAS – Institute of Food and Agricultural Science

GA - Glen Acomb, UF Senior Lecturer, Dept. of Landscape Architecture

GNV - Gainesville

OLC – City of Gainesville Offsite Landscaping Coordinator

PGC – Protect Gainesville's Citizens

RT – Rebuilding Together North Central Florida

SFNA – Stephen Foster Neighborhood Association

UF – University of Florida

Koppers Offsite Remediation Action Plan

Purpose: To organize and coordinate all of the relevant governmental and institutional agencies and departments, businesses, non- profits, neighborhood organizations, and private individuals that could contribute toward bringing about a superior off-site surface soils remediation process in the Stephen Foster neighborhood.

Goal: To contact and gain the support of as many parties (governmental, institutional, businesses and private individuals) that will contribute towards the purpose listed above.

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When?</i> <i>(Day/Month)</i>	Resources <i>A. Resources Available</i> <i>B. Resources Needed</i> <i>(financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or organizations might resist?</i> <i>B. How?</i>	Communications Plan <i>Who is involved? What methods? How often?</i>
Potential Opportunity # 1: Communicate & inform the affected parties of the remediation about their landscaping options for post remediation	The City will join with PGC, residents, other interested parties, and UF/IFAS to put on a workshop for affected parties of the remediation. COG will also advertise the schedule of IFAS planned workshops	Contact UF/IFAS by 23/ September Hold workshop in late September early October	A. COG webpage, print fliers, and/or posters for distribution within the neighborhood. OLC to contact GNV Sun to see if they can print an article about the workshop, etc. B. The CM and COMM will determine the best use of resources, and then work with F to identify avail. of	A. Individuals who are opposed to the current clean-up plan. Lack of funding. B. Discouraging folks from participating.	The OLC will work jointly with the PGC to organize, and promote. The UF IFAS office has already agreed they can assist, and has distributed a calendar of planned events to PGC. As mentioned under

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p>A. <i>Resources Available</i> B. <i>Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p>A. <i>What individuals or organizations might resist?</i> B. <i>How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
			<p>funds.</p>		<p>resources, The CM, COMM, & F, will determine best use of each media and availability of funds.</p>
<p>Potential Opportunity # 2: Coordinate with non-profit organizations and City dept. that do rebuilding type projects</p>	<p>OLC will make contact with various non- profits (Rebuilding together, United Way, Concerned Christians for the Community, Habitat for Humanity) Citizens, and City resources (Department of Housing) to determine timeline, and how they can assist. COG will advertise and distribute this information to those</p>	<p>Application cycles vary</p>	<p>A. OLC, APR, B. Residents/Owners in the remediation zone are encouraged to participate to see how their efforts can enhance their community. They need to contact the City to establish their needs. Non Profit organizations and any party that wants to get involved.</p>	<p>A. Non-profits, citizens, and COG H B. Due to committed resources, application cycle timing, or lack of funding availability, some agencies may not be able to participate. The City Housing Dept. has limited funding and pre-planned schedules and application cycles.</p>	<p>OLC will advertise the ways to contact each participating nonprofit via the COG website, email, and calls. This information will also be distributed at community gatherings, and to PGC & neighborhood associations. Each participant advertises in various ways – whatever means they use is not determined</p>

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p><i>A. Resources Available B. Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p><i>A. What individuals or organizations might resist? B. How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
	<p>in the remediation zone. It is up to the residents to complete any necessary applications, etc. for each program.</p>				<p>by the COG.</p> <p>Flyers, brochures, mailers, media spots, calls, emails, announcement to neighborhood associations - will vary per agency, & depend on levels of participation and volunteer commitments.</p>

REVISSED

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p>A. <i>Resources Available</i> B. <i>Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p>A. <i>What individuals or organizations might resist?</i> B. <i>How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
<p>Potential Opportunity # 3: Meet with Beazer & TetraTech to determine how additional resources may supplement or enhance their efforts.</p>	<p>PGC brought up the idea of having GA do a class project to assist citizens with understanding plant materials, landscape schemes, etc. OLC met with Beazer and TetraTech to determine what their contractors were providing and see how GA could assist. Beazer and TT suggested that GA & his students could provide scheduled times at the pilot home when they will be at the property to answer questions about the landscape provided. They could also have additional</p>	<p>26/ September</p>	<p>A. OLC, Beazer B. GA, GA's students</p>	<p>A. GA B. No response, student schedule, resources not available.</p>	<p>OLC met with Beazer and their contractors, and have clarified what they will be providing. We have not received a response from GA, so OLC will invite PGC & GA to neighborhood meetings & they can attend as needed to provide an additional resource.</p>

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p>A. <i>Resources Available</i> B. <i>Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p>A. <i>What individuals or organizations might resist?</i> B. <i>How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
	<p>photos of other plants and options.</p>				
<p>Potential Opportunity # 4: Solicit Donations</p>	<p>OLC will work with interested parties to determine where donations and what donations can be accepted. OLC is using the responses in landscape interviews, neighborhood meetings, & survey responses to determine needs of citizens. APR is assisting with</p>	<p>Monetary donations can be accepted anytime; other donations will likely be accepted around the time of remediation. So, it can range from</p>	<p>A. COG website, APR B. Undetermined, but possible needs may include: plant materials, participation from volunteers, local nurseries, local businesses, pet services, monetary donations, acupuncture, etc.</p>	<p>A. UF Coll of Vet Med – Maddie’s shelter medicine program, Lowe’s, Home Depot, Any agency could resist B. Subject to allocation of resources, availability, and participation</p>	<p>OLC: will reach out to Dragon Rises, UF vet school, Home Depot, Lowe’s, & residents, via phone, & email, and the neighborhood gathering to see what resources they can donate and how they can assist. In addition, those</p>

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p><i>A. Resources Available B. Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p><i>A. What individuals or organizations might resist? B. How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
	<p>contacting interested parties in collecting donations for the neighborhood gathering. OLC to contact EPA to see what has previously been provided, and what situations they encountered in previous neighborhood projects.</p>	<p>late Jan 2014 – sometime after remediation is over. This will vary by block. It will also vary based on the donations received.</p>		<p>levels. Funding</p>	<p>volunteers that have contacted the OLC will be involved in whatever capacity they have committed to. APR is reaching out Lowe’s, Home Depot, Petco, Petsmart, Pet Supermarket, Winn Dixie, Publix, Wards, etc.</p>
<p>Potential Opportunity # 5: Information Kiosk in Neighborhood</p> <p>****Not being recommended by staff****</p>	<p>OLC to inquire with Fac about funding needed from and resources available. OLC also to inquire from Comm and APR feedback of best communication tools to determine if there is a need for this</p>	<p>Funding and decision making – 11/7/13 Implementation of kiosk if approved – ASAP Maintained – during</p>	<p>A. OLC, & APR B. FAC, Comm, APR, EPA, Beazer, for planning, implementing, and funding. Funding of approximately \$400 would be needed to build the kiosk.</p>	<p>A. Fac, Comm, EPA, Beazer B. Lack of funding, lack of good accessible location, lack of personnel to keep kiosk updated. The information is so fluid and</p>	<p>If approved, an agreement would need to be worked out for who keeps the kiosk updated. How often would vary depending on the type of information being updated.</p>

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p>A. <i>Resources Available</i> B. <i>Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p>A. <i>What individuals or organizations might resist?</i> B. <i>How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
	<p>resource</p>	<p>remediation (scheduled tentatively 02/14 – 07/14)</p>		<p>constantly changing that the kiosk is not the most expedient method for communicating. Therefore depending on how frequently residents check, they may still not have the most up to date information. Vandalism or the unauthorized use of the kiosk by other parties to post unrelated materials.</p>	

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p><i>A. Resources Available B. Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p><i>A. What individuals or organizations might resist? B. How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
<p>Potential Opportunity # 6: COG attendance at SFNA meetings</p>	<p>COG staff as determined by CM or members of the LIT when requested by the SFNA</p>	<p>When advance request is made by the SFNA</p>	<p>COG will work with LIT to ensure attendance as requested at neighborhood meetings.</p>	<p>A. SFNA, LIT, or COG B. Communication of when meetings will occur, unavailability</p>	<p>COG, LIT, & SFNA</p> <p>Email or phone</p> <p>As requested</p>
<p>Potential Opportunity # 7: Budgeting for all listed opportunities that require funding by the COG.</p>	<p>OLC & ACM will work through the City manager, and the finance department to determine availability of funding and budget.</p>	<p>Determined by task</p>	<p>A. TBD B. Financial</p>	<p>A. COG B. Lack of available funding and resources</p>	<p>COG staff will work with the comm office to determine the appropriate venue for each form of communication. COG staff will then work with the finance dept. to determine availability of funding. OLC will</p>

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p><i>A. Resources Available B. Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p><i>A. What individuals or organizations might resist? B. How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
					<p>implement when funding has been approved.</p>
<p>Potential Opportunity # 8: Survey for Remediation parcels</p>	<p>OLC to work with APR, to develop survey to engage remediation parcels to determine wants/needs of affected parties. Distribution- OLC, Police Cadets and/or Police Explorers, & potentially online via survey monkey</p> <p>Second survey to assess how well their requests were met</p>	<p>Polling of residents during landscape interviews done by OLC/TetraTech</p> <p>Community Coordinator until formal survey was developed (Nov – Jan)</p> <p>Online Survey (Jan – June)</p>	<p>A. COG Comm to determine appropriate venue for advertisement and distribution</p> <p>B. Human - to distribute door to door</p>	<p>A. Residents in remediation zone</p> <p>B. Low participation rate by residents</p>	<p>COG comm, APR, OLC. Survey Monkey, hand delivery at neighborhood gathering, possibly hand out door to door. Written survey sent once via mail.</p>

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When?</i> <i>(Day/Month)</i>	Resources <i>A. Resources Available</i> <i>B. Resources Needed</i> <i>(financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or organizations might resist?</i> <i>B. How?</i>	Communications Plan <i>Who is involved? What methods? How often?</i>
		Same Paper survey distributed via Jan. Neighborhood party TBD – an appropriate time after the remediation			
Potential Opportunity # 9: Engage Local businesses, citizens, etc to volunteer and donate materials, food, & manpower	OLC to work with APR, PGC & Local Businesses	To be determined by the needs of the community	A. COG Website & COG Comm to determine most appropriate venues B. Funding for advertising, fliers, etc. to launch outreach campaign	A. All engaged parties B. Low participation rate from all listed parties, lack of funding, lack of resources	See Opportunity # 4 for specific parties being and doing the contacting.

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p><i>A. Resources Available B. Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p><i>A. What individuals or organizations might resist? B. How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
<p>Potential Opportunity # 10: Coordination between COG departments and the responsible party</p>	<p>OLC, COG departments: Parks, Public Works, Planning & Development, GRU, Finance, & Communications</p> <p>Beazer</p>	<p>Ongoing as needed</p>	<p>A. Resources of all departments are available for normally assigned functions and tasks, and that are budgeted for in the current fiscal year. Funding may be needed if asked to complete tasks outside of services they normally provide or an increase to a service they provide.</p> <p>B. None as of yet</p>	<p>A. No expected resistance</p> <p>B. N/A</p>	<p>Any department that is asked to be involved or needs to be involved, OLC, & Beazer. Whatever methods are necessary. In person, via phone, via conf. call, via email. As necessary. Will vary by task, operation, and department.</p>

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When?</i> <i>(Day/Month)</i>	Resources <i>A. Resources Available</i> <i>B. Resources Needed</i> <i>(financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or organizations might resist?</i> <i>B. How?</i>	Communications Plan <i>Who is involved? What methods? How often?</i>
Potential Opportunity # 11: Regular Neighborhood Meetings	OLC, Beazer & as identified (master gardeners, habitat, etc.)	Last held 01/18/14 Next scheduled: 02/04/14 Ongoing as needed	A. OLC, & Beazer B. Money for advertising, Money for printing materials & visual aids, handouts, etc.	A. None expected B. n/a	OLC, & APR. COG website, social media, fliers, mailers, newspaper, SFNA contacts and PGC, if funded, and if listed parties choose to assist and participate. As needed.
Potential Opportunity # 12 Ease of access to Koppers information on City Website	OLC will work with the Comm office to make improvements to the City Website	Starting 01/25/14 and will be ongoing as needed	A. OLC & Communications office B. Human	A. Communications office B. May not be able to implement, may not agree	OLC & Comm office. City Website. Will vary based on information being updated. COG

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When? (Day/Month)</i>	Resources <i>A. Resources Available B. Resources Needed (financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or organizations might resist? B. How?</i>	Communications Plan <i>Who is involved? What methods? How often?</i>
				<p>that is best method to implement, etc.</p>	<p>website is currently in beta mode, and Citizens can provide feedback and comments. It was announced at the neighborhood gathering. OLC will send out an update via email, flier, mailer, & door to door contact. Then again using the same methods once any changes have been made.</p>
<p>Potential Opportunity # 13: Dedicated website for Koppers Project</p> <p>***Not being</p>	<p>OLC to work with citizens to receive their input on design and use of website</p>	<p>ASAP</p>	<p>A. OLC B. Webdesign firm, and participation of at least 25 citizens that will use the</p>	<p>A. COG, Citizens B. Do not agree this is best use of funds, already have City website, and various</p>	<p>OLC & citizens. Regular meetings to design the website. As needed. Time to maintain and update another website. As</p>

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When? (Day/Month)</i>	Resources <i>A. Resources Available B. Resources Needed (financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or organizations might resist? B. How?</i>	Communications Plan <i>Who is involved? What methods? How often?</i>
recommended by staff****			website and attend regular meetings for the design of the website	social media. New website is underway that may serve as a functioning tool. Lack of time to design website. Lack of need from community to necessitate the cost. Lack of participation from the community to justify the cost.	needed.
Potential Opportunity # 14: Feral Cat Boarding ***Not being recommended by staff***	OLC will work with local nonprofit organization to spay and neuter feral cats, immunize them, and allow them to be sheltered. This will	Varies per block based on cats known on each block	A. OLC B. Non profit organization commitment, volunteer commitment, and financial	A. COG B. Capture of feral cats may cause cats more stress. It is unlikely that their capture and relocation is	OLC, and local volunteers, or veterinary clinics that offer boarding. The OLC will call, and if successful with getting

<p>Action Steps</p> <p><i>What Will Be Done?</i></p>	<p>Responsibilities</p> <p><i>Who Will Do It?</i></p>	<p>Timeline</p> <p><i>By When? (Day/Month)</i></p>	<p>Resources</p> <p><i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political & other)</i></p>	<p>Potential Barriers</p> <p><i>A. What individuals or organizations might resist?</i> <i>B. How?</i></p>	<p>Communications Plan</p> <p><i>Who is involved? What methods? How often?</i></p>
	<p>require capture, and boarding.</p>		<p>\$4,100 - estimated</p>	<p>necessary for their survival. This is a large sum of money for approximately 20 cats. There are folks who are looking for assistance with boarding costs for their dogs. This is not factored into the \$4,100 cost. The COG will attempt to contact local businesses to see if boarding can be donated, or offered at a reduced cost.</p>	<p>donations, or reduced rates, will advertise via the City website, and any paid advertisements if approved. Will vary depending on what resources are found.</p>

Evidence Of Success: Success will be measured by efforts to activate as many participants as possible.

Evaluation Process: Survey to remediation zone to determine needs, and follow up survey to determine if needs were met.

Step 2: Identify the key players and their role

If the main goal is to activate the community, and the focus is on meeting the needs of the folks in the remediation zone, than key players are the community and the residents.

Key player

Role

Residents in remediation zone

Identify their needs and communicate them to the City, engage their neighbors and create a sense of community

Community

Join the residents and the City in donations of time, services,

City of Gainesville OLC

resources, materials, and encouragement

Be there for residents to listen to and hear their concerns & needs, Coordinate the services, donations, volunteer time, and events to communicate information to residents. Be a resource to Beazer & their contractors to ensure various City departments are involved when they need to be. Keep both parties in contact with one another.

Protect Gainesvilles Citizens

Be a resource to provide feedback, ideas, and assist as applicable (as determined by PGC) with the Offsite Remediation Process

Pat Cline

TAG Grant recipient – provide a resource to citizens on technical documents related to the remediation.

EPA

Provide oversight of the entire remediation process – Project Manager Scott Miller

Beazer East Inc.

Responsible party. Responsible for implementation of the remedy. Responsible for hiring of all contractors (TetraTech, Severson, Zamia Design, Tree Frog, Kestrel Eco, etc.) to implement the remedy. Main contact: Mitchell Brouman

TetraTech Community Coordinator

Kate Libby – Local contact for communications from Beazer to Residents, Managing Landscape interview process

**Alachua County Environmental
Protection Department**

**Member of Local
Intergovernmental Team – reviews
technical documents related to
Koppers Cleanup, Responsible for
county Environmental Issues.
Provide current information to
citizens via their website.**

Step 3: Define ideas and visions with defined tasks and measureable goals

Communicate information to residents in the remediation zone – information such as schedules, health updates, resources, landscaping workshops, etc– See chart above – potential opportunities #'s 1, 5, 11, & 12.

Activate and Engage the Community – See chart above – potential opportunities #'s 2, 4, 9, 11, & 12 – Would like to meet the needs of the residents in the remediation zone with an 80% satisfaction. This will be determined by feedback in the survey as well as success with meeting the requests raised in landscape interviews. i.e. need to find relocation for two

dogs. Success = OLC called various hotels & pet kennel services until accommodations were made to find a home for the two dogs. Level of volunteer hours – goal 144 hours.

Step 4: Determine how to evaluate the success of the tasks & goals.

Now that the action plan is in writing, maybe this would best be suited for a discussion at a neighborhood gathering.

Step 5: Implement the plan

Ongoing

Step 6: During the process have benchmarks to measure progress

Now that the action plan is in writing, maybe this would best be suited for a discussion at a neighborhood gathering.

Step 7: Evaluate the success of the plan

This will be done by sending out surveys to residents in the remediation zone, as well as data and feedback as tracked by the OLC.

REVISED