

In order for your comments received, please put all comments in writing  
and send them to:

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*or*

Attn.: Amy Schafer – Action Plan Comments receiving  
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**Koppers Off-site Surface Soils Remediation  
Action Plan**

**Prepared by: Amy Schafer**

**09/17/13**

**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 the 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:**

**COG – City of Gainesville**

**IFAS – Institute of Food and Agricultural Science**

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

**GNV - Gainesville**

**PGC – Protect Gainesville's Citizens**

**RBTNCF, or RT – Rebuilding Together North Central Florida**

**SFN – Stephen Foster Neighborhood**

**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, 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 agencies (governmental, institutional, businesses and private individuals) that will contribute towards the purpose listed above.

<b>Action Steps</b>  <i>What Will Be Done?</i>	<b>Responsibilities</b>  <i>Who Will Do It?</i>	<b>Timeline</b>  <i>By When?</i> <i>(Day/Month)</i>	<b>Resources</b>  <i>A. Resources Available</i> <i>B. Resources Needed</i> <i>(financial, human, political &amp; other)</i>	<b>Potential Barriers</b>  <i>A. What individuals or organizations might resist?</i> <i>B. How?</i>	<b>Communications Plan</b>  <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, posters for distribution within the neighborhood. COG contact GNV Sun to see if they can print an article about the workshop, etc.  B. The City Manager and Communications Off. will determine the best use of resources, and then work with the finance dept. to identify avail. funds.	A. Individuals who are opposed to the current clean-up plan.  B. Discouraging folks from participating.	The COG 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 resources, the City Manager, Comm. and Finance Depts. will determine best use of each media and availability of funds.

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Potential Opportunity # 2: Coordinate with non-profit organizations and City dept. that do rebuilding type projects	COG will meet with various non-profits and City resources to determine timeline, and how they can assist. COG will distribute this information to PGC. PGC to gather volunteers, and seek out interested parties for participation.	23/ September	A. COG, PGC, various non-profit agencies  B. Residents/Owners in the remediation zone are encouraged to participate to see how their efforts can enhance their community.	A. Non-profits, and COG  B. Due to committed resources or lack of funding availability, some agencies may not be able to participate.	COG, PGC, volunteers, non-profit agencies, residents.  Flyers, brochures, mailers, call - will vary per agency, & depend on levels of participation and volunteer commitments.
Potential Opportunity # 3: Meet with Beazer's contractors & consultants	COG to meet with Beazer's contractors and consultants. Will determine how other parties can get involved to maximize participation and share the schedule.	26/ September	A. COG, Beazers Contractors & Consultants  B. TBD after meeting with all listed parties	A. Beazers contractors and consultants  B. Subject to the responsible parties allocation of resources.	COG, will make contact and attempt to set up via email, phone, until an answer or response is given. Then coordination meetings will occur on a bi-weekly basis likely during the planning stages, weekly during the remediation, and bi-weekly after remediation (est. 1 mo after.)

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Potential Opportunity # 4: Donations	A. COG will work with the PGC to determine where donations and what donations can be accepted. COG will provide the schedule of when materials are needed. PGC will implement their installation working with interested parties, volunteers, UF, etc.	A. TBD	A. COG website, PGC, residents, GA, UF and other interested parties  B. Need plant materials, need participation from volunteers, local nurseries.	A. Any agency could resist  B. Subject to allocation of resources, availability, and participation levels	COG, PGC, residents, volunteers, local businesses, UF, etc.  TBD
Potential Opportunity # 5: Information Kiosk in Neighborhood	TBD	Before remediation begins	A. TBD  B. Financial, & human	A. TBD  B. TBD	If implemented, this kiosk could provide written communications on an as needed basis. This provides information for those who don't use internet, social media, etc.
Potential Opportunity # 6: COG attendance at SFN meetings	COG staff & LIT to attend SFN Meetings as requested	As requested	COG will work with LIT to ensure attendance as requested at neighborhood meetings.	A. SFN, LIT, or COG B. Communication of when meetings will occur	COG, LIT, & SFN  As requested

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Potential Opportunity # 7: Budgeting	COG will work through the City manager, and the finance department to determine availability of funding and budget.	Determined by task	A. TBD B. TBD	A. COG B. Lack of available funding and resources	COG will work with the comm. office to determine the appropriate venue for each form of commun. COG staff will then work with the finance dept to determine availability of funding.
Potential Opportunity # 8: Survey for Remediation parcels	COG to send out survey to engage remediation parcels to determine wants/needs of affected parties.  Second survey to access how well their requests were met	Early to mid October  TBD – an appropriate time after the remediation	A. Communications office to determine appropriate venue for advertisement and distribution	A. Residents in remediation zone B. Low participation rate by residents	COG communications office. Written survey sent once.



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Potential Opportunity # 9: Engage Local businesses, citizens, etc to volunteer and donate materials, food, & manpower	COG to work with PGC & Local Businesses	To be determined by the needs of the community	A. COG Website & COG Comm office to determine most appropriate venues B. Availability of funding	A. All engaged parties B. Low participation rate from all listed parties	COG communications office will determine the most appropriate venue for outreach.
Potential Opportunity # 10: Coordination between COG departments and the responsible party	COG	Ongoing as needed	COG departments: Parks, Public Works, Planning & Development, GRU, Finance, & Communications	N/A	Coordination among departments to ensure participation & communication is maximized

**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.