Coral Ridge 1st Addition Flooding Mitigation

CAPACITY PLAN

Major Tasks & Deliverables:
- Purchase Properties
- Pre-Demo Tasks
  - Obtain Asbestos Survey
  - Complete Asbestos Abatement (if necessary)
  - Prepare Bid Documents for Demolition and Award to Contractor
  - Permitting Fees
- Demolition & Excavation
  - Oversee Demolition
  - Oversee Excavation
  - Ensure Restoration of Conditions

Staff:
- Bruce Phillips, Public Works Director/City Engineer – Mr. Phillips has been with the City of Belleview since 2014 and has spearheaded many projects in his tenure, created policy and action plans, and managed staff and the city’s actions during and following Hurricane Irma. In this project, he will be presenting information to the City Commission for approval, acting as the signatory for all phases of the project, and directing/overseeing actions by city staff.

- Fred Landt, City Attorney – Mr. Landt has served as a consulting attorney for the City of Belleview for over 25 years drafting documents, advising Department Heads as well as the City Commission, and attending city meetings. He will consult to review documents for the purchase of the properties.

- Lezli Merritt-Duff, Executive Assistant to the Public Works Director – Mrs. Merritt-Duff has worked with the city for over 10 years, with 7 of those years working alongside the Public Works Director in project management. She will maintain files, send out notices, and work on other administrative tasks related to the project.

- The project will be managed by the Marion County Community Services Department in conjunction with the City of Belleview. The Marion County Community Services Department will manage the application submission on behalf of the City of Belleview and administer the awarded funds for each infrastructure project according to accepted budget plan. Community Services will also oversee project progression, ensure compliance with DEO and United States Department of Housing and Urban Development (HUD) guidelines, provide updates to DEO and HUD on project completion and met objectives, and the review and payment of invoices. The Community Services team is led by Cheryl Martin, the Marion County Director of Community Services. Cheryl earned her BBA from Saint Leo University and has over ten years of history administering CDBG, SHIP, and other HUD grant funding. Cheryl is assisted by Nicholas Bennett, a PMI certified PMP. Nick earned a BS in Public Administration with a minor in Project Management from the University of the Incarnate Word.
- Josh See, Field Operations Supervisor – Mr. See works directly under Mr. Phillips and is the supervisor for all of the Water/Sewer and Streets & Parks field employees. He will supervise or assign an employee to supervise the demolition and excavation work when it is performed.

- Streets & Parks Department – After the project has been completed, the field employees in the Streets & Parks Department will regularly maintain and mow the properties as part of their regular mowing schedule.

**Contractors:**
- Asbestos Survey/Abatement – Quotes will be obtained from several local asbestos survey and abatement contractors and the lowest quote will be chosen.
- Demolition & Excavation – This project will be sent out in a formal bid process.