

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: C-9

DATE: September 11, 2008

SUBJECT: Contract with Craig Bruner to administer the City's Community Rating System Program recertification for 2008

CONTACT PERSON: Deborah Knight, City Administrator

**ISSUE:**

The issue before the City Council is to authorize the Mayor to sign a contract with Craig Bruner not to exceed \$4,275 to administer the City's Community Rating System Program recertification for 2008.

**STAFF RECOMMENDATION:**

Authorize the Mayor to sign a contract with Craig Bruner not to exceed \$4,275 to perform the scope of work in Attachment A.

**SUMMARY:**

The City of Sultan is required to submit its recertification report to the Insurance Services Office no later than September 15, 2008 in order to maintain its classification of 7 under the Community Rating System Program. This classification allows for a 15% flood insurance rate reduction.

Mr. Craig Bruner was the City's former Community Rating Systems Manager and is responsible for the City achieving its 7 classification.

Mr. Bruner resigned from the City in 2007 when it was necessary for the City to cut the building official/building inspector position to half-time to balance the City's budget. City staff contacted Mr. Bruner regarding the possibility of providing support to the City in order to maintain its rating under the CRS program.

The proposed contract will meet the requirements of the Insurances Services Office 2008 recertification requirements. In 2009, the City will use a combination of contracted services and in-house staff to meet the requirements of the CRS program and bring the benefit of lower flood insurance rates to the Sultan community.

## BACKGROUND:

Sultan has a history of proactive mitigation of natural hazards as evidenced by their development of a Comprehensive Floodplain Management Plan and a Repetitive Flood Loss Plan, as well as the all Natural Hazards Mitigation Plan.

These plans along with active participation in programs like the Community Rating System have allowed Sultan to create a strong foundation to build a better, safer, sustainable community.

The CRS program will allow Sultan to position itself to provide the highest level of hazard mitigation assistance at the lowest cost available to its constituency, while providing the added benefit of reductions in the cost of flood insurance premiums with in the City of Sultan.

The CRS is a reward/incentive program sponsored by FEMA that rewards National Flood Insurance Program (NFIP) Communities for proactive management of their identified floodplains by incrementally reducing cost of flood insurance.

The CRS provides classifications to Communities based on the amount of CRS creditable activities that the Community is implementing. Since its inception in 1990, the CRS program has rewarded local Communities for good sound planning of which the City of Sultan is a prime example.

## FISCAL IMPACT:

The cost of the program will be budgeted out of the professional services line-item in the Building Department budget. There is approximately \$4,800 remaining in the budget to support his contract.

## RECOMMENDED ACTION:

Authorize the Mayor to sign a contract with Craig Bruner not to exceed \$4,275 to perform the scope of work in Attachment A.

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## COUNCIL ACTION:

DATE:

**City of Sultan  
Community Rating System  
Recertification 2008  
Scope-of-Work**

**Community Rating System**

I am excited about the opportunity to work with the City of Sultan on the Community Rating System (CRS) Annual Recertification. Sultan has a history of proactive mitigation of natural hazards as evidenced by their development of a Comprehensive Floodplain Management Plan and a Repetitive Flood Loss Plan, as well as the all Natural Hazards Mitigation Plan. These plans along with active participation in programs like the Community Rating System have allowed Sultan to create a strong foundation to build a better, safer, sustainable community. This will allow Sultan to position itself to provide the highest level of hazard mitigation assistance at the lowest cost available to its constituency, while providing the added benefit of reductions in the cost of flood insurance premiums with in the City of Sultan.

The CRS is a reward/incentive program sponsored by FEMA that rewards National Flood Insurance Program (NFIP) Communities for proactive management of their identified floodplains by incrementally reducing cost of flood insurance. The CRS provides classifications to Communities based on the amount of CRS creditable activities that the Community is implementing. Since its inception in 1990, the CRS program has rewarded local Communities for good sound planning of which the City of Sultan is a prime example. Currently the City of Sultan has a classification of 7, which allows for a 15% flood insurance rate reduction.

**Scope-of-Work**

The purpose and intent of this scope-of-work is to itemize those things that will be done by Craig Bruner in order to maintain the City of Sultan's current Community Rating System (CRS) Classification of 7.

I have created a numeric checklist of actions I will take in order to maintain the current classification. It is understood that some actions require that I enter data on to a City computer database and have access to a City computer for that purpose. I will also need access to the City computer that has the Auto-Cad computer-drafting

program installed on it. The City will also incur all cost for printing and mailing of brochure.

- 1.** Create a log of all requests for copies of Elevation Certificates from September 15, 2007 through September 15, 2008.
- 2.** Review all Elevation Certificates for completeness, and accuracy, noting any deficiency, I will make recommendations to Staff for correction.
- 3.** Put new Elevation Certificates onto the CRS computer format that is on the City computer.
- 4.** Using the Cities copier and computer, I will create a PDF file of new Elevation Certificates and send them on to the Cities Webmaster for inclusion on the City's flood information website.
- 5.** Create a log of all requests for flood zone information.
- 6.** Review outreach brochure to be sure this service is publicized.
- 7.** Review outreach brochure and mailing list. (The City must pay all printing and mailing cost).
- 8.** Review flood information displayed at public buildings.
- 9.** Review documents, publications, and card file at the Sultan Sno-Isle Library for completeness and order through FEMA any necessary documents or publications.
- 10.** Review the City's website and make recommendations to the City regarding any changes to the floodplain information displayed.
- 11.** Create a log of property owners requesting technical assistance.
- 12.** Review the outreach brochure to see that this service is published.
- 13.** Place a copy of the Auto-Cad map of the Open Space/Parkland in the floodplain.

14. Document how the higher regulatory standards are being enforced, and the BCEGS Classification is being maintained. Inform the Insurance Services Office that the City no longer has a Certified Floodplain Manager.
15. Review the digitized (Auto-Cad) maps, and then update the LOMA,
  1. LOMR-F, and include the C-LOMR-F.
16. Review the elevation reference marks and insert a copy into the CRS file.
17. Check to see that a copy of the previous FIRM's and Flood Insurance Study Reports are maintained.
18. Create a log of all Stormwater Management enforcement actions taken from September 15, 2007 and September 15, 2008.
19. Submit the Floodplain Management Plan progress report to the Department of Ecology and the Insurance Services Office. This report will include the status of those buildings that were substantially damaged in the last flood.
20. Provide documentation of the buildings that have been elevated to protect them from flood damage.

Based on the understanding of the Scope-of-Work, and the City will be responsible for printing and mailing of brochures and news letters which are not included in this document; the availability of existing information, support, and participation from Sultan personnel; I believe a budget \$4,275.00 is sufficient to meet the desired work product. Completion of this project will maintain the City of Sultan CRS Classification of 7.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Ms. Deborah Knight, City Administrator

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mr. Craig Bruner CFM/CPE/CBI