

CITY COUNCIL AGENDA STATEMENT



Meeting Date: August 10, 2021
To: Honorable Mayor and Council Members
From: George Garrett, City Manager

Agenda Item: Resolution 2021-60 Approving An Agreement Between The City Of Marathon, Florida And The Firm Of Lori Lehr, Inc To Assist The City In Completing Revisions To The City's Community Rating System Documents With The Intent Of Achieving A Higher CRS Rating; Said Rating Increase, If Achieved, Will Reduce The Cost Of Flood Insurance To Property Owners In The City; And Providing For An Effective Date.

BACKGROUND:

The City of Marathon currently holds a FEMA NFIP Community Rating System score of 6, thus reducing the rate that flood insurance holders pay by twenty percent (20%). The firm of Lori Lehr, Inc has been instrumental in reducing Monroe County's CRS rating to a 3. Staff believes that hiring the firm of Lori Lehr, Inc. can similarly improve the City's CRS score, thus improving its cost of flood insurance. The City has been provided with a letter agreement from the firm in the amount not to exceed of \$55,200.

CONSISTENCY CHECKLIST:

Table with 2 columns: Consistency Checklist items, Yes, No. Row 1: Comprehensive Plan, Yes: X, No: blank. Row 2: Other - Sewer Mandate, Yes: blank, No: blank.

FISCAL NOTE:

The proposed FY22 Planning Department budget includes appropriations for this agreement. Funding expended prior to September 30, 2021 will be appropriated from the Planning Departments professional services line item.

RECOMMENDATION:

Approval of Resolution

**CITY OF MARATHON, FLORIDA
RESOLUTION 2021-60**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, APPROVING AN AGREEMENT BETWEEN THE CITY OF MARATHON, FLORIDA AND THE FIRM OF LORI LEHR, INC TO ASSIST THE CITY IN COMPLETING REVISIONS TO THE CITY'S COMMUNITY RATING SYSTEM DOCUMENTS WITH THE INTENT OF ACHIEVING A HIGHER CRS RATING; SAID RATING INCREASE, IF ACHIEVED, WILL REDUCE THE COST OF FLOOD INSURANCE TO PROPERTY OWNERS IN THE CITY; APPROPRIATING FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Marathon currently holds a FEMA NFIP Community Rating System score of 6, thus reducing the rate that flood insurance holders pay by twenty percent (20%); and

WHEREAS, the firm of Lori Lehr, Inc has been instrumental in reducing Monroe County's CRS rating to a 3; and

WHEREAS, staff believes that hiring the firm of Lori Lehr, Inc. can similarly improve the City's CRS score, thus improving its cost of flood insurance; and

WHEREAS, the City has been provided with a letter agreement from the firm in the amount not to exceed of \$55,200.000; and

WHEREAS, the City wishes to engage the firm,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THAT:

Section 1. The above recitals are true and correct and incorporated herein.

Section 2. The City Manager is authorized to sign the letter agreement with the firm of Lori Lehr, Inc., attached to this Resolution as "Exhibit A."

Section 3. The firm of Lori Lehr, Inc. shall be required to carry liability insurance as prescribed in the City's insurance policy standards.

Section 4. The City Clerk is directed to transmit a final signed and approved letter agreement to Lori Lehr of Lori Lehr, Inc.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THIS 10TH DAY OF AUGUST, 2021.

THE CITY OF MARATHON, FLORIDA

Luis Gonzalez, Mayor

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Diane Clavier, City Clerk

(City Seal)

APPROVED AS TO FORM AND LEGALITY FOR THE USE AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:

Steve Williams, City Attorney



LORI LEHR INC.
YOUR LINK TO CRS SUCCESS

Lori Lehr, CFM
727.235.3875
lori@lorilehrinc.com

June 10, 2021

George Garrett, City Manager
City of Marathon
9805 Overseas Highway
Marathon, Florida 33050
Via Email: garrettg@ci.marathon.fl.us

**RE: Proposal for Community Rating System Evaluation and Support Services
for the Community Rating Verification Process**

Dear Mr. Garrett,

Lori Lehr Inc. is pleased to submit a proposal for providing professional services to the City of Marathon, with support services for the upcoming CRS verification visit and evaluation process under the Community Rating System (CRS) for the National Flood Insurance Program (NFIP).

As the sole proprietor of Lori Lehr Inc, I, Lori Lehr, will be the be responsible for all service related to this proposal which includes coordinating with City staff and partnering agencies to collect the documentation to support the CRS cycle verification process. I received my Certified Floodplain Manager (CFM) status by the Association of State Floodplain Managers, Inc. (ASFPM) in 2000 and have been involved in the floodplain management industry since that time. My floodplain management career started in the City of St. Petersburg serving as the floodplain administrator, building permit construction reviewer, and acting as a liaison between the City and FEMA. Further, I offer over eight (8) years of specific experience as a CRS Specialist working with Insurance Services Office (ISO) and six (6) years as a private consultant to government entities in Florida and California. I am well versed in all iterations of CRS Manual and with the implementation of the Manuals under the most current CRS guidelines. While working with ISO, I submitted over 120 CRS verification files to FEMA, many of which resulted in a CRS class improvement for those communities. As ISO/CRS Specialist, I assisted communities with the highest dollars of CRS discount in the Nation. I also recertified over 80 communities in the CRS program on an annual basis.

As a consultant, I have had the pleasure of assisting numerous communities in Florida to make application to the CRS program as well as to achieve CRS Class improvements. Some of the most recent communities I have worked with include; City of Bonita Springs, CRS Class 5, City of Dunedin, CRS Class 5, Village of Estero, CRS Class 6, Hillsborough, CRS Class 5, Village of Islamorada, CRS Class 6, Town of Jupiter Island, CRS Class 7, City of Key Colony Beach, CRS Class 8, City of Key West, CRS Class 5, Lee County, CRS Class 5, Village of Palmetto Bay, CRS Class 8, Town of Palm Beach, Class 6, Boynton Beach, pending CRS Class 5, Santa Barbara CA, CRS Class 6, Monroe County, CRS Class 3.

In addition, I have specific knowledge of the State of Florida's floodplain management practices. My extensive knowledge and experience with CRS audits and verification processes will provide the necessary support and leading guidance for this important proposal.

Provided within this proposal are the objectives as well as the scope of services to be provided and the total estimated hours and fee.

Project Objective

This project is to provide consulting services to City of Marathon for maintenance of their CRS activities and to prepare the City for their November 2021 CRS cycle verification visit under the *2017 and 2021 CRS Coordinator's Manual* requirements.

Project Approach

A thorough review of the CRS activities currently being credited will be conducted and guidance provided on the maintenance of the CRS credited activities. I will meet with the appropriate City staff to review what is necessary to keep/maintain the current credits under the *2017 and the 2021 Manual* for the City's CRS Class 6 rating. Additional CRS credit opportunities will be identified during the review process with to assist the with the City's goal of moving toward a CRS Class 5. the This scope assumes that the City will support this effort by making staff available to help verify credit points.

The City is currently receiving CRS credit under the *2017 CRS Coordinator's Manual*. It is understood that the City may need to implement new CRS activities to maintain a CRS Class 6 under the different participation requirements in the *2021 Addendum to the 2017 CRS Coordinator's Manual*.

Compliance with the NFIP is prerequisite for participation in the CRS program. Assuring that the City complies is achieved via review of the City's Elevation Certificate by the ISO/CRS Specialist during the annual recertification process. The Certificates must score a minimum of 90% correct for participation in the CRS program under the *2017 and 2021 CRS Coordinator's Manual*. This proposal does not include assistance with NFIP compliance or an extensive review of all the Elevation Certificates that have been collected since the last CRS cycle verification visit.

Project Tasks

Task 1. Organize: I will review the documentation from the City's previous CRS cycle verification and identify the CRS activities that are currently credited and the documentation requirements to maintain the current credit, if applicable in the *2017 and 2021 CRS Coordinator's Manual*. Potential new credit will be identified along with the documentation requirements for additional credit under the *2017 and 2021 CRS Coordinator's Manual*. The City will make available all materials relevant to these credits in addition to any elements the CRS Coordinator believes could be eligible for credit.

Task 2. Interviews: The City CRS Coordinator and I will schedule virtual meetings with the City staff to review the current CRS program and to discuss the additional documentation requirements for the City's CRS cycle verification visit. Interviews may be conducted throughout the documentation process and include phone and email support.

Task 3. CRS Evaluation Report: Within two (2) weeks of the staff interviews, a report will be provided to the CRS Coordinator on the preliminary findings. This report will include the documentation requirements for the CRS activities discussed during the interview process along with suggestions for activities that the City may want to implement for additional CRS credit.

Task 4. Prepare Documentation for the Cycle Verification: Thirty (30) days prior to the 2021 schedule CRS Verification visit, the City will submit to me for review, the documentation outlined in the CRS Evaluation Report. The documentation will be processed and prepared for submission to ISO. It is expected that there will be significant coordination with staff and the City CRS Coordinator to obtain the documentation in the format that is required by the CRS program. All the collected documentation will be merged to a PDF format that is organized to assure maximum CRS credit by the ISO/CRS Specialist. The completed CRS cycle verification document will be submitted on or before the CRS cycle verification visit date.

Task 5. CRS Cycle Verification Visit: I will coordinate with the ISO/CRS Specialist to be available virtually during the scheduled CRS cycle verification visit. If in-person attendance is required, travel will be billed as scheduled below.

Task 6. Follow-up Documentation: If the ISO/CRS Specialist request additional documentation or a modification to the submitted documentation, I will assist the City until the follow-up requests until all requests are satisfied.

Professional Fees (not including travel expenses)

<u>Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
1. Organize	60	\$150.00	\$9,000.00
2. Interviews	75	\$150.00	\$11,250.00
3. CRS Evaluation Report	75	\$150.00	\$11,250.00
5. Prepare Documents	120	\$150.00	\$18,000.00
6. Verification Visit	8	\$150.00	\$1,200.00
7 Follow-up documentation	30	\$150.00	\$4,500.00
Total =	368		\$55,200.00

The estimated total fee shall not be exceeded without further written authorization by the City of Marathon. This Proposal is only for the items specifically mentioned above. The project shall be billed monthly based upon the hourly rate schedule above. Please Note: the proposed hours and scope of work can be adjusted according to the City's needs and expectations.

Reimbursable expenses, such as mileage, airfare, rental vehicle, hotel, and per diem is not included in the estimated fee and shall be billed separately. **Daily estimated reimbursable expenses are \$1,000 per day, not to exceed 4 travel days.**

The total estimated, not-to-exceed, fee plus expenses is \$59,200

Additional CRS related tasks not specifically outlined in this proposal, requested in writing by the City of Marathon, will be billed at a charge of \$150.

City of Marathon Expected Contribution

The City is expected to contribute adequate staff time for the following work:

- **Task 1. Organize:** Providing the appropriate materials and setting up the interviews.
- **Task 2. Interviews:** Ensuring that all staff are available for the interviews. Providing needed GIS maps, GIS data, and other materials as requested.
- **Task 3. CRS Evaluation Report:** Review and critique the draft report and provide staff support to provide additional documentation as appropriate.
- **Task 4. Prepare Documentation for the CRS Cycle Verification:** Appropriate staff to provide requested documentation in a format that can be credited by the CRS program. It is expected that the City will provide GIS support to prepare CRS related impact maps.
- **Task 5. CRS Cycle Verification Visit:** This appropriate City staff will need to participate in the verification visit as requested by ISO as the City feels necessary to address all potential ISO questions relating to specific subject matters unique to the City.
- **Task 6. Follow-up Documentation:** Staff time Review and critique of final documentation to be submitted for any necessary follow-up after the visit.

I look forward to working with you and appreciate the opportunity to submit this proposal for CRS support services. Your acceptance of this proposal may be indicated by signing below and returning a copy to me via email.

The proposal terms will terminate when the hours have been billed or one (1) year from the signing of this proposal, whichever of the two occurs first. The contract can be extended in writing as requested by the City of Marathon.

Please contact me if you have any questions.

Sincerely,



Lori Lehr, CFM
Lori Lehr Inc.

George Garrett, City Manager
City of Marathon, Florida

Date