

**CITY OF MARIANNA  
COMMISSION AGENDA MEMO  
REGULAR MEETING  
January 2, 2019**

**ADMINISTRATIVE STAFF REPORT**

- Subject:** Wheeler Emergency Management Consulting (EMC)  
Invoice 11/01/2018 to 11/30/2018
- Subject Background:** The City engaged the services of Wheeler EMC to provide consulting services associated with training, collecting, processing, submitting FEMA data for the City to ensure accurate and timely submittals in order to receive reimbursement from FEMA.
- The attached invoice exceeds the City Managers / Purchasing Agent authority for the City of Marinna, and requires City Commission approval.
- Recommendation:** Staff has reviewed the invoice and found it to be acceptable. It is recommended the Commission approve the payment.
- Potential Motion:** I move to approve the invoice.

Approved for agenda by:



**INVOICE**  
18-7002

Remit To:  
Wheeler EMC  
P.O. Box 1587  
Marianna, FL 32447

Bill To: City of Marianna  
Attn: Jim Dean  
2898 Green St  
Marianna, FL 32446

Invoice Period: 11/01/18 - 11/30/18  
Invoice #: 18-7002  
Invoice Date: 12/03/2018  
Terms: Net 30, 1.5% per month

Task Order # 18-M02 - November 01, 2018 to November 30, 2018  
Hurricane Michael - DR 4399

| Consultant                    | Hours        | Rate     | Labor        | Expenses | Total              |
|-------------------------------|--------------|----------|--------------|----------|--------------------|
| <b>Project Manager</b>        |              |          |              |          |                    |
| Thomas, Rhonda                | 162.75       | \$175.00 | \$28,481.25  | \$0.00   | \$28,481.25        |
| <b>Project Manager</b>        |              |          |              |          |                    |
| Maddox, JT                    | 25           | \$175.00 | \$4,375.00   | \$0.00   | \$4,375.00         |
| <b>Senior FEMA Specialist</b> |              |          |              |          |                    |
| Green, Renee                  | 53.25        | \$145.00 | \$7,721.25   | \$0.00   | \$7,721.25         |
| <b>Senior FEMA Specialist</b> |              |          |              |          |                    |
| Clifton, Jeremy               | 10           | \$145.00 | \$1,450.00   | \$0.00   | \$1,450.00         |
| <b>Senior FEMA Specialist</b> |              |          |              |          |                    |
| Williams, Trevor              | 11           | \$145.00 | \$1,595.00   | \$0.00   | \$1,595.00         |
| <b>Senior FEMA Specialist</b> |              |          |              |          |                    |
| Thomas, Whitney               | 163.5        | \$145.00 | \$23,707.50  | \$0.00   | \$23,707.50        |
| <b>Hours</b>                  | <b>425.5</b> |          | <b>Total</b> |          | <b>\$67,330.00</b> |



**INVOICE**  
18-7002

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**Wheeler EMC**  
P.O. Box 1587  
Marianna, FL 32447

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2898 Green St  
Marianna, FL 32446

Invoice Period: 11/01/18 - 11/30/18  
Invoice #: 18-7002  
Invoice Date: 12/03/2018  
Terms: Net 30, 1.5% per month

| Date                      | Consultant     | Task                       | Qty  | Rate     | Total    |
|---------------------------|----------------|----------------------------|------|----------|----------|
| DR-4399 Hurricane Michael |                |                            |      |          |          |
| 11/1/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/1/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/2/2018                 | Thomas, Rhonda | Plans Review & Development | 3    | \$175.00 | \$525.00 |
| 11/2/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/3/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/3/2018                 | Thomas, Rhonda | Plans Review & Development | 4.75 | \$175.00 | \$831.25 |
| 11/4/2018                 | Thomas, Rhonda | Plans Review & Development | 3    | \$175.00 | \$525.00 |
| 11/4/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/4/2018                 | Thomas, Rhonda | Plans Review & Development | 3.75 | \$175.00 | \$656.25 |
| 11/5/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/6/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/6/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/7/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/7/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/8/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/8/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/9/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/9/2018                 | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/10/2018                | Thomas, Rhonda | Plans Review & Development | 3    | \$175.00 | \$525.00 |
| 11/10/2018                | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/11/2018                | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/11/2018                | Thomas, Rhonda | Plans Review & Development | 2.75 | \$175.00 | \$481.25 |
| 11/12/2018                | Thomas, Rhonda | Plans Review & Development | 2.75 | \$175.00 | \$481.25 |
| 11/13/2018                | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/14/2018                | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |
| 11/15/2018                | Thomas, Rhonda | Plans Review & Development | 3    | \$175.00 | \$525.00 |
| 11/15/2018                | Thomas, Rhonda | Plans Review & Development | 4    | \$175.00 | \$700.00 |

| Date       | Consultant     | Task                       | Qty           | Rate     | Total              |
|------------|----------------|----------------------------|---------------|----------|--------------------|
| 11/16/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/16/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/17/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/17/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/18/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/18/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/18/2018 | Thomas, Rhonda | Project Oversight          | 4             | \$175.00 | \$700.00           |
| 11/20/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/20/2018 | Thomas, Rhonda | Plans Review & Development | 2.75          | \$175.00 | \$481.25           |
| 11/21/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/21/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/23/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/24/2018 | Thomas, Rhonda | Plans Review & Development | 4             | \$175.00 | \$700.00           |
| 11/25/2018 | Thomas, Rhonda | Project Oversight          | 4             | \$175.00 | \$700.00           |
| 11/26/2018 | Thomas, Rhonda | Plans Review & Development | 2             | \$175.00 | \$350.00           |
| 11/28/2018 | Thomas, Rhonda | Project Oversight          | 4             | \$175.00 | \$700.00           |
|            |                |                            | <b>162.75</b> |          | <b>\$28,481.25</b> |

|            |            |                            |           |          |                   |
|------------|------------|----------------------------|-----------|----------|-------------------|
| 11/1/2018  | Maddox, JT | Plans Review & Development | 1.75      | \$175.00 | \$306.25          |
| 11/19/2018 | Maddox, JT | Plans Review & Development | 2.25      | \$175.00 | \$393.75          |
| 11/12/2018 | Maddox, JT | Plans Review & Development | 2.5       | \$175.00 | \$437.50          |
| 11/13/2018 | Maddox, JT | Plans Review & Development | 3         | \$175.00 | \$525.00          |
| 11/16/2018 | Maddox, JT | Plans Review & Development | 3.5       | \$175.00 | \$612.50          |
| 11/20/2018 | Maddox, JT | Plans Review & Development | 1         | \$175.00 | \$175.00          |
| 11/20/2018 | Maddox, JT | Plans Review & Development | 1.5       | \$175.00 | \$262.50          |
| 11/27/2018 | Maddox, JT | Plans Review & Development | 1         | \$175.00 | \$175.00          |
| 11/27/2018 | Maddox, JT | Plans Review & Development | 0.5       | \$175.00 | \$87.50           |
| 11/28/2018 | Maddox, JT | Plans Review & Development | 2.25      | \$175.00 | \$393.75          |
| 11/29/2018 | Maddox, JT | Plans Review & Development | 4.5       | \$175.00 | \$787.50          |
| 11/30/2018 | Maddox, JT | Plans Review & Development | 1.25      | \$175.00 | \$218.75          |
|            |            |                            | <b>25</b> |          | <b>\$4,375.00</b> |

|            |              |                            |      |          |          |
|------------|--------------|----------------------------|------|----------|----------|
| 11/13/2018 | Green, Renee | Plans Review & Development | 1.25 | \$145.00 | \$181.25 |
| 11/14/2018 | Green, Renee | Plans Review & Development | 2.75 | \$145.00 | \$398.75 |
| 11/15/2018 | Green, Renee | Plans Review & Development | 1    | \$145.00 | \$145.00 |
| 11/15/2018 | Green, Renee | Plans Review & Development | 2.75 | \$145.00 | \$398.75 |
| 11/16/2018 | Green, Renee | Plans Review & Development | 2.25 | \$145.00 | \$326.25 |
| 11/17/2018 | Green, Renee | Plans Review & Development | 4.25 | \$145.00 | \$616.25 |
| 11/18/2018 | Green, Renee | Plans Review & Development | 4.25 | \$145.00 | \$616.25 |
| 11/19/2018 | Green, Renee | Plans Review & Development | 5    | \$145.00 | \$725.00 |
| 11/23/2018 | Green, Renee | Plans Review & Development | 4    | \$145.00 | \$580.00 |

| Date       | Consultant       | Task                       | Qty          | Rate     | Total             |
|------------|------------------|----------------------------|--------------|----------|-------------------|
| 11/25/2018 | Green, Renee     | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/25/2018 | Green, Renee     | Plans Review & Development | 2.75         | \$145.00 | \$398.75          |
| 11/26/2018 | Green, Renee     | Plans Review & Development | 1.25         | \$145.00 | \$181.25          |
| 11/26/2018 | Green, Renee     | Plans Review & Development | 2.5          | \$145.00 | \$362.50          |
| 11/27/2018 | Green, Renee     | Plans Review & Development | 1            | \$145.00 | \$145.00          |
| 11/27/2018 | Green, Renee     | Plans Review & Development | 3.25         | \$145.00 | \$471.25          |
| 11/28/2018 | Green, Renee     | Plans Review & Development | 2.25         | \$145.00 | \$326.25          |
| 11/29/2018 | Green, Renee     | Plans Review & Development | 3            | \$145.00 | \$435.00          |
| 11/30/2018 | Green, Renee     | Plans Review & Development | 2.25         | \$145.00 | \$326.25          |
| 11/30/2018 | Green, Renee     | Plans Review & Development | 3.5          | \$145.00 | \$507.50          |
|            |                  |                            | <b>53.25</b> |          | <b>\$7,721.25</b> |
| 11/7/2018  | Clifton, Jeremy  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/7/2018  | Clifton, Jeremy  | Research                   | 4            | \$145.00 | \$580.00          |
| 11/7/2018  | Clifton, Jeremy  | Plans Review & Development | 2            | \$145.00 | \$290.00          |
|            |                  |                            | <b>10</b>    |          | <b>\$1,450.00</b> |
| 11/20/2018 | Williams, Trevor | Plans Review & Development | 3            | \$145.00 | \$435.00          |
| 11/28/2018 | Williams, Trevor | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/29/2018 | Williams, Trevor | Plans Review & Development | 4            | \$145.00 | \$580.00          |
|            |                  |                            | <b>11</b>    |          | <b>\$1,595.00</b> |
| 11/1/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/1/2018  | Thomas, Whitney  | Plans Review & Development | 2.75         | \$145.00 | \$398.75          |
| 11/2/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/2/2018  | Thomas, Whitney  | Plans Review & Development | 2.75         | \$145.00 | \$398.75          |
| 11/3/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/3/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/3/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/3/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/4/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/4/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/4/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/4/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/5/2018  | Thomas, Whitney  | Plans Review & Development | 2.75         | \$145.00 | \$398.75          |
| 11/6/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/6/2018  | Thomas, Whitney  | Plans Review & Development | 2.75         | \$145.00 | \$398.75          |
| 11/7/2018  | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |
| 11/7/2018  | Thomas, Whitney  | Plans Review & Development | 2.75         | \$145.00 | \$398.75          |
| 11/8/2018  | Thomas, Whitney  | Plans Review & Development | 2.75         | \$145.00 | \$398.75          |
| 11/9/2018  | Thomas, Whitney  | Plans Review & Development | 2            | \$145.00 | \$290.00          |
| 11/10/2018 | Thomas, Whitney  | Plans Review & Development | 4            | \$145.00 | \$580.00          |

| Date       | Consultant      | Task                       | Qty          | Rate     | Total              |
|------------|-----------------|----------------------------|--------------|----------|--------------------|
| 11/10/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/10/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/11/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/11/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/15/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/16/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/17/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/17/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/17/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/18/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/18/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/18/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/18/2018 | Thomas, Whitney | Plans Review & Development | 3            | \$145.00 | \$435.00           |
| 11/19/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/20/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/21/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/23/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/24/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/25/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/25/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/25/2018 | Thomas, Whitney | Plans Review & Development | 2            | \$145.00 | \$290.00           |
| 11/26/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/27/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
| 11/29/2018 | Thomas, Whitney | Plans Review & Development | 4            | \$145.00 | \$580.00           |
|            |                 |                            | <b>163.5</b> |          | <b>\$23,707.50</b> |

