

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

**ITEM # \_\_\_\_\_**

**ADMINISTRATIVE STAFF REPORT**

- Subject:** Wheeler Emergency Management Consulting (EMC)  
Invoice 2/01/2019 to 2/28/2018
- 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**  
18-7006

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: 02/01/19 - 02/28/19  
Invoice #: 18-7006  
Invoice Date: 03/01/2019  
Terms: Net 30, 1.5% per month

Task Order # 18-M05 - Activity 2 - February 1, 2019 to February 28, 2019  
Hurricane Michael - DR 4399

<b>Consultant</b>	<b>Hours</b>	<b>Rate</b>	<b>Labor</b>	<b>Expenses</b>	<b>Total</b>
<b>Contract Manager</b>					
Thomas, Rhonda	40	\$175.00	\$7,000.00	\$0.00	\$7,000.00
<b>Contract Manager</b>					
Maddox, JT	36	\$175.00	\$6,300.00	\$0.00	\$6,300.00
<b>PA Program Specialist</b>					
Thomas, Rhonda	32	\$145.00	\$4,640.00	\$0.00	\$4,640.00
<b>PA Program Specialist</b>					
Maddox, JT	49.5	\$145.00	\$7,177.50	\$0.00	\$7,177.50
<b>PA Program Specialist</b>					
Green, Renee	16.5	\$145.00	\$2,392.50	\$0.00	\$2,392.50
<b>Hours</b>	<b>174</b>		<b>Total</b>		<b>\$27,510.00</b>



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Date	Consultant	Task	Qty	Rate	Total
<b>DR-4399 Hurricane Michael</b>					
2/16/2019	Thomas, Rhonda	Project Oversight	4	\$175.00	\$700.00
2/19/2019	Thomas, Rhonda	Project Oversight	4	\$175.00	\$700.00
2/20/2019	Thomas, Rhonda	Project Oversight	4	\$175.00	\$700.00
2/22/2019	Thomas, Rhonda	Project Oversight	4	\$175.00	\$700.00
2/25/2019	Thomas, Rhonda	Project Oversight	8	\$175.00	\$1,400.00
2/26/2019	Thomas, Rhonda	Project Oversight	4	\$175.00	\$700.00
2/27/2019	Thomas, Rhonda	Project Oversight	8	\$175.00	\$1,400.00
2/28/2019	Thomas, Rhonda	Project Oversight	4	\$175.00	\$700.00
			<b>40</b>		<b>\$7,000.00</b>
2/1/2019	Maddox, JT	Project Oversight	5	\$175.00	\$875.00
2/5/2019	Maddox, JT	Project Oversight	4	\$175.00	\$700.00
2/6/2019	Maddox, JT	Project Oversight	2	\$175.00	\$350.00
2/7/2019	Maddox, JT	Project Oversight	4	\$175.00	\$700.00
2/8/2019	Maddox, JT	Project Oversight	5	\$175.00	\$875.00
2/11/2019	Maddox, JT	Project Oversight	3	\$175.00	\$525.00
2/12/2019	Maddox, JT	Project Oversight	4	\$175.00	\$700.00
2/14/2019	Maddox, JT	Project Oversight	2	\$175.00	\$350.00
2/18/2019	Maddox, JT	Project Oversight	2	\$175.00	\$350.00
2/19/2019	Maddox, JT	Project Oversight	2	\$175.00	\$350.00
2/25/2019	Maddox, JT	Project Oversight	3	\$175.00	\$525.00
			<b>36</b>		<b>\$6,300.00</b>
2/2/2019	Thomas, Rhonda	Validation	12	\$145.00	\$1,740.00
2/3/2019	Thomas, Rhonda	Validation	12	\$145.00	\$1,740.00
2/5/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
2/7/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
			<b>32</b>		<b>\$4,640.00</b>

<b>Date</b>	<b>Consultant</b>	<b>Task</b>	<b>Qty</b>	<b>Rate</b>	<b>Total</b>
2/1/2019	Maddox, JT	Plans Review & Development	2	\$145.00	\$290.00
2/4/2019	Maddox, JT	Plans Review & Development	5	\$145.00	\$725.00
2/11/2019	Maddox, JT	Plans Review & Development	3	\$145.00	\$435.00
2/12/2019	Maddox, JT	Plans Review & Development	3	\$145.00	\$435.00
2/13/2019	Maddox, JT	Plans Review & Development	4	\$145.00	\$580.00
2/14/2019	Maddox, JT	Plans Review & Development	3	\$145.00	\$435.00
2/15/2019	Maddox, JT	Plans Review & Development	4	\$145.00	\$580.00
2/20/2019	Maddox, JT	Plans Review & Development	2	\$145.00	\$290.00
2/21/2019	Maddox, JT	Plans Review & Development	4	\$145.00	\$580.00
2/22/2019	Maddox, JT	Plans Review & Development	5	\$145.00	\$725.00
2/25/2019	Maddox, JT	Plans Review & Development	2	\$145.00	\$290.00
2/26/2019	Maddox, JT	Plans Review & Development	2	\$145.00	\$290.00
2/27/2019	Maddox, JT	Plans Review & Development	5	\$145.00	\$725.00
2/28/2019	Maddox, JT	Plans Review & Development	5.5	\$145.00	\$797.50
			<b>49.5</b>		<b>\$7,177.50</b>
2/1/2019	Green, Renee	Plans Review & Development	4	\$145.00	\$580.00
2/2/2019	Green, Renee	Plans Review & Development	3	\$145.00	\$435.00
2/3/2019	Green, Renee	Plans Review & Development	6.25	\$145.00	\$906.25
2/4/2019	Green, Renee	Plans Review & Development	3.25	\$145.00	\$471.25
			<b>16.5</b>		<b>\$2,392.50</b>



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