

**CITY OF MARIANNA  
COMMISSION AGENDA MEMO  
REGULAR MEETING  
June 4, 2019**

**ADMINISTRATIVE STAFF REPORT**

- Subject:** Wheeler Emergency Management Consulting (EMC)  
Invoice 4/01/2019 to 4/30/2019
- 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**  
18-7008

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: 04/01/19 - 04/30/19  
Invoice #: 18-7008  
Invoice Date: 05/01/2019  
Terms: Net 30, 1.5% per month

Task Order # 18-M06 - Activity 1 - April 1, 2019 to April 30, 2019  
Hurricane Michael - DR 4399

Consultant	Hours	Rate	Labor	Expenses	Total
<b>Contract Manager</b>					
Thomas, Rhonda	12	\$175.00	\$2,100.00	\$0.00	\$2,100.00
<b>Contract Manager</b>					
Maddox, JT	40	\$175.00	\$7,000.00	\$0.00	\$7,000.00
<b>PA Program Specialist</b>					
Thomas, Rhonda	144	\$145.00	\$20,880.00	\$0.00	\$20,880.00
<b>PA Program Specialist</b>					
Walden, Kelli	40	\$145.00	\$5,800.00	\$0.00	\$5,800.00
<b>PA Program Specialist</b>					
Garrett, Philip	60	\$145.00	\$8,700.00	\$0.00	\$8,700.00
<b>Hours</b>	<b>296</b>		<b>Total</b>		<b>\$44,480.00</b>



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Invoice Period: 04/01/19 - 04/30/19  
Invoice #: 18-7008  
Invoice Date: 05/01/2019  
Terms: Net 30, 1.5% per month

Date	Consultant	Task	Qty	Rate	Total
<b>DR-4399 Hurricane Michael</b>					
4/2/2019	Thomas, Rhonda	Project Oversight	4	\$175.00	\$700.00
4/4/2019	Thomas, Rhonda	Project Oversight	4	\$175.00	\$700.00
4/9/2019	Thomas, Rhonda	Project Oversight	4	\$175.00	\$700.00
			<b>12</b>		<b>\$2,100.00</b>
4/1/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/2/2019	Maddox, JT	Data Collection	4	\$175.00	\$700.00
4/3/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/5/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/8/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/10/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/12/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/15/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/17/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/19/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/22/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/24/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/26/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/29/2019	Maddox, JT	Project Oversight	2.5	\$175.00	\$437.50
4/30/2019	Maddox, JT	Project Oversight	3.5	\$175.00	\$612.50
			<b>40</b>		<b>\$7,000.00</b>
4/1/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/2/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/3/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/4/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/5/2019	Thomas, Rhonda	Validation / Project Oversight	8	\$145.00	\$1,160.00
4/6/2019	Thomas, Rhonda	Validation / Project Oversight	4	\$145.00	\$580.00

Date	Consultant	Task	Qty	Rate	Total
4/8/2019	Thomas, Rhonda	Validation / Project Oversight	8	\$145.00	\$1,160.00
4/9/2019	Thomas, Rhonda	Validation / Project Oversight	8	\$145.00	\$1,160.00
4/10/2019	Thomas, Rhonda	Validation / Project Oversight	8	\$145.00	\$1,160.00
4/11/2019	Thomas, Rhonda	Validation	12	\$145.00	\$1,740.00
4/12/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/13/2019	Thomas, Rhonda	Validation / Project Oversight	8	\$145.00	\$1,160.00
4/14/2019	Thomas, Rhonda	Validation / Project Oversight	4	\$145.00	\$580.00
4/15/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/16/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/17/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/18/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/19/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/20/2019	Thomas, Rhonda	Validation / Project Oversight	4	\$145.00	\$580.00
4/21/2019	Thomas, Rhonda	Validation / Project Oversight	4	\$145.00	\$580.00
4/22/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/23/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/24/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/25/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/26/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/27/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/28/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/29/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
4/30/2019	Thomas, Rhonda	Validation	4	\$145.00	\$580.00
			<b>144</b>		<b>\$20,880.00</b>
4/15/2019	Walden, Kelli	Plans Review & Development	8	\$145.00	\$1,160.00
4/16/2019	Walden, Kelli	Plans Review & Development	8	\$145.00	\$1,160.00
4/17/2019	Walden, Kelli	Plans Review & Development	8	\$145.00	\$1,160.00
4/18/2019	Walden, Kelli	Plans Review & Development	8	\$145.00	\$1,160.00
4/19/2019	Walden, Kelli	Plans Review & Development	8	\$145.00	\$1,160.00
			<b>40</b>		<b>\$5,800.00</b>
4/8/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/9/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/10/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/11/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/12/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/15/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/16/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/17/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/18/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00

<b>Date</b>	<b>Consultant</b>	<b>Task</b>	<b>Qty</b>	<b>Rate</b>	<b>Total</b>
4/19/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/22/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/23/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/24/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/25/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
4/30/2019	Garrett, Philip	Plans Review & Development	4	\$145.00	\$580.00
			<b>60</b>		<b>\$8,700.00</b>