

# THE STEEDLEY FIRM, INC.

COMMUNITY ECONOMIC DEVELOPMENT CONSULTING  
 182 CHILDS STREET  
 ATHENS, GA 30601

Invoice #

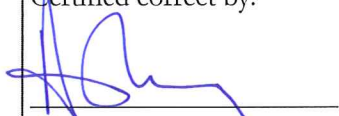
600

Date

10/27/2016

Ms. Kelsey Ledford  
 City Clerk  
 City of Blue Ridge  
 480 West First Street  
 Blue Ridge, Georgia 30513-4522

Due Upon Receipt

Date	Description	Rate	Hours	Amount
	City of Blue Ridge, Georgia Orchard Boulevard Water Improvements Phase I FY 2016 \$500,000 CDBG No. 16p-x-055-2-5836			
	Grant Administration Contract: \$ 30,000.00 (207 hours)			
	Current Services: 19 Sept 2016 to 27 Oct 2016 \$ 5,625.00 (65 hours)			
	Contract Balance: \$ 24,375.00			
	A. Steedley, Grant Award Package, Special Condition #1, Accounts, DCA Start-Up Visit (19 Oct 2016)	145.00	16	2,320.00
	A. Steedley, Environmental Review	145.00	1.5	217.50
	JDV, Environmental Review	65.00	43	2,795.00
	JDV, Administration	65.00	4.5	292.50
	Certified correct by:			
	 Angela Steedley, EDFP President/CEO			
	Approved by:			
	_____ Donna Whitener, Mayor			
	_____ Kelsey Ledford, City Clerk			

Thank you. Working with you is a pleasure!

Balance Due \$5,625.00

The Steedley Firm, Inc.  
Time by Job Detail  
September 19 through October 27, 2016

A.21A.00	Date	Name	Billing Status	Duration	Notes
Administration	09/19/2016	Jenell Varnadoe	Unbilled	1:00	Reviewed Engineering Contract CDBG FY 2016-2017
	09/20/2016	Jenell Varnadoe	Unbilled	3:30	Reviewed FY 2016 CDBG Application & The Steedley Firm Contract 3PM - 6:30 PM
<b>Total Billable Administration (JDV)</b>			<b>TOTAL JDV</b>	<b>4:30</b>	
	10/13/2016	Lori A Steedley	Not Billable	1:18	SF FY 2016 contract revision (Not applicable if Kelsey can locate minutes (Jan-Apr 2016) start-up visit with Pam Truitt 11 am - 12:30 (1.5 hrs) + 3.5 (onsite) + 5 hrs travel)
	10/19/2016	Lori A Steedley	Unbilled	10:00	12:30 - 4 pm prepared grant award documents, SC #1 and transmittals
	10/25/2016	Lori A Steedley	Unbilled	1:30	reviewed/revised project description for ERR
	10/26/2016	Lori A Steedley	Unbilled	1:00	Emailed Kelsey re: status; file review; ACH vendor form remains - needs Donna's signature.
	10/27/2016	Lori A Steedley	Unbilled	3:30	drafted start-up visit notes- minutes in accordance with DCA start-up visit checklist.
<b>Total Billable Administration (LAS)</b>			<b>TOTAL LAS</b>	<b>17:18</b>	
				<b>16:00</b>	
Administration:Environmental Review					
	10/13/2016	Jenell Varnadoe	Unbilled	6:00	11 am - 12 pm
	10/14/2016	Jenell Varnadoe	Unbilled	6:00	9 am - 3 pm cdbg environmental review (JDV)
	10/17/2016	Jenell Varnadoe	Unbilled	4:00	9 am - 3 pm environmental review
	10/24/2016	Jenell Varnadoe	Unbilled	4:00	11:30 am - 3:30 pm environmental review
	10/25/2016	Jenell Varnadoe	Unbilled	8:00	1-5 pm environmental review
	10/26/2016	Jenell Varnadoe	Unbilled	7:00	9 - 5 pm. Airport maps, etc. environmental assessment checklist
	10/27/2016	Jenell Varnadoe	Unbilled	8:00	9-4 pm downloaded all ERR forms from DCA's website; revised project description per AS comments.
<b>Total Environmental Review (JDV)</b>				<b>43:00</b>	
<b>Total Billable Administration + ERR (JDV)</b>				<b>47:30</b>	

*AS*  
10/27/2016