

K E A R N S



W E S T

Kearns & West, Inc

1990 K Street, NW
Suite 620
Washington, DC 20006
(202) 448-8772

City of Newport Beach
Benjamin Zdeba
100 Civic Center Drive
Newport Beach, CA 92660

Invoice number 016735
Date 10/14/2019

Project **1855 Newport Beach General Plan
Listen and Learn**

Tax ID: 04-2813873

Cc: bzdeba@newportbeachca.gov

INVOICE SUMMARY

September 1 – 30, 2019

Description	Current Billed
1.2 STEERING COMMITTEE MEETINGS	6,566.25
2.1 OUTREACH PROGRAM	3,075.00
2.2 GRAPHIC IDENTITY	330.00
2.3 ENGAGEMENT HQ	660.00
2.5 CITYWIDE LAUNCH EVENT	1,762.50
EXPENSES	
TRAVEL - K&W	0.00
ODC'S - K&W	21,000.00
Total	33,393.75



Invoice Task Summary

**1855 Newport Beach Listen & Learn
September 2019**

Tasks Completed and in Progress:

September 12 and September 25 Steering Committee Meetings

- Worked with City staff to develop agenda for
- Prepared materials to share with Steering Committee
- Developed finalized materials with City staff
- Presented at Steering Committee
- Developed internal summary and debrief for City and Kearns & West staff
- Review of comments from Steering Committee member and response development

Bang the Table

- Bang the Table website setup and coordination
- Wireframe of Bang the Table website
- Development of website language for City review
- Coordination of website language and materials with PIO and City staff
- Development of graphics for Bang the Table
- QA/QC of website

Graphic Identity

- Coordination with graphic design team for the website and Steering Committee materials

Launch Event

- Development of logistics plan for Citywide Launch Event
- Research and initial reach-out to 25 local organizations and non-profits for City booths

PROFESSIONAL SERVICES

1.2 Steering Committee Meetings

	Hours	Rate	Billed Amount
Director			
Jenna Tourje	34.00	165.00	5,610.00
Vice President			
Joan N. Isaacson	4.25	225.00	956.25
1.2 Steering Committee Meetings subtotal			6,566.25

2.1 Outreach Program

	Hours	Rate	Billed Amount
Senior Associate			
Taylor G. York	19.00	150.00	2,850.00
Vice President			
Joan N. Isaacson	1.00	225.00	225.00
2.1 Outreach Program subtotal			3,075.00

2.2 Graphic Identity

	Hours	Rate	Billed Amount
Director			
Jenna Tourje	2.00	165.00	330.00
2.2 Graphic Identity subtotal			330.00

2.3 Engagement HQ

	Hours	Rate	Billed Amount
Director			
Jenna Tourje	4.00	165.00	660.00
2.3 Engagement HQ subtotal			660.00

2.5 Citywide Launch Event

	Hours	Rate	Billed Amount
Director			
Jenna Tourje	10.00	165.00	1,650.00
Vice President			
Joan N. Isaacson	0.50	225.00	112.50
2.5 Citywide Launch Event subtotal			1,762.50

PROFESSIONAL SERVICES subtotal	74.75	12,393.75
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EXPENSE DETAIL

	Billed Amount
VENDOR EXPENSES	21,000.00
Expenses subtotal	21,000.00

Invoice total **33,393.75****Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
016636	09/13/2019	13,055.12		13,055.12			
016735	10/14/2019	33,393.75	33,393.75				
	Total	46,448.87	33,393.75	13,055.12	0.00	0.00	0.00

Terms: 1/10 Net 30 Days Charges of 1.5% per month (18% per annum) will be applied on all unpaid accounts.

Please remit to:

Kearns & West, Inc.
1990 K Street, NW
Suite 620
Washington, DC 20006



INVOICE

Kearns & West - Los Angeles, CA
Attention: Jenna Tourje
jtourje@kearnswest.com

Invoice Date
Sep 20, 2019

Invoice Number
INV-0281

Waverley Software
xxx-xx-5805

Bang The Table USA, LLC
PO Box 1028
Boulder, CO 80306
844-308-2907
usaccounts@bangthetable.co
m

Description	Quantity	Unit Price	Tax	Amount USD
EngagementHQ - Single Project Licence Newport Beach General Plan 15 AUG 2019 - 14 APR 2020	1.00	8,000.00	Tax Exempt	8,000.00
Engagement IQ Support - Core	1.00	0.00		0.00
Subtotal				8,000.00
TOTAL USD				8,000.00

Due Date: Oct 20, 2019



[View and pay online now](#)

PAYMENT ADVICE

To: Bang The Table USA, LLC
PO Box 1028
Boulder, CO 80306
844-308-2907
usaccounts@bangthetable.com

Customer Kearns & West - Los Angeles, CA
Invoice Number INV-0281

Amount Due **8,000.00**
Due Date Oct 20, 2019

Amount Enclosed

Enter the amount you are paying above

Common Thread Collective, LLC

3011 S. Croddy Way
Santa Ana, CA 92704
www.commonthreadco.com



INVOICE

BILL TO

Kearns & West, Inc.
233 Sansome Street
Suite 400
San Francisco, CA 94104

INVOICE # 2974

DATE 09/26/2019

DUE DATE 10/06/2019

TERMS Net 10

DESCRIPTION	QTY	RATE	AMOUNT
Content Production Deposit Project 1855: City of Newport Beach - Community Engagement for Future General Plan Update Consultant Project Manager: Jenna Tourje	1	13,000.00	13,000.00
Design Identity - Create a unique design identity to establish a visual language for Listen & Learn process to communicate the goals of the project. May include but is not limited to logo, color palette, typographic hierarchy, and design elements.			
Messaging Strategy - Identify key messaging; could include but not limited to project taglines, initial talking points, and website address to communicate about the project.			
Deliverables - Two (2) draft and one (1) final design identity - One (1) draft and one (1) final messaging strategy memo			
BALANCE DUE			\$13,000.00