

Date Client Project Project Code Task Notes Hours Billable? Invoiced? Approved? First Name Last Name Department
Employee? Billable Rate Billable Amount 7/5/17 City of Santa Clara Strategic Comms City Communications Planning materials
for swim center discussion; media materials for upcoming outreach. 0.75 Yes No No Peter Hillan Yes 450 337.5

7/6/17 City of Santa Clara Strategic Comms City Communications

Call with Richard Kerrigan to focus comms needs for Swim Center proposal; follow-up with Lynn Stinson on details. 1 Yes No
No Peter Hillan Yes 450 450 7/7/17 City of Santa Clara Strategic Comms City Communications Draft, revise comms overview
for PFAL's fundraising for ISC, CRC, ISHOF. 2.5 Yes No No Peter Hillan Yes 450 1125 7/11/17 City of Santa Clara Strategic
Comms City Communications Meet with Jennifer Yamaguma to catch up on projects upon her return from leave. 0.75 Yes No
No Peter Hillan Yes 450 337.5 7/11/17 City of Santa Clara Strategic Comms City Communications Meet with Park & Rec
director Jim Teixeira for backgrounding on ICS project. 2 Yes No No Peter Hillan Yes 450 900 7/12/17 City of Santa Clara
Strategic Comms City Communications ISC: Draft revision of Case Statement, send to Richard Kerrigan for review. 2 Yes No
No Peter Hillan Yes 450 900

7/12/17 City of Santa Clara Strategic Comms City Communications

Draft note to Jennifer Yamaguma about to-do list and details of next steps on ISC communications. 0.5 Yes No No Peter Hillan
Yes 450 225 7/12/17 City of Santa Clara Strategic Comms City Communications Call with Richard Kerrigan on feedback of ISC
Case Statement draft. 0.25 Yes No No Peter Hillan Yes 450 112.5 7/12/17 City of Santa Clara Strategic Comms Stadium
Authority Communications Call with SC leadership on Stadium Authority updates. 0.75 Yes No No Peter Hillan Yes 450 337.5

7/13/17 City of Santa Clara Strategic Comms City Communications

Call with Richard Kerrigan to align on revisions, next steps of case statement; make updates to case statement and send to
Richard 1.25 Yes No No Peter Hillan Yes 450 562.5 7/14/17 City of Santa Clara Strategic Comms City Communications ISC -
updates to Case Statement drafting; send to Richard. 1 Yes No No Peter Hillan Yes 450 450 7/14/17 City of Santa Clara Strategic
Comms Stadium Authority Communications Regular media call updates with SCNO, SFChron, Mercury News. 1.25 Yes No No
Peter Hillan Yes 450 562.5 7/18/17 City of Santa Clara Strategic Comms City Communications Final prep, attend special session
on ISC, City Council meeting. 3 Yes No No Peter Hillan Yes 450 1350

7/20/17 City of Santa Clara Strategic Comms City Communications

Coordinate weekly meeting with Jennifer; discuss next steps on PFAL plan for ISC with Richard. 0.5 Yes No No Peter Hillan
Yes 450 225 TOTAL \$

7,875.00