



October 31, 2018

Bill to:

Truckee Tourism Business Improvement District

TTBID Professional Services

October 2018

	Hours	Cost
Strategic & Financial Management Services @ \$120/hour	65.24	\$7,828.80
Mid-Level Marketing @ \$65/hour	26.20	\$1,703.00
Administrative Services @ \$35/hour	3.25	\$113.75
Total Professional Services October 2018	94.69	\$9,645.55

Overhead/Operational Costs

October 2018 (1 months @ \$1,600 per month)

Total Overhead/Operational Costs **\$1,600.00**

TOTAL DUE (October 2018): **\$11,245.55**

Please remit to:

Truckee Chamber of Commerce

10065 Donner Pass Road

Truckee, CA 96161

**TTBID: Chamber Staff Hours
October 2018 (4.5 weeks)**

Team Member / Project		Oct	Total	Ave Per Week	Notes:
Lynn Saunders		1.25	1.25	0.28	estimated at 4 hours a week
Financial/Strategic Mgmt	0.75				
Events & Groups	0.00				
Community Relations	0.50				
Colleen Dalton		63.47	63.47	14.10	estimated at 12 hours a week
Financial/Strategic Mgmt	26.98				
FIT	23.64				
Events & Groups	5.11				
Research + Metrics	0.25				
Website + Tech	4.41				
Community Relations	3.08				
Justin Swett		22.86	22.86	5.08	estimated at 10 hours a week
FIT	17.75				
Events & Groups	1.40				
Research + Metrics	0.00				
Website + Tech	3.71				
Administrative Asst.	3.25	3.25	3.25	0.72	estimated at 2 hours a week

Total All Team Members: 90.83 90.83 22.71 estimated at 28 hours a week

Shared allocations		Oct	Total	Ave Per Week	Notes:
Lynn Saunders		0.00	0.00	0.00	
Shared allocations	0.00				
Colleen Dalton		0.52	0.52	0.12	
Shared allocations	0.52				
Justin Swett		3.34	3.34	0.74	
Shared allocations	3.34				
Administrative Asst.		0.00	0.00	0.00	
Shared allocations	0.00				

Total All Team Members - shared allocations 3.86 3.86 0.86

Total Team Time + Shared Allocations 94.69

Custom: 01 – 31 Oct 2018

Edit Timeframe

Time Report >

TTBID

Hours Tracked
109.16



Billable Hours
109.16 Billable
0.00 Non-Billable

Team

Name	Hours	Billable Hours	Billable Amount
Employees	90.83	90.83 (100%)	
Admin Assistant	3.25	3.25 (100%)	\$113.75
Colleen Dalton	63.47	63.47 (100%)	\$7,616.40
Justin Swett	22.86	22.86 (100%)	\$1,485.90
Lynn Saunders	1.25	1.25 (100%)	\$150.00
Contractors	18.33	18.33 (100%)	
Melissa Williams	18.33	18.33 (100%)	\$0.00
Total	109.16	109.16	\$9,366.05

Employees (83.21%)

Custom: 01 – 31 Oct 2018

Edit Timeframe

Time Report >

TTBID

Hours Tracked

109.16



Billable Hours

109.16 Billable

0.00 Non-Billable

Projects

Name	Hours		Billable Hours	Billable Amount
Adminstrative	3.25	<div style="width: 3.25%;"></div>	3.25 (100%)	\$113.75
Community Relations	3.58	<div style="width: 3.58%;"></div>	3.58 (100%)	\$429.60
Events + Groups	24.84	<div style="width: 24.84%;"></div>	24.84 (100%)	\$704.20
Financial/Strategic Mgt.	27.73	<div style="width: 27.73%;"></div>	27.73 (100%)	\$3,327.60
FIT (Marketing + PR)	41.39	<div style="width: 41.39%;"></div>	41.39 (100%)	\$3,990.55
Research + Metrics	0.25	<div style="width: 0.25%;"></div>	0.25 (100%)	\$30.00
Website+Tech	8.12	<div style="width: 8.12%;"></div>	8.12 (100%)	\$770.35
Total	109.16		109.16	\$9,366.05

Custom: 01 – 31 Oct 2018

Edit Timeframe

Time Report >

TTBID

Hours Tracked

109.16



Billable Hours

109.16 Billable

0.00 Non-Billable

Tasks

Name	Hours		Billable Hours	Billable Amount
Strategic Mgt. + Financials (CD+LS)	57.53	<div style="width: 100%; height: 10px; background-color: green;"></div>	57.53 (100%)	\$6,903.60
Event Marketing (Website Content) Management	19.28	<div style="width: 100%; height: 10px; background-color: green;"></div>	19.28 (100%)	\$76.70
Website + Email Marketing (TTBID) Blog + Visit Newsletter	15.66	<div style="width: 100%; height: 10px; background-color: green;"></div>	15.66 (100%)	\$1,017.90
Administrative	3.25	<div style="width: 100%; height: 10px; background-color: green;"></div>	3.25 (100%)	\$113.75
Event-Sales	3.16	<div style="width: 100%; height: 10px; background-color: green;"></div>	3.16 (100%)	\$379.20
Project Management (JS)	2.78	<div style="width: 100%; height: 10px; background-color: green;"></div>	2.78 (100%)	\$194.45
Event- CrawThaw	2.18	<div style="width: 100%; height: 10px; background-color: green;"></div>	2.18 (100%)	\$234.00
Marketing-Advertising (TTBID)	2.09	<div style="width: 100%; height: 10px; background-color: green;"></div>	2.09 (100%)	\$135.85
Marketing - Public Relations (TTBID)	1.83	<div style="width: 100%; height: 10px; background-color: green;"></div>	1.83 (100%)	\$219.60
Event - Meetings (TTBID & Staff)	1.40	<div style="width: 100%; height: 10px; background-color: green;"></div>	1.40 (100%)	\$91.00
Total	109.16		109.16	\$9,366.05

Marketing - Public Relations (TTBID) (1.68%)