



MEMORANDUM

To: Sara Sherburne , Town of Truckee

From: Melanie Jacobson, ID360

Date: 06/30/2022

Re: **Town of Truckee Additional Services**

Dear Sara,

ID360 appreciates the opportunity to provide the additional services to Town of Truckee. We appreciate the opportunity to be your consultant and trusted advisor. If you require further information or clarification concerning our proposal, please do not hesitate to contact me. I look forward to discussing the details enclosed.

Best regards,

A handwritten signature in cursive script, appearing to read "Melanie Jacobson".

Melanie Jacobson
Principal
650-830-0042 ext. 01

A. Background

ID360 is currently contracted to provide consulting services for energy reach code support services. The Town of Truckee is seeking additional services for community engagement for the local stakeholder group.

B. Additional Services

The following additional services are included as an amend to the original contract. The original hourly rates and schedule remain unchanged.

ID360 WORKPLAN: POLICY DEVELOPMENT & ADOPTION				
#	Task Name	Duration	Total Hours	Total Cost
	Task 3a Community Engagement Additional Services		29.0	\$4,900
a	o Community Engagement: Attend and facilitate two additional (2) 2 hour stakeholder meetings with local residents for gathering feedback on the energy reach code regulation. Attend three (3) one-hour staff meetings for feedback and coordination of the final policy solution. For the meeting the following will be prepared: a) community meeting agendas, b) power point presentation, c) support with registration and attendance of stakeholder committee meetings, d) email blast to stakeholders e) correspondence with community members via email as directed by City staff, f) meeting minutes. Assemble results into a summary table and narrative paragraphs to use in the staff report. Create community engagement poll with zoom software to engage stakeholders. Policy questions to be answered and summarized in a matrix.	Q3 2022	29.0	\$4,900

C. Schedule

The schedule for completing the activities presented in this Statement of Work will be developed in cooperation with the town staff. These additional services will be performed in Quarter 3 of 2022.