

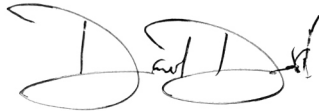
## Process Implementation and Associated Projects



Dear Jen Callaway,

I look forward to helping the Town of Truckee (Town) implement process improvements related to planning, permitting and associated projects.

Please accept this proposal for work to commence July 1, 2025 and conclude June 30, 2026, unless extended by agreement.

A handwritten signature in black ink, appearing to read "David Diamond".

David Diamond d.b.a.  
AirDiamond Creative Consulting  
david@airdiamond.com | (530) 213-3114

10649 Heather Road  
Truckee, CA 96161

## Goal

During H1 2025, David Diamond conducted for the Town of Truckee research and interviews related to current planning and permitting processes, and the stakeholder groups connected with those processes. He provided summary findings and recommendations for suggested improvements to processes and relationships.

During that same period, the firm Baker Tilly released a report of their own, citing similar findings and recommendations.

Diamond's goals for this contract will be:

- ▶ Work with appointed team to determine priority action suggestions based on report recommendations.
- ▶ Help implement projects, programs and processes to realize the proposed benefits of the recommendations.
- ▶ Support Town services related to outreach and awareness of project efforts.

## Scope of Work

Diamond will perform the following:

- ▶ Team Management – Establish and manage teams to guide and implement projects.
- ▶ Process Documentation – Work with Town staff to document current processes as needed for software configuration and automation goals.
- ▶ Software Selection – Determine and manage implementation of suitable software platforms for process improvements.
- ▶ Program Development – Design and develop programs that support and further project goals.
- ▶ Additional tasks needed by projects, or requested by the Town Manager, to support Town services.

## Terms and Billing

This proposal is for a twelve-month retainer of \$13,000 per month, between the dates of July 1, 2025 and June 30, 2026, for a contract total of \$156,000.

Expenses related to Diamond's services will be billed in addition to the

terms in this agreement. Expenses that individually exceed \$200 are to be pre-approved by the Town of Truckee Manager (or Town Manager-approved appointee) via email.

Invoices will be submitted at the start of each month, commencing July 1, 2025. Payment is due upon receipt.

The terms herein may be modified or extended by amendment.

— END of PROPOSAL —