

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
cityofriodell.ca.gov*



July 16, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize the City Manager to Execute a Contract for Professional Services with CSG Consulting for SB 1383 Compliance and Franchise Agreement Development in the amount of \$25,530.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute a Professional Services Contract with CSG Consultants to assist the City with SB 1383 compliance and development of an updated franchise agreement in the amount of \$25,520.

BACKGROUND AND DISCUSSION

The City has received two grants in the total amount of \$95,000 to assist in the compliance with SB 1383 and related waste issues. The costs of this agreement are to be covered under these grants. CSG Consultants has been working with our neighboring jurisdictions in a similar fashion with Recology and Recology Eel River, the City's solid waste franchise holder. The City's solid waste franchise agreement is set to expire on December 31, 2026.

While the City has a waiver for many of the requirements of SB 1383, it still has responsibilities under the legislation and at some point in the future it is possible the city may become required to adhere to all regulations in SB 1383. This agreement will help to develop a new SB 1383 compliant franchise agreement as well as assist the City in compliance overall with SB 1383.

Previously the Council has indicated its desire to move toward universal garbage service, where all dwelling units and homes would be required to have a garbage service subscription. This agreement will also help the City explore this option. Additionally the Council has indicated its interest in retaining the annual cleanup day that occurs just prior to Mother's Day. The City will also explore the addition of street sweeping as a solid waste franchise service and any necessary franchise fee adjustments that will be required in order to fund the program. This agreement will also help line up the City's franchise agreement timeline with the other jurisdictions in order to help facilitate better coordination amongst local public agencies.

Attachments:

CSG Consultants Proposal ///



CSG PROPOSAL TO THE

# City of Rio Dell

FOR FRANCHISE AGREEMENT NEGOTIATION SUPPORT  
& COMPLIANCE ASSISTANCE

June 25, 2024



550 Pilgrim Drive  
Foster City, CA 94404  
650.522.2500 phone  
650.522.2599 fax

[www.csgegr.com](http://www.csgegr.com)



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## Cover Letter

June 25, 2024

Kyle Knopp, City Manager  
City of Rio Dell  
675 Wildwood Ave.  
Rio Dell, CA 95562

**Re: Proposal for Franchise Agreement Negotiation Support and Compliance Assistance**

Dear Mr. Knopp,

Thank you for the opportunity for **CSG Consultants (CSG)** to provide the City of Rio Dell with Franchise Agreement Negotiation Support and Compliance Assistance. We look forward to providing the City of Rio Dell with these services to ensure the City receives a new franchise agreement with cost-effective and improved services for Rio Dell ratepayers that are consistent with current industry standards.

**Kathleen Gallagher** will serve as the Project Manager, and she brings over 29 years of sustainability program management and waste management experience. Since SB 1383 regulations were approved, she has assisted several jurisdictions to be SB 1383 compliant and has worked to become an SB 1383 subject matter expert. You will find Ms. Gallagher's resume in this proposal. Ms. Gallagher's contact information is as follows:

**Kathleen Gallagher, Senior Sustainability Manager**  
550 Pilgrim Drive, Foster City, CA 94404  
**(650) 489-9097 mobile**  
[kathleeng@csgengr.com](mailto:kathleeng@csgengr.com)

The attached scope of work will be provided to the City on a not to exceed basis of \$25,530 and details are included in the scope of work. Please feel free to contact Ms. Gallagher with any questions or comments you may have regarding our proposal.

We look forward to providing these services to the City of Rio Dell.

Sincerely,



Cyrus Kianpour, PE, PLS  
President, CSG Consultants, Inc.



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## Firm Profile

**CSG Consultants, Inc. (CSG)** is an employee-owned, California company with our corporate and local office in Foster City and additional offices in Pleasanton, San Jose, Sacramento, Newman, Fresno, Paso Robles, and Orange. Founded in 1991, ***CSG performs work solely for public agencies***, eliminating the potential for conflicts of interest. In this way, we can focus exclusively on the specific needs of our municipal clients. The majority of the 350+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel bring a wealth of ideas and experiences, having held positions with communities facing similar development opportunities as the City of Rio Dell.

**NAME OF FIRM:** CSG Consultants, Inc.

**PROJECT CONTACT:** Kathleen M Gallagher, Principal Senior Sustainability Manager

**HEADQUARTERS &** 550 Pilgrim Drive, **Foster City**, CA 94404

**LOCAL OFFICE:** (650) 522-2500

**REGIONAL OFFICES:** 3875 Hopyard Road, Suite 141, **Pleasanton**, CA 94588  
 3150 Almaden Expressway #255, **San Jose**, CA 95118  
 1303 J Street, #270, **Sacramento**, CA 95814  
 930 Fresno Street, **Newman**, CA 95360  
 5151 N. Palm Avenue, Suite 530, **Fresno**, CA 93704  
 806 9<sup>th</sup> Street, Suite 2A, **Paso Robles**, CA 93446  
 3707 W. Garden Grove Boulevard, #100, **Orange**, CA 92868

**YEARS IN BUSINESS:** 33 • Founded in 1991

**EMPLOYEES:** 350+

**TYPE OF BUSINESS:** California Corporation • Incorporated June 15, 2000, • Federal ID: 91-2053749





## Comprehensive Municipal Services

CSG is customer-centric and organized into the lines of business outlined below, each managed by experts in their respective fields.



### PLANNING, ENVIRONMENTAL, AND SUSTAINABILITY

*Staff Augmentation for Current and Advance Planning • Project Management Including Plan Amendments • CEQA Environmental Review • Energy Efficiency, Water Conservation, Solid Waste Program Development • AB32 Compliance/Climate Action Plan Development and Implementation • Greenhouse Gas Reduction Strategies • Grant Writing and Grant Management*



### BUILDING AND FIRE LIFE SAFETY

*Building Department Administration • Building Plan Review and Inspection • Fire Plan Review and Inspection • Structural Plan Review • OSHPD3 Review • CASp Assessment and Inspection • Public Facilities Assessment • LEED/Green Building Services • Code Compliance/Enforcement • Staff Augmentation*



### PUBLIC WORKS ENGINEERING AND DESIGN

*Capital Improvement Project Design: Transportation/Roadway, Water and Sewer Utilities, Traffic Engineering • Development Review/Plan Check • Surveying and Mapping • Stormwater Program Compliance (NPDES, QSP/QSD)*



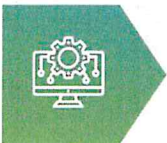
### CIP PROJECT AND PROGRAM MANAGEMENT

*Capital Improvement Program Development and Implementation • Federal and State Grant Administration • Rule 20A Undergrounding • Staff Augmentation Including: Design Consultant Coordination, Projects Scoping, RFP Preparation*



### CONSTRUCTION MANAGEMENT AND INSPECTION

*Contract Administration Including: Resident Engineer Oversight, Inspection, and Construction Management • Constructability/Bidability Reviews • Cost and Schedule Control • Claims Avoidance*



### INFORMATION TECHNOLOGY

*GreenVue Permitting Software • Digital Plan Review • Electronic Archiving • Web-Based Construction Management and Asset Management • Project Management • GIS and IT Support*

## The CSG Consultants Team Works for You



## Scope of Work

- Task 1:** Project initiation and hold a kickoff meeting with the City Manager to discuss City's current franchise agreement and objectives the City wants included in the new franchise agreement (e.g., new programs and services, current industry standards, new contractor compensation setting process, new reporting requirements, etc.) Prepare meeting materials, agenda, staff memorandum and research current available data.

At the kickoff meeting, CSG will provide a current status on the region's franchise agreement negotiations already underway and discuss the City's preferences for their franchise agreement in this process. Discuss the City's timeline and Rio Dell's baseline data which include disposal tonnage, diversion tonnage, current rates and rate setting process, reporting, diversion programs, challenges/ successes in the current franchise agreement programs and the City's current status in meeting state mandates. Discuss City Manager's preference for term of agreement, option to extend the agreement and other critical provisions.

***Deliverables:** Meeting Agenda and Staff Memorandum of Rio Dell's current programs, tonnage, diversion and program and service gap analysis. Summary of City Manager's feedback regarding franchise agreement objectives.*

- Task 2:** Complete analysis of data provided by City and Recology. Draft the new Franchise Agreement for City of Rio Dell to include new current industry standards, new programs and services, new contractor compensation and rate setting provisions, new reporting and recordkeeping as directed by City Manager.

Complete data analysis to establish a baseline of disposal, diversion, and account holders. Review analysis and timeline from City and CalRecycle for meeting state mandates. Review route and account data for residential, commercial, city sector data, and other data specific to City of Rio Dell.

Once the new franchise agreement is drafted meet with the City Manager to get feedback and direction on changes they want for the agreement.

***Deliverables:** Draft City of Rio Dell Franchise Agreement and Staff Memorandum summarizing the new programs, services, industry standards included in the new agreement. to address current franchise agreement gaps.*

- Task 3:** Provide updated Franchise Agreement inclusive of City Manager's edits and feedback incorporated. Discuss status of regional franchise agreement discussions as it relates to the City of Rio Dell in meeting with City Manager.

***Deliverables:** Provide Updated Draft City of Rio Dell Franchise Agreement and Staff Memorandum summarizing the City's edits and feedback incorporated into the new agreement.*

- Task 4:** Prepare documents for first negotiation meeting with Recology and meet with City Manager on agenda, staff memos, timeline, and the updated franchise agreement.

***Deliverables:** Provide documents for City Manager review for first negotiation meeting with Recology Agenda, staff memos, timeline, and the updated franchise agreement.*

- Task 5:** Hold series of meetings and negotiations with the City Manager and Recology staff to discuss the new draft franchise agreement.

Prepare agendas for meetings with Recology and City Manager, prepare questions for Recology prior to each meeting for Recology to respond to prior to our meetings. Discuss

agreement provision details and document Recology's feedback. Discuss methods for cost effective programs and services that meet needs of Rio Dell ratepayers. Estimated number of meetings is 8 and is dependent on Recology and City feedback during these negotiations.

**Deliverables:** *Provide agendas and staff memorandums for City Manager review.*

- Task 6:** **Provide analysis of Recology's cost proposal for new franchise agreement for City Manager review. Discuss Recology's rate assumptions, data used, profit margin and rate setting process with the objective that Recology provide the City with a reasonable and transparent cost proposal to minimize Rio Dell ratepayer impact.**

Participate in meetings with Recology to support the City in achieving cost effective programs that meet state mandates and include industry standards and best practices.

*Note: For the other Humboldt County jurisdictions, I recommended including use of a solid waste CPA. The other jurisdictions that have engaged this CPA and CSG can share his contact information and more details during the kickoff meeting.*

**Deliverables:** *Provide a summary analysis of Recology's cost proposal for City Manager review.*

- Task 7:** **Complete staff memorandum for City Council staff report and presentation for City Manager use for franchise agreement approval process.**

**Deliverables:** *Provide staff memorandum and presentation materials for City Council meeting for City Manager review.*

- Task 8:** **Provide recommendation for new sustainable revenue stream for City using new SB 1383 fee as allowed in SB 1383 regulations. This fee can provide City with needed sustainable revenue stream for staff and programs.**

Analysis will include a sustainable revenue stream amount to fund City staff and programs to meet SB 1383 requirements such as reporting, procurement, technical assistance, monitoring, etc. The SB 1383 fee would be a 'pass-through cost' and would be independent of any franchise fee or other fees.

**Deliverables:** *Provide staff memorandum on sustainable revenue stream from SB 1383 fee.*

- Task 9:** **Provide franchise agreement, data analysis, rate comparison and other technical assistance upon City Manager direction.**

Upon direction by City Manager, CSG will complete other technical assistance as needed.



# Kathleen Gallagher

Principal/Senior Sustainability Manager



## CERTIFICATIONS & AFFILIATIONS

Joint Venture Silicon Valley Network,  
Climate Protection Task Force  
Pacific Energy Center Certification for  
Energy Efficiency Auditing

## AWARDS

Beacon Award Winner for  
Sustainability Platinum  
Beacon Award Winner GHG Reductions  
for Community & Municipal

## EDUCATION

Political Science, Natural Resources  
University of Michigan | Ann Arbor, MI  
Series 7 Financial Consultant  
Certification

## VALUABLE SKILLS

Climate Action Plan Development  
Zero Waste/Recycling Management  
Construction & Demolition  
Recycling/CalGreen  
CalRecycle Compliance  
Energy Efficiency/Water Conservation  
Public Education/Outreach  
Environmental Preferable Purchasing  
Policies  
City Task Force Facilitation  
Presentations to Elected Officials  
Grant Writing

Ms. Gallagher is a Sustainability Programs Manager for CSG Consultants and has over 28 years of experience in Climate Action Planning, sustainability program development, recycling, and solid waste contract management. She has served as project manager for Solid Waste and Recycling Programs, Climate Action Plan (CAP) development, energy efficiency projects, grant administration, and water conservation projects for several Bay Area jurisdictions. Ms. Gallagher has extensive experience working with City task forces, elected officials, city staff, and the residential and business community.

Currently, Ms. Gallagher serves as the Sustainability Programs Manager for the Town of Colma where she is updating the Climate Action Plan for 2030 GHG reduction targets. She manages the development/ implementation of the Town's Climate Action Plan (CAP). Her efforts earned the Town a Platinum Beacon Award from the Institute for Local Government for implementation of best practices for sustainability. Additional projects include serving as the recycling, organics, and solid waste program technical expert for the development of the Town's Request for Proposal for recycling/solid waste collection. Ms. Gallagher served as the technical expert for development of the new franchise agreement with a special focus on commercial and organics diversion programs. Ms. Gallagher completes CalRecycle compliance reporting to meet AB 939, AB 341, SB 1383 requirements and facilitates CalRecycle staff audits.

Ms. Gallagher also provides Sustainability Program Management services for the Integrated Waste Management Program for San Benito County's Regional Agency. Projects include managing landfill operating contract compliance and landfill diversion programs, managing compliance with mandates, contract administration for the franchised and non-franchised agreements, household hazardous waste programs, public education/outreach programs, providing technical assistance to the County staff and County committees, and managing grants for the Regional Agency. Ms. Gallagher also completes CalRecycle compliance reporting to meet AB 939, AB 341, SB 1383 and SB 1016 requirement and the CalGreen Construction and Demolition recycling requirements.

## ADDITIONAL RELEVANT EXPERIENCE

Ms. Gallagher developed Hillsborough's Climate Action Plan in collaboration with the Sustainable Hillsborough Task Force with elected officials and Town staff. She developed the following new sustainable programs for Hillsborough:

- Solar Community Program design and implementation
- Construction and Demolition Recycling Programs
- Municipal Green Building Policy development and implementation
- Residential Energy Efficiency Program
- Energy Efficiency, Green Building and Solar Workshops design and implementation
- Climate Protection Grant Proposal completion (awarded full grant funding)

She facilitated CAP development with the City of Burlingame's Green Ribbon Task Force that consisted of City Council members, City commissioners, residents, and business community members. Ms. Gallagher developed the Climate Action Plan's guiding principles, greenhouse gas reduction programs, estimated costs, timelines, and reduction targets. Ms. Gallagher coordinated CAP development with City staff and community through a Community Climate Action Plan Workshop. Concurrent with CAP development, she developed a green building program, solar community program and energy efficiency workshops for immediate sustainability program implementation.



## Scope of Work Cost

Tasks	Senior Sustainability Manager \$200/hr.	
	Hours	Cost
<b>Task 1:</b> Project Initiation/Kick off Meeting to discuss objectives for new franchise agreement e.g. new collection programs/services per current industry standards, contractor compensation setting process, etc. Provide summary of research, timeline, current diversion data and state mandate status.	5	\$1,000
<b>Task 2:</b> Complete analysis of data provided by City and Recology. Draft the new Franchise Agreement for City of Rio Dell to include new current industry standards, new programs and services, new contractor compensation and rate setting provisions, new reporting/recordkeeping as directed by City Manager.	23	\$4,600
<b>Task 3:</b> Provide new draft of updated Franchise Agreement inclusive of City Manager's edits and feedback incorporated. Discuss status of regional franchise agreement discussions as it relates to the City of Rio Dell in meetings with City Manager.	11	\$2,200
<b>Task 4:</b> Prepare documents for first negotiation meeting with Recology; Meet with City Manager on agenda, staff memos, timeline, and the updated franchise agreement.	9	\$1,800
<b>Task 5:</b> Hold series of meetings and negotiation discussions with City Manager and Recology staff to discuss the new draft franchise agreement and work to achieve consensus on key negotiation items.	18	\$3,600
<b>Task 6:</b> Provide analysis of Recology's cost proposal for new franchise agreement for City Manager review. Discuss Recology's rate assumptions, data used, profit margin and rate setting process with goal that Recology provide a reasonable and transparent cost proposal to minimize ratepayer impact.	14	\$2,800
<b>Task 7:</b> Complete staff memorandum for City Council staff report and presentation for City Manager use for franchise agreement approval process.	4	\$800
<b>Task 8:</b> Provide recommendation for new sustainable revenue stream for City using new SB 1383 fee as allowed in SB 1383 regulations.	3	\$600
<b>Task 9:</b> Provide franchise agreement, data analysis, rate comparison and other technical assistance upon City Manager direction.	24	\$4,800
<b>15% contingency</b>		\$3,330
<b>Total Cost:</b>		<b>\$25,530</b>

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel, and office expenses. CSG will mail an invoice every month for services rendered during the previous month. On July 1 of each year following the contract start date, CSG will initiate a rate increase based on change in CPI for the applicable region.



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## OFFICES THROUGHOUT CALIFORNIA

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### SAN FRANCISCO BAY AREA

• Foster City • San Jose • Pleasanton •

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### SACRAMENTO REGION

• Sacramento •

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### CENTRAL VALLEY

• Newman • Fresno •

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### CENTRAL COAST

• Paso Robles •

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### SOUTHERN CALIFORNIA

• Orange •

WWW.CSGENGR.COM

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