



Employee-Owned

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February 10, 2026

Ms. Emily Benvie
Deputy Director, Community Services
City of Arcata
736 F Street
Arcata, CA 95521

Re: Proposal to Complete Franchise Agreement Negotiation and SB 1383 Compliance Technical Assistance

Dear Ms. Benvie,

Thank you for the opportunity for **CSG Consultants (CSG)** to complete the Franchise Agreement Negotiation and SB 1383 Compliance Technical Assistance for the City of Arcata. We look forward to completing this project for the City and ensuring the City receives a new franchise agreement with cost-effective programs, improved services and 1383 compliant programs.

Kathleen Gallagher will continue to serve as the Project Manager, and she brings over 30 years of sustainability program management and waste management experience. Since SB 1383 regulations were approved, she has assisted several jurisdictions with new franchise agreements that are SB 1383 compliant, and she has become an SB 1383 subject matter expert. 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@csngenr.com

The attached scope of work will be provided to the City on a not to exceed basis of \$19,844. 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 Arcata.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cyrus Kianpour', written over a horizontal line.

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



Scope of Work

- Task 1:** Complete franchise agreement provisions highlighted by the Arcata city attorney and achieve consensus with Recology's attorney in collaboration with City staff and city attorney on outstanding legal terms and issues. Include updated agreed upon provisions and complete final franchise agreement quality assurance for City staff for the presentation to City Council for approval. Ensure the new franchise agreement is compliant with the City's Corrective Action Plan (CAP) for SB 1383 compliance.
- Task 2:** Complete franchise agreement and achieve consensus on outstanding operations terms and issues with Arcata staff and Recology operations staff regarding Arcata's commercial, MFD, residential accounts, city specific services, cardboard only accounts, outreach/education and rollout of new services.
- Task 3:** Complete cost proposal and rate structure quality assurance and quality control for all services to be included in Exhibit A of franchise agreement in collaboration with Arcata staff, Chris Bell and Recology. Participate in Recology/Chris Bell meetings and in City of Arcata/Chris Bell meetings. Provide technical assistance on rate structure to incentivize diversion and low contamination.
- Task 4:** Complete city staff report and Proposition 218 public notice documents and templates for city staff presentation to City Council for approval of new franchise agreement and new rates for all Recology services for the City of Arcata. Reference compliance with the City's Corrective Action Plan (CAP) and legal requirements of SB 1383.
- Task 5:** Provide technical assistance and oversight of Recology's implementation plan and rollout of new collection programs. Ensure Recology's implementation, delivery of services and containers, outreach, education, Waste Zero Specialist services comply with new franchise agreement requirements. Provide city staff, city key stakeholders with essential outreach materials in collaboration with Recology and update staff on milestones provide technical assistance at the direction of City staff on a time and materials basis per the cost per hour noted in the Scope of Work.



Scope of Work Cost

Tasks	Hrs	Senior Sustainability Manager \$205/hr
Task 1: Complete franchise agreement and achieve consensus on outstanding legal terms and issues from Arcata staff and Recology attorney. Complete final franchise agreement for City Council approval with final quality assurance.	11	\$2,255
Task 2: Complete franchise agreement and achieve consensus on outstanding operations terms and issues with Arcata staff and Recology operations staff regarding Arcata’s commercial accounts, MFD accounts, residential accounts, city specific services, outreach/education and rollout of new services, and ensure SB 1383 compliance.	18	\$3,690
Task 3: Complete meetings with city staff and Chris Bell for cost proposal and rate structure quality assurance and quality control for all services for inclusion in Exhibit A of franchise agreement in collaboration with Arcata staff, Chris Bell and Recology. Provide technical assistance on rate structure. This task includes modifications to the cost proposal due to city staff requests to modify and/or reduce services to reduce rate impact. Provide technical assistance with selecting provisions to modify to reduce rate impact.	29	\$5,945
Task 4: Complete city staff report and Prop 218 templates for city use for city staff presentation to City Council for approval of new franchise agreement. Reference compliance with the City’s Corrective Action Plan (CAP) and SB 1383 Compliance.	9	\$1,845
Task 5: Provide technical assistance and oversight of Recology’s implementation plan and rollout of new collection programs. Ensure Recology’s implementation, delivery of services and containers, outreach, education, Waste Zero Specialist services comply with new franchise agreement requirements. Provide city staff, city key stakeholders with essential outreach and education materials in collaboration with Recology and provide city staff with milestones completion.	21	\$4,305
	10% Contingency	\$1,804
	Total	\$19,844

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.