



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Elizabeth Gibbs, City Manager

PREPARED BY: Holly Stuart, Public Works Program Manager
Arturo Vela, Director of Public Works

MEETING DATE: April 14, 2026

SUBJECT: Consideration of Resolution 2026-62 Approving a Software-as-a-Service (SaaS) Master Services Agreement (MSA) with Routeware, Inc. for Compliance Tracking in the amount of \$89,992

RECOMMENDATION:

Adopt Resolution 2026-62

BACKGROUND:

The City has contracted with Routeware, Inc., formally known as Citizen Communications LLC. since 2020. The initial implementation included the custom program design and collection of solid waste account data. Most recently, on April 11, 2023, City Council approved Resolution 2023-64, authorizing the procurement of Recyclist Program Tracker for a three (3) year term beginning May 1, 2023 and expiring on April 30, 2026 in the amount of \$73,017.

Following this approval, on May 27, 2025, the City Council approved Resolution 2025-66, consolidating Software as a Service product utilized citywide. To support Government Accounting Standards Board reporting requirements related to software agreements, the Purchasing Division determined that all SaaS maintenance agreements must be approved annually and paid via purchase order. At the time this resolution was approved, a provisional allocation of \$24,686.00 with a 5% contingency of \$25,920.30 was designated for the Recyclist Program Tracker.

The Recyclist Program Tracker software provides significant benefits to the Refuse Division by centralizing compliance data, improving recordkeeping, and streamlining reporting. This allows staff to efficiently track program activities and meet regulatory requirements. This amount is expected to increase annually due to a 4% cost escalation. To help minimize costs and limit future rate increases to a 4% escalation, staff recommends establishing a new contract for a three-year subscription term with six (6) data imports through April 2029 as summarized below:

Three Year Cost Summary for Routeware, Inc. (Recyclist Program Tracker) Annual Subscription Cost of @ 4% Increase Per Year

Year 1 (May 1, 2026 - April 30, 2027)

- Six prepaid data imports at \$1,039.96 each (total \$6,239.76).
- Annual Program Tracker subscription: \$22,589.04.
- Total Year 1 Cost: \$28,828.80

Year 2 (May 1, 2027 - April 30, 2028)

- Six prepaid data imports at \$1,081.56 each (total \$6,489.36).
- Annual Program Tracker subscription: \$23,492.63.
- Total Year 2 Cost: \$29,981.99

Year 3 (May 1, 2028 - April 30, 2029)

- Six prepaid data imports at \$1,124.80 each (total \$6,748.80).
- Annual Program Tracker subscription: \$24,432.34.
- Total Year 3 Cost: \$31,181.14

Total for Three Year Term: \$89,991.93

JUSTIFICATION:

While other waste consultants and database management systems may offer tools for recordkeeping and reporting on similar subject matter, Recyclist is considered a sole-source provider, with no known competitors offering the same comprehensive services, features, and functionality as its Program Tracker. The City has already invested resources in implementing this platform, resulting in an established and fully operational system currently utilized by staff.

Under SB 1383, CalRecycle is authorized to enforce jurisdiction compliance and may impose administrative civil penalties pursuant to Title 14, California Code of Regulations, § 18997.3, ranging from \$500 to \$10,000 per violation per day, with a statutory maximum of \$10,000 per day under Public Resources Code § 42652.5. Recyclist helps ensure that the City remains in compliance with state regulations related to solid waste management.

Accordingly, this action seeks approval to establish a Master Services Agreement (MSA) with Routeware, Inc. for an additional three (3) years. The platform provides the reporting and recordkeeping tools needed to meet solid waste requirements including SB 1383 regulations, enabling staff to efficiently store, track and manage compliance data in a centralized system and ensure timely reporting to CalRecycle within the 10-day mandated reporting timeframe.

FISCAL IMPACT:

The 3-year agreement with Routeware, Inc. in the amount of \$89,992 will be funded by the operational budget of the Refuse Fund, Account 001-9600-453.30-17 (Contract Svc-Rep/Maint/ Repair/Maint-Software). An appropriation in the amount of \$89,992 from the Refuse Fund is required.

ATTACHMENTS:

1. [Reso 2026-62_3.31.26.docx](#)
2. [2026.01.01 Recyclist - Sole Source Letter \(1\).pdf](#)
3. [Q-17667 - 00006710 - City of Banning - Renewal 2026.pdf](#)
4. [CC Resolution No. 2025-066.pdf](#)