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**Title:** Actions pertaining to amending the Trapeze Agreement:  
 1. Approve the 5th Amendment in the amount of \$17,440 for the OPS Sign-In Terminal software license  
 2. Approve the 6th Amendment in the amount of \$49,000 for the OPS Sign-In Terminal software maintenance

**Sponsors:** Department of Transportation

**Indexes:**

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**Attachments:** 1. Amendment #5.pdf, 2. Amendment #6.pdf

Date	Ver.	Action By	Action	Result
9/19/2019	1	City Council	approved	

**REPORT TO THE CITY COUNCIL**

**September 19, 2019**

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**SUBJECT**

Actions pertaining to amending the Trapeze Agreement:

- Approve the 5th Amendment in the amount of \$17,440 for the OPS Sign-In Terminal software license
- Approve the 6th Amendment in the amount of \$49,000 for the OPS Sign-In Terminal software maintenance

**RECOMMENDATION**

Staff recommends Council approve Amendments 5 and 6 of the Trapeze maintenance contract. These amendments will add the OPS Sign-In Terminal module to the Trapeze software products

utilized to manage day-to-day operations at FAX, as well as the required ongoing maintenance of that module.

## **EXECUTIVE SUMMARY**

The department seeks Council approval of the attached contract amendments to add the OPS Sign-In Terminal (SIT) module to the Trapeze software products utilized to manage day-to-day operations at FAX, as well as the required ongoing maintenance of that module. The addition of SIT to ongoing operations at FAX will shift the current bus driver sign-in process from a paper process to an electronic one. It will be substantially more efficient both for the actual driver sign-in process and for record-keeping and data management. Drivers will no longer be required to sign a paper document at the dispatch window but will instead use their FAX ID badge to tap an RFID reader, see their assigned work on an attached PC monitor, and print a receipt that will provide detail of their work and any other required communications for the day.

## **BACKGROUND**

The department utilizes Trapeze software products to manage day-to-day transit operations at FAX. This includes timekeeping, vehicle assignments, route assignments, and monitoring buses in the field. Over time, the department has continued to advance from cumbersome manual processes to efficient electronic processes in great part due to the Trapeze systems in place. Each phase of improvement enables additional links between systems and continues to improve efficiency, record-keeping, data management, and reporting. This is critical in the complex daily processes involved in providing transit service, monitoring metrics, and successfully completing reports for the National Transit Database for example.

The addition of the OPS SIT module to ongoing operations at FAX will shift the current bus driver sign-in process from a paper process to an electronic one. It will be substantially more efficient both for the actual driver sign-in process and for record-keeping and data management. Drivers will no longer be required to sign a paper document at the dispatch window but will instead use their FAX ID badge to tap an RFID reader, see their assigned work on an attached PC monitor, and print a receipt that will provide detail of their work and any other required communications for the day. This system will enable better communication with the drivers, as well as freeing dispatchers from spending their time monitoring the paper sign-in sheets, allowing them to focus on covering work and other duties. While this will be a new sign-in system for FAX, it is being utilized successfully at many transit agencies throughout the U.S. and will continue department efforts to improve efficiencies and transit service to the community.

The City Attorney has reviewed the amendments as to form.

## **ENVIRONMENTAL FINDING**

Pursuant to CEQA Guidelines Section 15378, this is not a “project” for purposes of CEQA.

## **LOCAL PREFERENCE**

Local preference is not applicable because these are amendments to an existing contract.

## **FISCAL IMPACT**

This request will have no impact on the General Fund as the Amendments are funded as part of the FAX FY 2020 operating budget.

**Attachments:**

Amendment #5

Amendment #6