




Office of the City Manager

Date: January 4, 2016
To: Honorable Mayor and City Councilmembers
From:  Dee Williams-Ridley, Interim City Manager
Subject: Expiration and Non- Renewal of the City of Berkeley's Fleet Program Contract with City CarShare.

I wanted to inform you of the cessation of the City of Berkeley's City CarShare (CarShare) fleet services program effective January 4, 2016. The vendor rejected our proposal to extend and increase the current contract through August 15, 2017. City CarShare informed us that, as the program is neither cost-neutral nor cost-efficient to administer, continued partnership with the City of Berkeley was not profitable and they are electing to cease providing fleet services to the City this coming January.

As a result of the dissolution of our partnership with CarShare, the company will

- Remove the two dedicated Toyota Prius vehicles currently parked behind 2180 Milvia Street;
- Remove the Toyota Prius and Ford Focus currently parked in the Center Street garage;
- Maintain continued access for City users to the disabled access Dodge Caravan currently parked behind 2180 Milvia Street.

Going forward, each Department and/or employee may negotiate individual membership agreements with CarShare. We are currently at work developing a new internal program to provide employee access to our own City fleet of Prius vehicles. Until that program takes shape, employees may explore other options presently available to meet their transportation needs including

- a. Using their personal vehicles for City business;
- b. Utilizing the Public Works Department Equipment Maintenance pool of fleet vehicles located at the City Corporation Yard. Employees may use these vehicles only for work-related purposes *after* successfully undergoing the process of becoming an authorized driver. Please see Administrative Regulation 7.1, "Use of Fleet Vehicles," which details current protocol and supplies two forms employees must submit.

Page 2

January 4, 2016

Expiration and Non-Renewal of the City of Berkeley's
Fleet Program Contract with City CarShare

In order to wrap-up this program efficiently, we ask for your kind assistance in closing out the administrative details of the CarShare contract. Please inform all Departments to collect participating employee CarShare vehicle access FOBS and return them to Bill Ivie, Equipment Superintendent, Equipment Maintenance Division, no later than January 29th 2016. Any FOBS missing after that date will be billed to the user department.

cc: Gil Dong, Interim Deputy City Manager
Phil Harrington, Acting Director, Public Works
Ann-Marie Hogan, City Auditor
Mark Numainville, City Clerk
Matthai Chakko, Public Information Officer