



ADMINISTRATIVE MEMORANDUM

COUNTY OF SAN MATEO

SUBJECT: Electric Vehicle Charging Station Operation Policy

NUMBER: B-32

RESPONSIBLE DEPARTMENT: Office of Sustainability

APPROVED:


Mike Callagy, County Manager

DATE:

3/21/22

Purpose

This Administrative Memorandum updates a previous pricing structure for electric vehicle charging stations. It updates policies and procedures for the use of public, County employee, and County fleet electric vehicle charging stations (EVCS) at County owned facilities.

Background

The original 2016 EVCS Operation Policy set a pricing structure to charge users an hourly fee for use. County Employees paid \$1.00 per hour for the first four hours, and \$5.00 per hour after that. Members of the public paid \$1.50 per hour for the first four hours, and then \$7.50 per hour after that. Rates increased after four hours to encourage turnover at the limited number of charging stations.

In September 2021, the County Manager's Office eliminated the increase in price after the first four hours of charging. This change coincided with the opening of the new Parking Structure 2 garage which significantly increased the number and availability of charging stations at County Center.

The policy in this Administrative Memorandum updates the original EVCS Operation Policy from a time-based (dollar per hour) to an energy-use based (dollar per kilowatt hour) pricing structure. A kilowatt hour (kWh) is the unit of fuel an electric vehicle receives during charging. Newer EVCS distribute energy at different rates, so a pricing policy should be based on fuel received, rather than time spent fueling.

Policy

Below is an overview of the elements of the EVCS Operation Policy at County owned facilities. Table 1 provides a summary of the updated EVCS Operation Policy. The Office of Sustainability (OOS) will monitor and reassess the impact of the policy periodically and will adjust pricing according to electricity costs.

Table 1: Summary of EVCS Operation Policy at County Facilities

| Policy Item | Description |
|-------------|---|
| Rate | Public, Employee, and Fleet: \$0.23/kWh |
| Time limit | No stations will have time limits. However, at facilities where demand is determined to exceed the supply of available chargers and where there is an operational need to free up chargers, the Department of Public Works (DPW) may reinstate time limits and enforce accordingly. |
| Enforcement | Ticketing by DPW |

A. Charging Fee Calculation

The County pays the utility for the energy used at County owned EVCS. The fees collected from users by EVCS exist to offset those energy costs borne by the County. As such, EV charge fees are subject to change because utility energy rates change. OOS will evaluate the charge fees on a periodic basis to ensure the fee structure properly reflects the policy's objectives.

To set the current charge rate of \$0.23/kWh, average electricity costs were determined with the help of Peninsula Clean Energy using energy procurement costs for County Center Parking Garage 1. Parking Garage 1 hosted the majority of County owned EVCS, and so served as an appropriate proxy for electricity costs at all County EVCS. At the time of this policy's creation, that rate was \$0.21 per kWh. An additional \$0.02 per kWh is added to offset the 10% usage fee levied by ChargePoint, the administrator of the charging stations.

B. Enforcement and Signage

Descriptive signage will be posted at each EVCS to clearly indicate the type of vehicles permitted to park and charge in the spaces. Signage should comply with the following directive from the California Energy Commission as part of the Bay Area Charge Ahead Project:

“Provide charging station signage (per the requirements defined below) and striping (where needed to clearly designate the space for EV use). A minimum of one sign per EV-equipped parking space is required by the California Energy Commission and California EV Alliance, which shall indicate that the space is ‘reserved for EV charging [not EV parking].’ The relevant signage must comply with the Manual on Uniform Traffic Control Devices and California Vehicle Codes, ensuring that signs are high enough, easily visible, and provide clear and accurate information on parking and charging policies.”

At stations where demand is regularly determined to exceed the supply of available chargers to the point of creating a barrier to EV adoption, DPW may reinstate time

limits and ticketing accordingly. DPW will install signage about time limits at EVCS and will inform users before new rules go into effect.

C. Education and Outreach

The Office of Sustainability will continue to inform County employees and the public about the availability of EVCS at County owned facilities and how to use them. This will be accomplished through the County website and other communication channels. In addition, OOS will share an “EV Charging Station Usage Procedure and Etiquette Guideline” with County employees and raise awareness about EVCS through posts on Yammer and other employee platforms, as appropriate.

D. Accessibility

The California Building Standards Code, Title 24, Part 2 outlines regulations for EV charging stations. Within Part 2, section 11B-812 provides detailed guidelines specific to accessibility. These regulations went into effect on January 1, 2017 and have been implemented at all relevant County facilities by DPW. DPW will work closely with the Planning and Building Department to ensure compliance of the EVCS with accessibility regulations.

