



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

Number	609
Responsible Department	Public Works
Established/Effective Date	March 1, 2013
Latest Revision Date	April 20, 2023
Next Review & Reauthorization Date	April 20, 2025

SUBJECT: Electric Vehicle (EV) Charging Stations

1. **Policy:** To regulate the charging of City fleet electronic vehicles and establish regulations for the use of City-owned electric vehicle (EV) charging stations by City employees and the public.
2. **Authority:** City Charter Section 401
3. **Applicability:** This regulation applies to all City departments and employees.
4. **Definitions:**
 - 4.1. Charging Stations – any appliance or adaptor permanently or temporarily mounted, installed, or plugged in to City-owned electrical infrastructure for the purpose of charging EVs.
 - 4.2. City Vehicle – any on or of road vehicle or equipment owned by the City of Huntington Beach.
 - 4.3. Employee - full-time and part-time employees, elected officials, appointees, and volunteers of the City of Huntington Beach
 - 4.4. Personal Vehicle – any vehicle owned by/registered to any person, entity, corporation, company, partnership, LLC etc. other than the City.
 - 4.5. Electronic Vehicles (EVs) – electric vehicles or equipment that are recharged from an external power source including battery electric vehicles (BEVs), plug-in electric vehicles (PEVs), and plug-in hybrid electric vehicles (PHEVs),
5. **Policy:**
 - 5.1. Employees may utilize City-owned **public** EV charging stations at City Hall, Main Promenade Parking Structure, Bella Terra Parking Structure, and Beach Parking Lots to charge personal vehicles and shall pay the rates and observe the time limits indicated on the charging station. These public EV charging stations are also available to the public for their use.
 - 5.2. The City shall establish rates for charging at City-owned public EV charging stations from time to time to ensure that the rates are reasonable, fair and sufficient to cover the City's costs for electricity plus the costs to own and maintain the charging station.




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- 5.2. No employee shall use extension cords or other electrical connections to the city's infrastructure for charging a non-city fleet, personal vehicle.
- 5.3. No employee or person shall utilize City **fleet** EV charging stations to charge a personal vehicle at City expense. These charging stations are designated for city fleet and not open to the public.
- 5.3. Employees assigned with a City fleet EV shall utilize designated City charging facilities to plug in and charge the vehicle at the end of shift and/or as needed to ensure that the vehicle is charged and ready for duty.

6. Responsibilities:


- 6.1 The City shall provide designated charging locations for City EV fleet.
- 6.2 The City shall notify employees where to charge their assigned City EVs.
- 6.3 The Public Works Department shall be responsible for:
 - 6.3.1 Managing the maintenance and operation of city-owned charging stations, including monitoring usage.
 - 6.3.2 Overseeing and managing a service agreement with *ChargePoint*, a service provider for City-owned public charging stations and troubleshooting any issues.
 - 6.3.3 Monitoring and applying for potential SCAQMD (South Coast Air Quality Management District) grant programs or any other funding opportunities to continue to maintain/improve the City's EV charging infrastructure.
- 6.4 The Finance Department shall be responsible to review rates from time to time and reset as necessary to ensure sufficient revenue to offset costs for City-owned public charging stations.



Public Work Director
Initiating Department Head



Al Zelinka
City Manager



Michael Gates, City Attorney
Approved as to Form 