



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** March 16, 2023

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Discussion Only: Discussion and presentation regarding a proposed policy (“Policy”) for the implementation of guidelines and procedures for the initiation, installation, maintenance and fee collection of electric vehicle charging stations available for public use on Carson City-owned property and rights-of-way (“City Property”). (Dan Stucky, DStucky@carson.org and Chris Martinovich, cmartinovich@carson.org)

Staff Summary: The proposed Policy, in draft form, establishes guidelines and procedures for the initiation, installation, maintenance and fee collection of electric vehicle charging stations open to public use on City Property.

Agenda Action: Other / Presentation **Time Requested:** 15 Minutes

Proposed Motion

N/A

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

N/A

Background/Issues & Analysis

The City currently owns and maintains three electric vehicle charging stations and associated equipment, collectively referred to as Electric Vehicle Supply Equipment (“EVSE”). One EVSE is located at the Community Center (installed in 2014) and the other two are located within the 3rd Street Parking Lot (installed in 2021 as part of the Curry Street and 3rd Street Parking Lot Improvement Project). All three of these EVSEs were installed at no cost to the City through various grant programs. Currently, the City does not charge for usage of these EVSEs. Additionally, the City plans to install two new EVSEs within the parking lot at Mills Park adjacent to William Street as part of the East William Complete Streets Project. The East William Complete Streets Project was awarded \$9.3 million in federal funds through a Rebuilding American Infrastructure with Sustainability and Equity grant to help partially fund the project improvements, including the proposed EVSEs, which are a condition of the grant award.

Due to the upcoming construction of the EVSEs associated with the East William Complete Streets Project and the expected increase in requests for installation of EVSEs associated with the passing of multiple grant programs dedicated to bolstering electric vehicle charging through the Infrastructure Investment and Jobs Act and NV Energy’s Economic Recovery Transportation Electrification Plan, commonly referred to as “ERTEP”, City staff developed the proposed Policy to help guide how the City should facilitate the construction of new EVSEs on City Property as well as adapt existing EVSEs to comply with the Policy.

The Policy is intended to: (1) apply directly to existing EVSEs that are owned and maintained by the City; and (2) identify terms and conditions for inclusion in any agreement between the City and a third party operating an EVSE on City property.

The Policy provides a plan for implementing a fee structure for existing City-owned charging stations and those operated and maintained by a public utility or a private vendor. The Policy also outlines procedures for the installation of new electric vehicle charging stations and associated equipment. Staff is seeking input on the Policy before performing additional diligence, which could include the preparation of a business impact statement, and bringing this Policy back to the Board of Supervisors at a future meeting as an action item for approval.

Applicable Statute, Code, Policy, Rule or Regulation

Art. 2, §§ 2.200 and 2.230 of the Carson City Charter; NRS 244.146

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Regional Transportation Fund: Lease Revenue (Account #: 2503080-463010), Streets Maintenance Fund: Misc. Other Income (Account #2563080-466110)

Is it currently budgeted? No

Explanation of Fiscal Impact: For City-owned EVSE sites, future usage fees would be deposited into Misc. Other Income Revenue account in Streets Maintenance Fund. Funds would be used to cover costs of operation and maintenance of EVSEs. For new EVSE sites owned and maintained by a public utility or private vendor on City Property, any City portion of usage fees or service fees shall be deposited into Misc. Other Income Revenue account in Streets Maintenance Fund. Any collected fees related to annual leases, licenses or easements associated with EVSE sites owned and maintained by a public utility or private vendor on City Property shall be deposited in the City’s Lease Revenue account in the Regional Transportation Fund.

Alternatives

N/A

Attachments:

[Draft EV Charging Policy_at \(Clean\)_at-cm\(Clean\).pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



Carson City Public Works

Electric Vehicle Charging Station Installation on City-Owned Property and Rights-of Way

Effective date: _____, 2023

1.0 **Purpose:**

The purpose of this policy is to establish guidelines and procedures for the initiation, installation, maintenance, and fee collection of electric vehicle charging stations available for public use on Carson City-owned property and rights-of-way.

2.0 **Definition of Terms:**

- **120V - Level 1:** Electric vehicle chargers using a standard 110-120 volt outlet.
- **240V - Level 2:** Electric vehicle chargers using 220-240 volt power supplies.
- **DC Fast Chargers (DCFC) - Level 3:** High voltage electric vehicle chargers using direct current.
- **ADA:** Americans with Disabilities Act.
- **City:** Consolidated Municipality of Carson City, Nevada.
- **EV:** Electric vehicle.
- **Electric Vehicle Supply Equipment (EVSE):** Electric vehicle charging stations and associated equipment.
- **Public Utility:** a public utility possessing a franchise agreement with Carson City to generate, transmit, and distribute electric service in Carson City.
- **Private Vendor:** a privately owned company or other third-party organization not associated with Carson City that has the capability for EVSE installation, operation, and maintenance.
- **Right-of-Way (ROW):** The publicly dedicated roadway owned by Carson City.
- **City Site:** Land on which an electric vehicle charging station is built. A City Site, for this policy, represents a site located on publicly owned land or ROW.

3.0 **Policy:**

EVSE available for public charging of EVs shall be allowed on a City Site subject to the conditions listed in this policy. The terms of this policy will apply directly to existing City-owned and -maintained EVSE on a City Site. The terms of this policy will not directly apply to a Public Utility or Private Vendor that owns and operates an EVSE on a City Site; however, this policy is intended to identify terms and conditions for inclusion in any agreement between City and Public Utility/Private Vendor for the operation and maintenance of an EVSE on a City Site.

Depending on the location of EVSE and other site-specific details City may require Public Utility or Private Vendor to enter into City-approved easement, license, lease, or other agreements, with such agreements establishing terms and conditions consistent with this policy, including terms for the Public Utility or Private Vendor to pay fees to the City, in a manner and amount consistent with this Policy, for the use of a City Site.

4.0 Locations:

Locations for placement of EVSE on a City Site will be approved by the Public Works Director. Approval of a location will be based on physical factors such as proximity to electrical utility connections, compatibility of adjacent land-uses, parking availability, and other accessibility, roadway maintenance, and operational impacts as determined by the City. All EVSE must have ADA accessible equipment and at least one ADA accessible parking stall.

Staff may develop an implementation plan or program at a future date that prioritizes EVSE locations based on equity, accessibility, utility adjacency, and convenience. The consideration of EVs and development of a more comprehensive policy should be included as part of future updates to the Carson City Master Plan.

5.0 EVSE Installation and Components:

Installation of the EVSE on a City Site may be initiated by the City, Public Utility, or by a Private Vendor, subject to City permitting requirements, including but not necessarily limited to building and encroachment permit requirements.

Public Utility or Private Vendor may not install EVSE on a City Site without first (1) securing all appropriate, City-issued permits; and (2) entering into a written agreement with City concerning the terms and conditions of Public Utility's/Private Vendor's use of the City Site, including terms concerning the imposition of fees consistent with Section 7.0 of this policy and the time and manner for providing any such fees collected to City.

The following chargers are permitted on City Sites:

- 240V – Level 2
- DCFC – Level 3

The following chargers are not permitted on City Sites:

- 120V – Level 1

To ensure access to as many EV and plug-in electric hybrid types as possible, all EVSE must be equipped with, at minimum, the industry standard charging cable connector, which is currently J1772. As industry standards change, it is the intent of this policy to require EVSE to be equipped with whatever charging connection equipment is industry standard or most widely available at any given time. If feasible, chargers should consider retractable connection cables that are protected from theft or vandalism when not in use.

EVSE installed within a City Site must be installed only by certified/licensed contractors and electricians as specified in building/encroachment permit requirements.

6.0 EVSE Ownership and Maintenance:

All newly installed EVSE shall be owned and maintained by either Public Utility or Private Vendor, not the City. Upon adoption of this policy, existing City-owned and maintained EVSE located within a City Site will begin charging a flat rate fee to cover, at a minimum, the costs of operation and maintenance consistent with the pricing structure outlined in Section 7.0 of this policy.

7.0 Fees and Collections:

City-Owned and -Maintained EVSE: Unless doing so is technologically impracticable, upon adoption of this policy, existing City-owned and -maintained EVSE located within a City Site will begin charging the flat rate fee and associated loitering fee for the charging of EVs outlined in Table 1.

Public Utility/Private Vendor-Owned and -Maintained EVSE: Upon adoption of this policy, and unless prohibited by law, agreements between the City and Public Utility/Private Vendor allowing the Public Utility or Private Vendor to own and operate an EVSE on a City Site must include terms (1) requiring that Public Utility or Private Vendor to charge at least the flat rate fee and associated loitering fee for the charging of EVs outlined in Table 1, and (2) setting the time and manner for the Public Utility or Private Vendor to forward those fees to City. If, when this policy is adopted, a Public Utility or Private Vendor already has an agreement with City to own and operate an EVSE on a City Site, that agreement shall be amended, if possible, to reflect the requirements of this policy. If amendment of the existing agreement is not possible, it shall not be renewed or extended without first incorporating the requirements of this policy. Additional service fees may be collected by the EVSE owner in addition to the fees shown in Table 1.

Table 1: EVSE Fees

Charger Type	Flat Rate Fee	Loitering Fee
240V – Level 2	\$1.00 per hour for first 4 hours of use.	\$5.00 per hour after 4 hours of continuous use
DCFC – Level 3	\$4.00 per hour for first 2 hours of use.	\$10.00 per hour after 2 hours of continuous use

Note: Rates are charged for any portion of the hour and may be adjusted on an annual basis to adjust for increases in electric costs and/or usage fees.

EVSE shall allow users to pay fees either via mobile application or via a debit/credit card reader at the EVSE location. All fees shall be posted either physically on the EVSE or through a notification in the mobile application.

All EVSE flat rate and loitering fees received by the City, whether from City-owned EVSE or Public Utility/Private Vendor-owned EVSE, shall be used to pay for electrical or other

costs associated with the operations of the EVSE. Additional revenue shall be deposited to the City's Street Maintenance fund.

In addition, an agreement between City and Public Utility/Private Vendor may charge that Public Utility/Private Vendor an annual lease, license, or easement fee for the use of the City's ROW. Any revenue collected from these annual fees shall be deposited to the City's Lease Revenue account in the Regional Transportation Fund.

- END OF POLICY -