



# DEPARTMENT POLICY & PROCEDURE

PUBLIC ELECTRIC VEHICLE CHARGING STATIONS	
<b>DPP NUMBER</b>	DPP 500 P III-1102
<b>EFFECTIVE DATE</b>	01/01/2021 <b>SUPERSEDES</b> 12/03/2019
<b>APPROVED BY</b>	<i>D. Mary Smith</i>

## 1.0 PURPOSE

To set the policies and procedures for charging station fees relating to the use of public electric vehicle (EV) charging station facilities ("stations") owned and operated by the City Light Department ("Department"). The goals of the Department's Public EV Charging Pilot Program include encouraging equitable adoption of EVs to support the Drive Clean Seattle Initiative and to collect data and learnings from the pilot to inform future program activities.

## 2.0 TERMS AND RULES FOR CHARGING STATION USE

- 2.1 **Billing and financial recordkeeping.** Public EV charging financial transactions are wholly managed by a third-party vendor ("Vendor"). This vendor will be Payment Card Industry compliant.
- 2.2 **Method of payment.** Payment for vehicle charging is managed via a third-party, as posted at each station. The charger may be activated: 1) by using the vendor's contactless payment options including a radio frequency Identification (RFID) card or other Near Field Communication option as made available by the vendor, 2) by using a mobile phone app to initiate payment, 3) by providing a credit card number to the vendor by phone. For payment option #1, the RFID associated with the account must be compatible with the third-party network provider and requires funds be preloaded to the account from which fees will be drawn.
- 2.3 **Parking access and stay requirements.** Department stations may be used by any member of the public; however, hours of access may be restricted by the site host. Stations may have limits on the length of time a vehicle may be parked in a parking space. If applicable, each parking site will have such parking stay requirements clearly posted. It is the responsibility of the user to not violate indicated parking stay requirements. If violated, users may be subject to a parking ticket or other penalty as regulated by the Seattle Police Department Parking Enforcement or the

property owner. Public rights-of-way restrictions such as overtime is dictated by SMC 11.72.260 and paid parking by SMC 11.76.015 and 11.76.020.

- 2.4 **Penalties.** Vehicles parked in electric vehicle only charging station spaces must be connected to the charging station and in the process of charging. Violators may be subject to fines or penalties as dictated by the SDOT signage posted at the station. This penalty is dictated by SMC 11.72.125 and RCW 46.08.185.
- 2.5 **Special conditions.** Additional rules that apply for the use of Department-owned public EV charging stations may be posted at each location.

### 3.0 PUBLIC EV CHARGING STATION FEES

Public EV charging station fees assessed by the Department shall be cost-based and designed to recoup the capital and operating cost of the charging equipment, plus the cost of electricity as determined by the relevant retail rate, plus appropriate taxes and overhead costs. The total fee charged shall include the rental fee, the electricity charges, and any applicable parking fees, detailed in §3.1-§3.3. Charging station fees shall be clearly posted on each charging station and are broken down in detail in the Public Electric Vehicle Charging Station Fees DPP FAQ online here: [https://powerlines.seattle.gov/wp-content/uploads/2020/12/FAQ-EV-Public-Charging-Fee-DPP-500-P-III-1102\\_V2021.pdf](https://powerlines.seattle.gov/wp-content/uploads/2020/12/FAQ-EV-Public-Charging-Fee-DPP-500-P-III-1102_V2021.pdf). Fees may be displayed rounded to two decimal places for marketing purposes but will be charged according to the unrounded amounts.

- 3.1 **Rental fees.** Rental fees reflect the cost of service including equipment and infrastructure capital costs, station operating and maintenance expenses, program overhead, applicable taxes, external fees, and charging network transaction fees. Rental fees are assessed per kWh for billing simplicity. The applicable electric rate tariffs are charged separately. The rental fees also include adjustments to components of the electric rates (separate charge) to customize the fees specifically to the public charging stations. Charging stations located within the city limits of Shoreline, Tukwila and Burien incur additional costs imposed by these municipalities, which are reflected in the rental fees.

*Table 1: City of Seattle Public EV Charging Station Rental Fees, 2021*

Type of Public EV Charging Station (Seattle)	Daytime Rental Fee Monday - Saturday (excluding Sunday) 7AM to 7PM	All Other Hours Rental Fee Monday - Saturday 7PM to 7AM Sunday 12AM to 12PM
Level 2	\$0.0928/kWh	\$0.0928/kWh
DC Fast charger	\$0.2517/kWh	\$0.1199/kWh

*Table 2: Shoreline Public EV Charging Station Rental Fees, 2021*

Type of Public EV Charging Station (Shoreline)	Daytime Rental Fee Monday - Saturday (excluding Sunday) 7AM to 7PM	All Other Hours Rental Fee Monday - Saturday 7PM to 7AM Sunday 12AM to 12PM
Level 2	\$0.1003/kWh	\$0.1003/kWh
DC fast charger	\$0.2719/kWh	\$0.1295/kWh

*Table 3: Tukwila Public EV Charging Station Rental Fees, 2021*

Type of Public EV Charging Station (Tukwila)	Daytime Rental Fee Monday - Saturday (excluding Sunday) 7AM to 7PM	All Other Hours Rental Fee Monday - Saturday 7PM to 7AM Sunday 12AM to 12PM
Level 2	\$0.1000/kWh	\$0.1000/kWh
DC fast charger	\$0.2713/kWh	\$0.1292/kWh

*Table 4: Burien Public EV Charging Station Rental Fees, 2021*

Type of Public EV Charging Station (Burien)	Daytime Rental Fee Monday - Saturday (excluding Sunday) 7AM to 7PM	All Other Hours Rental Fee Monday - Saturday 7PM to 7AM Sunday 12AM to 12PM
Level 2	n/a	n/a
DC fast charger	\$0.2719/kWh	\$0.1295/kWh

3.2 **Electricity charges.** In addition to the rental fees described in §3.1, Level 2 charging station users will be charged per kWh for electricity consumed according to City Light Small General Service retail energy rates for the appropriate jurisdiction and DC fast charger station users will be charged Medium General Service retail energy and demand rates for the appropriate jurisdiction. These rates are established by City Ordinance and can be found in SMC 21.49.055 and 21.49.052 or online at <http://www.seattle.gov/light/rates/>.

3.3 **Parking fees.** Additional parking fees may be required by some site hosts. Parking fees, as noted at applicable sites, may be collected via the EV charging transaction or via the site host's paid parking system. Parking fees will be determined by the individual or organization responsible for establishing parking fees for that location, such as the property owner, property manager, parking management company, or other City of Seattle department site hosts.

- 3.4 **Fee Implementation Process.** Information regarding the fee implementation process for the Department’s Public EV Charging Pilot Program is provided in the Public Electric Vehicle Charging Station Fees DPP FAQ.

**4.0 REFERENCES**


- 4.1 Seattle Municipal Code Section 6. Subsection 21.49.130 (G): Department authority to rent equipment associated with the use of electricity.
- 4.2 Seattle Municipal Code Section 6. Section 21.49.070: Clarification of rental fees for use of electric charging facilities operated by the Department.
- 4.3 Seattle Municipal Code 21.49.055: rate provision for Medium General Service and applicable rate schedules as found on City Light’s website: [www.seattle.gov/light/rates](http://www.seattle.gov/light/rates).
- 4.4 Seattle Municipal Code 21.49.052: rate provision for Small General Service and applicable rate schedules as found on City Light’s website: [www.seattle.gov/light/rates](http://www.seattle.gov/light/rates).
- 4.5 Seattle Municipal Code 11.72.260: Parking overtime restrictions.
- 4.6 Seattle Municipal Code 11.75.015: Parking violations on blockfaces, or portions thereof, requiring payment to park.
- 4.7 Seattle Municipal Code 11.76.020: Parking longer than time limit.
- 4.8 Seattle Municipal Code 11.72.125: Electric vehicle parking charging station; electric vehicles.
- 4.9 RCW 46.08.185: Electric vehicle charging stations – Signage – Penalty.
- 4.10 Public Electric Vehicle Charging Station Fees DPP FAQ at: [https://powerlines.seattle.gov/wp-content/uploads/2020/12/FAQ-EV-Public-Charging-Fee-DPP-500-P-III-1102\\_V2021.pdf](https://powerlines.seattle.gov/wp-content/uploads/2020/12/FAQ-EV-Public-Charging-Fee-DPP-500-P-III-1102_V2021.pdf)
- 4.11 Public Electric Vehicle (EV) Charging Pilot Program – FAQ at: [https://energysolutions.seattle.gov/wp-content/uploads/Public\\_EV\\_Charging\\_FAQ\\_Handout.pdf](https://energysolutions.seattle.gov/wp-content/uploads/Public_EV_Charging_FAQ_Handout.pdf).
- 4.12 Drive Clean Seattle Initiative overview at: <https://www.seattle.gov/environment/climate-change/drive-clean-seattle>.


Distribution: Posted online at <http://www.seattle.gov/light/policies/>

**REVISION HISTORY:**

DATE	CHANGES MADE	REVISED BY
12/10/20	Updated Department Policy & Procedure to reflect current business practices and updated rental fee tables to include 2021 rental fees.	Author: Victor Couto, Judy Blinder Coordinator: Kim Kinney

December 29, 2020

**TO:** Debra Smith, General Manager and CEO   
 Jen Chan, Chief of Staff



**FROM:** Kim Kinney, Division Administrator – FSBU 

**SUBJECT:** Filing of DPP 500 P III-1102 “Public Electric Vehicle Charging Stations”

The attached Department Policy and Procedure DPP 500 P III-1102 has been proposed for adoption and is being submitted for your approval. The public notice of the proposed rules was printed in the Daily Journal of Commerce on December 14, 2020.

The public comment period has concluded and there were no comments received for our notice of proposed rulemaking. In that regard, we are ready to finalize the DPP and request that you sign the enclosed memo and DPP document to be filed with the City Clerk’s Office.

*The attached City Light Department Policy and Procedure has been reviewed and contained herein is my authorized approval for the above noted action.*

Signature:	 <small>Jen Chan (Dec 30, 2020 15:44 PST)</small>	Date Approved:	12/30/2020
Title:	Chief of Staff		
Signature:		Date Approved:	12/31/2020
Title:	General Manager and CEO		