

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: August 22, 2014

TO: All City Departments
(Excluding Proprietary Departments)

FROM: Tony M. Royster, General Manager
Department of General Services



SUBJECT: **REVISED GUIDELINES FOR THE USE AND AVAILABILITY OF ELECTRIC VEHICLE (EV) CHARGING STATIONS AND EV PARKING PERMITS**

Attached you'll find revised guidelines for the use and availability of electric vehicle charging stations for distribution to your department personnel. The original correspondence dated May 29, 2014 was sent via e-mail on May 30, 2014. Items one and two on the guidelines are the notable additions.

Should you have any questions or concerns, you may contact Assistant General Manager Angela Sherick-Bright at (213) 928-9570.

Attachment

GUIDELINES FOR THE USE AND AVAILABILITY OF ELECTRIC VEHICLE (EV) CHARGING STATIONS AND EV PARKING PERMITS

(Revised 8/22/14)

Electric Vehicle (EV) Charging Station Use and Availability

1. The use of EV Charging Stations is available to all vehicles that are equipped with electric plug-in capabilities such as, all electric plug-in or hybrid plug-in vehicles.
2. There is no guarantee of EV Charging Station availability or operability.
3. Use the vehicle charging equipment responsibly.
4. Only use the fixed charging equipment provided in designated areas for electric vehicle charging. No additional cords or extensions for connection to other electrical outlets are allowed.
5. For the safety of employees, the electrical outlets in the immediate area of the charging stations have been disabled.
6. Vehicles should be parked such that the mounted charging station cable is able to reach the vehicle charging port without over stretching the cable.
7. Ensure that the manufacturer issued cord being used for vehicle charging is carefully coiled so that it does not create a trip hazard. If you are not using the full length of the charging cord, neatly coil the cord and tuck it under your vehicle so that it is out of any walkway as much as possible. Equally, ensure that the cord is long enough to adequately reach your vehicle without pulling the cord taut.
8. Do not use any electrical equipment that is or appears to be in disrepair. This will create an electrical hazard. Do not try to make any changes or repairs to the equipment yourself.
9. Various City-owned or leased parking facilities may or may not have charging facilities available. Typically these facilities are available on a first come, first served basis.
10. There is no limitation on charging times. The Department of General Services (GSD) Parking Services Division does not have the resources to monitor charging times or enforce instances where another parking patron unplugs the charger from your vehicle and places it in their own. Use of the charging stations is at your own risk.

At the moment, the charging stations at the parking facilities which GSD manages are free; however at some point in the future it may be necessary to charge users for this service. Users will be notified if and when this change is made.

For questions or more information related to EV Charging Stations, please contact Ben Setiarto of the Department of General Services, Parking Division at (213) 978-0728.

Emergency Contact

In the event of an emergency, immediately call 911 and maintain a safe distance until help arrives.

Electric Vehicle (EV) Parking Permits

1. Electric Vehicle Permits are issued on a space-available basis in accordance with the terms and provisions of the City's Special Memorandum of Understanding on Commute Options and Parking (Parking MOU) managed by the Personnel Department.
2. EV permits are only granted for zero emission vehicles as identified by the vehicle manufacturer; vehicles designated as partial zero emission (PEZ) do not qualify for City-issued EV permits.
3. An EV permit provides access to the parking garage/lot for which the permit was issued, but DOES NOT provide a guarantee or right to charge a vehicle at that garage/lot. Access to the parking spaces with a charging station is on a first come, first served basis.

For questions or more information related to EV Parking Permits, please contact Melina Mariano of the Personnel Department, Commute Options and Parking Section at (213) 978-1644.