



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 7

Section Name: {{section.name}}

Account Number: 10-1300

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: City Manager's Office
MEETING DATE: March 20, 2023
SUBJECT:
Downtown Electric Vehicle Chargers – Appropriation

RECOMMENDATION:

Adopt a Resolution to authorize a budget transfer of \$28,000 from unassigned fund balance from the General Fund to the Capital Improvement Project for the installation of electric vehicle chargers at the 2nd and El Camino Garage.

BACKGROUND:

In December 2020, staff applied to the California Electric Vehicle Infrastructure Project (CALeVIP) for the installation of electric vehicle (EV) chargers for two City sites: the Main Street Garage and the 2nd and El Camino Garage. CALeVIP funding can be used to offset the cost of EV supply equipment, electric panels, labor and materials, project signage and more.

In February 2021, City staff issued a Request for Proposals for the design and installation of EV chargers at the two City sites and eight proposals were received. Three staff members reviewed the proposals, and Charging Systems Deployment Services (CSDS) was selected based on their experience with installing chargers with other public agencies, equipment, and pricing per EV charging port. The other vendors all had a higher cost per EV charging port proposed. In April 2021, CALeVIP notified City staff that the rebate application for the Main Street Garage had been approved and that the 2nd and El Camino Garage rebate application was on hold for a future funding cycle. In August 2021, the City entered into an agreement with CSDS for the installation of PowerFlex charging equipment at the Main Street Garage.

As part of the fiscal year 2021-22 Capital Improvement Project (CIP) budget cycle, matching funds (\$75,000) for the design and installation of the EV chargers were included to supplement the CALeVIP rebate. The matching funds were intended to cover both project sites. In April 2022, CSDS completed the work on the Main Street Garage resulting in 13 Level 2 charging ports in the basement level of the garage. The total cost to the City was \$56,910, and CSDS was awarded the CALeVIP rebate directly. City staff closed out the project at the end of the 2021-22 fiscal year and the remaining balance was relinquished to fund other CIP projects.

In July 2022, City staff unexpectedly received notice from CALeVIP that the 2nd and El Camino Garage rebate application was approved. Based on the 2021 RFP, City staff opted to work with the same contractor (CSDS) for the installation of chargers at the 2nd and El Camino Garage. The project will include the installation of 14 Level 2 charging ports on the ground floor level of the garage. Similar to the Main Street Garage project, CSDS would receive the CALeVIP rebate directly.

A supplemental budget appropriation of \$28,000 from the unassigned fund balance of the General Fund is necessary to cover the installation of EV chargers at the 2nd and El Camino Garage and supplement the CALeVIP rebate. The CIP budget for the installation of EV chargers at both sites would total \$84,910 with this additional appropriation.

BUDGET IMPACT:

A supplemental budget appropriation of \$28,000 from the unassigned fund balance from the General Fund to the Downtown Electric Vehicle Charging Stations Project within the Capital Improvement Program (Project 13003) is required this fiscal year to cover the installation of electric vehicle chargers at the 2nd and El Camino garage.

ENVIRONMENTAL DETERMINATION:

This funding appropriation is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

STAFF CONTACT

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