

MEMORANDUM

TO: City Council
FROM: Will Dowis and Steve Westbay
DATE: July 1, 2016
RE: Charge Ahead Colorado – Electric Vehicle Charging Station

The Colorado Energy Office (CEO) has awarded funding to the City for the installation of an electric vehicle charging station. The terms and conditions of the award are established by the Statement of Work. This memorandum summarizes the implementation program and contractual terms.

The grant covers \$6,260 or 80 percent, whichever is less, of the purchase and installation of the multi-port Electric Vehicle Supply Equipment (EVSE). The installation must be completed by September 30, 2016. A final report and invoice documentation is required, and physical inspection by the CEO is a mandatory element of the final report. Contractual terms also require data reporting on the facility's usage for a minimum of three years – the apparatus is linked directly to the CEO via a wireless satellite feed. Costs for the satellite feed service are included in the EVSE purchase for the three-year data retrieval period.

Under the Statement of Work, City Hall is the designated location for the EVSE. Physically relocating the EVSE is possible, but any future site should be served with a fiber communication linkage to the City's system. Additionally, because the Statement of Work requires the collection of usage data for three years, it would be prudent to leave the EVSE in place during the agreement duration. Thereafter, another suitable future location may be considered.

Installation work will be completed by the Electric Department staff. The EVSE has been ordered and the system will be installed and operational by the end of August.