



# Interoffice Memo

**DATE:** September 15, 2023

**PHONE:** (909) 387-5000

**FROM:** DON DAY, Director  
Project & Facilities Management Department

**TO:** COUNTY CHIEF FINANCIAL OFFICER, DEPUTY EXECUTIVE OFFICERS,  
ELECTED AND NON-ELECTED DEPARTMENT HEADS, EXECUTIVE  
SECRETARIES

<b>SUBJECT</b>	<b>IMPACT NOTICE ELECTRIC VEHICLE CHARGING STATIONS 316 N. MOUNTAIN VIEW AVENUE (PARKING LOT 7)</b>
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The Project and Facilities Management Department (PFMD) is announcing the County's first electric vehicle charging stations for employee use located at 316 N. Mountain View Avenue.

## Overview

- Parking Lot 7 (**Exhibit A**) was recently constructed with badge reader access and facilities for ten (10) EV chargers. Parking Lot 7 access is being extended to those employees with electric vehicles and the desire to access Parking Lot 7 for purposes of charging electric vehicles.

## User Information

- Parking Lot 7 is not a general employee parking lot and is reserved for specific County and Courts staff, therefore once an employee has concluded their charging session, that employee must relocate their vehicle to their usual parking lot location. Due to limited availability of charging site, charging is encouraged to only be used when needed, and not as everyday parking.
- Charging facilities are available on a first-come, first-served basis.
- **To obtain badge reader access to this lot for purposes of EV charging, please email Facilities Management dispatch at [facmgmt.dispatchctr@pfm.sbcounty.gov](mailto:facmgmt.dispatchctr@pfm.sbcounty.gov) with the following information. Provide your employee ID with your vehicle make/model/license plate #.**

**IMPACT NOTICE**  
**ELECTRIC VEHICLE CHARGING STATIONS**  
**316 N. MOUNTAIN VIEW AVENUE (PARKING LOT 7)**

**User Information (continued)**

- County Code 16.0209 established EV charging fees which shall be \$0.32/kWh (plus all vendor operator fees at actual cost) if vehicle is charging (4-hour maximum charge time), plus \$0.20/minute overstay fee after a 10-minute grace period (\$12.00/hour, maximum of \$48.00).
- The vehicle charging stations are operated through the LOOP EV charging network. The app is available for download to any smartphone device through the app store.



cc: Luther Snoke, Chief Executive Officer, CAO  
Anabel Romero, Court Executive Officer, San Bernardino Superior Court  
Diana Alexander, Assistant Executive Officer, CAO  
Diane Rundles, Assistant Executive Officer, CAO  
Robert Gilliam, Chief of Project Management, PFMD  
Jennifer Costa, Chief of Facilities Management, PFMD

**Exhibit - A**

