

**SUBJECT: ELECTRIC VEHICLE FLEET CHARGING STATIONS**

Purpose:

The City owns and operates electric vehicles (EVs) for various divisional and citywide fleet operations: pool cars, Madison Police Department, Madison Fire Department, Mayor's Office, Fleet, Streets, Engineering, Water Utility, Metro, Parks, and others.

To power the City's EV fleet, the City owns and operates its own network of charging stations, or banks of individual chargers, for City fleet EVs on City property throughout the City. These charging stations are installed and maintained by City Engineering in coordination with Madison Gas & Electric or Alliant Energy, Fleet and the facility owning department where chargers are domiciled. Network connectivity to the chargers is maintained by City Information Technology.

This policy addresses the placement, operations and use of the City's electric vehicle charging stations, and the charging of the City's electric vehicle fleet.

Authority: The City's ownership and operation of electric vehicle charging stations is subject to Wis. Stat. § 66.0442.

Policy:

*Station Standards:* There are multiple competing charging infrastructure makes, models, standards, adaptors, and prongs available on the market. City EV charging stations will adhere to the standards of the vehicles being purchased by the City. Fleet, Facilities, and Information Technology jointly decide the type, location, and number of chargers to install based on the vehicle, duty-cycle requirements, facility electrical infrastructure, facility network infrastructure, and future plans for the facility.

*Installation Restrictions:* The City shall not install chargers in the homes of City employees or representatives, or any other non-City owned property without Common Council approval.

*City Charging Station Use:* City charging stations for Fleet EVs are not open to the public and do not require point of sale payment systems. Most are installed in secure facilities only accessible to City staff. City charging stations in unsecured parking areas accessible to the public must be marked and enforced as City vehicle use only by the department that owns the facility. City charging stations may not be used by City employees, agents, representatives, or invitees to charge personal EVs.

*Charging of Fleet Vehicles:* To the extent possible, City EVs must be charged at City charging stations where the vehicle is domiciled. A prior arrangement should be facilitated if regular and routine charging is occurring at a City charging stations where the vehicle is not domiciled.

When charging EVs at City charging stations:

1. Prior to each trip a City EV should have at minimum 20% charge.
2. When not in use, as a best practice, City EVs should be plugged into a charger at 50% or less level of charge. City EVs **must** be plugged into a charger at 25% or less level of charge, if a charger is available.

3. EV chargers shall be programmed to dispense power at specific times to lower costs. In general, this will be overnight when power costs are lower and the vehicle is not in use. However, times of charger usage are determined by the using department in consultation with Fleet and/or Facilities according to specific duty cycles.

A City EV may charge at a public non-City charging station under the following circumstances:

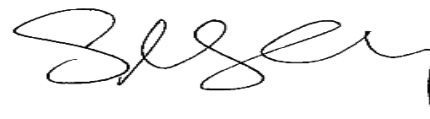
1. Out-of-town trips where a City charger is not available at the destination or en route to the destination outside of City limits, and the trip begins in Madison at or close to 100% charge.
2. Emergency circumstances where a City charger is not available near enough to prevent running out of power.

Payment for public non-City charging will be drawn directly from using department's budget.

*Electricity Billing:* The electricity used by charging stations is paid as part of the power utility bill by the City facility of the owning department where the charging station is located. Electricity to power EVs costs far less than fueling comparable gasoline or diesel vehicles. In the case of shared facilities, i.e. the City-County Building where City and County both park their fleet EVs, payments should be apportioned consistent with the utility sharing agreement for the facility.

*Charging Station Registration and Tax:* Under Wis. Stat. § 77.9971, non-residential charging stations must be registered with the State, and under Wis. Stat. § 77.9972, all Level 3 (fast charging) stations and Level 1 and Level 2 stations installed after March 21, 2024 must pay an electric vehicle charging station tax. Agencies hosting EV Chargers at their facilities (including but not limited to Engineering, Fleet, Metro, Parks, Parking Utility, and Water Utility) will coordinate with City Finance on compliance with the registration requirement and electric vehicle charging station tax.

*Public Chargers:* The City may also own, operate, contract out, and make available public charging at parking ramps, parking lots, and other City property apart from charging stations dedicated to the City EV Fleet. These are maintained under the Department of Transportation/Parking Utility or CDA in coordination with power utility companies or other third parties and feature point of sale payment systems. The point of sale payment system must be approved by City Finance Treasury Management and be Payment Card Industry compliant. This APM does not apply to these public charging stations.



Satya Rhodes-Conway

Mayor

APM 4-12  
February 10, 2026