



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JULY 15, 2025**

**FROM: PUBLIC UTILITIES DEPARTMENT** **WARDS: ALL**

**SUBJECT: FIRST AMENDMENT TO THE CHARGING STATION SITE LICENSE AGREEMENT WITH ELECTRIFY AMERICA FOR THE CONSTRUCTION OF EIGHT ELECTRIC VEHICLE CHARGING STATIONS AT THE MISSION SQUARE PARKING GARAGE LOCATED AT 3750 UNIVERSITY AVENUE**

## **ISSUE:**

Approve a First Amendment to the Charging Station Site License Agreement with Electrify America for the construction of eight (8) electric vehicle charging stations at the Mission Square Parking Garage located at 3750 University Avenue.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the First Amendment to the Charging Station Site License Agreement with Electrify America for the construction of eight (8) electric vehicle charging stations at the Mission Square Parking Garage located at 3750 University Avenue; and
2. Authorize the City Manager, or designee, to execute the Charging Station Site License Agreement including making non-substantiative changes.

## **BOARD RECOMMENDATION:**

On June 9, 2025, the Board of Public Utilities voted unanimously to approve the First Amendment to the Charging Station Site License Agreement with Electrify America for the construction of eight (8) electric vehicle charging stations at the Mission Square Parking Garage located at 3750 University Avenue.

## **BACKGROUND:**

On October 13, 2015, the City acquired the Mission Square Building at 3750 University Avenue (Property), which was funded by Riverside Public Utilities (RPU). As such, RPU is now the Landlord of the Property. The Property consists of approximately 127,533 square feet of

rentable office and retail space in a six-story building plus a basement level and a 490-parking stall garage situated on approximately 2.5 acres of land.

On September 26, 2017, the City Council approved a Supercharger Agreement with Tesla, Inc. for the installation of 12 Tesla Supercharger Stations at the Mission Square Parking Garage, Level 3, and two Tesla Supercharger Stations on Level 1.

On December 12, 2023, the City Council approved a Charging Station Site License Agreement with Electrify America for the construction of six electric vehicle charging stations at the Mission Square Parking Garage, Level 1.

## **DISCUSSION:**

The proposed First Amendment to the Charging Station Site License Agreement with Electrify America will increase the number of electric vehicle (EV) charging stations from six to eight and will be located on Level 1 and Level 3 of the Mission Square parking garage (Attachment 2). Electrify America will improve the Level 1 space that was previously the bank drive-thru area and is currently not utilized by installing two ADA designated EV charging stations and installing six EV charging stations on Level 3. These improvements will result in eight EV charging parking spaces on approximately 1,512 square feet and up to approximately 540 square feet of landscaped or paved space for equipment.

As part of the First Amendment to the Charging Station Site License Agreement, Electrify America will be responsible for the total cost associated with the installation of the EV charging stations, which includes the design, electric infrastructure improvements, construction and the monthly electric costs incurred by the charge sessions of vehicles. The term of the Agreement is for ten years, with two options to renew the lease agreement for a period of five years each. Electrify America will pay a parking space fee of \$70/month, or \$6,720 annually for the eight parking spaces.

The First Amendment terms are summarized below:

1. Term: Ten-year.
2. Premises: Eight EV charging stations on approximately 1,512 square feet of space and approximately 540 square feet of landscaped or paved space for equipment located at 3750 University Avenue, Level 1 and Level 3 Mission Square Parking Garage.
3. Effective Date: Date of execution of the Charging Station Site License Agreement First Amendment.
4. Term Commencement: Date on which charging station is first operational, or six (6) months after the effective date.
5. Termination: May be terminated by Riverside if charging stations are not operational within twelve (12) months of Effective Date.

The unchanged Agreement terms are summarized below:

6. Maintenance: Electrify America will be responsible for maintenance costs of charging stations, charging infrastructure and parking stalls for the duration of the Agreement.

7. Options to Extend: Electrify America shall have two options to renew for an additional five (5) years.
8. Expansion: Electrify America shall have the option to expand an additional 1,170 square feet for additional charging stations, with approval by the City.
9. Infrastructure Improvements: Electrify America accepts the Premises in an “as-is” condition. Electrify America will be responsible for installing any infrastructure improvements it deems necessary for the installation and operation of the EV charging stations, at Electrify America’s sole cost and expense.
10. Electric Utility Service: Electrify America will be the customer of record for the electric service required for the EV charging stations and will be responsible for paying all electric service costs, infrastructure and billing.

**FISCAL IMPACT:**

The total revenue generated from the EV charging parking spaces is \$6,720 annually, or \$67,200 over the ten-year term of the First Amendment to the Charging Station Site License Agreement. All revenue will be deposited into the Mission Square Building Property Management Trust Account controlled by RPU and used to pay operating expenses for the Property.

Prepared by: David A. Garcia, Utilities General Manager

Certified as to  
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

**Attachments:**

1. First Amendment to the Charging Station Site License Agreement with Electrify America
2. Site Map
3. Presentation