

City of Los Angeles Point-to-point (P2P) Permit Guidelines

1. Pilot Program Guidelines

- a. The P2P permit is a component of the 24 month City of Los Angeles’ “Multiple-Provider Carshare Permit Pilot Program”. Participation in this Pilot is subject to regular data reporting requirements and City Council review. These Guidelines shall be effective upon adoption by the City Council. The Los Angeles Department of Transportation may make administrative changes necessary for implementation and management of the program that are consistent with Council instruction.

2. Definitions

- a. P2P means a system by which a fleet of vehicles is made available for use by members of a qualified carshare organization as set forth in L.A.M.C. §80.58.1. Carshare vehicles with a P2P permit may be parked in any on-street parking space within the permit operating region pursuant to the terms of the permit described in section 5.

3. Permit Application Procedures

- a. Any qualified carshare operator is eligible to participate in either or both fixed space or P2P permit system.
- b. Up to 200 - P2P permits shall be available valid for a maximum of 24 months (Program Period), and but only 50 P2P permits will be available during the initial test phase (6 month period from issuance of the first P2P permit), subject to:
 - i. Division amongst qualified carshare operators
 - ii. Evaluation of data provided by the P2P operators that would support expansion of and dedication of staffing resources to monitor the program, collect and analyze the data.
 - iii. Re-evaluation allocation of at 3 month following the initial distribution and a second evaluation of the permit allocations at the 6 month mark from the date the first P2P permit was issued, to ensure that all permits issued have been placed in service.

- iv. LADOT will re-evaluate the need for additional permits to be placed in service each 3 months thereafter.
 - v. LADOT shall determine if and when to release additional permits based on utilization of vehicles during the Program Period, and staffing demands.
- c. Permit Application Timeline:
- i. Period 1: The LADOT shall set an initial permit application period (“Period 1”) of TBD business days as soon as the pilot program has been enacted. Qualified operators who choose to apply for the P2P permit shall have TBD business days to submit their qualifications as well as a requested number of permits, with a maximum of 25 requested per operator.
 - ii. Period 2: Once the time set forth in Period 1 has closed, the LADOT shall review applications and allocate the available permits within TBD business days (“Period 2”) and advise the P2P permit applicant of its allocation.
 - 1. The number of permits allocated is subject to the discretion of the LADOT and is not required to correspond to the number of permits requested.
 - iii. Period 3: The operator shall have TBD business days from the date that it is notified of their permit allocation to pay the initial non-refundable administrative fee for each of the permits allotted (“Period 3”). If the operator submits payment for a number of permits less than its total allotment, those permits considered unused will become available to other operators.
 - 1. At the close of Period 3, the LADOT will provide the P2P permits and the operator may begin operation.
 - 2. If any P2P permits allocated to a carshare provider is not assigned to a vehicle
 - iv. The LADOT shall make available the unused P2P permits using the same process as described above, commencing TBD working days from the date that a P2P permit is deemed returned to LADOT

- v. A P2P Permit is deemed returned to LADOT if the P2P permit fee is not paid on or before the X working day after allocated to the P2P permittee or if the P2P permittee does not put a vehicle in service under the P2P program within 30 days of the permit fees being paid.

4. Permit Cost Structure

- a. At the time of purchasing the carshare permit the operator shall pay the following fees for the use of public parking spaces and streets:
 - i. Application Fee: Initial non-refundable administrative and processing fee of \$TBD for administrative review of the application for permit. The permit fee will be \$950 for each new permit. For any subsequent renewals a renewal fee to cover administrative and processing fees will be charged.
 - ii. Meter Usage Fee: When applicable, operator shall be required to reimburse the City of Los Angeles for metered parking space costs on a quarterly basis over a 12 month period, within 30 days of the last day of the previous quarter. These costs are to be calculated by the operator and verified by the LADOT. Where a permitted vehicle is parked at a non-metered space, no additional costs will be charged. Requirements for the meter usage fee are as follows:
 - 1. Actual use of meters by permitted vehicles is the cost basis. The cost will be calculated at the applicable hourly meter rate during the metered hours.
 - 2. Permitted vehicles will be required to be equipped with the appropriate global positioning system device to track actual usage at the meters.

5. Terms of Permit

- a. Operating Initial Period
 - i. The City of Los Angeles is 468.67 square miles, according to the 2010 U.S. Census, which is too large a region for available staff to monitor and evaluate; therefore, the P2P portion of this Program will be limited geographically to the City of Los Angeles in the area of TBD (P2P Pilot Program Area).

- ii. The City of Los Angeles reserves the right to expand the area of the P2P pilot at any time upon 30 day notice to the program participants.
 - iii. If the permit applicant will allow for operation of a P2P vehicle, the Permit applicant shall provide this geographic information with their initial permit application. An operator's permit count shall be aggregated with already existing permits when any new applications are submitted.
- b. Eligible Parking Spaces
- i. Vehicles with a valid P2P permit in the designated pilot area are subject to all City of Los Angeles parking regulations and restrictions EXCEPT:
 - 1. Time restrictions that limit a vehicle's ability to park in a space for more than 1 hour in the P2P Pilot Program Area.
 - ii. Carshare vehicles are therefore subject to all other vehicle restrictions, including but not limited to: street cleaning restrictions, rush-hour restrictions, Preferential Parking District restrictions, Overnight Parking District restrictions, passenger and commercial loading zone restrictions, etc. and shall be subject to all restrictions outside the P2P Pilot Program Area.
- c. Required Information on Cars
- i. Vehicles participating in the P2P Pilot Program shall display a permit issued by the LADOT demonstrate participation in the program.
 - ii. Vehicles participating in the P2P Pilot Program will be required to install third party monitoring hardware, such as Pay By Sky for audit purposes.
 - iii. Vehicles with P2P Permits shall be required to be marked with an easy-to-read public information number available to any member of the public to call with questions about the vehicle.
 - 1. A standard sized bumper sticker that displays this phone number will satisfy this requirement.

2. This phone number, which is staffed by the operating company, must be available to take complaints about vehicle locations as well as answer questions from members of the public.
 3. This number may correspond to the operator's customer service number, but it must be staffed 24 hours a day, 7 days a week.
 4. Any vehicle found to lack this public information number will result in a loss of a permit for that operator immediately.
- d. Marketing and Communications
- i. Operator shall make best efforts to conduct outreach in any geographic area that the cars are authorized to park in. This should include outreach to Neighborhood Council organizations, homeowner's groups, apartment associations, business organizations, etc. Outreach should include an explanation of the pilot program, the operator's service, and a customer service contact procedure for any questions or complaints that may arise in the community.
- e. Permit Number
- i. P2P Permits are to be numbered and correspond to the operator, and be displayed on the specific vehicle assigned to the P2P Pilot Program. In the event a replacement permit is needed, the operator should reach out to the carshare coordinator. A replacement fee shall be charged and can be paid as part of the quarterly payment process.

6. Green Fleet Requirements

- a. Any operator participating in the P2P Permit Program should be required to adhere to the following green vehicle standards.
 - i. 75% of the total permitted fleet must be vehicles that have, at minimum, an U.S. Environmental Protection Agency (EPA) estimated 30 mpg on city streets.
 - ii. If the operator chooses to make 10% of their permitted vehicles zero-emission vehicles, the total fleet percentage of vehicles that are 30 mpg or better on city

streets may be reduced to 50%. The zero-emission vehicles must be included in the initial permit application.

7. Data Reporting Requirements

- a. Any operator participating in the P2P permit program shall be required to provide the LADOT with the information below on the following schedule: 6, 12, 18 and 24 calendar months from the date that the first P2P permit is physically provided.
 - i. Vehicle usage
 1. Make, model and year of vehicles
 2. Maintenance schedule of vehicles
 3. Average daily rentals, per vehicle, on a monthly basis for the reporting period
 4. Average length of trip in time (by month over the reporting period)
 5. Average length of trip in distance (by month over the reporting period)
 6. Top 10 zip codes for starting trips (total number of trips aggregated for the reporting period)
 7. Top 10 zip codes for concluding trips (total number of trips aggregated for the reporting period)
 8. Aggregate travel patterns
 - ii. Parking space usage (in accordance with payment procedures), including:
 1. Location
 2. Time at that location
 3. Metered space or not
 4. Meter usage fees paid
 - iii. User data
 1. Private vehicle ownership rates of customers
 2. User zip code (aggregated for the reporting period)
 3. Demographic data (such as income, age, etc.)