

[DRAFT]
PERSONAL DELIVERY DEVICE PILOT PROGRAM
ADMINISTRATIVE REGULATIONS AND PROCEDURES

Specific restrictions, requirements, and regulations, including but not limited to those listed below, will be required for issuance and renewal of the Personal Delivery Device (PDD) Service Operator Use Agreement and Street Use Permit. Regulations may be amended from time to time. Operators will be notified not less than 48 hours before amended Administrative Regulations and Procedures take effect.

1. Operators shall share and maintain with Culver City Public Works Department current contact information of administration and operations team members.
2. Each PDD shall:
 - a. Display readily visible Operator logo;
 - b. Display readily visible unique unit identifier (i.e. name, number); and
 - c. Display readily visible operator contact information for user and public reporting.
3. City may regulate the type, size, weight, and other physical characteristics of PDDs that Operators may deploy within the city.
 - a. PDDs must operate using batteries that meet industry and City standards for safety and sustainability.
 - b. PDDs must be equipped with GPS and/or other real-time location tracking that is made available and provided immediately at the City's request.
 - c. PDDs shall be enabled to verify recipient user age for PDDs transporting commodities that have age minimums.
4. City may restrict the maximum number of PDDs in operation across the city or within neighborhoods or other defined areas, either total for all operators or per individual operator.
 - a. Operators shall limit the excessive concentration of PDDs in congested areas.
5. City may restrict the locations (geofencing) within which PDDs are allowed to operate in the city, either with or without time limitations.
 - a. Operators will be notified of any geofencing required for emergencies, events, or other activities.
 - b. Operators will receive notice of event or activity geofencing within at least 48 hours prior to the date(s).
6. City may require safety features be implemented for each PDD.
 - a. PDDs must be enabled to quickly and safely cease operation and park at City's request.
 - b. City may regulate PDD speed, either with or without time or location limitations.
 - c. No other safety regulations imposed at this time.
7. City requires Operator to work with the City in the case of emergencies to prioritize public safety and respond to municipal concerns.

- a. Operator may be required to adjust deployment and operations plans, provide additional operations staff, relocate parking, modify User access, and inform Users about changes.
 - b. Operator shall cooperate with and follow any and all directives of the City's Director of Emergency Operations and any public safety personnel; and shall comply with agreed upon emergency operations plans.
 - c. Operator is expected to proactively communicate with Users during events and emergencies.
8. City may restrict, require approval, or request changes to PDD drop-off and pick-up locations, parking locations, and overnight storage locations within the City.
 - a. Devices must be removed from the public right-of-way outside of hours of operation.
9. City may deny or restrict advertisements (including other logos) from appearing on PDDs and may restrict types of advertising.
 - a. Advertising must be visual in nature only. Auditory advertising is prohibited.
 - b. Advertising may not violate City regulations regulating safety, aesthetics, or public welfare (e.g. excessive brightness, flashing lights, content that obstructs visibility).
 - c. Operator will be subject to Advertising Revenue Sharing Fees.
 - d. Operator agrees to pay an Advertising Revenue Sharing Fee of [\$____] per device per day for devices that display advertising.
10. City may impose transport and storage operational restrictions.
 - a. All PDD transport and storage is limited to the public right-of-way and commercial user properties.
 - b. Devices should remain out of roadways, bike paths and bike lanes except to cross streets.
 - c. Parked devices must be out of active walkways, not impede ADA access, block parking, access to emergency or utility infrastructure (i.e. hydrants, signal boxes), block curb ramps, driveways, bike racks, or transit stops.
 - d. PDD operations should not significantly inhibit pedestrian movement or create conditions that are a threat to public safety and security.
11. Transported commodities must comply with Culver City's prohibitions and regulations pertaining to weapons, flammables, hazardous materials, polystyrene, plastic containers, bags, and any other regulated items.
12. PDDs must each be in working order, properly maintained, clean, and safe to be ridden.
 - a. PDDs that are not operable or do not satisfy any regulation shall be removed from the public right-of-way within one (1) hour of being reported.
 - b. In the event a PDD is not removed within the timeframe specified herein, such PDDs may be removed by City crews and stored at a City facility. Operator shall be responsible for all City costs associated with collecting and storing a PDD and may be subject to other assessments and/or penalties.

13. If the City, in its sole discretion, determines that a PDD is operating or stored in an unsafe manner or in violation of applicable laws or City regulations, then the PDD may be removed by City crews and stored at a City facility. Operator shall be responsible for all City costs associated with collecting and storing a PDD and may be subject to other assessments and/or penalties. Such a determination shall also be grounds for immediate Street Use Permit and Service Operator User Agreement revocation.
14. Operators may submit a request to the Public Works Department appealing or requesting a waiver or change to any Administrative Operating Regulation or Procedure. Operator requests may be approved or denied in the Public Works Director's sole discretion.

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