

CITY OF YPSILANTI**1 SOUTH HURON ST | YPSILANTI MI 48197****734.482.9774****FRANCHISE PERMIT FOR SHARED MOBILITY DEVICES (NEW, RENEWAL, AND TRANSFER)***For Operating Shared Mobility Devices in the Public Right-of-Way***I. INTRODUCTION**

The City of Ypsilanti adopted an ordinance on March 5, 2019, permitting the operation of shared Mobility Devices (SMD) within the City. **Any applicant should review the ordinance, including the revised fee ordinance, prior to applying for a new application or renewal to be aware of general regulations within the City, including restrictions of operation on private property.**

The City will be accepting new and renewal applications between on a first come first serve basis. The City may issue up to 3 permits, each permit will allow for up to 100 shared mobility devices. The Director or designee will determine the permitted number and type of devices (individually, scooters/bicycles/electric bicycles are referred to as "device") authorized by the individual permit monthly. The total number of devices may increase or decrease based on utilization of the devices and evidenced permit compliance by Permittees.

After applications are received, the City may contact applicants requesting clarification or more information. The City reserves the right to deny any permit request(s) based on insufficient information, unsatisfactory answers to application questions, lack of compliance with the ordinance and permit requirements (if applicable), and to ensure the integrity of the city's transportation system and protect the health, safety, and welfare of the City of Ypsilanti residents. Permits will be for one year.

II. PERMIT APPLICATION INSTRUCTIONS**A. Application Submission and Deadline**

Applications must be submitted to the City Clerk's Office
1 South Huron, Ypsilanti, MI 48197

B. Fee Schedule

First Time Permit Application Fee	\$200.00 (non-refundable)
Transfer Fee	\$200.00 (Non-refundable)
Permit Renewal Fee	\$200.00 (non-refundable)

Permit Issuance Fee (Per Device Deployed) per week:

Scooter	\$1.00
Electric Assisted Bicycle	\$1.00
Bicycle	\$1.00

C. Fee Payment

The First Time Permit Application Fee or Permit Renewal Fee is due at the time of the application submission and is non-refundable. If granted a permit, applicants will also be required to either provide the City with a SURETY bond or cashier's check in the amount of \$5,000.00 before the new permit is effective. During the permit term, monthly invoices will be sent to the Permittee by the 1st of each month. Permittee shall submit payment, safety report, and customer-submitted incident reports by the 15th of each month. Additionally, permittee may also request a fleet size adjustment for the subsequent month. The City of Ypsilanti will communicate new fleet size, if adjusted (including allowed increases or decreases), to the Permittee in the next month's invoice. The subsequent permit fee will be adjusted accordingly.

D. Questions

Questions can be directed to -jmeyers@cityofypsilanti.com or 734-482-9774.

III. PERMIT APPLICATION

Operator Information	
NAME OF APPLICANT	
CONTACT NAME	
BUSINESS ADDRESS	
MAILING ADDRESS (IF DIFFERENT THAN BUSINESS ADDRESS)	
PRIMARY CONTACT NAME AND TITLE	
PRIMARY CONTACT PHONE NUMBER	
PRIMARY CONTACT EMAIL ADDRESS	
GENERAL CONTACT PHONE NUMBER	
GENERAL CONTACT EMAIL ADDRESS	
WEBSITE	

Certification: I (We), the undersigned, do hereby make an application for a Franchise Permit for shared mobility devices, and understand that all the required information must be supplied for this application to be considered complete and valid. Additionally, all devices will operate under the requirements described in Chapter 114, Article IV of the City Code, in addition and/or notwithstanding the requirements outlined elsewhere in this permit application or City Code.

Authorized Signature and Title

Date

Tracking Information (CITY USE)	
Date Received:	Received By:

IV. PERMIT REQUIREMENTS

Applicant certifies that all devices used in the proposed shared active transportation system meet the following criteria (initial, if not applicable write N/A):

- _____ All bicycles meet the standards outlined in the Code of Federal Regulations (CFR) under Title 16, Chapter II, Subchapter C, Part 1512 – Requirements for Bicycles, as amended.
- _____ All bicycles meet the safety standards outlined in ISO 43.150 – Cycles, subsection 4210, as amended.
- _____ All shared devices comply with the applicable equipment and vehicle registration requirements of State of Michigan.
- _____ Applicant has provided proof of liability insurance with a minimum of \$2,000,000 and the City of Ypsilanti is named the primary insurer.
- _____ Applicant has provided proof of surety bond or letter of credit of not less than \$5,000 to insure proper storage, parking, removal, and disposal of shared mobility devices.
- _____ All shared devices have contact information including the website and phone number on every device.
- _____ All shared devices prominently display a unique and easily readable serial number or other identifier.
- _____ All shared devices are equipped with technology, such as GPS, that allows the shared device to be located and tracked by the permittee at all times.
- _____ Applicant agrees to share software indicating where devices are located when present in the city to ensure appropriate locations.

V. SUPPLEMENTAL APPLICATION QUESTIONS

A. Number of Shared Active Transportation Devices*:

- a. List how many of each shared active transportation device (scooter, e-bike, bicycle, etc.) you are proposing to have available for public use (maximum of 100). Provide justification about why you believe this is the right number of devices for your company and the City of Ypsilanti.

*Note: The total fleet size and makeup allowed under the permit will be determined based upon total number of permit applications, proposed fleet requests, permit compliance and other factors affecting public health, safety, and welfare.

B. Operations – Describe*:

- a. Compliance on City's hours of operation (currently 24 hours) and rebalancing frequency
- b. Pricing plan for customers
- c. Storage (method and location) of devices not available to rent
- d. Methods and frequency of deploying, redistributing, and (if applicable) charging shared active transportation devices.
- e. Sanitation protocol (due to COVID-19) and general maintenance and upkeep of vehicles
- f. Methods to provide the City of records of crashes, maintenance or repair logs, user complaints reported to the permittee, or other applicable data about devices not already

aggregated by the city's data-sharing provider, when requested

*Note: For renewal applications, please also describe prior year compliance or improvement, expected continued compliance or improvement, and/or any operational changes of the above

Equal Access – Describe*:

- g. How you intend to reduce barriers to low-income persons to rent shared devices and communicate this to potential customers.
- h. Permit holders must allow for payments to be made via cash, credit card, or smartphone.
- i. How you will maintain a sufficient number of shared devices in low and moderate income areas, as well as throughout the city.
- j. **For renewals only**, can you estimate the number of persons utilizing alternative payment options described above over the length of your current permit?

*Note: For renewal applications, please also describe prior year compliance or improvement, expected continued compliance or improvement, and/or any operational changes of the above

C. Communications – Describe/illustrate*:

- a. How persons operating the devices will be notified on the company website, mobile app, and on the device that:
 - i. Persons operating bicycles and electric assisted bicycles are encouraged to wear helmets.
 - ii. Persons operating motorized scooters must be at least 16 years old and wear a helmet.
 - iii. MI law requires persons operating the device to follow applicable traffic laws.
 - iv. City ordinance prohibits riding devices on sidewalks.
 - v. Operating electric assisted bicycles and motorized scooters is prohibited on shared-use paths.
- b. How persons operating the devices will be notified of other regulations within the City ordinance that are frequently violated, such as parking devices in a manner that block ADA ramps or in the middle of sidewalks.
- c. Previous (if applicable) and proposed programs to educate customers on how to safely operate a shared device, including knowledge of laws applicable to their operation.
- d. How charges will be communicated to prospective customers, including the rates and dollar amounts of fees, rental charges, minimum charges, maximum charges, charges for additional time, and charges for overage periods. Additionally, how information on the rate per minute, hour, mile or other applicable time period or distance will be communicated.
- e. Your customer support email address and 24-hour customer service phone number and whether the number provides the ability for translation services.
- f. Method(s) to communicate with the administrator in a timely manner if issues with a device or operation are observed in the field.

*Note: For renewal applications, please also describe prior year compliance or improvement, expected continued compliance or improvement, and/or any operational changes of the above

D. Parking/Rebalancing – Describe/illustrate*:

- a. Plans to ensure devices are not parked in a way to impede the regular flow of vehicular and pedestrian travel.
- b. Ways customers will be informed of correct and incorrect ways to park devices.
- c. The way customers will be notified and/or the devices will be disabled when they are parked or operated in non-allowed locations, and how these devices will be removed or relocated.

- d. How you will know whether devices are upright when parked, or how you can prevent devices from tipping over.
- e. Plans to expedite the process of removing or re-parking devices parked in violation of the City Code faster than required by the City Ordinance.
- f. How devices will be removed in the event of high winds or other hazardous weather events.

*Note: For renewal applications, please also describe prior year compliance or improvement, expected continued compliance or improvement, and/or any operational changes of the above

E. Additional Information – Describe/identify:

- a. A helmet distribution strategy, if applicable.
- b. Any other operational adjustments you are making due to the COVID-19 pandemic.
- c. Current or planned partnerships with Ypsilanti companies, non-profits, universities, or other entities you currently have or are planning on obtaining. Describe this relationship and how it relates to improved shared active transportation operations.

F. Operator-Specific Questions (For renewals only, to be discussed with City Staff after submission of the application)

Application Checklist

- Permit application fee of \$200.00 (if applicable)
- Permit renewal application fee of \$200.00 (if applicable)
- Response to “III. Permit Application”
- Response to “IV: Permit Requirements”
- Response to “V: Supplement Application Questions”

If the application is approved, the following will be required prior to the issuance of the permit:

- An updated certificate with general commercial liability insurance with a minimum liability limit of \$2,000,000 and that lists the City of Ypsilanti as additionally insured.
- A performance bond or cashier’s check in the amount of \$5,000, to be executed and delivered to the City before the effective operation date
- Signed Indemnification Agreement

Permit application and all appropriate documents must be submitted to:

City of Ypsilanti
City Clerk’s Office
Ypsilanti, MI 48197