



STAFF REPORT

AGENDA NO: 9g

MEETING DATE: August 18, 2025

To: Honorable Mayor and City Council

Date: August 18, 2025

From: Sigalle Michael, Sustainability Program Manager – (650) 558-7274

Subject: Adoption of a Resolution Approving the City of Burlingame Supporting the E-Micromobility Project, Authorizing Submittal of an Application to the Cycle 3 San Mateo County Transportation Authority for Measure A Alternative Congestion Relief and Measure W Transportation Demand Management Program Funding, Authorizing the City Manager to Negotiate and Execute a Funding Agreement, and Authorizing Contribution of Matching Funds in the Amount of \$40,000

RECOMMENDATION

Staff recommends that the City Council adopt the resolution approving the City of Burlingame supporting the E-Micromobility Project, submitting an application to the Cycle 3 San Mateo County Transportation Authority for Measure A Alternative Congestion Relief (ACR) and Measure W Transportation Demand Management (TDM) Program Funding, authorizing contribution of matching funds in the amount of \$40,000, and authorizing the City Manager to take any other actions necessary to effect the resolution.

BACKGROUND

In June 2025, the San Mateo County Transportation Authority (SMCTA) issued a Call for Projects for the 2025 Cycle 3 TDM Program, with an application submittal deadline of August 1, 2025. The ACR/TDM Program was created to consolidate the Measure A and Measure W Programs. The goal of the Program is to encourage the use of sustainable transportation options and enhance mobility across San Mateo County.

The City of Burlingame was awarded Cycle 1 Program funding in 2023 for the Multijurisdictional Bike Sharing Program, implemented in partnership with the City of Millbrae, and operated by Spin. The City is now applying for Cycle 3 to continue supporting the Multijurisdictional Bike Sharing Program and to implement a pilot e-bike rebate program. The City's grant proposal is for \$400,000 (the maximum allowable is \$500,000); a minimum 10% match of \$40,000 is required. As part of the eligibility criteria, the City must also provide a governing body Resolution supporting the project with the grant application.

DISCUSSION

Staff submitted the grant application prior to the due date, August 1, 2025. The grant proposal for the E-Micromobility Project includes two programs:

Support for the Multijurisdictional Bike Sharing Program: Staff requested grant funding to continue subsidizing riders, install bicycle infrastructure, and operate a metric dashboard. Rides are currently subsidized to cost \$1.00 during weekdays, while weekend rides are unsubsidized at a rate of \$1.00 to unlock and \$0.42 per minute to ride.

The Spin bike sharing program has demonstrated clear success with over 38,000 rides and 57,000 miles traveled since the program's start in May 2023. The City currently spends approximately \$10,000/month to subsidize about 2,400 rides/month. The most popular route on the dashboard heat map is between downtown Burlingame and Millbrae BART, indicating that the e-bikes are being used to and from transit to Burlingame/Millbrae locations. The bike sharing program is serving as a commute option, first and last mile solution, and reliable transportation alternative for local travel.

Out of the total \$440,000 grant (which includes the City's \$40,000 match), staff will allocate \$275,000 to support the program for two more years. The City of Millbrae has also applied for the grant and, if awarded, will allocate \$275,000 to fund their portion of the Multijurisdictional Bike Sharing Program.

Staff will work to expand partnerships for the bike sharing program, such as with Meta, Bayside hotels, multifamily developments, Call Primrose, and neighboring cities. As the end of the grant term nears, staff plans to gradually withdraw from subsidizing riders and believes the program will have a strong foundation to become self-sustaining in Burlingame and Millbrae.

Pilot E-Bike Rebate Program: Staff is proposing to allocate \$165,000 of grant funds for a new pilot e-bike rebate program to encourage the use of e-bikes by residents and staff as a clean transportation alternation.

- **\$1,000 rebate for the purchase of a cargo e-bike:** This would be a new and innovative effort, as the City is not aware of any rebate programs specifically targeting cargo e-bikes in San Mateo County. Staff coordinated with PCE to create the rebate and PCE staff highly encouraged a rebate for cargo e-bikes for the highest potential of riders to mode shift from driving. Cargo e-bikes allow riders to haul heavier items that may have previously required a vehicle. In addition, income-qualified residents may stack the rebate with Peninsula Clean Energy's popular \$1,000 e-bike rebate.
- **Incentives for staff e-bikes.** Staff proposes offering rebates for staff to purchase e-bikes for commuting and to purchase e-bikes for the City fleet. This encourages staff to use e-bikes in place of vehicle trips for commuting and local trips and supports the City in leading by example.
- All rebate recipients will be asked to complete a survey within six months of their purchase to assess their use of the e-bikes and potential VMT reductions.

Staff received grant support letters from Peninsula Clean Energy, City/County Association of Governments of San Mateo County, and the Citizen's Environmental Council of Burlingame.

In sum, staff is requesting \$400,000 in grant funds, with a local 10% City match in the amount of \$40,000.

As noted above, as part of the eligibility criteria, the City must also provide a governing body Resolution supporting the project with the grant application. The Resolution would authorize the following actions:

1. Staff is authorized to apply for TA ACR/TDM Program funds for \$400,000 for the E-Micromobility Project; and
2. The City Manager is authorized to negotiate and execute a funding agreement with the San Mateo County Transportation Authority to encumber any TDM Program funds awarded; and
3. The City is authorized to contribute \$40,000 of matching funds needed for implementation and shall work towards implementation of the Project, if awarded the requested TA funds; and
4. Any funds awarded by the TA will be used to supplement existing funds for the Project and will not replace existing funds or resources; and
5. The City shall commence work on the Project, if awarded, within one year of the TA Board of Directors allocating the 2025 Cycle 3 TDM Program funds; and
6. The City Manager is authorized to take any other actions necessary to give effect to this resolution.

FISCAL IMPACT

The City of Burlingame's grant proposal request is for \$400,000. The cost to the City will be the required 10% match funding in the amount of \$40,000. Funding for the matching requirement will derive from the General Fund Unassigned Fund Balance.

Exhibit:

- Resolution