



STAFF REPORT

AGENDA NO: 9h

MEETING DATE: August 18, 2025

To: Honorable Mayor and City Council

Date: August 18, 2025

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Kevin Okada, Assistant Director of Public Works – (650) 558-7230**

Subject: Adoption of a Resolution Approving Agreements with Commute.org to Provide Commuter Shuttle Services for the Burlingame Bayside (BAY) Shuttle for a Maximum Amount of \$152,917, and for the Millbrae-Burlingame Commuter (MBC) Shuttle for a Maximum Amount of \$87,532, for Fiscal Year 2025-26 and 2026-27, and Authorizing the City Manager to Execute Both Agreements

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution approving Shuttle Bus Service Administration Agreements (Agreements) with Commute.org to provide commuter shuttle services for the Burlingame Bayside (BAY) Shuttle for a Maximum Amount of \$152,917, and for the Millbrae-Burlingame Commuter (MBC) Shuttle for a Maximum Amount of \$87,532, for fiscal year 2025-26 and 2026-27, and authorizing the City Manager to execute both Agreements

BACKGROUND

City staff has been working with Commute.org to provide commuter shuttle services in Burlingame. This initiative aims to reduce vehicle miles traveled (VMT) by promoting sustainable alternatives to solo driving, in line with the City's traffic congestion management requirements. These efforts align with the City's goals to alleviate traffic congestion, improve regional air quality, and enhance the overall quality of life on the Peninsula.

Commute.org, a Joint Powers Agency representing 19 cities and towns in San Mateo County, envisions a region where all residents and employees have equitable, affordable, sustainable, and safe commuting options. The agency empowers individuals to make these their primary modes of transportation.

Funding for Commute.org's programs comes from the San Mateo County Transportation Authority (SMCTA), the City and County Association of Governments of San Mateo County, the Bay Area Air Quality Management District, and contributions from public and private partners. Burlingame's shuttle programs are supported through an SMCTA grant and are jointly administered by the City and Commute.org.

Commute.org operates three shuttles in Burlingame, the Burlingame Bayside Shuttle, the Millbrae-Burlingame Commuter Shuttle, and the Burlingame Point/Meta Campus Shuttle. These services collectively ensure that residents and employees have reliable, sustainable, and convenient commuting options, further promoting a greener and healthier Peninsula.

DISCUSSION

Burlingame Bayside Shuttle (BAY):

The Burlingame Bayside (BAY) Shuttle is a vital commuter service connecting the Millbrae Transit Center with key employment hubs along Rollins Road, Adrian Road, Broadway, Old Bayshore Highway, and Millbrae Avenue. Operating during peak commute hours from 6:30 a.m. to 7:00 p.m., this shuttle enhances access to transit and boosts regional mobility.

By reducing the number of solo drivers, the BAY Shuttle significantly lowers VMT, which in turn helps to decrease traffic congestion and reduce greenhouse gas emissions. This contributes to improved regional air quality and supports the City's commitment to environmental sustainability.

The City's local match for this essential service is \$152,917, covering 25% of the total program costs for a two-year term, with the remaining funding generously provided by the SMCTA. Staff recommends the City Council's approval of the Shuttle Bus Service Administration Agreement with Commute.org for the BAY shuttle to continue supporting the community's transportation needs and environmental goals.

Millbrae-Burlingame Commuter Shuttle (MBC):

The Millbrae-Burlingame Commuter (MBC) Shuttle offers essential peak-hour service between the Millbrae BART/Caltrain Station, Broadway Caltrain Station, and key residential and employment areas. These include Mills-Peninsula Medical Center, Mercy High School, and the Easton Addition neighborhood in Burlingame along Adeline Drive. Operating from 6:00 a.m. to 7:00 p.m., the shuttle aligns perfectly with typical commuter travel periods.

The City's financial contribution to this vital program for a two year period will not exceed \$87,532, covering approximately 12.5% of the total program cost. Staff recommends the City Council's approval of the Shuttle Bus Service Administration Agreement with Commute.org for the MBC shuttle to continue supporting the community's transportation needs and environmental goals. Notably, the City's share of the shuttle cost is funded by Mills-Peninsula Medical Center and Mercy High School as part of their Transportation Demand Management (TDM) Program requirements as part of their City entitlement approvals.

Burlingame Point Commuter Shuttle (BPT)

The Burlingame Point Shuttle (BPT) is a crucial commuter route connecting the Millbrae BART/Caltrain Station with Meta Reality Labs at Burlingame Point and designated stops along Airport Boulevard in Burlingame. Operating Monday through Friday during peak commute hours,

from 6:45 a.m. to 7:00 p.m., this shuttle ensures convenient and reliable transportation for commuters.

Administered by Commute.org, the BPT shuttle is fully funded by Meta through its property management team, eliminating the need for a formal agreement with the City. This seamless collaboration highlights the City's partnering efforts with Meta and Commute.org to provide sustainable and efficient commuting options for Meta employees, further supporting regional mobility and reducing traffic congestion.

FISCAL IMPACT

For the BAY Shuttle, the City's contribution is 25% of the total actual cost of the shuttle service for a period of two-year period, not to exceed \$152,917. For the MBC Shuttle, the City's contribution is 12.5% of the total actual cost of the shuttle service for a two-year period, not to exceed \$87,532. Mills-Peninsula Medical Center and Mercy High School will reimburse the City for this contribution.

Adequate funds are available in the Public Works Operations Budget to cover these services, and the cost for year one of the contract is included in the adopted Fiscal Year 2025–26 budget. Staff will request year two costs during the fiscal year 2026-27 budget process.

Exhibits:

- Resolution
- Burlingame Bayside (BAY) Shuttle Agreement
- Millbrae-Burlingame (MBC) Commuter Shuttle Agreement
- Burlingame Shuttle Routes