



# Weekly Management Report

## October 25, 2024

- 1. Memo** Landlord-Tenant Commission Meeting  
on September 9, 2024  
**Community Development Department**
- 2. Memo** California Assembly Bill 1011  
**Community Development Department**
- 3. Memo** Lincoln Beer Company Outdoor Dining  
Assistance Update  
**Community Development Department**
- 4. Memo** Bright Horizons Update  
**Management Services Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** September 24, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Assistant Community Development Director 

**SUBJECT:** Landlord-Tenant Commission Meeting – September 9, 2024

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- Twelve members of the public attended the in-person meeting. Two people joined over Zoom but did not participate in oral communications. Two members had comments for the Commission related to a no-fault eviction and an item on the ballot for the upcoming local elections.
- In response to oral communications, Commission Chair Ingalsbee acknowledged the two members of the public who spoke during public comment and informed everyone that a report will be given for the public comment submitted through an intake form.
- Housing Developer Manager presented the Tenant Protection Ordinance adopted by the council on July 30, 2024, and became effective August 30, 2024
- The Commission reported on two intake forms related to an unlawful detainer, and an eviction notice. Two intake forms are being carried over to next month's meeting on October 7, 2024.
- The Commission approved the draft minutes of August 5, 2024.
- Housing staff announced the Boards and Commission recognition event is scheduled for Wednesday, October 2, 2024.
- The meeting adjourned at 07:20 p.m.





# MEMORANDUM




## COMMUNITY DEVELOPMENT

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**DATE:** October 25, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** CM Tracking Memo #2603 – California AB 1011

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### INTRODUCTION

In February 2024, Council Member Anthony requested a consideration of a letter of opposition to California Assembly Bill 1011.

### BACKGROUND

The bill proposed to “prohibit a person from sitting, lying, sleeping, or storing, using, maintaining, or placing personal property upon a street or sidewalk if a homeless shelter, as defined, is available to the person. The bill would also prohibit sitting, lying, sleeping, or storing, using, maintaining, or placing personal property within 500 feet of a public or private school, open space, or major transit stop, as specified. The bill would specify that a violation of this prohibition is a public nuisance that can be abated and prevented, as specified. The bill would also provide that a violation of the prohibition may be charged as a misdemeanor or an infraction, at the discretion of the prosecutor. The bill would prohibit a person from being found in violation of the bills provisions unless provided notice, at least 72 hours before commencement of any enforcement action, as specified. By imposing criminal penalties for a violation of these provisions, this bill would impose a state-mandated local program.” (Source: Digital Democracy. Cal Matters).

### CONCLUSION

On April 16, 2024, the bill failed in committee, but if it is reintroduced, the City Council can again consider a letter of support or opposition.





## MEMORANDUM




**COMMUNITY  
DEVELOPMENT**



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**DATE:** October 23, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Assistant Community Development Director  
Mary Hamzoian, Economic Development Manager  
BY: Jordan Hill, Business Concierge

**SUBJECT:** Lincoln Beer Company Outdoor Dining Assistance Update

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As a part of the Community Development Department's Business Concierge service, Economic Development, Planning, and Building & Safety staff collaborated to provide dedicated assistance to Lincoln Beer Company (LBC). On July 30, 2024, LBC requested, to continue outdoor dining service in their private parking lot located at 3083 Lima Street.

In response, staff coordinated several meetings with LBC and City staff to discuss the process and steps for LBC to continue utilizing their outdoor space for dining. Staff has maintained consistent communication with LBC throughout this process. The goal is to ensure LBC's use of their outdoor parking lot for outdoor dining as an interim use is conducted in a manner that is otherwise in compliance with the Conditions of Approval for their existing Conditional Use Permit (CUP), including ongoing compliance with the Americans with Disabilities Act requirements and public health and safety requirements.

On September 5, 2024, staff held a meeting with LBC and identified a clear path moving forward providing the following information:

- Based on current City Council direction, staff will not enforce on-site parking requirements and the brewery is allowed to maintain outdoor seating in their privately owned parking lot through the end of December 31, 2024 (coinciding with Council's 2023 extension of temporary outdoor dining in parking lots).
- Staff is looking at potential alternatives for City Council to consider in the future to allow the continuance of outdoor dining as an interim and/or more permanent option that may include a zone text amendment.
- City Council and Planning Commission will need to approve any changes to the Municipal Code to allow for more permanent requirements related to outdoor dining.
- The Conditions of Approval previously agreed to by the property owner under the CUP still apply and will be enforced as it relates to any identified public nuisance



issues and other applicable operational requirements that do not include limits on outdoor dining.

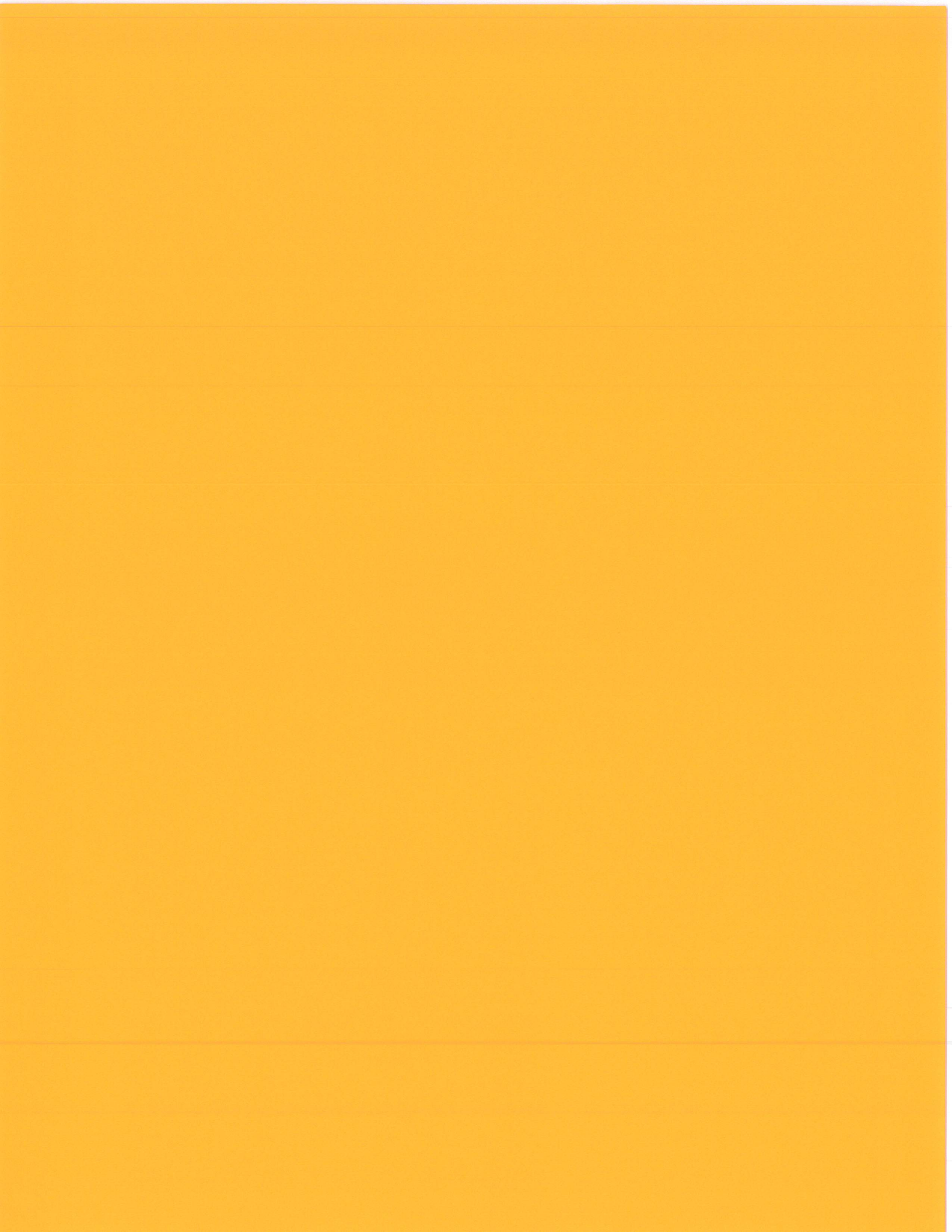
- A CUP Amendment is still required to change business operations previously approved by the Planning Commission.
- Unless otherwise permitted by the Community Development Director, current entitlements limit the site to one food truck. Cooking and serving is limited to a licensed (City of Burbank) and County Health Department-permitted food truck.
- Trucks, temporary equipment etc., cannot block previously established truck delivery lanes.
- LBC must ensure there is one ADA parking space onsite that will have proper dimensions and backout space.
- LBC to conduct regular parking surveys of the surrounding area (at least once every 3 months including photographic documentation of parking availability on adjacent and neighboring streets) during the brewery's hours of operation during the week and weekend during the highest demand periods for the business.

In addition to their request for outdoor dining, LBC has a current CUP that allows up to four (4) special events each year. LBC is required to submit a Special Event application for internal review and approval of each event. On September 10, 2024, LBC submitted a Special Event application for their "Oktoberfest" event held on September 28, 2024 – 13 business days prior to the event. The City's current Special Event process takes approximately 90 days to complete; however, staff accommodated LBC's request by expediting the permit application and reminded them of the 90-day processing time required for Special Events. As a result, LBC submitted three additional Special Event applications for their upcoming events.

Staff held another meeting with LBC on October 1, 2024, to assist them with finalizing their outdoor dining site plan for submittal. The goal of this meeting was to allow for comments and a more detailed and efficient review of the required outdoor dining site plan. The site plan was finalized, submitted, and consequently approved by the Community Development Department Building & Safety Division.

Based on the current City Council direction to not enforce on-site parking requirements, LBC is allowed to maintain outdoor dining through the end of December 31, 2024. Staff will be returning to City Council on November 19<sup>th</sup> requesting City Council consideration of an extension to allow for outdoor dining in private parking lots of restaurants, breweries, and other food- or drink-serving establishments, as well as direction on more permanent options.





# MEMORANDUM



## MANAGEMENT SERVICES

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**DATE:** October 25, 2024

**TO:** Justin Hess, City Manager

**FROM:** Betsy McClinton, Management Services Director *Betsy McClinton*

**SUBJECT:** Bright Horizons Update – City Manager Tracking List #2636

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During the September 10, 2024, City Council meeting, Council Member Takahashi requested a memo providing an update on the City’s program with Bright Horizons. As part of the Fiscal Year 23/24 budget, the City Council appropriated \$219,300 for a three-year agreement with Bright Horizons starting July 2023 to provide the following services to employees:

1. **Back-up child and elder care** – Employees have access to ten days per calendar year of back-up care for children or elder family members at significantly discounted copays. Care can be provided either in-home or at care centers through Bright Horizons’ network. Employees can also receive reimbursement for out-of-network care if no other options for care services are available within Bright Horizons’ network.
2. **Pet care** – Employees can receive a \$150 voucher to use toward pet care offered through Bright Horizons’ third-party online platform.
3. **Virtual programs** – Bright Horizons provides access to virtual tutoring and other virtual activities such as interactive classes and camps for school aged children.
4. **Elder care** – Employees have access to care coaches to evaluate the short and long-terms needs of elder family members, conduct on-site assessments of an elder family member’s living environment, review alternative housing options, make specialized referrals for legal/financial assistance, and provide customized care plans.
5. **College Coach** – Employees have access to webinars, expert guidance, and college essay reviews to assist students with navigating the college application process.



6. **Enhanced family supports** – This online service provides access to curated family resources from more than 13 partners, including tutoring, sitters, and day camps.

The City sent several Citywide emails advertising Bright Horizons during Summer 2023 when the program initially went live. Bright Horizons also sends emails on a weekly basis directly to all employee regarding services available.

As of the writing of this memo, City of Burbank employees have created 302 Bright Horizons accounts, which accounts for 20% of the City’s current employees.

Chart 1 shows a breakdown of in-network usage for services one through three listed above between July 1, 2023, (program inception) and October 25, 2024. City employees have not used any out-of-network services. Chart 2 shows an age breakdown for care recipients. Employees have also completed 18 College Coach events.

**Chart 1**

<b>Total In-Network Uses</b>	<b>140.5*</b>
Bright Horizons Center	56
Elder Care	6
In-Home Childcare	3
Mildly Ill Childcare	2
Partner Center	45
Pet Care	26.5*
Tutoring	5

\*Partial days are available.

**Chart 2**

<b>Total Care Recipients by Age</b>	<b>91</b>
Elder	3
Preschool	16
School Age	61
Toddler	11

Staff is please to verify through these data that employees are utilizing the benefits offered by Bright Horizons. Staff also plans in the next month to send a survey to employees Citywide to solicit feedback on employee experience with Bright Horizons’ services.

Please contact me with any questions.