



Weekly Management Report

June 10, 2022

1. **Memo** Recruitment Report-End of May 2022
Management Services Department
2. **Memo** May Report
Burbank Airport Commissioners
3. **Memo** Sales Tax Revenues Fourth Quarter Sales
Financial Services Department
4. **Minutes** Police Commission Meeting
Meeting on May 18, 2022
Police Department

MEMORANDUM



**MANAGEMENT
SERVICES**



DATE: June 7, 2022

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
By: Rene Sanchez, Acting Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of May 2022

Vacancies open to the public (number of vacancies)

The Management Services Department (MS) is currently accepting applications from the public for these positions.

Administrative Analyst I (M) (PR)	Senior Groundskeeper
Assistant City Attorney	Senior Library Assistant
(5) Communications Operator	(2) Senior Lifeguard*
(8) Custodian	Technical Support Analyst I
(5) Facility Attendant II (PT) (Temp)*	Workers' Comp Representative III (Temp)*
(6) Lifeguard*	(4) Youth Employment Team Leader*
(8) Lifeguard-Instructor*	(4) Youth Employment Junior Team Leader*
(7) Locker Room Attendant*	(4) Youth Services Worker (BEST)*
(7) Police Recruit or Police Officer Lateral*	

*Continuous opening/open until filled

Vacancies open to City employees (number of vacancies)

MS is currently accepting applications from City employees only for these positions.

Principal Clerk (FD)

Recruitment examinations in process

MS is conducting an examination process for these positions. MS estimates it will complete the examination process by the date indicated and will provide a list of candidates eligible for hire to the hiring department.

Account Clerk (Jun 2022)	Pipefitter Apprentice (Jun 2022)
Administrative Analyst I (M) (MS) (Jun 2022)	(10) Police Rec or Police Officer Lat (Jun 2022)
(4) Communications Operator (Jun 2022)	Power Plant Maintenance Trainee (Jun 2022)
Crime Analyst	Power Plant Operator Trainee (Jun 2022)
(4) Crossing Guard* (Jun 2022)	Senior Engineering Technician (Jun 2022)
(3) Electrician Apprentice (Jun 2022)	Senior Planner (Jun 2022)
(5) Firefighter Lateral (Jun 2022)	(3) Senior Recreation Leader (Jun 2022)
(2) Fleet Maintenance Tech (PW) (Jun 2022)	Test Technician Apprentice (Jun 2022)
Instrument Controls Technician (Jun 2022)	(4) Tree Trimmer (Jun 2022)
(5) Line Mechanic Apprentice (Jun 2022)	

Recruitment examinations completed

MS completed the examination process for these positions. MS gave names of candidates eligible for hire to the hiring department for their internal selection process (typically a final interview). MS is awaiting notice of selection.

(3) Administrative Analyst I (M) (PD)	Marketing Associate
Administrative Analyst II (Z) (MS)	(3) Parking Control Officer
Assistant Planner	Pipefitter/Operator
Building Inspector I	(3) Police Cadet (PT)
Clerical Worker (PT) (CM)	(10) Police Recruit or Police Officer Lateral
Communications Operator (As-Needed)	Recreation Coordinator
(9) Custodian (BWP, PW - 8)	(4) Recreation Leader
Electrical Engineering Associate II	Senior Civil Engineer (PW)
(2) Electrical Service Planner	Senior Clerk (PW)
(2) Engineering Associate/Traffic	(2) Senior Electrician
Financial Accounting Manager – BWP (Temp)	(3) Senior Tree Trimmer
(4) Forensic Specialist (As-Needed)	(2) Solid Waste Operator
Jailer	Transportation Services Driver (PT)
(5) Jailer (As-Needed)	Utility Worker (PW)
Legal Secretary	Utility Worker (PT) (As-Needed) (PW)
(2) Library Assistant	Water Plant Operator
(2) Library Clerk	Water Quality Analyst
(8) Lifeguard	(9) Work Trainee I (PR)
(8) Lifeguard-Instructor	(2) Work Trainee I (Temp) (MS)
(2) Locker Room Attendant	Youth Employment Coordinator (Temp)

Recruitments by outside recruitment firms

The City sometimes uses outside firms for certain difficult-to-fill positions and also managerial and executive positions because outside firms have expertise in specific fields, use established networks of quality candidates, and proactively reach out to prospective candidates.

Assistant CD Director - Building Official	Power Resources Manager
Manager Energy Control Center	Sustainability Officer
Marketing Associate	

Upcoming job openings

MS received notice that these positions are vacant, and they will be open to accept applications soon.

Accountant	(2) Fire Inspector I
Administrative Analyst II (Z) (CD)	Fire Inspector II
Animal Control Officer	Food Services Aide
Assistant General Manager-Cust Serv Operator	(3) Groundskeeper Helper
Associate Transportation Planner	Heavy Equipment Operator
Buyer I	Intermediate Clerk (CT)
Cement Finisher	Junior Engineering Aide-BWP
Communications Technician Trainee	Laborer
Communications Technician Supervisor	Legal Assistant
Cross Connection Control Specialist	Librarian
Custodial Supervisor (PW)	(2) Library Page (PT)
(4) Customer Service Representative II	Motor Sweeper Operator
Electrical Supervisor	Parking Control Supervisor
Engineering Assistant/Traffic	(10) Police Recruit or Police Officer Lateral
Fire Battalion Chief	Police Records Technician
Fire Engineer	(2) Police Technician
(5) Firefighter Recruit	Principal Civil Engineer

Senior Administrative Analyst (Z) (LS)
Senior Fleet Maintenance Technician
(3) Senior Secretary (BWP)
Senior Test Technician

(3) Tree Trimmer Helper
Welder (PW)
Workers' Compensation Representative II

Recruitment Plan Update – Police Recruit/Police Officer

There are currently ten Police Recruit/Police Officer vacancies. Last month there were seven Police Recruit/Police Officer vacancies. One candidate was hired this month and we received notice of four new vacancies (Personnel Requisition) this month. As indicated above, the recruitment for Police Recruit/Police Officer is open continuously. Physical agility examinations will continue to occur once a month, and our pace is to complete 12 this year.

Currently there is one candidate in the onboarding process and following are updates for Police Recruits attending police academies:

- Three Police Recruits graduated the Rio Hondo Police Academy.
- Four Police Recruits are attending the Los Angeles Sherriff's Department (LASD) Academy. Anticipated graduation date is September 2022
- One Police Recruit is attending the Rio Hondo Police Academy. Anticipated graduation date is October 2022.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There are currently five Firefighter Recruit/Firefighter vacancies. MS staff is proctoring two recruitments in 2022. For the purposes of this report, they will be listed as Firefighter Lateral Recruitment 1 (FF1) and Firefighter Recruit Recruitment 2 (FF2).

Examination phase

- In FF1, the City is currently accepting applications for the position of Firefighter (Lateral). This application submittal period will be open continuously until all vacancies are filled.
 - We have received 34 applications and 27 met the Minimum Qualifications. The 27 applications were sent to the FD for a blind secondary screening of applications and responses to supplemental questions, using scoring criteria approved by MS. Those who pass will be scheduled for oral interviews in June 2022.
- In FF2, the City is anticipating to open Firefighter Recruit mid-June 2022.

BURBANK AIRPORT COMMISSIONERS

MONTHLY REPORT

TO: Airport Council Liaisons
Mayor Jess Talamantes
Vice Mayor Konstantine Anthony

FROM: Burbank Airport Commissioners
Emily Gabel-Luddy
Bud Ovrom
Paul Dyson

COPIES: City Manager, City Attorney, City Clerk

DATE: May 31, 2022

SUBJECT: Monthly Report for May 2022

REQUEST FOR PROPOSALS ISSUED FOR REPLACEMENT PASSENGER TERMINAL PROJECT

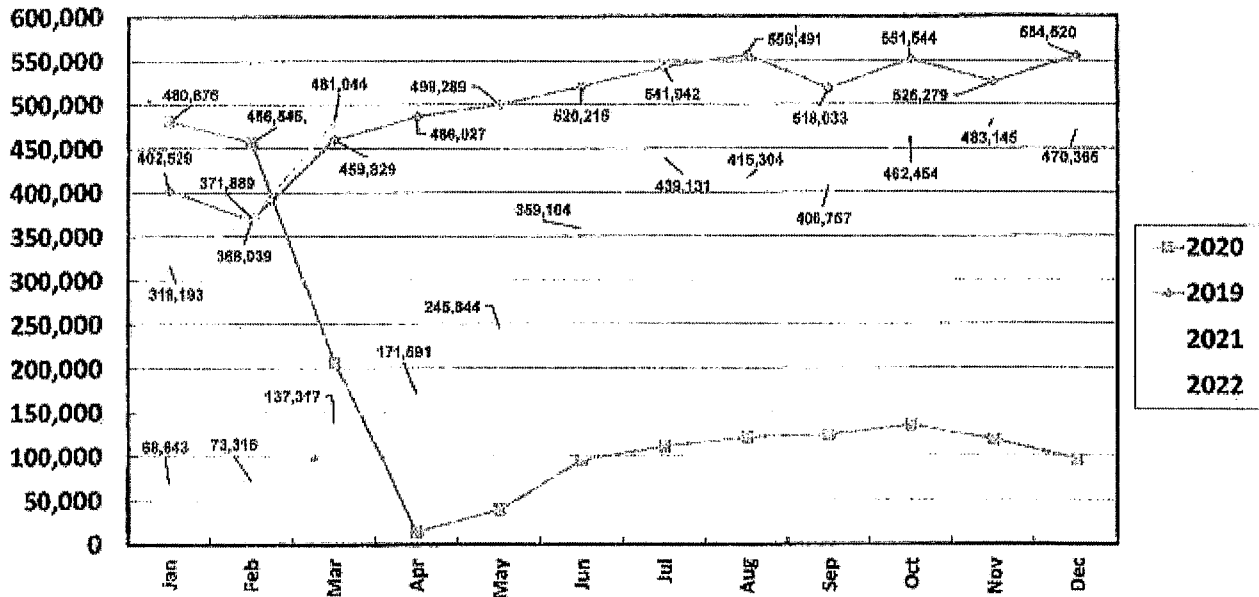
On May 20 the Airport Authority officially issued the Request for Qualifications (RFQ) for the Replacement Passenger Terminal (RPT). This is the first step in the process to select a Design Build Team to construct the replacement terminal. Although there is still much work to do, this is a historic step and represents the most progress that has ever been made toward starting construction of Replacement Terminal! For more details, see the report below from the Ad Hoc Committee.

COMMISSION MEETING HIGHLIGHTS – May 2 and 16, 2022

- **Passenger Statistics**

Passenger traffic at the Airport continues its rapid recovery from the January 2021 low point, and in March 2022 total revenue passengers exceed March 2019 by just over 20,000. (481,044 vs 459,929). The airlines made available 733,779 seats in March 2022 vs 620,096 in March 2019, including service by Avelo, Spirit, Frontier and Flair, carriers who were not present in 2019. 536,143 of these seats were provided by Southwest, 73.1% of the total, but because of a lower load factor their share of passengers was 68.9%. Of the legacy carriers, United has further reduced

its footprint at the airport with only 16,596 seats on offer in March 2022, about half the total for 2019, while American and Delta have grown significantly.



Parking revenue remains strong, an increase of \$336,666 over March 2019, but with 15% fewer tickets. This reflects greater use of the valet service and the more expensive short-term lot. Overall, passengers continue to show a preference for using their own vehicles over ride-sharing services. Public transportation usage, including Metro Micro and taxi, is minimal.

Third Quarter FY2021-22 Financial Performance Update

The Hollywood Burbank Airport continues to financially perform extremely well in comparison to the dire revenue estimates which were made well over a year ago, when the path of the pandemic was even more uncertain.

For the first 9 months of this fiscal year staff estimated passenger activity level would be down by over 56%. In fact, as of the end of the third quarter, passengers were down by 'only' 17.15%. (March, in fact, was 4.61% above pre-pandemic March 2019.)

Translated to dollars, fiscal year to date revenues were budgeted at \$27,126,500 and came in at \$48,358,996; a net gain of \$21,232,496 in nine months!

Of course, as passenger activity goes up, so do expenses, but not proportionately, because staff has to budget for the full operation of the airport, whether the planes are loaded at 25% or 95% full. Year to date expenses exceeded budget by \$1.2 million. All signs for the last 3 months of the fiscal year look equally positive.

Bud Ovrom can be a tough Task Master when it comes to reviewing the budget or financial reports. BUR staff always rises to the challenge and Ovrom ends by commending them for their excellent work!

Professional Services Contract with Trifiletti Consulting

The Commission unanimously approved a contract amendment with Trifiletti Consulting/CDM Smith for environmental, sustainability, air quality to support Authority MOU with South Coast Air Quality Management District (AQMD). Contract budget increased due to AQMD changing its methodology in 2021, which requires a full redo of the baseline 2017 methodology. CDM Smith will prepare technical methodology and a progress report due June 1, 2022. Good news is that BUR is exceeding targets and performance standards!

Extended discussion over availability to buy/sustain electric fleet of cars/buses. Options for cleaner fuel discussed included Tier 4 diesel (OK with AQMD), possibly applying to Metro for electric buses, using portable ev chargers, collaborating with BWP for chargers. Buying two hybrids was decided in lieu of retaining two ICE sedans recommended by staff.

- Other Miscellaneous items

-SWOOP has delayed starting service at BUR, due to a staffing shortage

-The Commission voted 5-3 to continue remote meetings through June, with Bud, Paul and Felicia Williams, Councilmember from Pasadena, voting no, because they wanted to resume public meetings sooner. The matter will be placed on the July agenda and public meetings could resume in August, depending how the numbers are going with COVID.

-Paul asked for a review of committee assignments, the mission of each committee and a reorganization of committee responsibilities, including a possible new Replacement Passenger Terminal Committee and consolidation of the Operations & Development Committee and the Legal, Government and Environmental Committee into one committee. Bud asked the discussion to include reconsidering the current practice of exempting the Ad Hoc Committee from adhering to the Brown Act.

-Emily discussed a meeting between herself, Bud and Paul with members of the Burbank Sustainability Commission and representatives active in reducing food waste. She asked for a review of current/future Terminal waste reduction, recycling and elimination of plastic and single use packets, etc., consistent with the requirements of a new State Law.

-BUR Executive Director Frank Miller announced that the 'Founders Tail Program' is relaunching. This program will bring therapy dogs into the Terminal for the benefit of passengers. It involves locally-based volunteers (currently undergoing training and background checks).

COMMITTEES

Ad Hoc Replacement Passenger Terminal Committee

May 18

Roger Johnson, Perry Martin and Jeff Sedlack from Jacobs Program Management Company, reviewed the 2-Step Selection Process with staff and commissioners Selvidge, Najarian and Gabel-Luddy. Roger Johnson (17 years experience at LAWA, including the Tom Bradley International Passenger Terminal construction project) reviewed the Progressive Design-Build Delivery Method, answering commissioner questions.

The Design-Builder selection will be made through a two-step competitive selection process consisting of this RFQ to be followed by an RFP issued only to short-listed Respondents. The May 20 RFQ release is intended to achieve a catch up with the original schedule; the current structure pulls about 2.5 months out of the schedule and is designed to achieve a Commission Review and Award Recommendation by the end of 2022.

The RFQ emphasis is performance, design excellence, completion and bonding ability (not less than \$1.3 billion). Consideration of local contractors will be part of the Design-Build process. Current schedule. A short-list of up to 4 teams, which the Commission will review, will move to step two (RFP).

Discussion included BUR looking for innovation and the highest levels of sustainability, confirm that conflict of interest extends to Commissioners (it does), key staff cannot be replaced without prior approval of Authority.

Roger Johnson will cover the Progressive Design-Build Delivery Method with the full Commission in June.

Operations and Development Committee

At the May 2 meeting the O&D committee discussed contracts pertaining to the paving of sections of taxiway and shoulder rehabilitation. The total contracts amount is \$3,602,000, approximately 90% of which is paid for by a federal grant program. Commissioner Dyson raised a number of concerns not included in the staff report. Construction is to take place at night meaning that there could be disturbance to neighborhoods. Also, the importing of 10,000 tons of new material and disposal of a similar quantity will generate 500 truckloads in and 500 out. The origin and destination of the materials would determine which streets might be impacted by this traffic. Staff undertook to include these items

in the work program for future bid packages. At the May 16 Commission meeting staff reported that they had spoken with the contractor and obtained the requested information regarding the material.

Finance and Administration Committee

-Staff and the Finance Committee are hard at work preparing the draft 2022-23 Budget. As noted earlier, passenger activity level has been rebounding strongly, and March 2022 was actually 4.61% higher than pre-pandemic March 2019.

But there are still plenty of challenges on the horizon - potential covid surges, rising inflation, possible recession, staffing shortages, supply chain problems, war in Europe, crazy fuel costs, etc. All these factors can have a significant impact on business and leisure travel. Staff and the Committee are taking a fairly conservative approach and will recommend using a 15% reduction in passengers compared to pre-pandemic levels. Even with that, we will be able to add three new positions and beef-up some existing programs.

-Of course, this budget will now need to start ramping-up the funding for the replacement terminal. Staff is proposing \$550,000 per month thru the end of the calendar year for Jacobs to review the RFQs and develop and process the RFPs, in anticipation of the Commission being able to select a Design Build Team by the end of the calendar year. If all goes according to schedule, that spending could go to \$5-6 million per month after a Design Build Team is selected and work is begun. Fortunately, the Authority has over \$200 million in reserves and can afford to advance the money for these expenses in anticipation of securing interim and long-term financing when market conditions warrant.

The proposed budget will be presented to the full Commission in June.

Legal, Government and Environment Committee

-Airport staff gave a briefing focused on State laws that potentially affect the Airport as a Public Agency and bills that address efforts to reduce Green House Gases (GHG). For example, AB 1346 will replace gasoline driven blowers with electric (Airport staff working already on this conversion and \$37 billion for landscape maintenance). Staff covered the outlines of the Governor's Budget. Highlights include \$47.1 billion for climate commitment and \$37 billion infrastructure plan, both of which could be of interest to BUR. June 15 is the legislative deadline.

-Committee met for more detailed discussion of Trifilette/CDM Smith work and expected further analysis of data points for AQMD compliance. Staff will identify airlines "who have knocked it out of the park" moving from fossil fuel to green energy; and those which are shy of our goals and have more work to do.

With respect to employees, Trifilette noted that overall transit ridership is down, therefore micro mobility, vanpool options and initiating an employee survey are useful next steps. Will continue 1) outreach to airlines to encourage turnover of older dirtier equipment, 2) conduct ev charging study to support shuttle bus/BUR fleet conversion goals, 3) ensure construction contracts include clean construction measures, 4) develop reporting and monitoring to track compliance; prepare progress reports and press releases; review airport rules and regulations; look at more trip reduction through BTMO and BUR-Metrolink connections to increase ridership.

MEMORANDUM




FINANCIAL SERVICES

CONFIDENTIAL

DATE: June 2, 2022

TO: Justin Hess, City Manager

FROM: Jennifer Becker, Financial Services Director 
BY: Susan Langford, Revenue Manager

SUBJECT: Sales Tax Revenues Fourth Quarter Sales (Oct - Dec 2021)

The City of Burbank received the quarterly sales and use tax reports from the City's consultant, HdL, for the fourth quarter of 2021 (4Q21), reflecting sales tax receipts from October through December. The attached Burbank Sales Tax Update indicates that the City's gross sales tax revenue including pool allocations, before adjustments increased by 30.8% over the same quarter of the previous year. After taking into consideration accounting adjustments and one-time payment aberrations, net sales activity increased by 19.7% over the third quarter of 2020 (3Q20). Bolstered by the return of tourism to the region and the busy holiday season, overall point of sale receipts before state and county pool allocations for the current quarter increased by 25.7%.

Consumers spent freely as the economy continued its rebound from the pandemic impacts of a year ago. Brick and mortar retailers did exceptionally well as shoppers returned to physical stores rather than shopping online as the COVID crisis waned. Restaurants and hotels experienced stellar gains as people enjoyed traveling to the area. Fuel and service stations continued to experience an increase in tax collections from the record prices at the pump along with the higher jet fuel costs, primarily linked to a surge in air travel. Sales by new and used car dealers were also much higher than a year ago with inventory shortages that have generated higher prices.

The following table shows the sales tax received for Burbank's major industry groups comparing the fourth quarter of 2021 to the same quarter of the prior year.

MAJOR INDUSTRY GROUPS (ADJUSTED)

Major Industry Groups	Q4/2020	Q4/2021	Change (\$)	Change (%)
Autos and Transportation	872,885	1,222,626	\$ 349,741	40.1%
Building and Construction	729,805	760,306	30,501	4.2%
Business and Industry	1,084,039	1,169,687	85,648	7.9%
Food and Drugs	421,925	440,409	18,484	4.4%
Fuel and Service Stations	303,562	635,426	331,864	109.3%
General Consumer Goods	2,619,272	3,100,682	481,410	18.4%
Restaurants and Hotels	792,025	1,274,016	481,991	60.9%
Transfers & Unidentified	21,447	1,156	(20,291)	-94.6%
TOTAL ALL GROUPS	6,844,960	8,604,308	1,759,348	25.7%
Allocations from County Pool	2,122,007	2,133,057	11,050	0.5%
Allocations from State Pool	2,715	1,926	-789	-29.1%
GROSS RECEIPTS	8,969,683	10,739,292	1,769,609	19.7%

Regional and statewide sales experienced increases with Los Angeles County performing **16.9%** higher than the prior year's comparable quarter. Southern California region receipts increased **17.4%** while State receipts increased by **15.6%** over the comparable period the prior year. The percentages for the State, Region, and County have been adjusted for one-time accounting aberrations.

The following reports are attached for your review:

- **Burbank Sales Tax Update** – A summary of Burbank's fourth-quarter 2021 sales reports as well as the State and Regional summary information.
- **Major Industry Groups** – Compares the current quarter sales tax to the same quarter of the prior year. After taking into consideration the one-time payment aberrations and accounting adjustments, net sales activity increased by **19.7%** over the same quarter the previous year. On an adjusted basis, positive growth is seen within most of the major industry groups.

Fuel and Service Stations experienced the biggest increase of 109.3%. Included in this category are fuel sales from the airport with an increase in airline travel. Petroleum production/equipment, where airport fuel is categorized, is up 155.9% for 4Q21 when compared to 4Q20. World Fuel Services, which provides fuel directly to the airports, experienced a 181.20% increase for 4Q21 compared to the prior year. As more businesses reopen, more commuters are returning to the offices and with the increased gas prices, have contributed to the gains in this category.

Restaurants and Hotels increased by 60.9%. Increased menu prices coupled with the strong demand to dine out are largely responsible for the gain in this category. For 4Q21, Casual Dining increased by 84.8% with Smokehouse Restaurant up 250.1% when compared to the same quarter of the previous year. Quick-Service Restaurants increased by 29.9% for 4Q21 versus 4Q20.

Car dealerships' available inventory remains at record lows as global conflicts continue to disrupt product supply chains. The lack of supply has caused new car sales to rise with Tesla's sales tax revenue increasing by 18.5% for 4Q21 when compared to 4Q20. Assisted by auto supply and repair sales, Autos and Transportation increased by 40.1% when compared to the same quarter of the prior year.

Receipts from General Consumer Goods are attributable to escalating prices with an increase in 4Q21 of 18.4% compared to 4Q20. Shoppers returned to in-store shopping during the holiday season, and this was especially true for the traditional department stores. Macy's experienced an increase of 51.8% versus the same quarter of the prior year. Family apparel and specialty sales helped boost the performance of this category. Many of these retailers generated revenue that is nearly as much, or even higher, than pre-pandemic levels. Discount department stores, especially those selling gas, helped to demonstrate the strength of the brick-and-mortar merchants. Costco increased by 24.9% in 4Q21 from 4Q20.

Business and Industry increased by 7.9% in the fourth quarter of 2021 when compared to the prior year. The production activity at the studios has enhanced the gains with the need for production equipment for the motion picture industry. Arri, a camera systems and lighting company, continues to be listed among the top 25 sales tax producers increasing its receipts by 162% in 4Q21 from 4Q20.

The sales tax allocation from the County pool experienced a 0.5% increase. While online sales were still strong during the holiday season, brick and mortar outlets grew at a larger percentage rate. The buyer's desire to shop in person outweighed the convenience of technology. Despite the reallocation of tax dollars from the Countywide pool to specific local jurisdictions that operate in-state fulfillment centers, the increase in the Los Angeles County pool is higher than the Statewide County pool decrease of 2.2%.

- **Top 20 Deviating Businesses** – Shows sales tax activity for the top 20 businesses that deviated most from the same quarter the previous year. Included on this list are Carmax, Costco, and Tesla, which had increases from the prior year. IKEA experienced a decrease in revenues by 9.9% while it was down 12% overall in 4Q21 compared to a year ago for the entire state. Supply chain issues may have contributed to the decline.
- **Sales Tax – Regional Growth Comparison** – Provides a recap of the sales tax from fourth quarter point of sale transactions by county and region throughout the State.
- **Agency Comparison – 13 Quarter History** – Compares Burbank's 13 quarter sales tax history to other jurisdictions within the County, as well as statewide, on a per capita sales tax basis. The City maintains a favorable position in comparison to other cities after Torrance and Santa Monica.
- **Regional Retail Centers - 13 Quarter History** – Compares the Burbank Town Center and the Burbank Empire Center to other regional malls for the last 13 quarters. On an

adjusted basis, there are increases to the Burbank Town Center and Burbank Empire Center by 44.9% and 18.6%, respectively, compared to the same quarter of the prior year.

- **Major Industry Groups – 13 Quarter History** – Indicates the trend in sales tax for major industry groups for the last 13 quarters.
- **Los Angeles County Sales Tax Trends for All Agencies** – Shows the fourth quarter of 2021 point of sale revenues before any pool allocations sorted by the adjusted growth rate compared to the same period in 2020. Burbank was ranked 27th in terms of the adjusted growth percentage for the quarter with Glendale ranking 25th and Pasadena 51st.

The following table compares point-of-sale sales tax results for each city before county and state pool allocations on an adjusted basis.

Agency Name	Q4/2020	Q4/2021	# of Registered Businesses	Change (%)
Burbank	\$ 6,509,250	\$ 8,397,226	4,580	25.7%
Glendale	\$ 8,037,824	\$ 11,331,748	6,433	26.4%
Pasadena	\$ 7,206,821	\$ 8,781,605	6,915	19.7%

Transaction and Use Tax

The Transaction and Use Tax (TUT) is the additional ¾ cent Measure P local tax allocated from goods that are delivered or have a final destination within the Burbank boundaries. Results show that the City received \$8 million in TUT revenue on an adjusted basis for 4Q2021. Net sales activity increased by 18.8% from the same quarter the previous year. The majority of the generated tax was from general consumer goods, collecting 38.4% of the total TUT for the quarter. Business and Industry collected 15.7% while Restaurants and Hotels collected 12.7% of the total TUT. The City’s General Fund forecast for TUT for FY 2021-22 is \$12,834,152, which represents 50% of Measure P revenues. The other 50% of revenues are allocated to the Municipal Infrastructure Fund.

Under a separate cover are additional HdL reports, which are also considered confidential information and may not be distributed. Information in this memo and the attachments is protected from disclosure in accordance with California Revenue and Taxation Code, Section 7056.

Staff will continue to provide additional information on sales tax and other revenues when they are available.

cc: *Judie Wilke, Assistant City Manager*
Patrick Prescott, Community Development Director

CITY OF BURBANK

SALES TAX UPDATE

4Q 2021 (OCTOBER - DECEMBER)



BURBANK

TOTAL: \$ 10,739,292

19.7%
4Q2021



16.9%
COUNTY

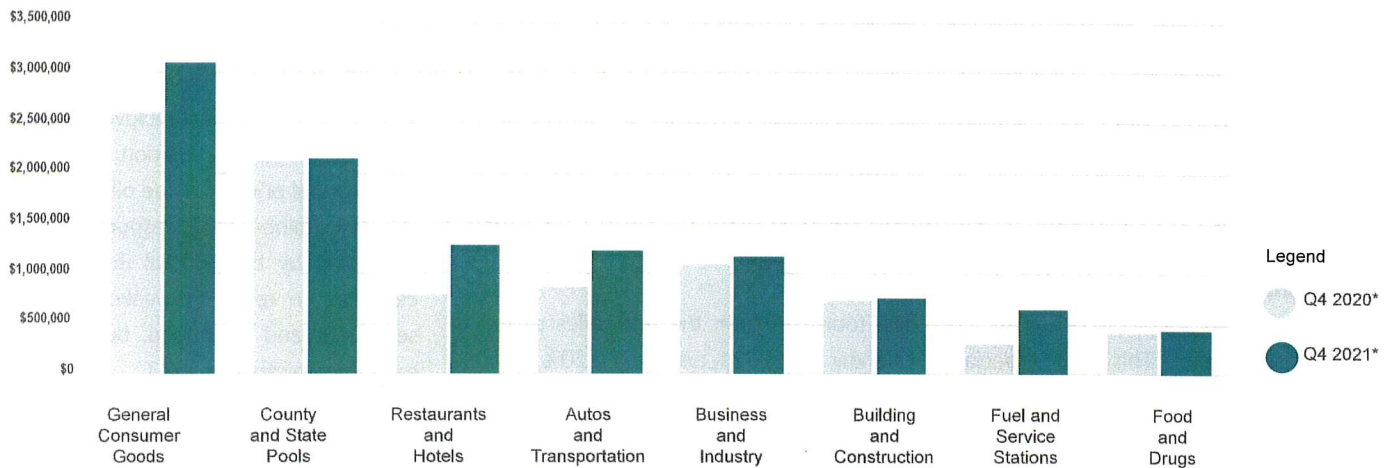


15.6%
STATE



*Allocation aberrations have been adjusted to reflect sales activity

SALES TAX BY MAJOR BUSINESS GROUP



Measure P

TOTAL: \$8,001,455

↑ 18.8%



CITY OF BURBANK HIGHLIGHTS

Burbank's gross receipts from October through December were 30.8% above the fourth sales period in 2020. Adjustments for delayed payments and other reporting modifications resulted in actual sales that were up 19.7%. Bolstered by the return of tourism to the region and the busy holiday season, overall place of sale collections soared 25.7%.

People returned to in-store shopping – with family apparel and specialty stores sales boosting the overall general consumer goods results. A stellar 61% gain in restaurants-hotels punctuated the economic reopening as folks enjoyed traveling to the area, filling up hotels and

eating at casual dining establishments. Similarly, high gas prices and increased travel propelled service station receipts up.

Assisted by auto supply and repair sales, the autos-transportation group jumped 40%; and the business-industry group benefited from electrical equipment and business to business sales. The countywide share of the use tax pool allocations also edged up .5%, as e-commerce and the pools remain a solid source of local revenue.

Measure P results were boosted by in-store/online shopping and restaurant activity.



TOP 25 PRODUCERS

24 7 Studio Equipment	Macys
All Phase Electric Supply	Nordstrom Rack
Arri	REI
Ashley Furniture Homestore	Shell
Best Buy	Target
BMC West	Tesla Motors
Borrmann Steel	United Oil
Carmax	Vons
Community Chevrolet	Walmart Supercenter
Costco	World Fuel Services
CVS Pharmacy	
Enterprise Rent A Car	
Home Depot	
IKEA	
Lowe's	



STATEWIDE RESULTS

California's local one cent sales and use tax receipts for sales during the months of October through December were 15% higher than the same quarter one year ago after adjusting for accounting anomalies. A holiday shopping quarter, the most consequential sales period of the year, and the strong result was a boon to local agencies across the State. Consumers spent freely as the economy continued its rebound from the pandemic and as robust labor demand reduced unemployment and drove up wages.

Brick and mortar retailers did exceptionally well as many shoppers returned to physical stores rather than shopping online as the COVID crisis waned. This was especially true for traditional department stores that have long been among the weakest categories in retail. Discount department stores, particularly those selling gas, family and women's apparel and jewelry merchants also experienced strong sales. Many retailers are now generating revenue that is nearly as much, or even higher, than pre-pandemic levels.

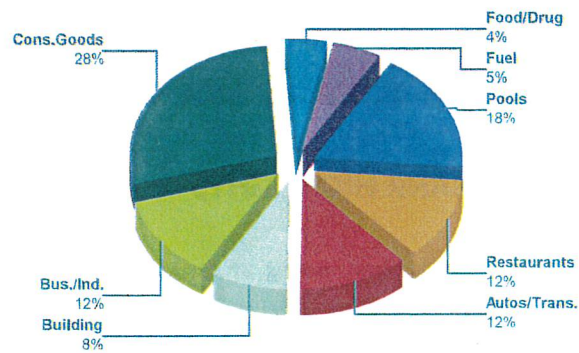
Sales by new and used car dealers were also much higher than a year ago. The inventory shortage has resulted in higher prices that have more than offset the decline in unit volume in terms of revenue generation for most dealerships. Restaurants and hotels were only moderately lower than last quarter, with both periods being the highest in the State's history. Increased menu prices coupled with robust demand to dine out are largely responsible for these gains. These are impressive results for a sector that does not yet include the positive impact that will occur later this year as international travel steadily increases at major airports. Conference business, an important revenue component for many hotels, is also still in the early stages of recovery.

Building material suppliers and contractors were steady as growing residential and commercial property values boosted demand, particularly in the Southern California, Sacramento and San Joaquin Valley regions. Although anticipated interest rate increases by the Federal Reserve could dampen the short-term outlook for this sector, industry experts believe limited selling activity will inspire increased upgrades and improvements by existing owners. With demand remaining tight and calls for more affordable housing throughout the state, the long-term outlook remains positive.

The fourth quarter, the final sales period of calendar year 2021, exhibited a 20% rebound

in tax receipts compared to calendar year 2020. General consumer goods, restaurants, fuel and auto-transportation industries were the largest contributors to this improvement. However, the future growth rate for statewide sales tax revenue is expected to slow markedly. Retail activity has now moved past the easy year-over-year comparison quarters in 2021 versus the depths of the pandemic bottom the year before. Additional headwinds going into 2022 include surging inflation, a dramatic jump in the global price of crude oil due to Russia's war in Ukraine and corresponding monetary tightening by the Federal Reserve. This is expected to result in weakening consumer sentiment and continued, but decelerating, sales tax growth into 2023.

REVENUE BY BUSINESS GROUP
Burbank This Calendar Year*



*ADJUSTED FOR ECONOMIC DATA

TOP NON-CONFIDENTIAL BUSINESS TYPES

Burbank Business Type	Q4 '21*	Change	County Change	HdL State Change
Casual Dining	602.7	84.8% ↑	80.5% ↑	66.4% ↑
Building Materials	525.5	0.2% ↑	3.3% ↑	2.3% ↑
Service Stations	501.0	99.6% ↑	60.4% ↑	53.8% ↑
Home Furnishings	483.9	0.0% ↓	11.1% ↑	6.4% ↑
Motion Pictures/Equipment	431.3	-6.6% ↓	5.8% ↑	8.3% ↑
Quick-Service Restaurants	381.2	29.9% ↑	13.9% ↑	12.1% ↑
Electronics/Appliance Stores	291.0	9.7% ↑	2.9% ↑	8.4% ↑
Specialty Stores	275.6	25.7% ↑	18.5% ↑	18.8% ↑
Grocery Stores	267.3	1.8% ↑	0.1% ↑	0.6% ↑
Family Apparel	252.3	29.0% ↑	32.0% ↑	27.2% ↑

*Allocation aberrations have been adjusted to reflect sales activity

*In thousands of dollars

May 18, 2022

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Chapman.

CALL TO ORDER

Present: Commissioners Chapman, Coomes, Elman, Forouzan, and Hacobian (left meeting at 6:20 pm)

Also Present: Chief Albanese, Sergeant Fekety, Detective Peltier, Chief Assistant City Attorney Oh, and Executive Assistant Nakamura

FLAG SALUTE

The flag salute was led by Commissioner Elman.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

Commissioner Chapman and Coomes were invited to attend the Charter Review Committee (CRC) meeting to discuss the roles, structure, and expectations presented in the Charter for the Commission. From the meeting, the CRC reaffirmed that responsibilities are not determined by the Committee, but dependent upon the direction of the Council.

FIRST PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM APRIL 20, 2022

A motion was made by Commissioner Elman, with a second by Commissioner Forouzan, to approve the minutes of the April 20, 2022, meeting. Approved by consensus.

ITEMS OF BUSINESS

- 1. Presentation, discussion, and recommendations, if any, of the Mental Health Evaluation Team ("MHET in a Decade")**

Department of Mental Health Licensed Clinical Social Worker Sonia Casanova, Officer Ennisha Kyles, and Administrative Analyst Kelly Bravo-Cuevas provided the evolution of the Team, and discussed their functions of crisis intervention, case management support (including homeless outreach), trainings provided for law enforcement, school personnel and members of the community, and mental health trends. The Team works Tuesday – Friday from 10 am – 8 pm.

- 2. Presentation, discussion, and recommendations, if any, of the report prepared by the Self Evaluation Subcommittee regarding goal setting and evaluating the performance of the Commission**
- 3. Discussion and recommendations, if any, of the Commission's duties as outlined in the City Charter and Municipal Code.**

May 18, 2022

Meeting of the Burbank Police Commission

Page 2

Agenda Items #2 and #3 were discussed concurrently, as the evaluation elements overlapped in the report prepared by the Self Evaluation Subcommittee.

The discussion revolved around the actions of the Commission for the last nine months, whether the body is conducting business as enumerated in the Charter, interests of the Commission, areas for growth, and recommendations.

Commissioner Coomes made a motion, seconded by Commissioner Forouzan to create an annual calendar with general recurring themes for presentation. Approved by consensus.

The discussion regarding the topics to populate the calendar is tabled until the next meeting to include the recommendations of absent Commissioners.

Commissioner Coomes made a motion, seconded by Commissioners Elman, not to pursue making any changes to the Charter for this cycle. Approved by consensus

Commissioner Chapman made a motion, seconded by Commissioner Elman to note and file the Subcommittee's report, subject to a correction to change the first title from the "Burbank Charter" to the "Burbank Municipal Code." Approved by consensus

4. Discussion and selection of the participants, if any, to attend the annual NACOLE Conference, September 11-15, 2022, in Fort Worth, TX

Commissioner Hacobian is interested in the attending the conference. Commissioners inquired if there would be an online component to the conference; staff will research and advise.

5. General announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department

6/2	Community Academy
July TBD	Youth Academy
7/26	Joint Council/Commission meeting (OIR report presentation)
8/2	National Night Out

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Coomes made a motion, seconded by Commissioner Elman, to withdraw his previously approved motion regarding the drafting of recommendations to the City Council and City Manager on eliminating no knock warrants. Approved by consensus.

Commissioner Coomes made a motion, seconded by Commissioner Elman, to conduct a discussion to establish the topics/themes for inclusion on the Commission calendar. Approved by consensus.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, June 15, 2022, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2020 hours.

s/Africa Turner

Africa Turner, Secretary
Burbank Police Commission