



Weekly Management Report

May 10, 2019

- 1. Letter** HDL Companies Annual Summary of the City of Burbank's Cumulative Sales and Use Tax Recoveries Through Calendar Year 2018
Finance Department
- 2. Notice** Traffic Commission Meeting Cancelled For Thursday, May 23, 2019
Public Works Department
- 3. Minutes** Police Commission Meeting of April 17, 2019
Police Department
- 4. Notice** Layoff at Deluxe's Empire Facility
Deluxe
- 5. Notice** Layoff at Deluxe's Hollywood Way Facility
Deluxe

HdL Companies

April 26, 2019

Cindy Giraldo
Finance Director
City of Burbank
P.O. Box 6459
Burbank, California 91510

Dear Cindy:

Thank you for your continued business and trust in HdL this past year. Attached is our annual summary of the City of Burbank's cumulative sales and use tax recoveries through calendar year 2018. The recoveries represent a return of 1126% on all audit, reporting and management fees paid to HdL since the beginning of its contract with the City of Burbank.

Since 1983, our focus has remained the same – maximize client revenues, provide insights for better decision making and deliver operational efficiencies. To achieve these goals, we continually invest in our people and technology to meet your growing needs. In addition to providing an array of revenue management services offering significant ROI, HdL has expanded our portfolio with services that the City of Burbank may find of value and worth exploring.

If you are interested in boosting your community's economic activity, HdL's ECONSolutions provides consulting insights into business attraction, marketing support, and financial analysis. Our customized programs that are built from the largest retail database in California. If you would like to discover what ECONSolutions can offer your community, please contact Barry Foster at bfoster@hdlcompanies.com.

HdL has also created a division to navigate California's emerging legal cannabis market. Our Cannabis Consulting Services are designed to assist you with everything from the initial understanding of the cannabis industry to the implementation of ordinances, regulatory and tax programs, and compliance audits. HdL is here to help you manage the challenges and opportunities this evolving market offers. For more information, please contact David McPherson at dmcpherson@hdlcompanies.com.

We look forward to our continued partnership with the City of Burbank and welcome your ideas and suggestions on ways to augment and improve our services. Please call me directly at 714.879.5000 or email suggestions to feedback@hdlcompanies.com.

Kindest regards,



Andy Nickerson
President

Enclosures

cc: Ron Davis, City Manager

To: Cindy G
C: o Patrick P w/attached
o Justin H. " "
o Amy D. " "

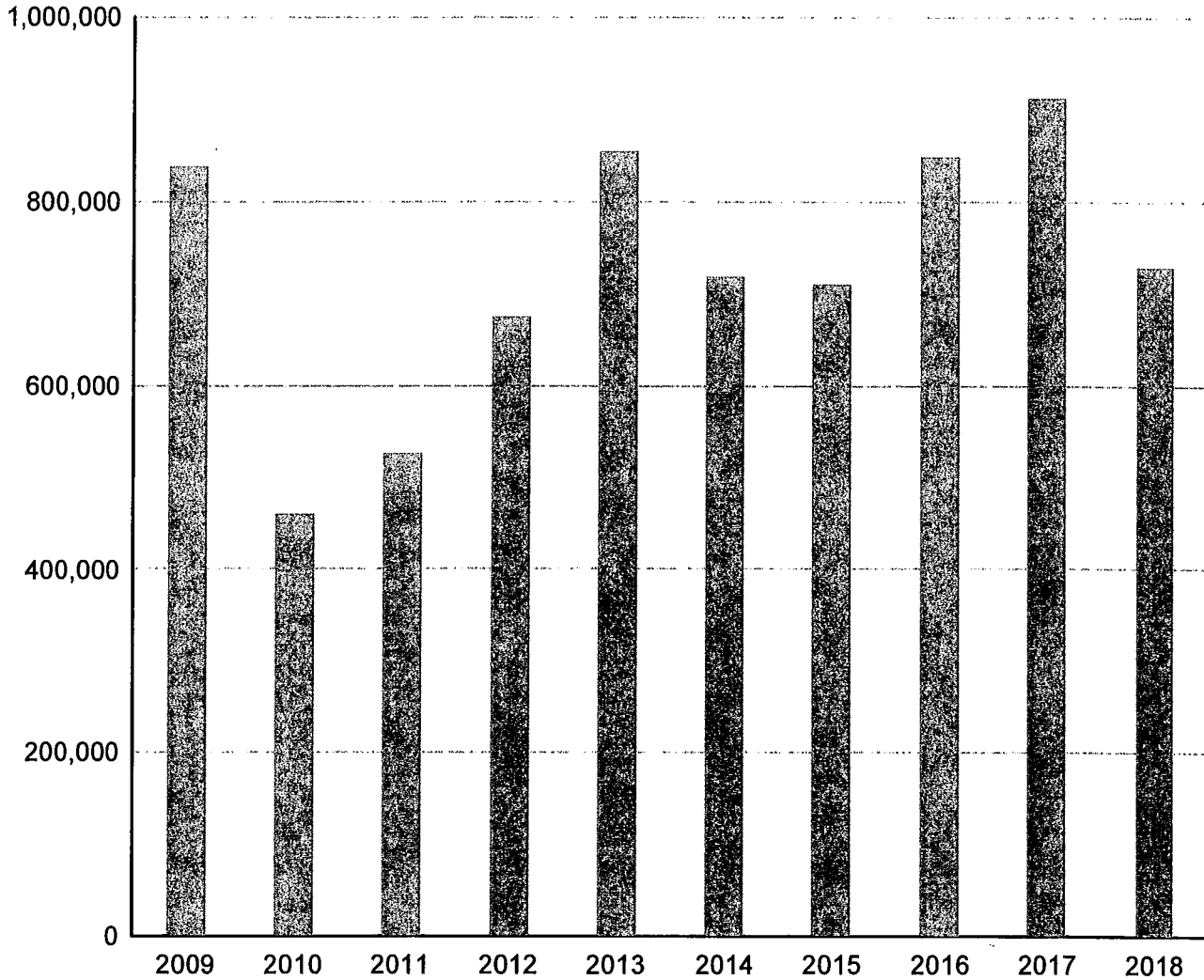
CITY OF BURBANK
CITY CLERK
19 MAY -9 10:27
o City Council w/attached

Cindy,
Under service I noticed
HdL offers short term rental compliance
tax audits. Perhaps expanding HdL's scope might
quickly allow us to begin this effort re: TOT?
Ron



CITY OF BURBANK

ANNUAL SALES TAX RECOVERY



<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
\$838,315	\$461,298	\$526,262	\$674,981	\$855,620
<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018*</u>
\$718,646	\$711,550	\$849,452	\$914,056	\$730,209

Cumulative Recovery Since 1989: \$12,732,841*

* 2018 dollars are estimated

What our clients say about us

“...Their technical knowledge about revenue and their breadth of experience in local government provide a broad perspective that is uniquely helpful particularly in a challenging economy.”

— City of Cerritos

“...HdL stands out from the competition in terms of their consistent performance, excellent service and in-depth knowledge of property and sales tax rules, regulations, trends and historical data.”

— City of Huntington Beach

“...The level of detail and analysis they provide is something we could never do in-house with our limited resources. The staff is exceptionally qualified and the quality of work presented is superb.”

— City of Encinitas

“...I have always been impressed with the accuracy of the work product that is submitted to the City from HdL, as well as their willingness to work with the City on special requests.”

— City of Vista

HdL[®] Companies

120 S. State College Blvd., Suite 200
Brea, CA 92821
714.879.5000

California: Brea | Fresno | Pleasanton | San Dimas
Texas: Austin | Houston

hdlcompanies.com

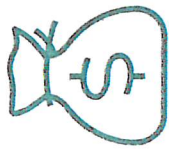
LOCAL GOVERNMENT REVENUE MANAGEMENT SERVICES

Delivering Revenue, Insight, and Efficiency
to Local Government Since 1983

HdL[®] Companies

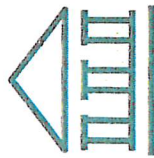
About Us

Founded in 1983, the HdL Companies are dedicated to helping cities, counties and special districts achieve their financial goals. We provide solutions to help increase efficiency, enhance revenue streams, and plan effective economic strategies.



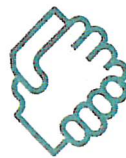
\$2 Billion

HdL has recovered over \$2 billion dollars in lost revenue for our clients.



500+ Local Government Clients

HdL is trusted by over 500 local government agencies.



>99% Client Retention

HdL maintains a client retention of 99.6%.



Sales, Use and Transactions Tax

- Analysis and Reporting
- Revenue Forecasting
- Revenue Recovery
- Management Support
- Legislative Analysis
- Tax Studies



Property Tax

- Analysis and Reporting
- Revenue Forecasting
- Web-Based Software
- Bond Services and Continuing Disclosure
- Revenue Recovery
- Special Levy Placement



Economic Development

- Business Attraction Support
- Trade Area and Void Analysis
- Site Selection Assistance
- Economic Development Action Plans
- Community Profiles
- Financial Analysis & Revenue Projections



Business License Tax

- Software System
- Discovery and Audit
- Operations Management
- Management Support
- Ordinance Review
- Tax Studies



Cannabis Consulting

- Regulatory and Tax Ordinances
- Application Review and Scoring
- Regulatory Fee Cost Recovery
- Revenue Modeling
- Software System
- Financial Audits
- Compliance Inspections
- Background Checks



Lodging Tax

- Software System
- Discovery and Audit
- Short-Term Rental Compliance
- Operations Management
- Management Support
- Ordinance Review
- Tax Studies



TRAFFIC COMMISSION NOTICE OF CANCELLATION

NOTICE IS HEREBY GIVEN that the Regular Meeting of the Traffic Commission, scheduled for May 23, 2019 has been cancelled. The next regularly scheduled meeting will take place on June 27, 2019, in the City Hall Council Chambers at 275 E. Olive Avenue, Burbank, CA 91502.

Dated: May 10, 2019



Angelica Gonzales
Intermediate Clerk

AFFIDAVIT OF POSTING

I, Angelica Gonzales, declare as follows: That I am the duly designated and qualified Intermediate Clerk for the City of Burbank Public Works Department and that I cause the above notice to be posted at Burbank City Hall and the City website on May 10, 2019.

Dated: May 10, 2019

By: Angelica Gonzales, Intermediate Clerk

April 17, 2019

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 1807 hours by Commissioner Stearns-Niesen.

CALL TO ORDER

Present: Commissioners Chapman, Cohen, Hergelian, Stearns-Niesen

Also Present: Deputy Chief Albanese, Captains Cremins, and Deroian, Police Administrator Wilson, Sergeant Green, and Executive Assistant Nakamura; (Council Liaisons Frutos and Springer)

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Stearns-Niesen and the flag salute was led by Commissioner Chapman.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Hergelian stated he attended the March 15th BTAC gala where Chief LaChasse was honored as Citizen of the Year and acknowledged the Department's dispatchers for National Public Safety Telecommunications Week.

ORAL COMMUNICATIONS

Appearing to speak before the Commission was Mike Nolan, who commented on Jon's Towing signs which still have an 800 number listed, inquired why a City Attorney representative went to roll call and advised patrol officers to minimize misdemeanor arrests, homeless folks from LA are coming to the City, and why personnel are not writing equipment violation cites.

RESPONSE TO ORAL COMMUNICATIONS

Staff clarified that a City Attorney representative attended a weekly Crime Control meeting and advised of change of personnel who handle misdemeanor cases, stated the PD does not tow vehicles from private property, and the Department cites vehicles for equipment violations when observed.

APPROVAL OF MINUTES FROM FEBRUARY 20, 2019

A motion was made by Commissioner Cohen, with a second by Commissioner Chapman, to approve the minutes of the February 20th meeting. With an abstention by Commissioner Hergelian, there was no quorum, therefore this item will be continued to the May meeting for approval.

ITEMS OF BUSINESS

1. Fiscal Year 2019-2020 Budget Review

Police Administrator Wilson reviewed the current budget and proposed budget, including fee schedule, request for two new positions, and budget schedule (adoption on May 14th).

April 17, 2019

Meeting of the Burbank Police Commission

Page 2

2. Presentation on Work Program Goals

Police Administrator Wilson reviewed the progress of the work program goals set forth in last year's budget process and provided an overview of next fiscal year's goals.

3. Strategic Plan 2017-2019 update (Quality of Work)

Deputy Chief Albanese will provide updates on the current Strategic Plan implementation. The first presentation revolved around the Quality of Work goal, its four objectives, initiatives to accomplish these objectives, and staff assigned to complete them.

4. Review and discussion of quarterly report of Commission correspondence

Commissioners reviewed the list of correspondence addressed to them for the last quarter. Items noted and filed.

5. Announcements by the Deputy Chief – brief announcements regarding upcoming events and/or items of note related

Deputy Chief Albanese recognized Department personnel for National Police Dispatchers and Animal Control Officers Week.

4/19 Spring Eggstravaganza/Coffee with a Cop

4/25 BPF Foundation Lunch

4/27 Drug Take Back event

5/11 NOBLE Scholarship Breakfast

5/11 Police / Fire Service Day

FINAL PERIOD OF PUBLIC COMMENTS

None

RESPONSE TO ORAL COMMUNICATIONS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

None

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, May 15, 2019, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1915 hours.

s/Nidal Kobaissi

Nidal Kobaissi, Secretary
Burbank Police Commission

s



CITY OF BURBANK
CITY OFFICIAL OFFICE

2019 MAY 10 P 3 25

May 10, 2019

VIA E-MAIL & OVERNIGHT MAIL

WARN Act Coordinator
Statewide Services Unit
Workforce Services Division
Employment Development Department
722 Capitol Mall, MIC 50/Room 5099
Sacramento, CA 95814
eddwarnnotice@edd.ca.gov

Re: Notice of Layoff at Deluxe's Empire Facility

Dear Sir/Madam:

Deluxe Entertainment Services Group Inc., including certain of its subsidiaries, ("Deluxe") plans to conduct layoffs at its facility located at 2400 W. Empire, Burbank, CA 91504. The planned actions, when finalized, will be permanent.

At this time, the affected employees are scheduled to be separated beginning on July 9, 2019, or during the 14-day period beginning on that date, and continuing through November 1, 2019, or during the 14-day period beginning on that date. No one will have the right to bump or displace other employees not affected by these layoffs, and there is no union representing the affected employees. A list of job titles, the number of employees currently holding affected positions, and the applicable separation dates accompanies this letter as Attachment A.

This announcement and the above timetable are based on the best information currently available. You will be informed of any significant changes in these plans as additional information becomes available. In order to enable them to better transition to new employment elsewhere, employees are being notified of the layoffs on or about May 10, 2019.

To the extent that the layoffs constitute covered events under the Worker Adjustment and Retraining Notification Act (WARN), the "California WARN" act, or any similar state statute, this letter is intended to fulfill any requirements imposed under these provisions. By providing this information, however, the Company does not concede that any such provision applies or that notice is required.



If you have any questions, please do not hesitate to call or contact Antoinette Salvadori, Director, Human Resources at 818-526-3863 or Antoinette.Salvadori@bydeluxe.com.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Carrie Archer', is written above a horizontal line.

Carrie Archer
VP, Human Resources



ATTACHMENT A

As explained in the accompanying letter, we anticipate that the job titles and the corresponding number of employees currently holding those job titles listed below will be affected by the layoffs at Deluxe's facility located at 2400 W. Empire Burbank, CA 91504 on the corresponding dates listed below.

<u>Job Title</u>	<u>Number of Affected Employees – Applicable Separation Date</u>	<u>Number of Affected Employees – Applicable Separation Date</u>	<u>Total Number of Affected Employees</u>
Account Director	1 - July 9, 2019		1
Account Manager	1 - September 30, 2019		1
Administrator, Cloud Apps	1 - August 2, 2019		1
Analyst, Business – Sr.	1 - July 9, 2019		1
Coordinator, Billing	2 - July 9, 2019		2
Developer, R&D – Senior	1 - October 4, 2019		1



Dir, Fin Planning & Analysis	1 - July 9, 2019		1
Editor, Audio	1 - November 1, 2019	1 - December 2, 2019	2
Editor, Scripting	1 - September 3, 2019	3 - December 2, 2019	4
Editor, Video	2 - November 1, 2019		2
Eng, Qual Assurance - Sr	1 - October 4, 2019		1
Engineer, Systems	1 - July 9, 2019		1
Engineer, Systems – Messaging	1 - July 9, 2019		1
Engineer, Network – Senior	1 - September 2, 2019		1
Engineer, Apps Support – Sr.	1 - September 2, 2019		1
EVP	1 - July 9, 2019		1
Manager, Data Services	1 - July 9, 2019		1



Mgr, Project	1 - July 9, 2019		1
Operator, Transmissions	6 - November 1, 2019		6
Product Owner, Sr.	1 - July 9, 2019		1
Quality Control Technician II	2 - November 1, 2019		2
Scheduler, Scripting	1 - November 1, 2019		1
Senior Database Developer	1 - July 9, 2019		1
Specialist, Asset	1 - November 1, 2019		1



Sr. Dir., Network Transmissions	1 - July 9, 2019		1
Sr. Director, Engineering	1 - July 9, 2019		1
Sr. Quality Assurance Engineer	1 - July 9, 2019		1
Sr. Technical Analyst – SAP	1 - September 2, 2019		1
Sr. Func. Analyst – SAP Mstr Data	1 - September 2, 2019		1
SVP, Finance	1 - July 9, 2019		1
SVP, Sales	1 - July 9, 2019		1
VP, Product Management	1 - July 9, 2019		1
VP, Global Strategic Partnerships	1 - July 9, 2019		1
Technician, QC – 3D Subtitling	1 - July 9, 2019		1



Technician, QC	2 - November 1, 2019		2
Systems Engineer, Digit. Media	1 - November 1, 2019		1
VP, Global Comp & Benefits	1 - August 8, 2019		1
Benefits Administrator	1 - July 9, 2019		1
VP, Global Talent Acquisition	1 - August 8, 2019		1
Recruiting Coordinator	1 - July 9, 2019		1
Biller	3 - July 9, 2019		3
Sr. Dir., Network Transmissions	1 - July 9, 2019		1
Sr. Director, Engineering	1 - July 9, 2019		1
Sr. Quality Assurance Engineer	1 - July 9, 2019		1



Sr. Technical Analyst – SAP	1 - September 2, 2019		1
Sr. Func. Anlyst – SAP Mstr Data	1 - September 2, 2019		1

TOTAL NUMBER OF EMPLOYEES AFFECTED : 61



Cc:

VIA OVERNIGHT MAIL & FAX

Ms. Judith Velasco
Executive Director, Verdugo Consortium
1255 South Central Ave.
Glendale, CA 91204
Tel.: 818-937-8031
Fax: 818-409-0463

VIA OVERNIGHT MAIL

The Honorable Emily Gabel-Luddy
Mayor, City of Burbank
Burbank City Hall
275 East Olive Ave.
Burbank, CA 91502

VIA OVERNIGHT MAIL & FAX

Mr. Jose Perez
Assistant Director, Workforce Branch
Los Angeles County, Workforce Development Aging & Community Services
3175 W. 6th St.
Los Angeles, CA 90020
Tel: 213-738-2273
Fax: 213-487-0379

VIA OVERNIGHT MAIL & FAX

The Honorable Janice Hahn
Chair, Los Angeles County Board of Supervisors
Hall of Administration
500 W. Temple St., Rm. 822
Los Angeles, CA 90012
Tel.: 213-974-4444
Fax: 213-626-6941



CITY OF BURBANK
CITY COUNCIL OFFICE

2019 MAY 10 P 3:25

May 10, 2019

VIA E-MAIL & OVERNIGHT MAIL

WARN Act Coordinator
Statewide Services Unit
Workforce Services Division
Employment Development Department
722 Capitol Mall, MIC 50/Room 5099
Sacramento, CA 95814
eddwarnnotice@edd.ca.gov

Re: Notice of Layoff at Deluxe's Hollywood Way Facility

Dear Sir/Madam:

Deluxe Entertainment Services Group Inc., including certain of its subsidiaries, ("Deluxe") plans to conduct layoffs at its facility located at 2130 N. Hollywood Way, Burbank, CA 91505. The planned actions, when finalized, will be permanent.

At this time, the affected employees are scheduled to be separated beginning on July 9, 2019, or during the 14-day period beginning on that date, and continuing through September 30, 2019, or during the 14-day period beginning on that date. No one will have the right to bump or displace other employees not affected by these layoffs, and there is no union representing the affected employees. A list of job titles, the number of employees currently holding affected positions, and the applicable separation dates accompanies this letter as Attachment A.

This announcement and the above timetable are based on the best information currently available. You will be informed of any significant changes in these plans as additional information becomes available. In order to enable them to better transition to new employment elsewhere, employees are being notified of the layoffs on or about May 10, 2019.

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VP, Human Resources



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<u>Job Title</u>	<u>Number of Affected Employees – Applicable Separation Date</u>	<u>Number of Affected Employees – Applicable Separation Date</u>	<u>Total Number of Affected Employees</u>
Account Coordinator	2 - July 9, 2019	1 - August 30, 2019	6
Account Manager	3 - July 9, 2019	4 - September 30, 2019	7
Asset Specialist	1 - July 9, 2019	1 - August 2, 2019	2
Billing Specialist	1 - September 30, 2019		1
Compression Operator	1 - July 9, 2019		1
Data Manager	1 - August 2, 2019		1
Engineer, Video	2 - July 9, 2019		2
Mgr, Project - Customer	1 - July 9, 2019		1
Mgr, Project - Tech Ops	1 - November 1, 2019		1
Mgr, Project - Technical	1 - July 9, 2019		1



Operator, Encoding	1 - August 2, 2019		1
Operator, Encoding - Lead	1 - July 9, 2019		1
Operator, Packaging - Lead	1 - August 30, 2019		1
Operator, Quality Control	6 - August 2, 2019		6
Packaging Operator	1 - August 30, 2019		1
Packaging & Delivery - Tier 2	4 - July 9, 2019	1 - August 30, 2019	5



Senior Dir, Client Serv	1 - July 9, 2019			1
Specialist, Asset – Lead	1 - July 9, 2019			1
Specialist, Production	1 - September 30, 2019			1
Sr. Technical Project Manager	1 - August 30, 2019			1
Tech, Digital Prod. Tier 3	1 - July 9, 2019			1
Technician, QC	1 - July 9, 2019	1 - August 2, 2019		2
Technician, Video – Tier 2	1 - August 2, 2019			1
VP, Glb Client Srv	1 - August 1, 2019			1



Editor	1 - August 2, 2019			1
Editor, Jr	1 - August 2, 2019			1
Engineer, App Support	1 - August 2, 2019			1
Networks Ops Support Engineer	1 - August 2, 2019			1
Onboarding Engineer	1 - August 30, 2019			1
VP, Operations Management	1 - August 20, 2019			1
Senior Finance Analyst	1 - July 9, 2019			1
Digital Prod, Tier 2	2 - July 9, 2019	1 - August 2, 2019		3

TOTAL NUMBER OF EMPLOYEES AFFECTED: 57



Cc:

VIA OVERNIGHT MAIL & FAX

Ms. Judith Velasco
Executive Director, Verdugo Consortium
1255 South Central Ave.
Glendale, CA 91204
Tel.: 818-937-8031
Fax: 818-409-0463

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The Honorable Emily Gabel-Luddy
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Burbank City Hall
275 East Olive Ave.
Burbank, CA 91502

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