



Weekly Management Report

December 9, 2022

1. **Memo** Burbank Hospitality Association Meeting
on October 19, 2022
Community Development Department

2. **Memo** Police Department Donation
Police Department

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: November 29, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Megan Anghel, Administrative Analyst I 

SUBJECT: Burbank Hospitality Association Meeting – October 19, 2022

- The Burbank Hospitality Board approved \$50,000 worth of sponsorships for the following events:
 - **MUSEXPO/ A&R Worldwide (MUSEXPO)** - MUSEXPO for March 19-22, 2023, is an international music business event that is renowned worldwide for its innovation, influencer participation, creativity, and premiere artist showcasing opportunities. The Board recommended approving \$20,000 sponsorship for this event.
 - **CTN animation eXpo (CTNX)** - CTNX 2022 set for November 17-20, 2022, continues to bring awareness of the animation community to the City for the past 13 years. The Board recommended approving \$20,000 for this event with the opportunity to receive an additional \$10,000 in funding if the event producer creates quarterly animation- related events throughout the year.
 - **Burbank International Film Festival (BIFF)** – BIFF set for September 21-24, 2023, will showcase over 130 films from around the world and will host activities and events throughout the year. The Board recommended approving \$10,000 for this event.

MEMORANDUM



POLICE DEPARTMENT

DATE: December 2, 2022

TO: Jess A. Talamantes, Mayor
Konstantine Anthony, Vice Mayor
Bob Frutos, Council Member
Sharon Springer, Council Member
Nick Schultz, Council Member
Krystle Palmer, City Treasurer
Justin Hess, City Manager
Jennifer Becker, Financial Services Director

FROM: Michael Albanese, Chief of Police

SUBJECT: Police Department Donation

The Police Department recently received a generous \$500.00 donation from Burbank community members Edward and Carol Lehigh. This donation will be used towards the Department's facilitation of community events and our on-going outreach and education efforts with Burbank youth.

In accordance with City Administrative Procedure VI-12, Contribution of Merchandise or Money to City Departments, attached is a copy of the Department's thank you letter for this donation.

I also conducted a personalized phone call to Mr. and Ms. Lehigh to thank them for their donation and support of the Police Department.



BURBANK POLICE DEPARTMENT

Michael Albanese, Chief of Police

200 North Third Street, Burbank, California 91502-1201

www.burbankpd.org

December 2, 2022

Mr. Edward Lehigh and Ms. Carol Lehigh
1432 N. Niagara Street
Burbank, CA 91505

Dear Mr. and Ms. Lehigh,

On behalf of the Burbank Police Department, please accept our sincere gratitude for your generous donation of \$500. The City of Burbank Police Department is committed to our mission of protecting life and property, providing professional police services, and working in partnership with our community. The Department strives to engage and enhance relationships with all members of the community, and to contribute to providing an unparalleled quality of life for all residents of Burbank.

With your generous donation, we will continue to make a difference through facilitating of a variety of community-based events and conducting outreach and education with Burbank youth. Thank you for your support of the Burbank Police Department and your commitment to the Burbank community.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Albanese", with a long horizontal line extending to the right.

Michael Albanese
Chief of Police

Cc: Jess A. Talamantes, Mayor
Konstantine Anthony, Vice Mayor
Sharon Springer, Council Member
Bob Frutos, Council Member
Nick Schultz, Council Member
Krystle Palmer, City Treasurer
Justin Hess, City Manager
Jennifer Becker, Financial Services Director

EDWARD C. LEHIGH, JR.
CAROL A. LEHIGH
1432 N NIAGARA ST. 818-841-0085
BURBANK, CA 91505-1942

90-7162/3222

2762

DATE

11.5.22

PAY TO THE
ORDER OF

Burbank Police Dept \$500.00
Five hundred + 00/100

DOLLARS



Check for the amount
of the check
before cashing

CHASE

JPMorgan Chase Bank, N.A.
www.Chase.com

MEMO

DONATION

Carol a. Lehigh

⑆322271627⑆

8760481833⑆2762