



Weekly Management Report

April 21, 2023

1. Memo

Update on the Outreach Plan for the Proposed
Single-Use Plastics Reduction Ordinance.
Public Works Department

MEMORANDUM



PUBLIC WORKS

DATE: April 20, 2023

TO: Justin Hess, City Manager

FROM: Ken Berkman, Public Works Director
John Molinar, Public Works Assistant Director of Streets and Sanitation
Amber Duran, Recycling Coordinator

SUBJECT: Update on the Outreach Plan for the Proposed Single-Use Plastics Reduction Ordinance.

BACKGROUND

In 2019, staff was given direction from the City Council to develop an ordinance that bans single-use plastic foodware and expanded polystyrene packaging materials along with requiring reusable foodware for dine-in and a \$0.25 fee for use of a disposable cup.

In February of 2023, City staff presented to City Council a draft ordinance with these elements along with a mechanism to enforce State mandated Assembly Bill 1276 (AB 1276) as well as a goal to reduce plastic water bottles at City facilities and events. At the City Council meeting, City staff was given direction from Council to bring forward a revised Ordinance by September of 2023 with input and support from businesses, business organizations, City business partnerships and the Sustainable Burbank Commission (SBC). City Council also gave further instruction to get verification in writing from the Los Angeles County Department of Health that customers can bring their own reusable foodware to avoid a disposable cup charge and to ban the purchase of plastic water bottles for City operations and events in the revised ordinance.

In 2022, Assembly Bill 1276 (AB 1276) was enacted and prohibits food facilities and third-party food delivery platforms from providing any single-use foodware accessories or standard condiments to a customer unless requested. It also prohibits foodware accessories and condiments from being bundled or packaged in a way that prohibits the consumer from taking only the item desired. Foodware accessories include forks, knives, spoons, sporks, chopsticks, condiment cups and packets, straws, stirrers, splash sticks, and cocktail sticks. Standard condiments include relishes, spices, sauces, confections, or

seasonings. Updates to the proposed ordinance will need to create City mechanisms to enforce AB 1276, per the requirements of the law.

DISCUSSION

The first step of this stakeholder engagement was to increase the number of members in the SBC's single-use plastics subcommittee from two to four at the April 17th SBC meeting. This created a more well-represented subcommittee and will help staff in their outreach to the Burbank businesses. The Recycling Coordinator along with consultants from ReCREATE Waste Collaborative will be creating outreach materials and a plan to disseminate outreach materials in cooperation with the SBC single-use subcommittee and the Economic Development Section of the Community Development Department (EDD). Other ways to outreach to the businesses may be identified during these planning meetings. Outreach material will include:

- Landing page on City website with QR Code
- Informational flyer on AB 1276, elements of proposed ordinance and QR code
- Direct mailing to all food service providers (markets, restaurants, hotels, airport)
- Email invitations to various stakeholder events
- Outreach materials to all departments for dissemination
- AB 1276 compliant "Upon Request" signs for food service providers
- AB 1276 compliant "Take Only What You Need" sign for self-service
- Presentation slides on problems with single-use plastics, the elements of the proposed Ordinance, and timeline of implementation
- Tracking sheet and/or survey to gather feedback

Time permitting, additional goals will be to perform additional outreach by:

- BWP billing inserts and online ratepayers
- Advertise in Burbank Leader
- Advertise on My Burbank webpage

Since the purpose of this effort is to gather feedback from as many stakeholders as possible, all communication and outreach will include ways for individual businesses to provide input on the ordinance either through the survey or speaking directly with City staff or the SBC subcommittee.

Burbank Recycle Center staff, consultants, and the SBC single-use subcommittee will present the proposed Ordinance and gather feedback from the following stakeholders through a series of special and regularly held in-person meetings in May and June:

- LA County Department of Health
- Burbank Chamber of Commerce
- Downtown Property Based Improvement District (PBID)

- Magnolia Park District
- Burbank Hospitality Association
- Burbank Downtown Center
- Covid-19 Restaurant Task Force
- Burbank Food Service Businesses (~450 Business Licenses with contact information)

Information on the stakeholder meetings will be available on the City Calendar and the landing page to invite more participation. The stakeholder feedback will be collected and incorporated into an updated draft Single-use Plastic Reduction Ordinance for the City Attorney's review and feedback.

In July, the draft will then be presented to City Departments for final feedback, then brought before the SBC before final consideration by the City Council in September.

Attached is the schedule of actions proposed for this outreach plan. Additional actions may be identified at planning meetings with consultants and the SBC subcommittee.

CONCLUSION

City staff will present a revised Single-use Plastics Reduction Ordinance with input from businesses, stakeholders and the Sustainable Burbank Commission (SBC) to City Council on or before the September 26, 2023, Council meeting.

ATTACHMENT

Attachment A – Single-Use Plastic Reduction Ordinance Stakeholder Engagement Schedule



Attachment A

Single-Use Plastic Reduction Ordinance Stakeholder Engagement Schedule

Milestones	Tasks	APR		MAY			JUNE			JULY			AUG			SEP			OCT											
		2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15
Sustainable Burbank Commission	Add two additional members to the SBC Single-use Plastic Reduction Subcommittee at the monthly meeting on 4/16. (complete)																													
	Meet with Subcommittee and consultants to finalize outreach material.																													
	Subcommittee to attend stakeholder meetings.																													
	Present updated final Ordinance to Sustainable Burbank Commission.																													
LA County Department of Health	Verify that restaurants can accept customer's reusable cups and other foodware items in place of disposable to-go items.																													
Downtown PBID	Present Ordinance and gather feedback from Downtown PBID stakeholders at the monthly meeting 5/4.																													
Chamber of Commerce	Coordinate a special meeting at Chamber of Commerce location to present Ordinance and collect feedback. Date: TBD.																													
Visit Burbank - Hospitality	Present Ordinance and gather feedback from stakeholders at the monthly meeting. Date TBD.																													
Magnolia Park District/ Burbank Town Center/ and all other Burbank Businesses	Coordinate special meetings to present Ordinance and collect feedback. Date and location TBD.																													



Attachment A

Single-Use Plastic Reduction Ordinance Stakeholder Engagement Schedule

	APR			MAY			JUNE			JULY			AUG			SEP			OCT											
	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15	22
Milestones																														
Update Single-Use Plastic Reduction Foodware Ordinance	<p>Tasks</p> <p>In collaboration with City Attorney, update the Ordinance using stakeholder feedback</p>																													
Departmental and City Manager Review	<p>After Departmental reviews and revisions, Ordinance will be submitted to City Manager.</p>																													
City Council	<p>Introduce Single-Use Plastic Reduction Ordinance</p> <p>Possible Adoption of Single-Use Plastic Reduction Ordinance</p>																													