



Sent via Certified Mail

June 24, 2026

Michelle Hoffmann
Senior Administrative Analyst
City of Burbank
500 South Flower Street
Burbank, CA 91502

Subject: Notification of Compliance Evaluation for the City of Burbank's Waste
Diversion Programs

Michelle Hoffmann:

This correspondence serves as notice that the Department of Resources Recycling and Recovery's (CalRecycle) Jurisdiction and Agency Compliance and Enforcement Branch (JACE) will be conducting a compliance evaluation of the City of Burbank (Jurisdiction) pursuant to Section 18996.1(c) of Title 14 of the California Code of Regulations (14 CCR). This compliance evaluation will determine if the Jurisdiction is compliant with the following:

- Short-Lived Climate Pollutants (SLCP) (14 CCR sections 18981.1 through 18998.4),
- Mandatory Commercial Organics Recycling (MORe) (Public Resources Code (PRC) sections 42649.8 through 42649.87),
- Mandatory Commercial Recycling (MCR) (PRC sections 42649 through 42649.7 and 14 CCR sections 18835 through 18839), and
- Efforts to implement Source Reduction and Recycling Element (SRRE) (PRC Section 41000 or PRC Section 41300) and Household Hazardous Waste Element (HHWE) (PRC Section 41500 or PRC Section 41510).

A member of JACE will be contacting you shortly with more information about what to expect during the evaluation. A second letter will be sent with a request for information regarding the Jurisdiction's waste diversion programs, including requesting access to the Jurisdiction's SLCP Implementation Record pursuant to 14 CCR Section 18996.1(b). Once the Implementation Record is reviewed and any additional information

has been received, a field visit will be arranged with you that will also include visiting applicable solid waste facilities. With the completion of the field visit and complete analysis of all the available information, a draft report will be shared with you with a request to confer on the findings. The report will then be finalized and sent to you for your records.

If you have any questions about JACE's compliance evaluation, please do not hesitate to contact Mindy Olivera at Mindy.Olivera@CalRecycle.ca.gov or (310) 342-1245.

Sincerely,

Signature on file

Ashlee M. Yee, Branch Chief
Jurisdiction and Agency Compliance and Enforcement Branch

cc: Amber Duran, Recycling Coordinator, SLCP Primary Contact, City of Burbank
Jennifer Wallin, JACE Manager, CalRecycle
Primitivo Nuñez, JACE Supervisor, CalRecycle
Mindy Olivera, JACE Environmental Scientist, CalRecycle
Marshall Graham, Local Assistance and Market Development (LAMD) Branch Chief, CalRecycle
Joseph Rasmussen, LAMD Manager, CalRecycle
Diana Suarez-Arguelles, LAMD Supervisor, CalRecycle
Harnak Samra, LAMD Environmental Scientist, CalRecycle