



Office of the City Manager

CONSENT CALENDAR
September 13, 2022

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Lisa Warhuus, Director, Health, Housing and Community Services
Subject: Donation of Painting Services from MB Jessee Painting, Inc.

RECOMMENDATION

Adopt a Resolution accepting the donation of painting services and materials from MB Jessee Painting, Inc., estimated to be a value of \$8,994, to paint interior areas of 1900 6th Street building in accordance with Administrative Regulation 3.19, Donations to the City from Individuals of Outside Organizations.

FISCAL IMPACTS OF RECOMMENDATION

This donation will decrease the cost of interior painting of the facility.

CURRENT SITUATION AND ITS EFFECTS

The West Berkeley Service Center (WBSC), located at 1900 6th Street, Berkeley, CA 94710 will be the new site of Public Health Division's Maternal, Child, and Adolescent Health Services. MB Jessee Painting, Inc. has offered pro bono work to paint the interior of the building. A project estimate provided by MB Jessee Painting, Inc places the total value of services at an estimated \$8,994.26 to complete the interior painting of the: 1) entry and reception area, 2) parking entrance and bathroom hallways, and 3) the Dining Room area. This donation of services will provide a welcoming and warm environment where low-income families and community members can seek services and connect as a community.

This painting service donation is a Strategic Plan Priority Project, advancing our goal to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities and champion and demonstrate social and racial equity.

The donor has requested that they complete the first phase of the painting project prior to public health programs moving in to the facility and community accessing the site. Touch up work will also be provided once full renovations at the facility are complete.

The methodology used to determine the value of the donation of services required to complete the project was based on the standard estimation practices conducted by MB Jessee Painting, Inc.

The project is anticipated to begin September 26, 2022.

BACKGROUND

The West Berkeley Service Center, located at the 1900 6th Street, Berkeley, CA is an aging facility with many structural and cosmetic needs. The Public Health Division is planning to move its Maternal, Child, Adolescent Health Programs, including WIC, Immunization Program, School Linked Services, and Family Support Services into this facility in late summer/ early fall 2022. Funding has been identified for facility improvements for the roof repairs and the electrical upgrade needed to operate community facing services in the building, but cosmetic improvements such as interior and exterior painting would add greatly to a welcoming and clean environment.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The donor will be using the Kelly Moore Acrylic-Plex interior product line, which is a water-based, 100% acrylic, and a low Volatile Organic Compound (VOC) paint. This product will be used in the 1) entry and reception area, 2) parking entrance and bathroom hallways, and 3) the Dining Room area of the WBSC.

RATIONALE FOR RECOMMENDATION

Painting the interior of the WBSC would provide a clean, warm, and welcoming environment for the community and clients that the Public Health Division serves.

ALTERNATIVE ACTIONS CONSIDERED

The City can decline the painting donation and seek other funding to support this work or eliminating painting the interior entirely.

CONTACT PERSON

Janice Chin, Manager, Public Health Division, HHCS, 510-981-5121

Attachments:

- 1: Resolution
- 2: Administrative Regulation 3.19

RESOLUTION NO. ##,###-N.S.

AUTHORIZING THE ACCEPTANCE OF A DONATION OF PAINTING SERVICES FOR THE WEST BERKELEY SERVICE CENTER FROM MB JESSEE PAINTING, INC.

WHEREAS, MB Jessee Painting has named City of Berkeley Public Health Division as a recipient of a gift of services; and

WHEREAS, the West Berkeley Services Center is expected to serve clients, their families, and community members through a community-centered, family friendly environment, and

WHEREAS, the City of Berkeley is committed to providing state-of-the-art, well-maintained infrastructure, amenities, and facilities and champion and demonstrate social and racial equity

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the council accepts a donation of painting services, estimated to be a value of \$8,994.26 to the City of Berkeley Public Health Division from MB Jessee Painting, Inc. to paint the West Berkeley Service Center interior.

A.R. NUMBER:	3.19
ORIGINAL DATE:	5/2/2011
POSTING DATE:	5/9/2011
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CITY OF BERKELEY ADMINISTRATIVE REGULATIONS

SUBJECT: DONATIONS TO THE CITY FROM INDIVIDUALS OR OUTSIDE ORGANIZATIONS

PURPOSE

The purpose of this administrative regulation is to set forth a policy on how donations made to the city by individuals or outside organizations are officially approved.

POLICY

The following types of donations made to the City by individuals or outside organizations must be approved by the City Council before they can be accepted:

1. Any monetary donation of \$1,000 or more.
2. Non-monetary donations of goods, materials, supplies, and equipment with an estimated value of \$1,000 or more.

PROCEDURE

Prior to a donation being received by the City, the department receiving the donation must prepare a consent calendar report requesting City Council approval for the donation. When a donation is received, without advance notice, the department immediately deposits the donation into the treasury. A consent calendar report requesting Council approval is submitted for the next available agenda.

The following information must be included in the report:

Monetary Donations

1. The name of the individuals or organizations making the donation
2. The amount of the donation
3. The purpose and use for the donation
4. Any special conditions from the donor
5. The budget code and name of the fund where the donation will be deposited and expended from
6. The timing of when the donation will be officially appropriated into the budget

Non-Monetary Donations

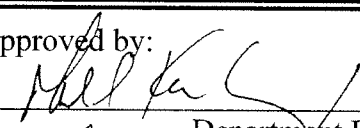
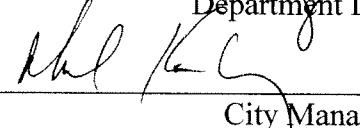
1. The name of the individuals or organizations making the donation
2. A description of the donation
3. The purpose of the donation
4. The methodology used to determine the donation is valued at \$1,000 or more.

5. The timing of when the donation will be received by the City

Once the City Council has approved a monetary donation, the department deposits the donation into the City Treasury. A budget modification to appropriate the donation, with a copy of the Council report and resolution approving the donation, is sent to the Budget Office. This process also applies to donations already deposited into the City Treasury.

Non-monetary donations of physical goods must be officially added to the City's inventory control before they may be used by the operating department receiving the donation.

It is the responsibility for the receiving department to maintain any records regarding the donation for a period of at least three (3) fiscal years following the fiscal year in which the donation was received.

<p>RESPONSIBLE DEPARTMENT: City Manager's Office</p> <p>TO BE REVISED: Every 2 years</p>	<p>Approved by:</p> <p> _____ Department Director</p> <p> _____ City Manager</p>
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