

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0220-05807-0000

Date: November 19, 2020  
 To: The Municipal Facilities Committee  
 From: CAO Staff *[Signature]*  
 Subject: **COVID-19 WORKPLACE SAFETY FACILITY IMPROVEMENT FUNDING REQUESTS**

**RECOMMENDATION**

That the Municipal Facilities Committee (MFC) approve and authorize staff to transmit the following recommendations for consideration and final action by Council, subject to approval of the Mayor:

1. Approve proceeding with COVID-19 Workplace Safety Facility Improvements for public areas including reception desks and the air filter upgrades for 350 City facilities, and to defer consideration of wide-scale improvements to the upcoming 2021-22 City Budget process;
2. Authorize the Controller to transfer total funding of \$441,698 in Capital Improvement Expenditure Program (CIEP) monies, to fund recommended COVID-19 Workplace Safety Facility Improvements, as identified in this report and the accompanying attachment, as follows:

<b>From:</b>	<b>Amount</b>
100/54/00S736 - Muni Facilities	\$441,698
<b>To:</b>	
100/54/TBD, COVID Retrofit Public Areas	\$248,698
100/40/003160, Maint Materials Supplies and SVC	<u>\$193,000</u>
	<b>Total: \$441,698</b>

3. Authorize the Office of the City Administrative Officer to prepare any necessary technical adjustments and authorize the Controller to implement those instructions;
4. Instruct the General Services Department (GSD) and the Bureau of Engineering (BOE) to report back to MFC on long-term infrastructure improvements, such as ultraviolet disinfection technologies, that are recommended as standards for development of new facilities and upgrades for existing City facilities; and,
5. Instruct City Departments to include any additional requests for COVID-19 Workplace Safety Facility Improvements that are not recommended for funding through this report, as part of their respective funding requests for the upcoming 2021-22 City Budget.

## SUMMARY

On May 11, 2020, the Mayor’s Office instructed City Departments to complete a Reconstitution Plan to outline the process for a staged reopening approach for the COVID-19 Pandemic, which would be subject to the review of the Mayor’s Office and the Emergency Management Department. As part of the Reconstitution Plans, Departments outlined proposed COVID-19 workplace safety facility improvements to accommodate returning employees and support the provision of essential critical services in a healthy and safe environment.

On July 15, 2020, the Office of City Administrative Officer (CAO) issued a memo to Departments with instructions for submitting funding requests to implement necessary COVID-19 workplace safety facility improvements required to deliver essential services through the end of the 2020 calendar year. Departments were asked to ensure the requested facility improvements were consistent with their respective reconstitution plans and to only submit funding requests if no other funding sources under the Department’s control were available. The CAO provided preliminary funding recommendations and analysis to the Mayor’s Office on September 1, 2020, and was provided subsequent instructions to prepare a report for consideration of the matter by the Municipal Facilities Committee, subject to final consideration by City Council.

At this time, there are aggregate funding requests of \$2.1 million for COVID retrofit facility improvements submitted by 10 requesting Departments and one Council Office. Of this total, \$476,617 is requested for public counter retrofits, \$193,000 for air filter upgrades at approximately 350 City facilities, and the remaining \$1.43 million is requested for workstation modifications and non-counter area retrofits, as summarized in the chart below, with additional details presented in the Attachment.

Department	Public Areas	Air Filter Upgrades	Workstations /Non-Counter	Total Requests	Recommended Funding
1. Council District 3	\$ 13,359	\$ 0	\$ 0	\$ 13,359	\$ 13,359
2. Office of Finance	13,185	0	0	13,185	13,185
3. Animal Services Department	38,063	0	0	38,063	38,063
4. Bureau of Street Services (BSS)	11,308	0	115,000	126,308	11,308
5. Board of Public Works (BPW)	14,624	0	578,215	592,839	14,624
6. Office of the Controller	28,552	0	0	28,552	28,552
7. CAO	7,005	0	17,842	24,847	7,005
8. Personnel Department <sup>1</sup>	250,000	0	0	250,000	100,000
9. GSD <sup>2</sup>	22,602	193,000	0	215,602	215,602
10. BOE	67,300	0	718,930	786,230	0
11. Bureau of Sanitation (BOS)	10,619	0	0	10,619	0
<b>Total:</b>	<b>\$476,617</b>	<b>\$193,000</b>	<b>\$ 1,429,987</b>	<b>\$ 2,099,604</b>	<b>\$ 441,698</b>

<sup>1</sup> Funding of \$100,000 is recommended for permanent floor-to-ceiling and/or counter-to-ceiling barriers at two LAPD jail clinics (Van Nuys and Metro Detention Center) where there are no temporary plexiglass modifications in place at this time. The estimates for these counter retrofits have not yet been finalized.

<sup>2</sup> Additional GSD supplemental requests that were previously funded are not captured above.

Recommended Funding Requests: Public Areas & Filter Upgrades

Due to the City’s current financial constraints as a result of the pandemic recession, there are very limited monies available to address interim funding requests. Of the total \$2.1 million in funding requests received, our Office recommends total funding of \$441,698 for the public counters (\$248,698) and the air filter upgrades (\$193,000), as a first priority.

Public counters are high-traffic areas by nature, with members of both the public and employees engaged in activities to conduct City business, including revenue generating services. This one-time investment will likely have long-term benefits to mitigate other health risk factors in future.

Funding for the filter upgrades is also recommended as a cost-effective measure to improve the air quality at City operated facilities. GSD receives an annual allocation of approximately \$89,000 for annual replacement costs to replace air filters at 348 facilities, using “MERV-8” rated filters. On October 5, 2020, the Center for Disease Control acknowledged that there is potential for airborne transmission of COVID-19. GSD has proposed upgrading the current MERV-8 air filters used at City facilities, which can remove particles as small as mold and dust from the air, to a MERV-13 rated filter that can remove particles as small as bacteria, airborne viruses, and removes smoke from the air. Funding of \$193,000 for the annual cost differential for upgrading the air filters to the MERV-13 (\$282,000 total cost on average of \$810 per facility multiplied by 348 facilities, less current funding of \$89,000). Continuing funds for subsequent years would need to be requested through the City Budget process.

It should be noted that there have been advances in Ultraviolet (UV) disinfection technologies which use electromagnetic radiation to kill viral and bacterial pathogens in the air and on surfaces. UV light sanitizers are becoming an industry standard. The UV technologies are currently being utilized for projects in construction, including the Council District Eight Vermont Field Office and the development of the Civil and Human Rights Commission space in the L.A. Mall. Additional information is needed to evaluate the use of these technologies as a replacement or in tandem with the higher rated air filters in the Heating, ventilation, and air conditioning (HVAC) systems. Our Office recommends requesting a report back from GSD and BOE on recommended standards for addressing air pathogens both for existing City facilities through the annual capital repair programs and for development of new capital projects.

Public Counter Requests Not Recommended Due to Other Funding Availability

Funding for BOE and BOS public counters are recommended through a separate CAO report dated November 6, 2020 (C.F. 20-1459), which recommends use of \$77,582 from the Development Services Trust Fund (DSTF) to address these costs, subject to Council and Mayor approval of the report recommendations.

Department	Public Counter	Comments
1. BOE	\$ 67,300	Recommended DSTF funding of \$66,963 would address over 99 percent of projected costs.
2. BOS	10,619	Recommended DSTF funding of \$10,619 would address 100 percent of projected costs.
<b>Total:</b>	<b>\$ 77,919</b>	

Requests Recommended for Consideration through 2021-22 City Budget

At this time, there is very limited funding available to address critical needs throughout the City. Funding of \$1.58 million is not recommended as part of this report for modifications to individual workstations (\$1,429,987) and for public counters with existing plexiglass modifications (\$150,000) in place.

Due to the current ability of City Departments to continue offering telecommuting options or staggered work shifts, consideration of funding for wide-scale work space conversions and to upgrade temporary safety modifications already in place, are recommended for consideration as Alterations & Improvements (A&I) requests through the upcoming 2021-22 City Budget.

Department	Defer to City Budget Process	Comments
1. BSS	\$ 115,000	Individual workstation retrofits: Departments should reassess the employee workstation retrofit requests and utilize alternate options such as telecommuting or staggered work shifts within office space for limited durations as needed to facilitate essential work operations.
2. BPW	578,215	
3. CAO	17,842	
4. BOE	718,930	
5. Personnel	150,000	Department should reassess necessity of upgrade request to replace temporary plexiglass modifications already installed for the Department's public counters.
<b>Total:</b>	<b>\$ 1,579,987</b>	

Recommended Funding Source

Absent other funding sources, our Office recommends utilizing \$441,698 in CIEP monies to fund the recommended improvements. The public counter safety modifications are potentially eligible for reimbursement under the CARES Coronavirus Relief Fund (CRF) subject to Council authorizing funds for this purpose. However, these funds must be expended by the close of the current calendar year. Under current FEMA guidelines, these improvements would only be eligible for emergency services facilities which are not represented in the current requests.

**FISCAL IMPACT**

At this time, there is no additional impact on the General Fund beyond funding budgeted within the Capital Improvement Expenditure Program (CIEP). There is an additional potential impact on the General Fund for up to \$1.58 million that may be requested for consideration as part of the upcoming 2021-22 City Budget process.

**FINANCIAL POLICIES COMPLIANCE**

The report recommendations in this report comply with the City's Financial Policies.

BCH:KH:05210058

Attachment

**COVID-19 Workplace Safety Facility Improvement Funding Request Summary**

Department Request	Public Areas	Air Filter Upgrades	Workstations /Non-Counter	Total Cost Estimate	Recommended for Funding	Not Recommended in this Report		Requested Scope of Work and Comments
						Potential Offsetting Funding Available	Consideration through 2021-22 City Budget	
1 Council District 3	\$ 13,359	\$ 0	\$ 0	\$ 13,359	\$ 13,359	\$ 0	\$ 0	Request is for plexiglass modifications to the front office/counter area at City Hall, room 415. Council Office is working on the Reconstitution plan.  Funding of \$13,359 is recommended for the retrofit of counter area.
2 Office of Finance	13,185	0	0	13,185	13,185	0	0	Request is for plexiglass modifications to the public counter area at City Hall, room 101 for business tax operations.  Funding of \$13,185 is recommended for the retrofit of public counter areas to provide a safe environment for staff and taxpayers. This is a time-sensitive request.
3 Animal Services Department	38,063	0	0	38,063	38,063	0	0	Request is for plexiglass modifications to the public counter areas at six animal service centers: North Central, Harbor, West LA, South LA, West Valley, and East Valley. The original requested amount is \$36,853 but the corrected total is \$38,063 based on the Construction Forces Division (CFD) estimates.  Funding of \$38,063 is recommended for the retrofit of public counter areas at six animal shelters to provide a safe environment for staff and public. This is a time-sensitive request.
4 Bureau of Street Services (BSS)	11,308	0	115,000	126,308	11,308	0	115,000	Request includes COVID-retrofit at Public Works Building and Yards and Shops locations for: - \$11,308 for plexiglass modifications to public counter/executive/reception area; - \$15,000 for reimbursement of handwashing stations and signage installation; and, - \$100,000 for plexiglass modifications to low-wall cubicle workstations (phase II), CFD cost estimate pending.  Funding of \$11,308 is recommended for the retrofit of public counter, executive and reception areas retrofit.  Funding of \$115,000 for workstation retrofit and reimbursement is not recommended at this time but should be considered through the upcoming 2021-22 City Budget. For \$15,000 expended for the installation of handwashing stations and signage, BSS CAO analyst was advised to seek potential reimbursement through the COVID City Expenditure process.
5 Board of Public Works (BPW)	14,624	0	578,215	592,839	14,624	0	578,215	BPW has submitted two cost options for replacement of low wall cubicles and for retrofitting with plexiglass barrier. The amount reflected as the Total Cost Estimate is based on higher cost option A - \$592,839 for the replacement of existing low-wall cubicles. Option B cost of \$72,614 is for retrofit of public counters and cubicles with plexiglass barrier.  Funding of \$14,624 is recommended for the retrofit of public counters based on the revised CFD cost estimate provided.  Funding of \$578,215 for workstation replacement/retrofit is not recommended at this time but should be considered through the upcoming 2021-22 City Budget.
6 Office of the Controller	28,552	0	0	28,552	28,552	0	0	Request is for plexiglass modifications to the payroll counter at City Hall East, room 420.  Funding of \$28,552 is recommended for the retrofit of Paymaster counter area.

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Department Request	Public Areas	Air Filter Upgrades	Workstations /Non-Counter	Total Cost Estimate	Recommended for Funding	Not Recommended in this Report		Requested Scope of Work and Comments
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7 Office of the City Administrative Officer (CAO)	7,005	0	17,842	24,847	7,005	0	17,842	<p>Request is for plexiglass modifications at City Hall East, 12th and 15th floor:</p> <ul style="list-style-type: none"> <li>- \$7,005 for reception/counter areas; and,</li> <li>- \$17,842 for workstations on the 15th floor, Clerical section.</li> </ul> <p>Funding of \$7,005 is recommended for the retrofit of reception/counter areas at this time.</p> <p>Funding of \$17,842 for workstation retrofit is not recommended at this time but should be considered through the upcoming 2021-22 City Budget.</p>
8 Personnel Department (Personnel)	250,000	0	0	250,000	100,000	0	150,000	<p>Request is for installing permanent build out floor-to-ceiling and/or counter-to-ceiling barriers to five public counter locations:</p> <ul style="list-style-type: none"> <li>- Personnel Building, room 380 and basement;</li> <li>- City Hall, room 867;</li> <li>- LAPD Van Nuys Jail Clinic; and,</li> <li>- Metro Detention Center, room 180.</li> </ul> <p>Funding of \$100,000 is recommended for permanent floor-to-ceiling and/or counter-to-ceiling barriers at two jail clinics at LAPD Van Nuys location and Metro Detention Center where there are no temporary plexiglass modifications in place at this time. Due to safety concerns, the medical division has declined the temporary barriers as these can be potential weapons for detainees. The estimates for these counter retrofits have not yet been finalized, pending CFD estimates.</p> <p>Funding of \$150,000 is not recommended for the 3 counters at Personnel Building and City Hall. Personnel CAO analyst reports that these counters currently have plexiglass modifications in place. The funding request for permanent floor-to-ceiling and/or counter-to-ceiling barriers for these counters should be reassessed and considered through the upcoming 2021-22 City Budget.</p>
9 General Services Department (GSD)*	22,602	193,000	0	215,602	215,602	0	0	<p>Request includes:</p> <ul style="list-style-type: none"> <li>- \$22,602 for reconfiguration of the counter workspace that is used to process new, replacement and promotional badges for City employees and volunteers at City Hall South to allow proper distancing between staff. It should be noted that a plexiglass barrier is currently installed for the public counter but more than one employee cannot work safely in this space unless the requested improvements are made.</li> <li>- \$193,000 for the annual cost difference of upgrading air filters to Minimum Efficiency Reporting Values (MERV) of 13 (MERV-13) from MERV-8 at 348 City facilities. GSD Building Maintenance Division (BMD) has an annual allocation of approximately \$89,000 for the MERV-8 for over 40,000 air filters at these City facilities. On October 5, 2020, the CDC acknowledged that there is potential for airborne transmission of COVID-19. Whereas a MERV-8 rated filter can remove particles as small as mold and dust from the air, a MERV-13 rated filter can remove particles as small as bacteria, airborne viruses, and removes smoke from the air. BMD reports that the HVAC systems will be able to use the MERV-13 filter and recommends to upgrade building air filters to MERV-13 rated filters for City facilities to reduce the possible airborne transmission of COVID-19. Funding of \$193,000 for the annual cost differential for upgrading the air filters to the MERV-13 (\$282,000 total cost on average of \$810 per facility multiplied by 348 facilities, less current funding of \$89,000). Continuing funds for subsequent years would need to be requested through the City Budget process</li> </ul> <p>Funding of \$215,602 is recommended for the reconfiguration of counter workspace and for upgrading to MERV-13 rated filters.</p>

**COVID-19 Workplace Safety Facility Improvement Funding Request Summary**

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						Potential Offsetting Funding Available	Consideration through 2021-22 City Budget	
10 Bureau of Engineering (BOE)	67,300	0	718,930	786,230	0	67,300	718,930	<p>Request includes:</p> <ul style="list-style-type: none"> <li>- \$67,300 for plexiglass modifications to public counters at various BOE locations;</li> <li>- \$32,530 for adding sanitizing stations to common areas at various BOE locations; and,</li> <li>- \$686,400 for 1,040 existing workstations retrofit by adding tempered glass screens to increase the workstation panel height.</li> </ul> <p>Funding of \$67,300 for the public counter retrofit is not recommended at this time as there are potential funding offsets of \$220,278 available from:</p> <ul style="list-style-type: none"> <li>- \$66,963 recommended through a separate CAO report dated November 6, 2020 (C.F. 20-1459) from Development Services Trust Fund (DSTF) to address these costs, subject to Council and Mayor approval of the report recommendations. Recommended DSTF funding of \$66,963 would address over 99 percent of projected costs at BOE public counters; and,</li> <li>- \$153,315 within the Engineering Equipment &amp; Training Trust Fund which is limited to modifications within BOE's Development Services and Permit Division, approximately 19% of the BOE - BOE to use this funding for public counter modifications to the Permit Division that is not covered by DSTF, if any.</li> </ul> <p>Funding of \$718,930 for non-counter/workstation modifications is not recommended at this time but should be considered through the upcoming 2021-22 City Budget.</p>
11 Bureau of Sanitation (BOS)	10,619	0	0	10,619	0	10,619	0	<p>Request is for plexiglass modifications to the public counter at Figueroa Plaza, 2<sup>nd</sup> floor.</p> <p>Funding for the BOS public counter is recommended through a separate CAO report dated November 6, 2020 (C.F. 20-1459), which recommends use of \$10,619 from DSTF to address these costs, subject to Council and Mayor approval of the report recommendations.</p>
<b>TOTAL:</b>	<b>\$ 476,617</b>	<b>\$ 193,000</b>	<b>\$ 1,429,987</b>	<b>\$ 2,099,604</b>	<b>\$ 441,698</b>	<b>\$ 77,919</b>	<b>\$ 1,579,987</b>	

\* Supplemental requests such as GSD's plexiglass barrier procurement funding request that were funded separately are not included.