

# CITY OF LOS ANGELES

CALIFORNIA

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April 22, 2025

Honorable City Council  
City of Los Angeles  
c/o City Clerk  
Room 395, City Hall  
Los Angeles, CA 90012

Attention: Adam Lid, Legislative Assistant

**REVISED DEPARTMENT OF GENERAL SERVICES REPORT BACK ON  
COUNCIL FILE #25-0006-S5 SPECIAL MOTION 5 ON LOS ANGELES CENTRALIZED  
PERMIT OPERATION CENTER IN WEST LA IN RESPONSE TO 2025 WINDSTORM  
AND RELATED FIRES AND REIMBURSEMENT FOR COSTS**

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In response to the January 2025 Windstorm and related fires, the Department of General Services (GSD) was directed by City Council to report back on the feasibility of establishing a centralized permit operation center (Center), including possible expansion or improvement of the existing facility at 1828 Sawtelle.

Additionally, GSD is requesting fund transfers for GSD and on behalf of the Los Angeles Department of Building and Safety (LADBS) to reimburse both departments for costs expended to date and additional costs for work needed to properly operate the Center.

## **BACKGROUND**

GSD, working in conjunction with the LADBS, established the centralized permit center known as the City of Los Angeles One-Stop Rebuilding Center (Center). The Center was opened to the public on February 12, 2025 operating Monday through Friday from 10 a.m. until 8 p.m. On Saturday and Sunday, the hours are 10 a.m. until 4 p.m.

Existing vacant office space was identified on the first floor in Room 105. This 1,024 square foot (sf) office space was assigned to the LADBS for the Center, as GSD has the authority to assign space under 5,000 sf in City buildings, per Council File 96-0426.

While expansion to another building was not needed to operate the Center, improvements to the existing building were required.

## **TENANT IMPROVEMENTS AND RELATED WORK FOR THE CENTER**

As the setup of the Center was urgently needed, reimbursements for funds expended is requested herein. Work to prepare the space included demolition of certain built-in furniture, improvements to space, new furniture, signage and setting up information technology for the users. Funding for



additional work is also requested to complete improvements needed to provide a suitable space for the residents and the development community to obtain permits, licenses and information required for the rebuilding of homes and businesses affected by the January 2025 Windstorm and related fires. The table below describes the tenant improvements and related equipment needed for the Center.

Description	Department	Amount
Furniture permanent (tables, task and guest chairs)	GSD	\$11,023.06
Signage for building and wayfinding	GSD	\$1,479.79
Construction (Paint, carpet, demo, clean up, keys)	GSD	\$124,508.26
Temporary Furniture Rental and equipment (Tables, chairs and other equipment)	LADBS	2,187.56
Copier service for one year	LADBS	\$1,171.00
Phone/Data	LADBS	\$8,052.00
<b>TOTAL</b>		<b>\$148,421.67</b>

### **RECOMMENDATIONS**

That the Los Angeles City Council, subject to the approval of the Mayor,

1. APPROVE the allocation of \$148,421.67 from the Development Services Trust Fund (DSTF) for costs associated with the improvements needed for the *City of Los Angeles One-Stop Rebuilding Center*, Pursuant to Section 5.321(l) of the Los Angeles Administrative Code (LAAC);
2. AUTHORIZE the City Controller to appropriate \$148,421.67 from available balances in the Development Services Trust Fund, 58V/08, to a new appropriation account to be named One-Stop Rebuilding Center with Account Number TBD and transfer therefrom to the accounts reflected in the table below:

Fund	Dept No.	Account	Account Name	Amount
100	40	001014	Salaries Construction	\$21,534.00
100	40	001101	Hiring Hall Construction	\$44,946.00
100	40	001121	Benefits Hiring Hall Construction	\$19,262.00
100	40	003040	Contractual Services	\$2,314.98
100	40	003160	Maintenance Materials Supplies	\$600.28
100	40	003180	Construction Materials	\$35,851.00
100	40	006010	Office and Administrative	\$11,023.06
706	40	40000A	Available	\$1,479.79
48R	08	08A601	LADBS Expense and Equipment	\$2,187.56
100	32	001010	Salaries General	\$2,160.00
100	32	001100	Hiring Hall Salaries	\$1,210.56
100	32	009350	Communication Services	\$4,681.44
48R	08	08A401	Building and Safety Contractual Services	\$1,171.00
<b>TOTAL</b>				<b>\$148,421.67</b>

3. Authorize the General Managers of the GSD, and the LADBS, or designees, to make technical corrections as necessary to instructions included in this report, to implement Council and Mayor intent, subject to the City Administrative Officer's approval; and,
4. Instruct the GSD to provide proof of Development Services Trust Fund expenditures to the LADBS after each invoice is processed.

Please contact Amy Benson at [amy.benson@lacity.org](mailto:amy.benson@lacity.org) for GSD-related questions or Ana Mae Yutan at [anamae.yutan@lacity.org](mailto:anamae.yutan@lacity.org) for LADBS-related questions.



Tony M. Royster  
General Manager

c: Osama Younan, LADBS