

South Bay Cities Council of Governments

March 9, 2020

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Office Move Update

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

UPDATE

Preparations for the move to Park Del Amo at 2355 Crenshaw Boulevard in Torrance (corner of Crenshaw and Sepulveda Boulevards) continue. The following are updates:

- *Lease Agreement for Additional Space* – Staff is continuing to follow up on the status of the additional space.
- *Construction at Park Del Amo* – Construction is beginning to wrap up on the office space. Estimated construction completion is scheduled for March 11th. Staff has visited the site and started planning move in schedule.
- *Temporary Office Space* – Staff will continue to work at the San Pedro office building of L.A. Councilmember Buscaino – 638 Beacon Street - through move in at the new space which will most likely finish the end of March.
- *Office Furniture* – Office furniture from the Maritz site is in storage. Staff is working with Office Depot to identify appropriately sized furniture for the new offices. An order will be made in early March. Delivery and assembly will be coordinated through Office Depot depending on actual construction completion dates. A subsequent furniture purchase (still within the overall move budget) may be needed after move-in to the new office and as needs are identified.
- *Movers* – Mover Services Inc. is storing SBCCOG items through March to accommodate any potential delays in move-in to the Park Del Amo office. Tentatively, Mover Services is set to deliver items from storage to the new office during the last week of March.
- *Relocation of I.T. Network and Connected Devices* – Xerox relocation for the Park Del Amo office will be completed in the last week of March. IT Network cabling has been finished at the Park Del Amo office.
- *South Bay Fiber Network (SBFN)* – SBCCOG staff has postponed the SBFN connection due to budget. Temporary internet service from Spectrum will be transferred from the San Pedro to the new Torrance office.

ESTIMATED CALENDAR – projected key dates

- Mar. 2-6: Office furniture purchased
- Mar. 11-13: Office construction completed
- Mar. late: Move in office furniture/equipment
- Apr. 1: First workday in new office

BUDGET

Below is the estimated budget and balance based on information currently available. The chart will be updated as actual costs are incurred and any additional items are identified.

Budget Category	Estimate	Actual
Security Deposit – Park Del Amo	\$13,362.39	\$13,362.39
I.T.	\$24,754.00 (includes additional Xerox costs)	\$4,856.60 (De-cabling & half of new cabling)
Moving Costs	\$11,000.00 (not to exceed)	\$2,116.87 (Deposit on total move)
Signage Removal at Maritz Building	\$410	\$410
Construction Alternates (sound insulation for specified walls)	\$9,719	
New office furniture (estimate)	\$15,000.00	
TOTALS:	\$74,245.39	\$20,745.86
TOTAL BUDGET	\$100,000.00	\$100,000.00
BUDGET REMAINING	\$25,754.61	\$79,254.14

RECOMMENDATION

Receive and file this update and provide direction to staff, if any.

Prepared by:
Kim Fuentes, Deputy Executive Director
David Leger, SBCCOG staff
Chandler Sheilds, SBCCOG staff