

South Bay Cities Council of Governments

February 10, 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* – On December 23rd, Colliers International informed SBCCOG staff that the new owner is willing to move forward with the agreed upon terms for the additional space after January 1st. Staff is continuing to follow up on the status of the additional space.
- *Construction at Park Del Amo* – Construction continues on the office space. Estimated construction completion is scheduled for March 11th.
- *Temporary Office Space* – Staff is now located at the San Pedro office building of L.A. Councilmember Buscaino – 638 Beacon Street. Internet, printing capabilities, and workstations have been setup and staff is working out of this space. The space is available from November through March at no cost. SBCCOG Staff has already received indication from Councilmember Buscaino and his staff that should an additional month be needed, that could be facilitated.
- *Office Furniture* – Office furniture from the Maritz site is in storage. Staff will finalize items to purchase in February and will coordinate delivery with the completion date of the new office. 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.
- *Relocation of I.T. Network and Connected Devices* – Xerox and Internet services are available in the San Pedro office. Xerox relocation for the Park Del Amo office will be completed upon buildout of the space. IT Network cabling has started at the Park Del Amo office.
- *South Bay Fiber Network (SBFN)* – SBCCOG staff will postponing the SBFN connection due to cash flow and other issues for that project. Temporary internet service from Spectrum can be transferred from the San Pedro to the new Torrance office.

ESTIMATED CALENDAR – projected key dates

- Feb. 15-22: Office furniture purchased
- Mar. 11: Office construction completed
- Mar. mid/late: Move in office furniture
- 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:
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