

South Bay Cities Council of Governments

December 9, 2019

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, 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.

BACKGROUND

Preparations for the move to Park Del Amo at 2355 Crenshaw Boulevard in Torrance (corner of Crenshaw and Sepulveda Boulevards) continue. SBCCOG staff is doing a fantastic job coordinating, meeting deadlines, and working together - all while continuing to do their regular work. The following are updates:

- *Lease Agreement* – The lease agreement was fully executed by the Landlord on September 5, 2019. After the October approval to add additional space, staff worked with the SBCCOG’s leasing agent to execute an amendment to the lease. At that time it was brought to staff’s attention that the building was changing hands and is currently in escrow. Due to disagreements between the current owner and new owner over who would pay for buildout of the space, neither owner wanted to move forward with the amendment at this time. Upon completion of the building sale transaction, the additional space will be revisited with the new owner.
- *Construction at Park Del Amo* – Staff continues to be in contact with the new landlord regarding the status of the construction. At this time, it appears to be on schedule for move in mid to late February.
- *Vacating Current Space* – Staff completed the move out of the Maritz space on 11/26/19. Network cabling and monument signage at the street will be removed the first week of December. A final walkthrough with Maritz is being scheduled for the first week of December.
- *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 has begun to work out of this space. The space is available from November through March at no cost.
- *Office Furniture* – Office furniture, which will be used for the new space, has been placed into storage. This furniture is a combination of items that are SBCCOG owned and those donated by Maritz. Staff will finalize items to purchase in December and will coordinate delivery with the completion of the new office.
- *Movers* – Mover Services Inc. was selected based on favorable reviews and prices. Their team arrived on time and was very professional. Storage of SBCCOG items has been coordinated 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. Arrangements have also been made for I.T. installation and Xerox relocation for the Park Del Amo office and will be completed upon buildout of the space.
- *South Bay Fiber Network (SBFN)* – SBCCOG staff continues to work with the fiber contractor and the landlord to connect the new office to the SBFN.

ESTIMATED CALENDAR – projected key dates

- Dec. 2-6: Construction plans comments or Construction permit issued by Torrance
- Dec. 2-6: Final walkthrough of Maritz space
- Dec. 9-13: Landlord selects general contractor and completes contracts
- Dec. 16-20: Office construction starts
- Jan. 1-15 Office furniture purchased
- Jan. 31/first of Feb.: Office construction completed
- Feb mid.: Move in office furniture
- Feb. end: 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)	
Moving Costs	\$11,000.00 (not to exceed)	\$2,116.87 (Deposit on total move)
Signage Removal at Maritz Building	\$410	
New office furniture (estimate)	\$25,000.00	
TOTALS:	\$74,116.39	\$15,479.26
TOTAL BUDGET	\$100,000.00	\$100,000.00
BUDGET REMAINING	\$25,883.61	\$84,520.74
Other items to be included in the budget:		
Additional construction upgrades – Park Del Amo (such as sound insulation, additional cabinetry in Board room, etc.)	TBD	

RECOMMENDATION

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

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