

# South Bay Cities Council of Governments

August 12, 2019

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director  
Kim Fuentes, Deputy Executive Director

SUBJECT: Office Move Components

## 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

The lease for the SBCCOG current office expires on November 30, 2019 and staff must vacate or be in jeopardy of paying 150% of the rent for every month after this date. As a result, the SBCCOG staff along with Board members have been preparing for the move. A new location has been identified on Crenshaw Blvd, Torrance.

Below is a summary of required steps to complete the move along with their status and considerations. A tentative schedule is also provided:

1. *Lease Agreement* – The draft contract was reviewed by the SBCCOG Chair, staff, and attorney and sent to Board officers for comment. Revisions along with requests were made and sent back to landlord. A new revised contract was received from the landlord on 8-5-19 and is under review by our staff.
2. *Pre-move*
  - *Vacating Current Space* – The SBCCOG staff received communications from Maritz, Sublandlord, that stated the office should be prepared so that systems furniture (cubes) can be dismantled and removed starting November 11, 2019. Additionally, SBCCOG staff needs to provide a list of Maritz owned items that we would like to retain and redeploy at our new location (Maritz will review items and let us know if they can accommodate the request). SBCCOG staff is currently reviewing all paper documents to assess what can be electronically archived while maintaining compliance with the SBCCOG's adopted record retention schedule. Electronic archive of paper files will help reduce moving costs as well as clutter. SBCCOG staff has also started obtaining quotes including moving company, I.T., and removal of monument signage.
  - *Preparing New Space* – the SBCCOG is assessing needs such as furniture, I.T., Fiber, signage, and cabinetry. SBCCOG staff will be organizing site visit evaluations with vendors this month and provide estimates at the September Steering committee. Additional consideration is also being given to assess the need for temporary storage should construction at the new office not be completed by November 30. Proposed language in the new lease will grant the SBCCOG the right to begin installing

furniture and equipment up to 14 days prior to the commencement date of the lease. If, however, the commencement date is significantly delayed past the December 1, 2019, there may not be adequate time to remove items from the existing office and setup directly at the new site. The SBCCOG may need to consider a means of temporary storage to house furniture, equipment, files, etc., until early possession is granted by the new property owner. SBCCOG staff will investigate options and return to the Steering Committee in September with more information once a construction schedule has been determined.

3. *Move* – It is hoped that if all goes as planned with the finalization of the contract, completion of the construction, installation of service equipment, and execution of the move, the SBCCOG will start the move the week of November 18, 2019 (just prior to Thanksgiving week).

#### CALENDAR – projected key dates

- Aug. 5–30: Staff to compile Maritz approved list of furniture to keep and move
- Aug. 5–30: Staff to compile all move-related quotes with Aug. 16 the date for I.T. vendor(s) site walk-through(s)
- Sept. 2: Quotes for movers and I.T. complete for Oct. Steering Committee & Board item
- Oct. 1: Order furniture (if needed)
- Nov. 11: Office needs to be prepared so that systems furniture (cubes) can be dismantled and removed
- Nov. 22: Office completely packed
- Nov. 25–29: I.T. set up; move office
- Dec. 2: First work day in new office

#### **RECOMMENDATION**

Receive and file.

*Prepared with assistance from Chandler Shields and David Leger*