

South Bay Cities Council of Governments

January 13, 2020

TO: SBCCOG Steering Committee

FROM: Kim Fuentes, Deputy Executive Director
David Leger, SBCCOG Staff

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. The following are updates:

- *Lease Agreement* – The lease agreement was fully executed by the Landlord on September 5, 2019. 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. In October 2019, the SBCCOG Board approved this additional space to accommodate projected program growth.
- *Construction at Park Del Amo* – On December 23rd, sound insulation upgrades and brackets for hanging equipment were agreed upon and will be incorporated into the construction plans. They were an additional expense of \$9,719 but are within budget. At this time, it appears to be on schedule for move in 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 have been removed. Maritz staff indicated that no final walkthrough is needed and follow-up items will be handled via email.
- *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.
- *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. Beyond furniture already owned by the SBCCOG, staff has identified the need to purchase 10 staff desks, 20 Board Member chairs, 16 conference tables, and 1 reception desk which is estimated to cost approximately \$15,000 (inclusive of tax, delivery, and tariff fees). Staff will finalize items to purchase in January and will coordinate delivery with the completion 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. 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. Staff will also work to identify interim internet services should SBFN service not be ready upon move-in to the new office.

ESTIMATED CALENDAR – projected key dates

- Jan. 1: Office construction continues
- Jan. 15-31: Office furniture purchased
- Feb. 1-15: Office construction completed
- Feb. mid/late: Move in office furniture
- Mar. 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)	\$1,650.00 (De-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	\$17,539.26
TOTAL BUDGET	\$100,000.00	\$100,000.00
BUDGET REMAINING	\$25,754.61	\$82,460.74

RECOMMENDATION

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

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