

South Bay Cities Council of Governments

July 13, 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

The move to Park Del Amo at 2355 Crenshaw Boulevard in Torrance (corner of Crenshaw and Sepulveda Boulevards) has been completed. Staff continues unpack and setup systems. When the Stay at Home order is lifted, the office will be operational. The following are updates:

- *Lease Amendment for Additional Space* – The property changed ownership during negotiation of the lease amendment. After receiving construction proposals for the additional space, the new landlord decided that they were not willing to cover all of the expenses and requested the SBCCOG contribute \$40,000 towards the buildout. SBCCOG staff, with the assistance of the real estate broker, attempted to get the new owners to honor the prior arrangement, but the proposal was rejected. The most conciliatory offer from the owner was to amortize the \$40,000 at 8% interest over the term of the lease. This option was determined to not be financially prudent by SBCCOG staff.
- *Temporary Office Space* – Staff has moved all SBCCOG property out of the San Pedro Municipal Building. Keys have been returned to the City of LA.
- *Office Furniture* – New office furniture has been delivered and assembled. Items in storage were also delivered. Items are being reevaluated based on the elimination of the additional space. Some used items will likely be identified for removal/donation as well as additional storage items may be needed to organize outreach materials. Reception furniture is expected to be delivered and assembled by the end of July.
- *South Bay Fiber Network (SBFN)* – SBCCOG staff is working with SBFN contractors and the property owner to connect the office to the network. Temporary internet service from Spectrum is being provided and will be terminated upon completion of the SBFN connection.

BUDGET

Below is the estimated budget and balances 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. (includes Xerox, connecting boardroom, and De-cabling/cabling)	\$24,754.00	\$25,734.89
Moving Costs (not to exceed total)	\$11,000.00	\$6,615.92
Signage Removal at Maritz Building	\$410.00	\$410.00
Construction Alternates (sound insulation for specified walls)	\$9,719.00	\$9,719.00
Boardroom (2 monitors)		\$3,830.83
New Office Furniture	\$15,000.00	\$11,501.26
TOTALS:	\$74,245.39	\$71,174.29
TOTAL BUDGET	\$100,000.00	\$100,000.00
BUDGET REMAINING	\$25,754.61	\$28,825.71

RECOMMENDATION

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

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