

South Bay Cities Council of Governments

April 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 substantially completed. When the Stay at Home order is lifted, the office will be operational. The following are updates:

- *Lease Amendment for Additional Space* – Staff received the draft amendment on 3/24 and held a conference call with a BBK lawyer on 3/30 to discuss any items of concern. Minor edits were suggested by the lawyer and were returned to the new property owner on 3/31. Staff also submitted a revised space plan for the additional space. Staff envisions utilizing one room as a storage/volunteer space. One additional office is proposed and is large enough to be shared by two or more staff members. Between these two rooms will be open floor space where drop-in cubicle workstations can be installed.
- *Construction at Park Del Amo* – Construction is complete on the original office space. Upon execution of the lease amendment for additional space, a new construction timeline will be provided for the project.
- *Temporary Office Space* – Staff has moved all SBCCOG property out of the San Pedro Municipal Building.
- *Office Furniture* – New office furniture has been delivered and assembled. Items in storage were also delivered except for one vault which will be delivered this month. For the Boardroom, two monitors were ordered, installed, and connected to IT systems to support various types of meetings. A limited number of additional furniture pieces will be ordered in April/May.
- *Relocation of I.T. Network and Connected Devices* – IT Networking is complete except for the installation of one final wireless access point. The network is operational and staff computers have been setup. The Xerox machine was delivered and connected to the new SBCCOG network.
- *South Bay Fiber Network (SBFN)* – SBCCOG staff has postponed the SBFN connection due to budget constraints. Temporary internet service from Spectrum is in the process of being transferred from the San Pedro to the new Torrance office.

ESTIMATED NEW CONSTRUCTION CALENDAR – projected key dates

- Apr. 23: Lease Amendment executed
- May 15: Begin construction on additional space
- July 30: Complete construction on additional space

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	\$11,000.00 (not to exceed)	\$5,881.02
Signage Removal at Maritz Building	\$410.00	\$410.00
Construction Alternates (sound insulation for specified walls)	\$9,719.00	
Boardroom (2 monitors)		\$3,830.83
New Office Furniture	\$15,000.00	\$8,554.68
TOTALS:	\$74,245.39	\$57,773.81
TOTAL BUDGET	\$100,000.00	\$100,000.00
BUDGET REMAINING	\$25,754.61	\$42,226.19

RECOMMENDATION

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

Prepared by:
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