

South Bay Cities Council of Governments

August 11, 2025

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director
Kim Fuentes, Deputy Executive Director
David Leger, Senior Project Manager

SUBJECT: Office Move Update – as of August 4, 2025

BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) has relocated offices and has completed the move-out of 2355 Crenshaw Blvd.

Most of the move-in process has been completed, with a few items remaining including:

- Installation of the new Board room AV system which will take place in August
- Miscellaneous items such as hanging SBCCOG art/photos

All major purchases have been completed. As staff continue to work and settle into the new space, other needed items may be identified.

BUDGET

Final invoices have not yet been received from vendors, but at this time based on actuals received and remaining estimates, move costs came within budget. Below is the estimated budget and balance based on information currently available. The chart will be updated as actual costs are incurred, and additional items are identified.

Budget Category	Estimate	Actual
Security Deposit – Van Ness Way	\$23,760.00	\$23,760.00
Moving Services	\$9,390.51	\$6,076.25
De-Cabling 2355 Crenshaw	\$1,482.08	\$1,482.42
Xerox Relocation	\$275.00	\$275.00
Cabling 357 Van Ness	\$7,810.89	
Conferencing Equipment Redesign and Relocation	\$6,590.51	\$6,590.51
Network Equipment & Relocation Support	\$5,715.77	\$3,150.00
Office Furniture – Desks, Conf. Tables, Refrigerator, Storage Cabinets, Ice Machine	\$17,727.06	\$17,727.06
Misc. Items – Flagpoles, re-keying/new locks/key copies, signage	\$2,028.05	\$2,028.05
TOTAL COSTS:	\$74,779.87	\$61,333.24
TOTAL BUDGET	\$75,000.00	\$75,000.00
BUDGET REMAINING	\$220.13	\$13,666.76

RECOMMENDATION

Receive and file.