

# South Bay Cities Council of Governments

July 14, 2025

TO: SBCCOG Board of Directors

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

SUBJECT: Office Move Update – as of July 14, 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:

- Purchase of an AV System for the Board room, which is detailed in a separate memo. If approved by the Steering Committee/Board of Directors, installation will take place in August.
- Installation of the permanent internet/network system: this has been scheduled and is anticipated to be completed by July 18<sup>th</sup>.
- Installation of small conference room AV equipment: the items have been relocated to the new office and are scheduled to be installed on July 16<sup>th</sup>.
- Office furniture, including a handful of desks have been ordered, but not yet delivered.

Staff continue to work in a more remote format until all workstations have been delivered, and the permanent network system has been installed. Staff is anticipated to return to a more normal hybrid schedule the week of July 21<sup>st</sup> as long as there are no other delays.

## **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.

<b>Budget Category</b>	<b>Estimate</b>	<b>Actual</b>
Security Deposit – Van Ness Way	\$23,760.00	\$23,760.00
Moving Services	\$9,390.51	
De-Cabling 2355 Crenshaw	\$1,482.08	
Xerox Relocation	\$275.00	\$275.00
Cabling 357 Van Ness	\$7,810.89	
Conferencing Equipment Redesign and Relocation	\$6,590.51	
Network Equipment & Relocation Support	\$5,715.77	
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	\$1,578.05	\$1,578.05
<b>TOTAL COSTS:</b>	<b>\$74,329.87</b>	<b>\$43,340.11</b>
TOTAL BUDGET	\$75,000.00	\$75,000.00

<b>BUDGET REMAINING</b>	<b>\$670.13</b>	<b>\$31,659.89</b>
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RECOMMENDATION

Receive and file.