

South Bay Cities Council of Governments

May 22, 2025

TO: SBCCOG Board of Directors

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

SUBJECT: Office Move Update

BACKGROUND

The lease for the South Bay Cities Council of Governments' (SBCCOG) current office expires June 30, 2025, and staff must vacate by that date. Staff continues to prepare for the move in advance of the current lease end date.

New Space: 357 Van Ness Way

- *Lease Agreement* – The lease was approved by the SBCCOG Board of Directors at their April 27th meeting and was executed by both parties. The projected commencement date is July 1st.
- *Construction* – SBCCOG met with representatives from the new building to select office finishings such as carpet and flooring choices. The construction team anticipates both Suite 90 (boardroom space) and Suite 110 (staff space) to be ready for move-in July 1st. The landlord believes that Suite 90 may be ready for move-in prior to that due to less improvements needed. Staff is currently exploring off-site meeting locations for the June Board of Directors meeting should Suite 90 not be ready for use at that time.
- *IT* – SBCCOG staff provided an overview of the move to Sharp (the SBCCOG's IT services provider) with the anticipated needs including internet equipment; de-cabling of the current office upon move-out; cabling the new location; potential Boardroom equipment to accommodate the significantly larger space (conferencing equipment and possible in-room microphone/speakers to assist with acoustics); and re-deployment of current equipment to new conference rooms within the new space. The Sharp team continues to prepare equipment recommendations for the new space which will be presented for approval in June if it is not received in time for May. Staff is also working with vendors to provide cost estimates for cabling (ethernet) needs at various locations within the new space. A recommendation on a vendor for this service will also be presented in June if not received in time for May.
- *Office Furniture* – SBCCOG staff expects most furniture at the current location to be moved to the new space. However, due to the fact that the new space is significantly larger, additional furniture will be needed. This may include additional workstations and desks, storage racks, conference room furniture, and other pieces yet to be identified. SBCCOG staff will do its due diligence in evaluating what furniture is needed and will return with updates.

Current Space: 2355 Crenshaw Blvd

- *Meetings* – SBCCOG hosts several meetings each month for outside organizations/agencies, including the South Bay Association of Chambers of Commerce, Clean Power Alliance, and

Metro. SBCCOG staff has notified them of the upcoming relocation so that the appropriate coordination can take place ahead of June. SBCCOG staff has also begun coordinating with the City of Torrance to request meeting locations for the June 26th SBCCOG Board meeting. As previously noted, there is a possibility that the new Board room will be completed early enough to host the June Board meeting; however, back-up plans are being made should the construction not be completed in time.

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 – 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	
TOTAL COSTS:	\$34,907.59	\$23,760.00
TOTAL BUDGET	\$75,000.00	\$75,000.00
BUDGET REMAINING	\$40,092.41	\$51,240.00
Other items to be included in the budget:		
IT Costs	TBD	
New office furniture	TBD	