

South Bay Cities Council of Governments

July 24, 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 18th.
- Installation of small conference room AV equipment: the items have been relocated to the new office and are scheduled to be installed on July 16th.
- 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 21st 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.

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	\$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, signage	\$2,028.05	\$2,028.05

TOTAL COSTS:	\$74,779.87	\$43,790.11
TOTAL BUDGET	\$75,000.00	\$75,000.00
BUDGET REMAINING	\$220.13	\$31,209.89

RECOMMENDATION

Receive and file.