

South Bay Cities Council of Governments

June 26, 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 June 17, 2025

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 Board at their April 27 meeting and was executed by both parties. The projected commencement date remains July 1.
- *Construction* – Wall framing is underway, and the construction team anticipates both Suite 90 (boardroom space) and Suite 110 (staff space) to be ready for move-in July 1. Staff will use the first two weeks of July to prepare the new office with meetings beginning the week of July 14 (Transportation & Steering Committee meetings).
- *IT* – SBCCOG staff continues to work with Sharp (the SBCCOG's IT services provider) for IT related items. The Board approved components of the IT relocation at their May meeting and the Steering Committee approved relocation and reinstallation of the existing teleconferencing equipment at their June meeting. The current teleconferencing equipment will be split to create two systems for the new small conference rooms. The Steering Committee also approved a proposal for the network cabling vendor at the new location. Sharp will uninstall the current conference room equipment on June 27 and will reinstall after the new office has been cabled, currently estimated for the week of July 1.
- *Boardroom Audio-Visual Equipment* - Staff continues to work with Sharp on a proposal for audio-visual equipment for the new space. Due to the large costs associated with this proposal, SBCCOG staff is surveying city staff to evaluate their city council chamber systems. The delay in approval of this component means that there will be **no** teleconferencing capabilities throughout the month of July at the new office for Transportation Committee, Steering Committee, and Board of Directors meetings, and perhaps not until August Board meeting.
- *Internet* – SBCCOG staff selected a 1GB shared business class internet plan with Spectrum for approximately \$150/month. It is important to note that this shared service means that multiple customers share the same connection which could potentially impact speed and performance, particularly during peak hours. There is no contract required, therefore staff felt it was best to start with this service and determine if it meets the organization's usage needs. Dedicated fiber service, similar to what the SBCCOG has now with the South Bay Fiber Network is also

available but requires a minimum three-year contract. Should the Spectrum service not meet the SBCCOG's needs, staff will further explore potential connections to the South Bay Fiber Network by its new owner and dedicated service options available from AT&T or Spectrum.

- *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.

Current Space: 2355 Crenshaw Blvd

- *Moving Services* – Mover Services Inc. was selected by the Board at their May meeting. Staff has begun packing the office in preparation for pick-up on June 28th. At this time, it is not clear if a direct move into the new location will be possible. If not, items will go into storage until July 1st and then be moved into the new location.
- *De-cabling* – PCC Network Solutions was selected by the Board at their May meeting. Removal of network cabling is currently anticipated for June 25-June 26.
- *Xerox Equipment* – SBCCOG's Xerox equipment will be relocated and setup by QDox (the current vendor)

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 | |
| Cabling 357 Van Ness | \$7,810.89 | |
| Conferencing Equipment Redesign and Relocation | \$6,590.51 | |
| Network Equipment & Relocation Support | \$5,715.77 | |
| TOTAL COSTS: | \$55,024.76 | \$23,760.00 |
| TOTAL BUDGET | \$75,000.00 | \$75,000.00 |
| BUDGET REMAINING | \$19,975.24 | \$51,240.00 |
| Other items to be included in the budget: | | |
| Board Room Audio-Visual System | TBD | |
| New office furniture | TBD | |

RECOMMENDATION

Receive and file.