

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
May 31, 2011

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*Administration Office Relocation*

ITEM H.1

District Admin Office Return to Beach Road

Staff was authorized at the April 26<sup>th</sup> Board meeting to contract with an engineer and designer to begin creating the necessary project plans for submittal to the City for the Coastal Development Permit and any required building permits.

The engineer's proposal was approved in mid-May but authorization to order commencement of engineering and design work was placed on hold at the request of Directors Gutierrez and Schwartz.

Staff was requested on Monday to develop a cost estimate to present to the Board for consideration at the meeting on Tuesday night. With preparation of the annual District Operating Budget underway staff has had limited opportunity to give time to a cost evaluation for the Admin Office project with the exception of knowing that the engineering and design fees are proposed in the amount of \$8000.

Staff has only had time to work up a general listing of steps to start/complete the project without any cost estimates provided at this time and will try to get an estimate in time for the meeting.