

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
October 2, 2012

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*Administration Office Relocation*

ITEM H.1

Recreational Vehicle as an Ancillary Space to District Admin Office

In an attempt to meet the needs of the community by maintaining the presence of the Manager regularly on Beach Road, and recognizing the fact that the City was forced to deny the District's permit application for the old portable admin office to return to Beach Road, the Board is proposing to acquire a recreational vehicle (RV) to be temporarily located near the community entrance to more appropriately serve this purpose.

The District intends to move the Manager into the small office in the rear of the guard shack but will need additional space to house an office copy/scanning machine, some paper and ring binder files, small library of books, manuals, etc., minor misc. storage needs, a small utility table top and a protected safe location for meeting all the various guests of the District on a daily basis.

A variety of RV's and commercial delivery step-vans are available that could be slightly renovated to create the needed space. An RV could be gutted of its appliances and cabinets, the existing table top and seating typically found in RV's could be retained for office use, they have windows and a side-access door, ideal for visitor/guest access.

Commercial FedEx-type step vans typically have a roll-up cargo door in the rear which would be a useless feature, most do not have a convenient side-access door – one typically enters through the driver's compartment, and the interiors are more industrial in design, with riveted sheet steel paneling and no windows for light and ventilation.

Rough cost estimates for both types of vehicles in the 24-26 foot size:

- RV's (abundantly available locally in AutoTrader and Craigslist)      \$6000-\$12,000
- FedEx/UPS type vans (mostly in the Midwest in online searches)      \$10,000-\$40,000

I will try to get some show-and-tell pictures by meeting time on Tuesday.