



Eastern Kern

Air Pollution Control District

Glen E. Stephens, P.E.
Air Pollution Control Officer

January 12, 2017

Board of Directors
Eastern Kern APCD
2700 "M" Street, Suite 302
Bakersfield, CA 93301

SUBJECT: District Office Remodel

Honorable Board:

The District Board of Directors (Board) approved the District's 2016 – 2017 Budget on September 8, 2016. Included in the 2016/17 Budget are Expenditure Keys 7456 (Office Expense – Equipment - \$19,200) and 7001 (Maintenance Structure, Improvements & Grounds - \$22,300). These two expense keys will be utilized for the District's office remodel. Unfortunately, District Staff underestimated actual cost of the remodel.

After speaking with Staff from General Services, the cost for demolition, adding/moving walls and adding/moving electrical/communications wiring are significantly higher than expected. Also, additional furniture will be required to reconfigure the reception area. Therefore, the District is proposing to increase the cost of the remodel by \$50,000. An additional \$10,000 for furniture, and an additional \$40,000 for maintenance and structure improvements.

IT IS RECOMMENDED your Board approve transfer to \$50,000 from Fund 2350 (Fund Balance Available) to the following Expense Keys 7456 (Office Expense – Equipment) \$10,000 and 7001 (Maintenance Structural Improvements and Grounds) \$40,000.

Sincerely,

Glen E. Stephens, P.E.
Air Pollution Control Officer

GES: db
Attachment