



Eastern Kern

Air Pollution Control District

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

September 3, 2020

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

SUBJECT: Proposal to Obtain New Field Office Space with Board/Meeting Room

Honorable Board:

The District's field staff is currently occupying a 960 square foot office just off of Highway 202 at 20406 Brian Way. During the COVID -19 Pandemic, it has become evident the District is in need of its own Board/Meeting Room. Meeting rooms previously utilized have become unavailable during the pandemic, and District Staff is not sure when the meeting rooms will become available. District Staff has "made due" with the District field office on Brian Way; however, the temporary fix is far too small for District Board and other meetings.

District Staff is seeking approval to pursue obtaining a larger office space for the District field office that will include a District Board/Meeting Room. District Staff is proposing to obtain a space between 2500-sq.ft. to 3000-sq.ft. An initial search resulted in the following spaces:

| | Location | Size (sq. ft.) | Monthly Cost | Renovation |
|----|----------------------------------|-----------------------|---------------------|-------------------|
| A. | 414 W. Tehachapi Blvd., Ste. "D" | 2,828 | \$3,111/month | \$127,000 |
| B. | 414 W. Tehachapi Blvd., Ste. "J" | 2,278 | \$2,506/month | \$113,900 |
| C. | 20601 State Hwy. 202, Bldg. 1 | 2,180 | \$2,878/month | \$200,000 |

There are sufficient funds included in the current budget for the District to cover the cost of lease A, and funds in District reserves to cover renovation costs.

District Staff is requesting your Board approve the Air Pollution Control Officer to pursue seeking a larger District office space listed above, continue a search, or maintain the current District field office space.

Sincerely,

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

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