



Eastern Kern

Air Pollution Control District

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

May 6, 2021

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

SUBJECT: Revised Budget for District Board Room and Field Office

Honorable Board:

District Staff is proceeding with procurement of a new office space for the District Board/Meeting room and Field Office. The architect completed the plans, schematics, and permitting for tenant improvement to the proposed space at 414 West Tehachapi Boulevard, Space "D" in Tehachapi. The Lessor received three bids to complete the proposed improvements, ranging from \$243,000 to \$246,000. Based on recommendations, District Staff originally budgeted \$127,000 for this project; however, it is clear the original amount is insufficient.

District Staff is proposing a revised budget of \$300,000 to cover all costs including additional furniture for the Board/Meeting room, workstations and computers for the Field Office, and Information Technology costs to wire both office spaces. The District has greater than sufficient funds in reserve to cover the revised budget.

District Staff is requesting your Board approve the proposed budget increase, authorize the Air Pollution Control Officer (APCO) to proceed with the project, and do all necessary items to facilitate acquisition of the new District Board/Meeting room and District Field Office. District Staff will provide periodic updates on the project progress.

Sincerely,

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

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