



**EASTERN KERN AIR POLLUTION  
CONTROL DISTRICT**

**FINAL BUDGET**

**FISCAL YEAR 2020-2021**

**BUDGET UNIT 9149  
AIR POLLUTION CONTROL DISTRICT**

**SEPTEMBER 3, 2020**

**2700 "M" STREET, SUITE 302  
BAKERSFIELD, CA 93301-2370  
PHONE: (661)862-5250  
FAX: (661)862-5251  
E-MAIL: [ekapcd@kerncounty.com](mailto:ekapcd@kerncounty.com)**

# EASTERN KERN AIR POLLUTION CONTROL DISTRICT



Full Time Positions **10** Current  
Part Time Positions **None**

## EASTERN KERN AIR POLLUTION CONTROL DISTRICT (9149)

### Functional Statement Fiscal Year 2020-2021

Eastern Kern Air Pollution Control District (District) is a “special district” headquartered in the Kern County Public Services Building with a field office in Tehachapi. The District has jurisdiction over the eastern (high desert and mountain) portions of Kern County; the San Joaquin Valley Unified APCD has jurisdiction over the other (valley) portion of Kern County.

The District is currently authorized for ten staff positions, including, the Air Pollution Control Officer (APCO). The primary function of the District is to regulate air pollutant emissions from stationary sources to protect public health. The California Air Resources Board and the U.S. Environmental Protection Agency have jurisdiction over mobile sources. There are three interacting groups within the District: Engineering, Compliance/Technical Services, and Administration.

#### Engineering

Two Air Quality Engineers conduct Authority to Construct evaluations for new and modified sources of pollution; implement the District’s air toxics program (AB2588); maintain the District’s emissions inventory; conduct equipment startup inspections; monitor emissions testing; provide engineering expertise to staff; develop rules; assist in plan development; execute special projects; assist in grant programs; assist in plan development; and engage in public education.

#### Compliance/Technical Services

Four Air Quality Specialists inspect stationary sources of pollution for conformance with District Rules and Regulations; investigate public complaints; monitor air quality; conduct equipment startup inspections; oversee emissions testing; regulate open burning; develop rules; conduct special studies; assist grant program applicants; assist in plan development; and engage in public education.

#### Administration

The APCO leads, guides, and directs the department. The Air Quality Administrative Manager has direct oversight of the two other administrative staff; in addition to providing personnel, payroll, purchasing, and budget support. One Air Quality OSS serves as receptionist, secretary to staff, file clerk and serves as the Governing Board Secretary. One Air Quality OSS provides billing and permit processing support.

Other professional services provided to the District at cost include the following: information systems services, legal counsel, garage services, other Kern County departments, and etc.

#### Boards and Committees

The Eastern Kern Air Pollution Control District has a Governing Board consisting of the two County Supervisors (Districts I and II) and representatives from the three cities (Ridgecrest, California City and Tehachapi). The three cities are located within and segments of Supervisory Districts I and II coincide with Eastern Kern Air Pollution Control District jurisdiction. Also, the District Board has appointed a Variance Hearing Board.

# EASTERN KERN AIR POLLUTION CONTROL DISTRICT

Department Head: Glen E. Stephens

Budget Unit 9149

	FY 2018-2019	FY 2019 - 2020		FY 2020-2021
	Actuals	Approved Budget	Actuals	Department Request
Appropriations for Contingencies		\$20,000	\$0	\$20,000
Salaries and Employee Benefits	\$1,483,075	\$1,717,570	\$1,475,177	\$1,595,900
Services & Supplies	\$903,171	\$3,423,660	\$1,421,436	\$2,476,100
Other Charges	\$51,381	\$77,250	\$46,310	\$75,300
Fixed Assets	\$40,796	\$60,000	\$59,573	\$60,000
	<b>\$2,478,423</b>	<b>\$5,298,480</b>	<b>\$3,002,496</b>	<b>\$4,227,300</b>
Less Program Revenues	\$2,397,170	\$4,942,030	\$3,186,259	\$4,011,220
<b>Net Fund Balance Available</b>	<b>(\$81,253)</b>	<b>(\$356,450)</b>	<b>\$183,763</b>	<b>(\$216,080)</b>
NET REDUCTION TO RESERVES	\$81,253	\$356,450	(\$183,763)	\$216,080
<b>POSITION SUMMARY:</b>				
<b>Authorized Positions</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>Actual Positions</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

### CHANGES FROM FY 2019-2020 ADOPTED BUDGET (Amounts in parentheses indicate decreases)

2020-2021 Budget Request	\$4,227,300	
2019-2020 Adopted Budget	\$5,298,480	
	(\$1,071,180)	-20.22%

Acct Key	Description	Prior Yr Actuals FY 2018-2019	Current Adopted FY 2019-2020	Actuals FY 2019-2020	Budget Request 2020-2021
<b>---Revenue---</b>					
3355	Authority to Construct Fees	\$83,815	\$70,600	\$65,803	\$70,600
3370	Variance Request Fees	\$225	\$1,200	\$675	\$1,200
3378	Dust Plan Fees	\$3,240	\$3,000	\$4,800	\$3,000
3379	Banking Certificate Fees	\$1,875	\$2,500	\$2,250	\$2,500
3380	Permit to Operate Fees	\$1,201,697	\$1,302,000	\$1,360,237	\$1,302,400
3382	Excess Emission Fees	\$150	\$0	\$620	\$0
3550	Forfeitures & Penalties	\$8,250	\$10,000	\$43,450	\$10,000
3605	Interest on Bank Deposits	\$46,190	\$31,000	\$45,046	\$31,000
3955	State Aid -- Other			\$20,994	
3973	DMV Funds	\$454,064	\$1,028,610	\$578,524	\$1,132,950
3974	State Aid-Subvention	\$39,067	\$39,000	\$38,425	\$34,000
3975	State Aid-EPA Pass Through	\$244,515	\$1,744,930	\$650,845	\$349,500
4223	Carl Moyer Program	\$110,000	\$365,310	\$110,000	\$878,200
4681	Application/Processing	\$41,990	\$39,500	\$41,568	\$39,500
4687	Overtime Processing Fees	\$7,141	\$5,000	\$5,176	\$5,000
5267	Asbestos Removal Fees	\$30,450	\$30,000	\$27,650	\$30,000
5269	Administrative Fees	\$124,377	\$237,930	\$186,696	\$94,970
5275	Photo Copy Charges	\$21	\$200	\$0	\$0
5440	Cancelled Outdated Warrants	\$0	\$0	\$3,494	\$0
5445	Miscellaneous Revenue	\$103	\$500	\$7	\$0
5976	Other Funding Source-Depreciation	\$0	\$30,750	\$0	\$26,400
<b>---TOTAL REVENUE---</b>		<b>\$2,397,170</b>	<b>\$4,942,030</b>	<b>\$3,186,259</b>	<b>\$4,011,220</b>
6040	Appropriation for Contingencies	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>
<b>-Salaries and Benefits-</b>					
6110	Salaries - Regular	\$798,786	\$932,970	\$797,540	\$850,900
6120	Salaries & Wages Overtime	\$2,985	\$5,600	\$1,481	\$5,000
6200	Salaries & Wages Extra Help	\$15,720	\$48,690	\$18,877	\$0
6410	Fica Contribution	\$60,956	\$75,000	\$60,244	\$68,400
6420	County Retirement	\$406,860	\$425,140	\$397,861	\$456,300
6425	Deferred Comp Match	\$22,028	\$32,500	\$21,788	\$31,500
6510	Employee Health Benefits	\$135,789	\$138,730	\$134,373	\$130,500
6550	Retired Emp Med Insurance	\$5,846	\$10,600	\$5,457	\$12,000
6570	Unemployment Insurance	\$0	\$640	\$0	\$600
6580	Qualified Flexible Benefits	\$25,346	\$35,000	\$23,820	\$24,200
6600	Workers Compensation Ins-ISF	\$8,760	\$12,700	\$13,736	\$16,500
<b>---TOTAL SALARIES---</b>		<b>\$1,483,075</b>	<b>\$1,717,570</b>	<b>\$1,475,177</b>	<b>\$1,595,900</b>

Acct Key	Description	Prior Yr Actuals FY 2018-2019	Current Adopted FY 2019-2020	Actuals FY 2019-2020	Budget Request 2020-2021
<b>---Services &amp; Supplies---</b>					
6841	Communications - Telephone	\$9,300	\$8,100	\$10,010	\$11,000
6900	Insurance	\$24,798	\$25,100	\$24,658	\$31,300
7001	Maint Structure, Imp. & Grounds	\$15,851	\$13,400	\$5,204	\$8,000
7400	Membership	\$1,700	\$2,500	\$2,200	\$3,500
7446	Office Expense - Purchasing Card	\$41,288	\$50,000	\$63,105	\$50,000
7450	Office Expense	\$5,280	\$14,000	\$13,235	\$16,100
7452	Office Expense - Postage	\$4,344	\$5,000	\$4,215	\$5,000
7455	Books/Subscriptions	\$271	\$500	\$380	\$500
7456	Office Expense - Equipment	\$4,642	\$10,000	\$0	\$10,000
7500	Professional & Special Services	\$114,651	\$230,950	\$111,774	\$229,700
7525	PSS/Data Processing	\$6,899	\$20,000	\$11,653	\$15,800
7545	PSS/Contracts	\$598,730	\$2,930,700	\$1,097,781	\$1,980,000
7600	Publications & Legal Notices	\$1,408	\$2,500	\$2,051	\$2,500
7630	Rent & Lease Equipment	\$4,192	\$5,000	\$4,054	\$5,000
7650	Rent & Lease - Structure	\$11,090	\$24,000	\$11,422	\$24,000
7740	Transportation & Travel	\$7,237	\$7,300	\$7,220	\$7,200
7745	TT/County Garage	\$22,315	\$41,110	\$29,314	\$43,000
7750	TT/Personal Vehicle Mileage	\$1,603	\$2,500	\$976	\$2,500
7755	TT/Out of County Travel	\$15,746	\$15,000	\$10,515	\$15,000
7780	Utilities	\$11,828	\$16,000	\$11,669	\$16,000
<b>---TOTAL SERVICES &amp; SUPPLIES---</b>		<b>\$903,171</b>	<b>\$3,423,660</b>	<b>\$1,421,436</b>	<b>\$2,476,100</b>
<b>---Other Charges---</b>					
7971	County Cost Allocation	\$20,661	\$46,500	\$46,310	\$48,900
7990	Misc. Depreciation	\$30,720	\$30,750	\$0	\$26,400
<b>---TOTAL OTHER CHARGES---</b>		<b>\$51,381</b>	<b>\$77,250</b>	<b>\$46,310</b>	<b>\$75,300</b>
<b>--- Fixed Assets ---</b>					
8601	Mojave Monitor Relocation	\$0	\$60,000	\$0	\$60,000
8651	Ridgecrest Monitor Live Feed	\$13,355	\$0	\$23,285	\$0
8652	Canebrake Monitor Upgrade	\$27,441	\$0	\$0	\$0
8603	Tehachapi Monitor Upgrade	\$0	\$0	\$36,288	\$0
<b>---FIXED ASSETS---</b>		<b>\$40,796</b>	<b>\$60,000</b>	<b>\$59,573</b>	<b>\$60,000</b>
<b>Total Expense</b>		<b>\$2,478,423</b>	<b>\$5,298,480</b>	<b>\$3,002,496</b>	<b>\$4,227,300</b>
Cost to EKAPCD Reserve		<b>(\$81,253)</b>	<b>(\$356,450)</b>	<b>\$183,763</b>	<b>(\$216,080)</b>

DEFINITION OF BUDGET UNIT 9149 SERVICES AND SUPPLIES@ TERMS

- 6841 - Communications - Telephone  
Cost of telephone services, including office and field office (Tehachapi), cellular phones, phone lines to monitors located in Tehachapi & Mojave
- 6900 - Insurance  
Cost of liability and property insurance policy for monitoring station located in Mojave and Tehachapi, county general liability, crime & honesty, Special liability insurance for office and misc. required insurances.
- 7001 - Maintenance Structure, Improvement and Grounds  
EKAPCD's prorated expense for maintaining office building & field office (Tehachapi).
- 7400 - Memberships  
Fees for District memberships in associations, and other organizations pertinent to the conduct and advancement of District affairs, including costs of publications issued by such organizations. For example, membership in the California Air Pollution Control Officers Association, Waste Management Association and the Local Chapter AWMA.
- 7446 - Office Expense - County Purchasing Card  
Expenses for office and field supplies and miscellaneous items needed to conduct business.
- 7450 - Office Expense  
Expenses for office supplies, computers, software, and miscellaneous items needed for operation of office.
- 7452 - Office Expense - Postage  
Expenses for Interoffice, Federal Express & United Parcel.
- 7455 - Books/Subscriptions  
Expenses for newspaper subscriptions, reference manuals, and technical books used by staff.
- 7456 - Office Expense - Equipment  
Expenses for office furniture.
- 7500 - Professional & Specialized Services  
Expenses for professional, and skilled services, for example, services from County Counsel and outside consultants.
- 7525 - PSS/Data Processing  
Expenses for internet services, WAN, software maintenance fees and other misc. items.
- 7545 - Professional & Specialized Services Contracts  
Expenses for Motor Vehicle Emissions Program, Carl Moyer Program, and School Bus Retrofit. These are pass-through funds to other entities, and not part of the District's operational costs.

- 7600 - Publications & Legal Notices  
Expenses for publication of legal notices.
- 7630 - Rents & Leases – Equipment  
Expense for rental cost of Panasonic Digital Copier
- 7650 – Rents & Leases – Structure  
Lease cost for Tehachapi Office
- 7740 - Transportation & Travel  
Expense for Director=s monthly auto allowance.
- 7745 - TT/County Garage  
Expenses for purchase of vehicles, fuel and maintenance of Air District’s four vehicles.
- 7750 - TT/Personal Vehicle Mileage  
Fund for reimbursement of private car expenses when used for business.
- 7755 - TT/Out of County  
Fund for reimbursement of meals, lodging, conference fees, rental car, and air fare for out of county trips.
- 7780 - Utilities  
Utility expense for office, field office (Tehachapi) and monitoring stations in Mojave & Tehachapi.
- 7971 - County Cost Allocation  
Indirect costs for other County support Departments, for example, Kern County Personnel, Auditor/Controller, Treasurer, and Administrative Office.
- 7990 - Misc. Depreciation  
Identifying depreciation of fixed assets
- 8000 – Fixed assets  
Fixed assets, for example, PM 2.5 monitoring instruments and monitoring building.



**SERVICES AND SUPPLIES OTHER CHANGES, INTRAFUND TRANSFERS REQUEST**

**Budget Unit**  
**9149**

Budget Unit Title: **AIR POLLUTION CONTROL DISTRICT**

Fiscal Year  
2020-2021

<i>Expenditure Acct. No.</i>	<i>Account Title</i>	<i>Itemization of Requested Account Total and Explanation of Significant Changes from Current Year Amount</i>	
7500	Professional & Specialized Services	\$26,500	Computer Servcies (ITS \$18,500 & \$8,000 Programming)
		\$10,000	County Counsel
		\$2,500	Variance Hearings
		\$15,500	EKAPCD annual fiscal audit & State Controller Report
		\$500	Alarm System Tehachapi Field Office <b>(DMV AB-2766)</b>
		\$500	Key Card Access System
		\$0	Assistance for maintenance/calibration of instruments (Ecotech) <b>(DMV AB-2766)</b>
		\$2,500	Web Access Portal Regional Air Monitoring (Ecotech)
		\$30,000	Web Access Portal for Solor Facilities (Ecotech)
		\$35,000	Joel Craig - Training Ridgecrest Monitor <b>(DMV AB-2766)</b>
		\$100,000	Misc. Dust Projects <b>(DMV AB-2766)</b>
		\$6,700	Web Access Portal for Canebrake & Ridgecrest (Agilaire) <b>(DMV-2766)</b>
			<b>\$229,700</b>

**SERVICES AND SUPPLIES OTHER CHANGES, INTRAFUND TRANSFERS REQUEST**

Budget Unit  
9149

Budget Unit Title: **AIR POLLUTION CONTROL DISTRICT**

Fiscal Year  
2020-2021

<i>Expenditure Acct. No.</i>	<i>Account Title</i>	<i>Itemization of Requested Account Total and Explanation of Significant Changes from Current Year Amount</i>	
7545	PSS/Contracts		<b>DMV GRANT/AB-2766 PROGRAM</b>
		\$17,800	Project Clean Air - EV Sales dealership resource kit & ride/drive event
		\$50,000	Trillium USA - Public EV Charge Station at Loves Travel Stop in Boron
		\$400,000	AB 2766 Projects (Grants)
		\$90,000	Vehicle Voucher Program
		\$54,000	Burn Permit Automation & Management Platform
		\$175,000	<b>CARL MOYER PROGRAM</b>
		\$703,200	<b>AB-134 SUPPORT OF AB617</b>
			<b>AB-617 COMMUNITY AIR PROTECTION PROGRAMS</b>
		\$24,000	Install Ozone Analyzer & Calibrator at Ridgecrest Monitor
		\$40,000	Air Filters
		\$90,000	Woodsmoke Reduction Program
			<b>AB-923</b>
		\$220,000	School Bus Projects
			<b>FARMER PROGRAM</b>
		\$116,000	Agriculture Equipment Projects
			<b>\$1,980,000</b>