



Date: August 8, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: General Manager's Report for July 5, 2024, Through August 3, 2024

The following items were addressed by the IGM:

- Meeting with City Manager of El Cerrito in reviewing an extended licensing agreement for the space the PD modular is on.
- Various zoom meetings regarding the financial analysis by Ridgeline.
- Various zoom meetings regarding solid waste, clean up week, and grant processing.
- Wrote and mailed out the request for proposals for solid waste studies.
- Zoom call with the Chief and a consultant that specializes in Emergency Planning. Looking for a proposal from him shortly.
- Worked with the Chief and various vendors in an attempt to lower various operational costs.
- Continue communication with Mr. Kropp. The fieldwork is completed, and we should expect the full report by the end of August regarding the geotechnical study on Arlington property.
- Did a park walkthrough with Fernando and Greg Christie to determine the coordination for solid waste services in the park.
- Various zoom call with Eide Bailly regarding end of year closeout, County true up, and completing the Quick Books set up for Fiscal Year 2025.
- Various conversations with individual directors and Kensington residents.
- Meeting with Rosa and Jenny from KCC to discuss some inquiries and follow up on seeing that the Recreation Building and Community Center are properly cleaned during the weeks when KCC activities go dark.

Attachment:

- CCC Auditor-Controller Cash Reconciliation Report
- Park Report

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller

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Harjit S. Nahal
Assistant Auditor-Controller

Joanne M. Bohren
Assistant Auditor-Controller

July 10, 2024

Kensington Police Protection & CSD
10940 San Pablo Avenue BLG B
El Cerrito, CA 94530

Dear Mr. David Aranda,

With Kensington Police Protection & CSD's decision of moving their funds outside the county treasury and becoming a settling agency for property tax distributions, the Office of the Auditor-Controller completed cash reconciliations for Funds 325500, 325700, 388001 and 388000 with the goal of inactivating Funds 388001 and 388000.

At the start of this reconciliation the mentioned Funds had the following cash balance:

- Fund 325500 had a negative cash balance of \$3,933.54.
- Fund 325700 had a positive cash balance of \$196,538.12 – this is the cash brought forward from previous fiscal year FY2022-2023.
- Fund 388000 had a zero cash balance.
- Fund 388001 had a positive cash balance of \$39,516.62.

The following is what our office did:

- A journal was issued JV-2406-001545 and posted in Period 12 FY2023-24 transferring \$3,933.54 from Fund 388001 to Fund 325500 to cover the \$3,933.54 negative cash balance.
- Warrant number 9000175799 for \$232,121.20 was issued to Kensington Police Protection & CSD. The warrant amount was arrived at by adding 35,583.08 representing Fund 388001 cash balance after transferring \$3,933.54 to Fund 325500 and the cash balance of \$196,538.12 from Fund 325700.

Included are copies of Fund 325500, 325700, 388000, and 388001 Trial Balance for Period 12 FY2023-24 before issuing the journal to transfer funds from Fund 388001 to Fund 325500 and processing the warrant.

Please contact Peter Karumbi, Auditor-Controller Division Manager, at 925-608-9369, if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert R. Campbell".

Robert R. Campbell
Auditor-Controller

By: Peter Karumbi
Auditor-Controller Division Manager



Kensington Police Protection & Community Services District

Date: August 08, 2024

To: Board of Directors

From: Rosa Ruiz

Subject: Parks Report

Community Center:

I'm happy to say that, after a slow July, the community center and its private events are in full swing on Saturdays in August and a few Sundays. It feels as busy as June.

As mentioned in the last report, this month will be busy with regular yearly inspections and yearly maintenance. Here are the following, keeping in mind that services will not impact summer camp since the last day of camp will be Friday, August 16, 2024;

1. Best Equipment Co. will be doing the annual inspections for the fire extinguishers at the center and Rec Building. This company usually shows up without any disruption and checks all extinguishers. They are the same company that has been used in the past.
2. UBS (services for the floors, such as stripping, waxing, and so on) will service the CC only from Thursday, the 22nd to the 23rd. This service is conducted early in the morning when one is near or around the Center.
3. Smart Window Cleaning will service both the CC and Rec buildings on Monday the 19th. Services will be provided in the early morning.
4. EBMUD, the Backflow Prevention Unit, will be servicing 2 Arlmont Dr, in front of the Building, next to the sprinkler valves. Again, they will show up and perform the service without disrupting the community. This is a yearly inspection that EBMUD is required to perform.