

Engage Brea: Understanding Your City Administrative Services Department

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Agenda

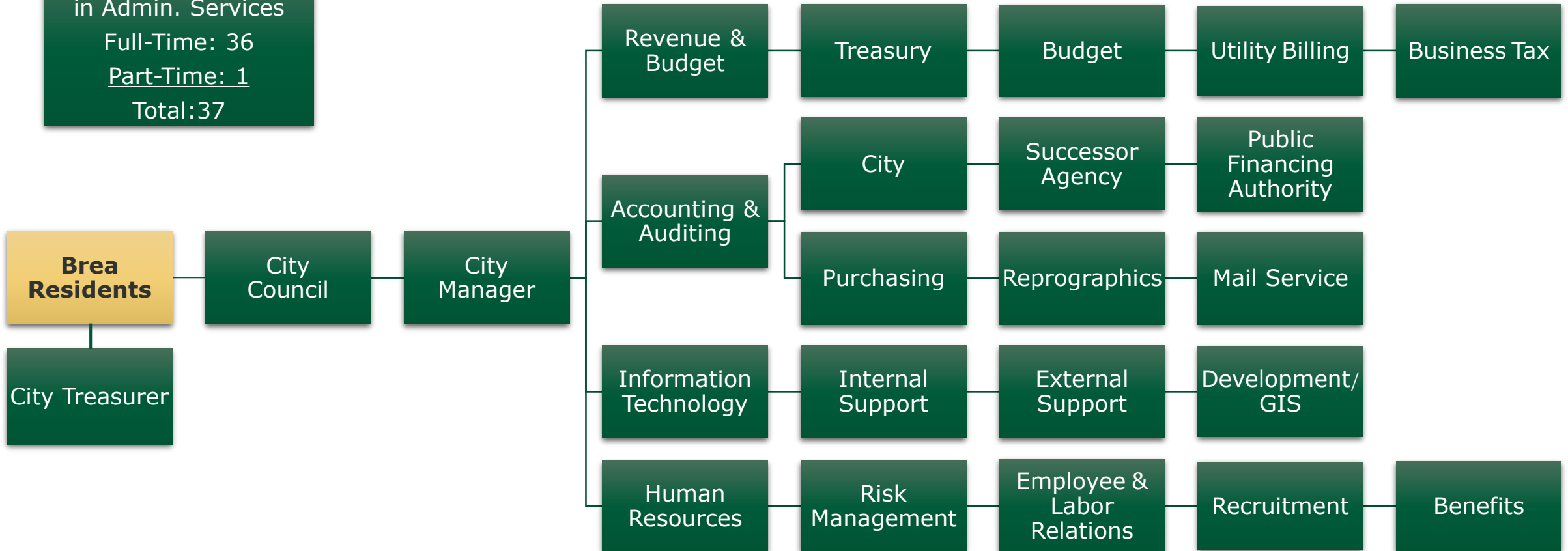


- Overview of Administrative Services Department (ASD)
- Overview of City's General Fund Revenues
- Overview of City's General Fund Expenditures
- Department Committees
- Questions

Administrative Services Department



Number of Employees
in Admin. Services
Full-Time: 36
Part-Time: 1
Total: 37

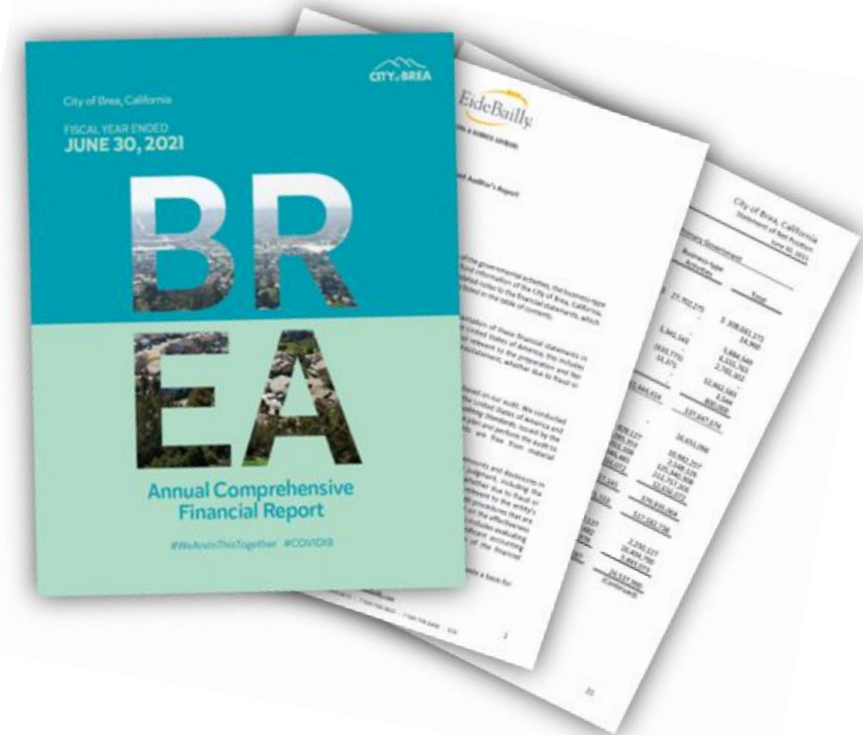


Overview of Administrative Services Department



Department is made up of four divisions:

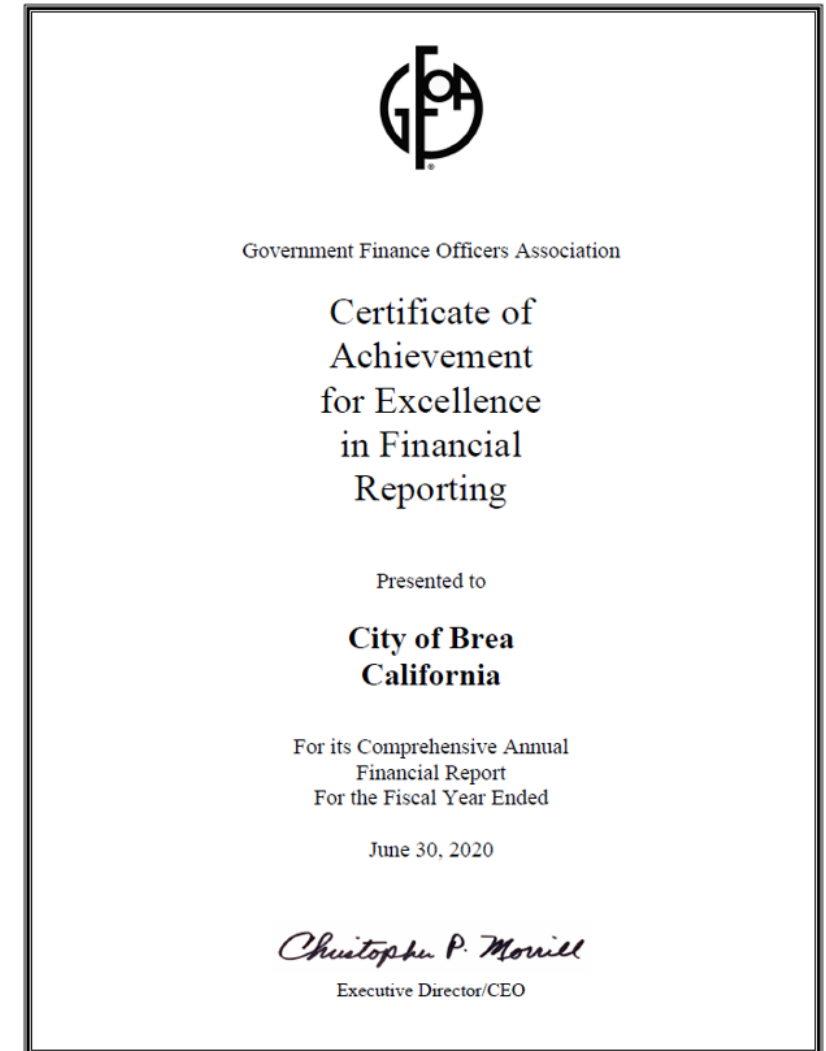
- Accounting & Auditing
- Revenue & Budget
- Human Resources
- Information Technology



Accounting & Auditing Division



- Analyzes, prepares and manages accounting and financial statement duties:
 - For the City and its related entities
- Manages City's various audit engagements
- Responsible for disbursement of monies to both vendors and employees
- Maintains the City's inventory of all property
- Oversees purchasing responsibilities for supplies, materials, equipment and services for all City departments



Revenue & Budget



Oversee the City's:

- Investment and banking activities
- Cashiering and business license functions
- Utility billing operations
- Accounts receivable



Brea's Annual Budget Process:



Human Resources

- Provides technical and legal support to all City departments related to personnel and employment matters
- Handles recruitment and application processes for all City employees and volunteers
- Provides critical support for labor relations, employee benefits, employee assistance programs and employee development opportunities
- Manages the organizational impacts of the COVID-19 pandemic
- City currently has 432 employees



Services all City operations, including Police and Fire Services

- Support for hardware and software applications
- Network and Enterprise Systems Maintenance
- Business Continuity and Redundancy Measures

Provides contract services to outside agencies

- Ten (10) Agencies

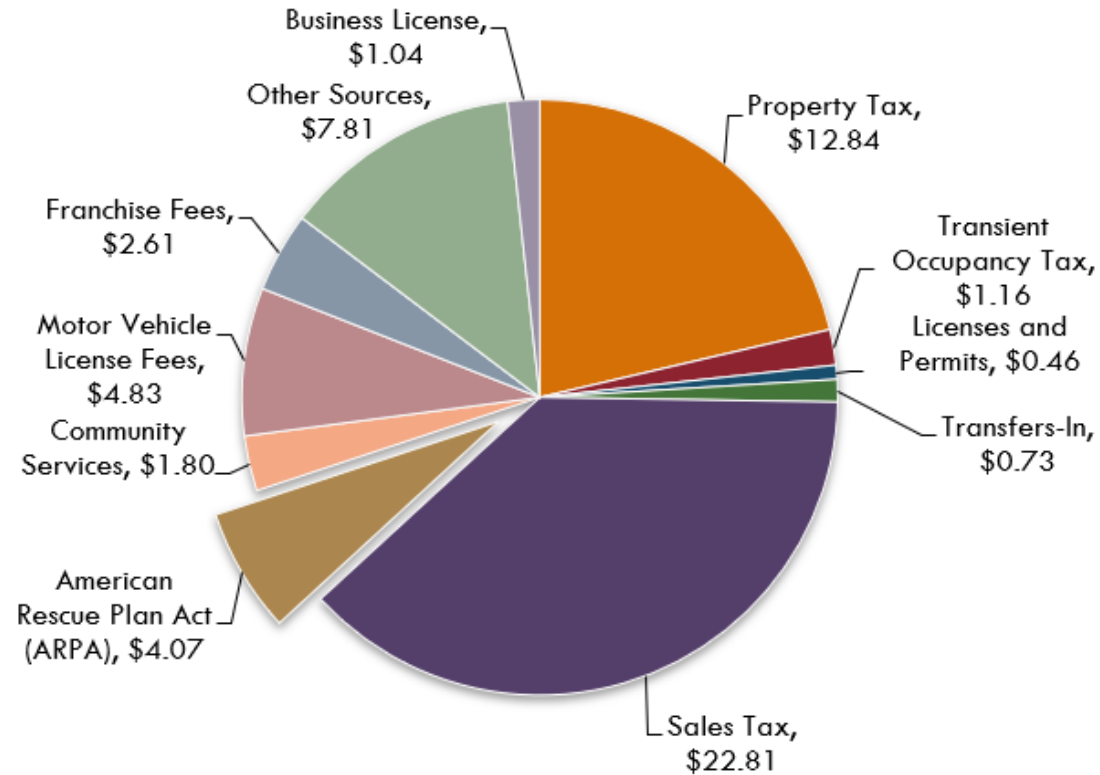


Overview of General Fund Revenues



FY 2021-22

Revenues - In \$ Millions



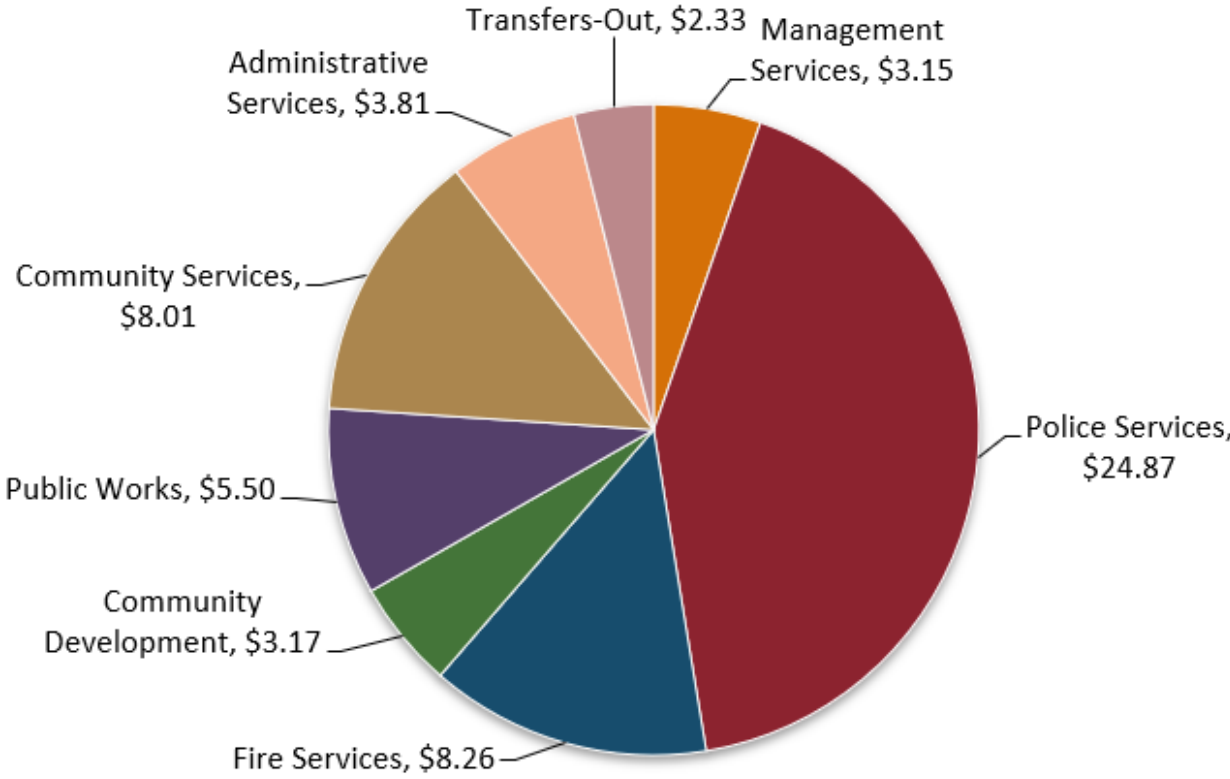
Total: \$60,166,079

Overview of General Fund Expenditures



FY 2021-22

Expenditures - In \$ Millions



Total: \$59,138,079

Administrative Services Department manages the following committees:

- Investment Advisory Committee
 - Provides oversight of City's prudent investing practices
 - Meets quarterly on the 4th Monday of January, April, July and October
 - Consists of seven (7) members:

City Council
Member

Christine
Marick

Chairperson

City Treasurer

Denise Eby

Administrative
Services
Director

Revenue &
Budget
Manager

Three at
Large Public
Members

Finance Committee

- Reviews City Council agenda items that have a financial impact & makes a recommendation to City Council for action
- Meets twice a month on Tuesdays prior to City Council meetings
- While public members are not able to participate as members, the public is welcome to participate and provide comments by Zoom
- Consists of five (5) members:

City Council
Member

Christine
Marick

City Council
Member

Marty Simonoff

Administrative
Services
Director

Financial
Services
Manager

Revenue &
Budget
Manager

Questions?

Where to find Administrative Services Department

<https://www.ci.brea.ca.us/94/Administrative-Services>

How to apply for a job

<https://www.ci.brea.ca.us/330/Human-Resources>

Where to find Committee information

<https://www.ci.brea.ca.us/518/Commissions-Committees>

Where to find Financial Statement and Budget

<https://www.ci.brea.ca.us/95/City-FinancialsBudget>

