



*City of Huntington Beach  
City Treasurer  
Adopted Budget – FY 2010/11*

City Treasurer

ADMINISTRATION &  
INVESTMENTS

Deputy City Treasurer  
TBD- Position Under Review  
Administrative Assistant

CASHIERING, COLLECTIONS, &  
DISBURSEMENTS

CASHIERING  
Accounting Technician Supervisor  
Accounting Technician Senior  
Accounting Technician II

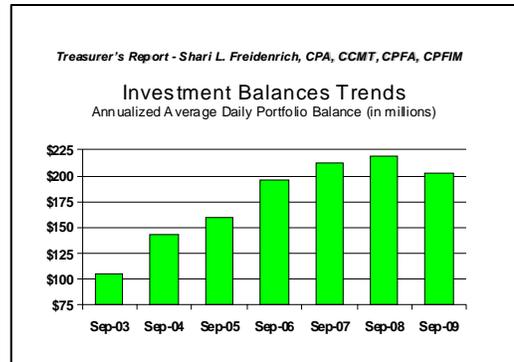
COLLECTIONS &  
DISBURSEMENTS  
Accounting Technician II



The City Treasurer is an elected department head serving a four-year term who is responsible to the electorate for overseeing the collection, disbursement, custody, and safekeeping of all city funds. In addition, the City Treasurer is responsible for investing all of the City's funds, including bond investments as well as being responsible for cash management. The City Treasurer ensures the City's cash liquidity needs are met through prudent fiscal investment management. The City Treasurer's staff interacts daily with the public. The City Treasurer provides various tax receipts information and payments options on the City's website. The payments website is consistently in the top 10 pages viewed for the city.

## Administration and Investment Division

The City Treasurer's Administration and Investments Division is responsible for the overall operation of the department. This division is responsible for prudently investing all of the City's public funds, including bond funds and any funds of Joint Power Authorities for which the City is the administrator. This division annually prepares and updates the City's investment policy and prepares the monthly investment report presented to City Council. Investments are reviewed daily for compliance with the City's approved Investment Policy. A main focus of this division is the cash management and prudent investment of funds to ensure the City maintains adequate liquidity to meet anticipated expenditures and the preservation of principal. In addition, the City Treasurer is the custodian for all bonds held by the City. Finally, the City Treasurer is a member of the Deferred Compensation Committee and on the Board of the Supplemental Retirement Trust. The Board oversees the trustee and investments associated with selections of their plan. The City earned 2.52% on its investments in the last fiscal year and did not suffer any principal & interest losses due to credit problems.



## Cashiering, Collections, and Disbursements Division

**AUTOPAY and eBILL**  
 THE CITY OF HUNTINGTON BEACH'S "NO COST" AUTOMATIC MUNICIPAL SERVICES STATEMENT PAYMENT PROGRAM AND ELECTRONIC E-MAIL STATEMENTS PROGRAM

1 Complete and sign the Autopay Authorized Agreement below.  
 2 Attach a "voided" check (deposit slips are not acceptable).  
 3 Return this form for each utility account with a single blank check marked "void" from your financial institution to:  
 City of Huntington Beach - Autopay Program  
 Office of the City Treasurer  
 P. O. Box 190  
 Huntington Beach, CA 92648-0190

**AUTOPAY AND eBILL QUESTIONS AND ANSWERS**

Q: What type of bank account do I need to participate?  
 A: Autopay can withdraw funds from any personal or business checking account. No savings accounts are eligible.

Q: How will I know when Autopay will make my payments?  
 A: Continue to pay all charges on your Municipal Services statement until you see a message on page one of your statement that you are on the City's Autopay program and then do not remit payment for that statement.

Q: When will the funds be withdrawn from my account?  
 A: Payments for the amount due will be made generally on the first Thursday, 10 calendar days following your statement date.

Q: What if my banking information changes or how do I discontinue participation in this program?  
 A: Simply check either the "Updated Information" or the "Please Cancel Autopay" section below. Complete the rest of the form including any changes, sign, and return the agreement to us at the above address. Please allow ten business days for processing.

Q: I want to sign up for eBill. How do I do that?  
 A: You must be on Autopay to use eBill & have your bill handy. Then go to [www.aufly.hb.org/eBill](http://www.aufly.hb.org/eBill)

Q: What is the eBill program?  
 A: eBill is available only to Autopay customers and allows you to sign up to receive monthly Utility statements by e-mail. Your Statement must indicate that you are on the Autopay program before you can register for eBill on-line.

Q: What if a payment is rejected or if I have a question on the Autopay or eBill programs?  
 A: Payments may be rejected by a financial institution for insufficient funds, closed accounts, or other reasons. If your payment is rejected for any reason, we reserve the right to charge a \$30 NSF fee on your next statement and may also discontinue your participation in the Autopay Program if your payment is rejected more than once in a 12-month period. Your financial institution may also charge fees for rejected payments. For questions, call the Cashiering staff at 714-536-5445.

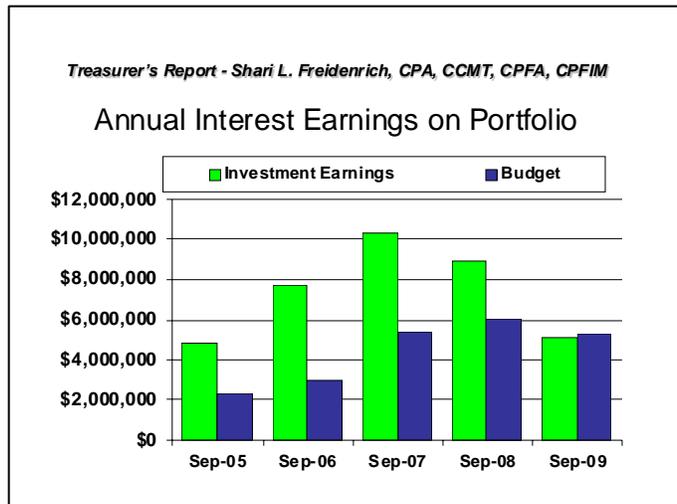
Q: What other payment methods does the city offer?  
 A: Go to [www.aufly.hb.org/billmethods](http://www.aufly.hb.org/billmethods) for the latest methods including "no cost" on-line credit card payments and DVR payments at 1-877-309-4615. Payments will be credited the next business day. You will need to have your complete account number & amount to pay.

The City Treasurer's Cashiering, Collections, and Disbursements Division is responsible for receiving, depositing, and collecting on behalf of the City, all taxes, assessments, fees, and other revenues. Because of the significant technology changes in how payments can be received and made, this division continually is offering new services to customers/vendors. In the last four years, this division has automated the receipt of over 50% of the utility payments and has added the capability to send utility statements by e-mail to customers. In addition, this division has increased the use of ACH payments to vendors, which further protects the City from fraud. This division has reduced the number of checks by over 17% in the last two years at the same time as increasing the number of electronic payments by ACH by 25%. This division processes and records

all such revenue received at City Hall as well as several off-site locations. This division ensures this revenue is deposited in a timely manner into the City's financial depository accounts. This division has responsibility for ensuring proper controls over cash and negotiable items as well as collection of all delinquent taxes and fees. This division is responsible for ensuring all revenues owed to the City are received and may use a variety of methods to collect these funds, including sending delinquent notices, making collection calls, liening property, making a claim in small claims court or sending uncollectible items to an outside collection agency. Finally, the division is responsible for disbursing all approved funds and processes all checks for the payment of goods and services approved in the City's financial system.

## Administration and Investments Division

- Perform daily investment and cash management of pooled funds for the City, Redevelopment Agency, and other Joint Powers Authorities where the City is the administrator
- Invest other City funds such as bond investments and trust funds
- Prepare investment reports, track cash flow, analyze and monitor banking and other department costs, and attend City Council and Investment Advisory Board meetings
- Perform general office management, leadership, and supervision of entire department
- Maintain custody of all bonds held by the City and release when requirements are met



- Ensure the safety of the City's public by making prudent investments and continually reviewing the credit of the current investments to ensure the preservation of principal

## Cashiering, Collections, and Disbursements Division

- Automated the receipt of over 315,000 payments by customers for City utility charges representing approximately 50% of the total utility transactions
- Process annually over \$10 million of revenue at City Hall from permits, and fees
- Process annually over \$15 million of revenue for off-site locations including parking meters revenue and recreation fees, and deposit funds daily in the bank
- Process and collect miscellaneous receivables of over \$16 million from over 36,000 invoices, follow up on delinquent accounts, and answer payment questions

**"No Cost" Payment Options**

 All payments must be made payable to the City of Huntington Beach.  
All Payments made on-line are posted to your account on the following business day.

**Utility ePay**  
No more checks, no more stamps! You can conveniently pay your city utility bill online or by phone at 1-877-309-4915 for no additional cost. [Pay Now](#)

**Firemed Membership ePay**  
No more check, no more stamps! You can conveniently pay your Firemed Membership Annual Fee online or by phone at 1-877-309-4915 for no additional cost. [Pay Now](#)

**Utility eBill**  
No more lost mail or misplacing your Utility bill! Sign up for our AutoPay program and register to receive your Municipal Services (Utility) Statements by e-mail. [Sign Up](#)

**Utility AutoPay**  
Have one less bill payment to worry about and sign up for AutoPay and your bank account will be debited every month for your total amount due. [Sign Up](#)

**Parking Ticket Citations**  
Parking Tickets are issued for parking violations in the City of Huntington Beach. You can conveniently pay your city parking ticket online or by phone at 1-800-565-0148. [Pay Now](#)

- Open mail and process almost 600,000 payments annually by customers within 24 hours
- Collect and process payments on business licenses of \$2.2 million annually within 24 hours
- Collect and process payments of over \$5.4 million for Transient Occupancy Taxes and over \$750,000 for Business Improvement District assessments from three assessment areas
- Collect and process payments for oil taxes in the amount of approximately \$470,000
- Process over 540,000 transactions at the counter cashiering stations annually
- Provide overall supervision for Cashiering and Collections staff
- Print, sign, and release 67,000 accounts payable, worker's compensation, and payroll checks or electronic payments annually

# City Treasurer

## Performance Measures

The City's performance measure program is in its fifth year. Results for the past two fiscal years in addition to goals and objectives for FY 2010/11 are presented below.

	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 BUDGET	Strategic Plan Goal
<b>Goal:</b> 1. Increase electronic invoicing of utilities by 10%.				Maintain Financial Viability and Our Reserves
<b>Measure:</b> % increasing in electronic invoicing of utilities	N/A	539%	10%	
<b>Goal:</b> 2. Provide investment report to City Council within 30 days of fiscal year quarter end.				Maintain Financial Viability and Our Reserves
<b>Measure:</b> # of investment reports provided to City Council within 30 days of quarter end	4	4	4	
<b>Goal:</b> 3. Submit investment policy to City Council in the first quarter of each fiscal year.				Maintain Financial Viability and Our Reserves
<b>Measure:</b> Investment policy submitted in first quarter of each fiscal year	Yes	Yes	Yes	
<b>Goal:</b> 4. Hold study session to review Investment Advisory Board (IAB) annual report with City Council within three months of fiscal year end.				Improve Internal and External Communication
<b>Measure:</b> Study session held with City Council	Yes	Yes	Yes	
<b>Goal:</b> 5. Escheat unclaimed funds each fiscal year within nine months of the prior fiscal year end.				Maintain Financial Viability and Our Reserves
<b>Measure:</b> Unclaimed funds escheated within nine months of fiscal year end	Yes	Yes	Yes	
<b>Goal:</b> 6. Increase usage of "AutoPay" by 15%.				Improve Internal and External Communication
<b>Measure:</b> % increase in usage of "AutoPay"	8%	11%	15%	
<b>Goal:</b> 7. Increase usage of electronic payments by 5%.				Improve Internal and External Communication
<b>Measure:</b> % increase in usage of electronic (ACH) payments	8%	-9%	5%	
<b>Goal:</b> 8. Increase all types of electronic receipts by 5%.				Improve Internal and External Communication
<b>Measure:</b> % increase in electronic receipts	N/A	6%	5%	



**City Treasurer**  
**Adopted Budget - FY 2010/11**  
**Department Budget Summary**  
**All Funds by Object Account**

**DEPARTMENT**

Expenditure Object Account	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	FY 2009/10	FY 2010/11	Percent Change From Prior Year
	Actual	Actual	Actual	Adopted	Revised	Adopted	
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	544,727	701,836	674,728	714,553	681,712	642,739	-10.05%
Salaries, Temporary	35,127	25,578	46,905	32,000	32,000	32,000	0.00%
Salaries, Overtime	2,359	1,206	1,754				
Leave Payouts		303	13,312				
Benefits	200,992	245,130	220,860	250,690	250,690	208,840	-16.69%
<b>PERSONAL SERVICES</b>	<b>783,205</b>	<b>974,053</b>	<b>957,559</b>	<b>997,243</b>	<b>964,402</b>	<b>883,579</b>	<b>-11.40%</b>
<b>OPERATING EXPENSES</b>							
Utilities	(25)						
Equipment and Supplies	53,201	60,510	41,472	39,880	43,023	39,880	0.00%
Repairs and Maintenance	19,272	26,527	21,913	25,950	25,950	25,950	0.00%
Conferences and Training	7,006	22,495	7,677	4,094	4,094	4,094	0.00%
Professional Services	34,034	4,896					
Other Contract Services	148,543	255,600	268,463	414,382	428,407	414,383	0.00%
Expense Allowances	11,285	11,372	11,305	11,400	11,400	11,400	0.00%
Other Expenses	(138)	(110)	(78)				
<b>OPERATING EXPENSES</b>	<b>273,178</b>	<b>381,290</b>	<b>350,752</b>	<b>495,706</b>	<b>512,874</b>	<b>495,707</b>	<b>0.00%</b>
<b>CAPITAL EXPENDITURES</b>							
Equipment		2,140					
<b>CAPITAL EXPENDITURES</b>		<b>2,140</b>					
<b>Grand Total(s)</b>	<b>1,056,383</b>	<b>1,357,483</b>	<b>1,308,311</b>	<b>1,492,949</b>	<b>1,477,276</b>	<b>1,379,286</b>	<b>-7.61%</b>
General Fund	1,056,383	1,357,483	1,308,311	1,492,949	1,477,276	1,379,286	-7.61%
<b>Grand Total(s)</b>	<b>1,056,383</b>	<b>1,357,483</b>	<b>1,308,311</b>	<b>1,492,949</b>	<b>1,477,276</b>	<b>1,379,286</b>	<b>-7.61%</b>
<b>Personnel Summary</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>8.00</b>	<b>(2.00)</b>





**City Treasurer**  
**Adopted Budget - FY 2010/11**  
**Department Budget Summary**  
**General Fund Division by Object Account**

**DIVISION**

Expenditure Object Account	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Percent Change From Prior Year
<b>Cashiering, Accounts Receivable, Collections, &amp; Disbursements</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	244,659	287,271	246,428	277,226	244,385	196,371	-29.17%
Salaries, Temporary	34,874	25,578	46,905	32,000	32,000	32,000	0.00%
Salaries, Overtime	1,863	875	1,339				
Leave Payouts			2,161				
Benefits	106,972	124,745	102,939	118,676	118,676	78,280	-34.04%
<b>PERSONAL SERVICES</b>	<b>388,368</b>	<b>438,469</b>	<b>399,772</b>	<b>427,902</b>	<b>395,061</b>	<b>306,651</b>	<b>-28.34%</b>
<b>OPERATING EXPENSES</b>							
Equipment and Supplies	21,712	49,185	37,068	35,420	38,563	35,420	0.00%
Repairs and Maintenance	8,625	26,522	13,489	17,200	17,200	17,200	0.00%
Conferences and Training	1,334	8,018	1,568	500	500	500	0.00%
Professional Services	34,034	4,896					
Other Contract Services	146,125	251,519	263,822	414,382	428,407	414,382	0.00%
Other Expenses	165	(110)	(6)				
<b>OPERATING EXPENSES</b>	<b>211,995</b>	<b>340,030</b>	<b>315,941</b>	<b>467,502</b>	<b>484,670</b>	<b>467,502</b>	<b>0.00%</b>
<b>CAPITAL EXPENDITURES</b>							
Equipment		2,140					
<b>CAPITAL EXPENDITURES</b>		<b>2,140</b>					
<b>Total</b>	<b>600,363</b>	<b>780,639</b>	<b>715,713</b>	<b>895,404</b>	<b>879,731</b>	<b>774,153</b>	<b>-13.54%</b>

**Significant Changes**

Permanent Salaries and Benefits are decreasing due to the shifting of partial funding (0.75 FTE) for one Accounting Technician II to the Water Fund to more accurately reflect duties. Two vacant positions, an Accounting Technician Supervisor and an Accounting Technician II were removed from the Table of Organization to reflect a citywide restructuring. Other Contract Services remains high due to the expansion of acceptance of credit card payments for both on-line class registration and new parking meters.

Permanent Personnel	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Change from Prior Year
Accounting Technician Supervisor	1.00	1.00	2.00	2.00	2.00	1.00	(1.00)
Senior Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Accounting Technician II*	4.00	4.00	3.00	3.00	3.00	2.00	(1.00)
<i>*0.75 FTE funded by Public Works Department but reflected here</i>							
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>4.00</b>	<b>(2.00)</b>



**City Treasurer**  
**Adopted Budget - FY 2010/11**  
**Department Budget Summary**  
**All Funds by Business Unit**

**BUSINESS UNITS**

Division / Business Unit	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Percent Change From Prior Year
<b>TRE City Treasurer</b>							
<b>ADM Administration/Investments</b>							
10025101 Administration/Investments	456,020	576,845	592,599	597,545	597,545	605,133	1.27%
<b>ADM Administration/Investments</b>	<b>456,020</b>	<b>576,845</b>	<b>592,599</b>	<b>597,545</b>	<b>597,545</b>	<b>605,133</b>	1.27%
<b>MUN Cashiering/Collections/Disb</b>							
10025201 Cashiering/Collections	600,363	780,638	715,712	895,404	879,731	774,153	-13.54%
<b>MUN Cashiering/Collections/Disb</b>	<b>600,363</b>	<b>780,638</b>	<b>715,712</b>	<b>895,404</b>	<b>879,731</b>	<b>774,153</b>	-13.54%
General Fund	1,056,383	1,357,483	1,308,311	1,492,949	1,477,276	1,379,286	-7.61%
<b>Grand Total(s)</b>	<b>1,056,383</b>	<b>1,357,483</b>	<b>1,308,311</b>	<b>1,492,949</b>	<b>1,477,276</b>	<b>1,379,286</b>	-7.61%