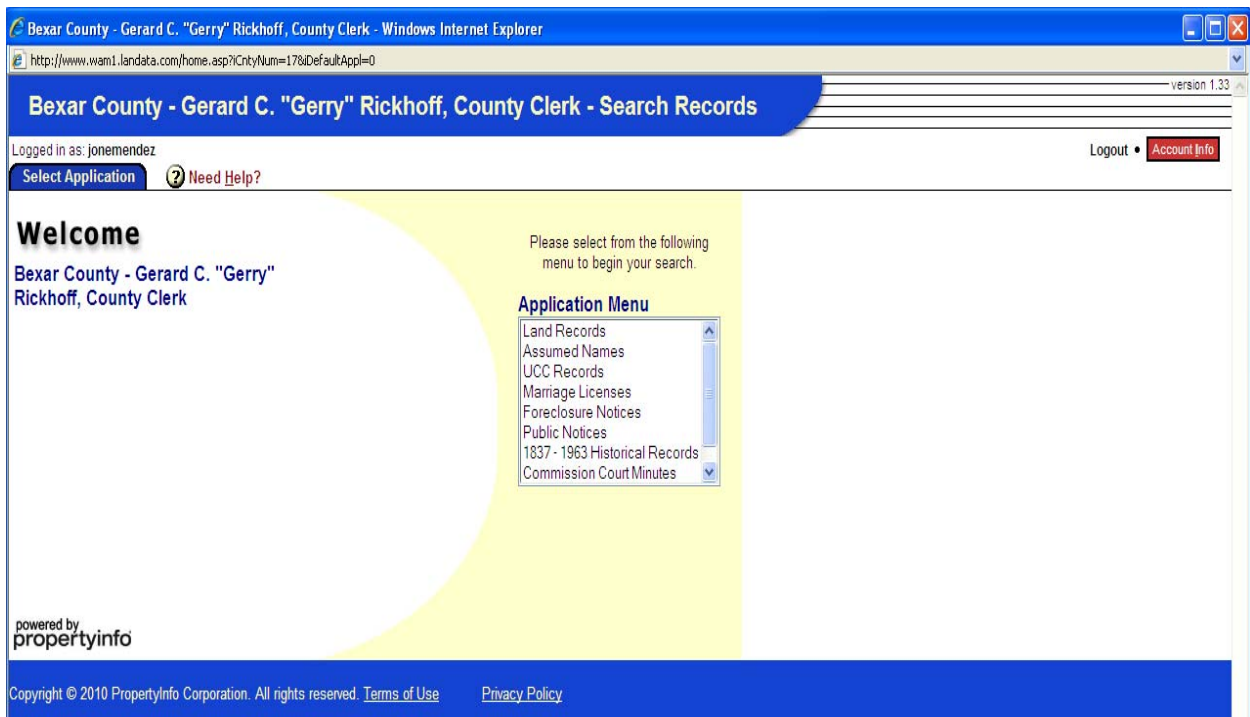


ENTERPRISE FUNDS



The County Clerk keeps the records for marriage licenses filed in Bexar County at the Records Center.



Marriage licenses are available electronically (Scanned image above) to the public online on the County Clerk's website. Other information, such as Commissioners minutes, land records, assumed names, UCC records, foreclosure notices, public notices, 1837-1963 historical records, and the Spanish Archives 1850-1971, can be found online.

Bexar County, Texas
Other Post Employment Benefit Fund 050
 Fiscal Year Ending September 30, 2011

FY 2008-09 Actual	FY 2009-10 Estimate	FY 2010-11 Budget
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AVAILABLE FUNDS

Beginning Balance, October 1, 2010

Undesignated Funds	(\$1,326,608)	\$1,341,055	\$4,737,321
Designated for Encumbrances			
Designated for Debt Service			
Total Beginning Balance	(\$1,326,608)	\$1,341,055	\$4,737,321
Revenue			
Other Fees	\$4,384,024	\$5,849,856	\$5,849,856
Revenue From Use of Assets	78,092	18,241	15,000
Subtotal	\$4,462,116	\$5,868,097	\$5,864,856
Interfund Transfers	2,500,000	2,500,000	633,483
Total Revenues	\$6,962,116	\$8,368,097	\$6,498,339
TOTAL AVAILABLE FUNDS	\$5,635,508	\$9,709,152	\$11,235,660

APPROPRIATIONS

General Government	\$4,294,453	\$4,971,831	\$5,896,438
Subtotal	\$4,294,453	\$4,971,831	\$5,896,438
Interfund Transfers			
TOTAL OPERATING APPROPRIATIONS	\$4,294,453	\$4,971,831	\$5,896,438
Appropriated Fund Balance	\$1,341,055	\$4,737,321	\$5,339,222
TOTAL APPROPRIATIONS	\$5,635,508	\$9,709,152	\$11,235,660

Other Post Employee Benefit Fund

FUND: 050
AGENCY: 999

Program Description: GASB Statement 45 was issued in 2004 as a result of a growing concern that state and local governments were not recognizing the liability of post-employment benefits, such as retiree health benefits, in their annual financial statements. The Statement requires that these liabilities now be reported. Bexar County must now recognize other post-employment benefits (OPEB) earned by employees during the time they were actually employed. In order to comply with GASB 45 Bexar County has established an OPEB fund.

Appropriations:

	FY 2008-09 Actual	FY 2009-10 Budget	FY 2009-10 Estimate	FY 2010-11 Budget
Retiree Medical Expenses	\$4,104,329	\$4,973,139	\$4,679,532	\$5,565,937
Retiree Administration Fees	190,24	257,994	292,300	330,501
<i>Total</i>	<i>\$4,294,453</i>	<i>\$5,231,133</i>	<i>\$4,971,832</i>	<i>\$5,896,438</i>

Program Justification and Analysis:

- In FY 2009-10 the amount of the transfer from the Self Insured Workers Compensation Fund was \$2,500,000. The FY 2010-11 Adopted Budget provides funding in the amount of \$633,483 from the Self Insured Workers Compensation Fund to the OPEB Fund. The difference will be used to offset a projected shortfall in the FY 2010-11 Self Insured Health Insurance Fund. This transfer will still keep the County in compliance with GASB 45 requirements.
- The Operational Cost group represents an 18.5 percent increase when compared to FY 2009-10 estimates. This increase represents the anticipated increases in insurance premiums as well as administration costs for retirees.
- Bexar County will continue to contribute to this fund to satisfy the GASB 45 reporting requirements.

Bexar County, Texas
Self Insured - Health and Life 500
Fiscal Year Ending September 30, 2011

FY 2008-09	FY 2009-10	FY 2010-11
Actual	Estimate	Budget

AVAILABLE FUNDS

Beginning Balance, October 1, 2010

Undesignated Funds	(\$433,576)	(\$526,962)	(\$563,151)
Designated for Encumbrances			
Designated for Debt Service			
Total Beginning Balance	(\$433,576)	(\$526,962)	(\$563,151)

Revenue

Other Fees	29,290,862	30,865,767	\$30,147,184
Other Sources and Uses	242,518	246,940	246,940
Subtotal	\$29,533,380	\$31,112,707	\$30,394,124
Interfund Transfers			\$1,780,933
Total Revenues	\$29,533,380	\$31,112,707	\$32,175,057

TOTAL AVAILABLE FUNDS	\$29,099,804	\$30,585,745	\$31,611,906
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APPROPRIATIONS

General Government	\$29,626,766	\$31,148,896	\$33,447,913
Subtotal	\$29,626,766	\$31,148,896	\$33,447,913
Interfund Transfers			

TOTAL OPERATING APPROPRIATIONS	\$29,626,766	\$31,148,896	\$33,447,913
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Appropriated Fund Balance	(\$526,962)	(\$563,151)	(\$1,836,007)
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TOTAL APPROPRIATIONS	\$29,099,804	\$30,585,745	\$31,611,906
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SELF INSURED – HEALTH AND LIFE FUND

FUND: 500

Program Description: Self-Insurance is an alternate financing system in which an employer remits only a portion of the conventional premium to an insurer to cover the cost of administering the benefits program and of providing specific and aggregate stop-loss insurance. The employer, usually referred to in this case as the self-insured, funds a "bank account" that the insurance company draws upon for the payment of claims. Employee, County, and COBRA participant contributions are deposited into the account.

Each year Bexar County examines the health insurance plans offered to employees to determine if the benefits that the plans offered are consistent with those being offered by other employers in Bexar County, if the premiums required of employees is competitive and financially responsible, and if the overall cost of the plan meets the demands of the County's budgeting requirements. The County also provides life insurance that is equal to the employee's annual salary up to a maximum of \$200,000. There is a double indemnity accidental death and dismemberment clause, which provides for additional coverage equal to the employee's annual salary with a maximum of \$200,000 in the event of the employee's accidental death.

Appropriations:

	FY 2008-09 Actual	FY 2009-10 Budget	FY 2009-10 Estimate	FY 2010-11 Budget
General Government	\$480,142	\$692,708	\$694,565	\$659,492
Administrative Fee	2,119,796	2,325,564	2,343,909	2,593,160
Claims Expense	26,477,725	26,938,472	27,599,123	29,683,963
Insurance Expense	549,103	511,298	511,298	511,298
Contingencies	0	0	0	0
Total	\$29,626,766	\$30,468,042	\$31,148,896	\$33,447,913

Program Justification and Analysis:

- The General Government group decreases 5% compared to FY 2009-10 estimates. Funding is provided for all authorized positions.
- Administrative Fees are those expenses paid to the County's Third Party Administrator and Stop Loss premiums. Stop Loss payments limit the County's total liability for health insurance. Should the County liabilities exceed a specified amount, the County is refunded that amount over the Stop Loss ceiling. The FY 2010-11 Adopted Budget represents a 10 percent increase compared to FY 2009-10 Estimates due the increase in claims expected in FY 2010-11.
- Claims Expense represents the health and life insurance claims that Bexar County pays in a given fiscal year. The FY 2010-11 Adopted Budget represents a 7 percent increase compared to FY 2009-10 estimates. The increase represents projected increases in Health Insurance Claims in FY 2010-11. It also takes into account changes due to Health Care Reform.
- Insurance Expense is for the administration of the County's Life Insurance premiums. The FY 2010-11 Adopted Budget remains the same compared to the FY 2008-09 estimates.

- There are no proposed program changes for Specialty Office Visit Co-Pays, Exclusive Provider Organization Plan (EPO) Co-Pays or Prescription Co-Pays

Authorized Positions:

	FY 2008-09 Actual	FY 2009-10 Estimate	FY 2010-11 Budget
Analyst - Human Resources	1	1	1
Benefits Administrator	1	1	1
Human Resources Services Manager	0	.5	.5
Human Resources Technician I	1	2	2
Human Resources Technician II	1	0	0
CHRIS Support Specialist	0	.5	.5
CHRIS Coordinator	0	.3	.3
Office Assistant IV	0	5	.5
<i>Total-Health and Life Fund</i>	4	5.8	5.8

Bexar County, Texas
Self Insured - Workers Comp 505
Fiscal Year Ending September 30, 2011

FY 2008-09	FY 2009-10	FY 2010-11
Actual	Estimate	Budget

AVAILABLE FUNDS

Beginning Balance, October 1, 2010

Undesignated Funds	\$7,220,464	\$5,965,739	\$2,925,332
Designated for Encumbrances			
Designated for Debt Service			
Total Beginning Balance	\$7,220,464	\$5,965,739	\$2,925,332

Revenue

Other Fees	\$3,165,244	\$1,604,436	\$1,615,274
Other Sources and Uses	28,578	0	1,000
Subtotal	\$ 3,193,822	\$1,604,436	\$1,616,274
Proceeds from General Debt			
Notes Receivable			
Interfund Transfers			
Total Revenues	\$3,193,822	\$1,604,436	\$1,616,274

TOTAL AVAILABLE FUNDS	\$10,414,286	\$7,570,175	\$4,541,606
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APPROPRIATIONS

General Government	\$1,948,547	\$2,144,843	\$2,072,116
Subtotal	\$1,948,547	\$2,144,843	\$2,072,116
Interfund Transfers	\$2,500,000	\$2,500,000	\$633,483

TOTAL OPERATING APPROPRIATIONS	\$4,448,547	\$4,644,843	\$2,705,599
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Appropriated Fund Balance	\$5,965,739	\$2,925,332	\$1,836,007
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TOTAL APPROPRIATIONS	\$10,414,286	\$7,570,175	\$4,541,606
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SELF INSURED – WORKERS COMP

FUND: 505

Program Description: The goal of the Workers Compensation Self-Insurance Program is to ensure that employees who are injured or disabled on the job are provided with adequate monetary compensation, eliminating the need for litigation.

The County Planning and Resource Management Department works to administer the County’s Workers Compensation Program. Numerous measures to control workers compensation related expenses have been established. The Workers Compensation Program will continue to increase the review of outstanding workers’ compensation claims and to monitor decisions regarding claims. Strong support from adjusters, supervisors, and managers working with Planning and Resource Management staff, office and department employees, and medical groups have created a team approach to workers’ compensation. Early intervention assists employees in returning to work more quickly either through modified duty programs or full duty return to work.

The Workers Compensation Program was expanded to provide increased training for employees and supervisors in an effort to prevent accidents resulting in workers compensation claims. Classes are conducted in CPR and first aid, ergonomics, back lifting, defensive driving, fire extinguisher training and fire evacuation procedures. Workers compensation training is also offered to supervisors and employees. The Sheriff’s Office and Infrastructure Services have provided modified duty jobs that have resulted in reduced indemnity and medical claims. Workstation evaluation has resulted in minimized occupational repetitive motion trauma and has helped reduce high cost claims for upper extremities. Education and evaluation continues with all offices and departments. Early intervention by case managers has resulted in returning injured employees back to work – often in less than seven days. This has also reduced indemnity and medical costs.

All lost-time cases are assigned case managers who work directly with the employee and the medical provider to provide the best quality medical attention and assist the employee in returning to work in a more timely fashion. Through open discussions with offices and departments, the Third Party Administrator and staff have developed better understanding of work requirements, causes of injuries, and remedies. Peer reviews are utilized to challenge cases taken to the Workers Compensation Commission, making it more difficult for one medical provider to keep an employee off work unnecessarily.

Appropriations:

	FY 2008-09 Actual	FY 2009-10 Budget	FY 2009-10 Estimate	FY 2010-11 Budget
General Government	\$263,379	\$668,645	\$549,381	\$560,332
Claims Expense	1,282,126	1,361,241	1,146,676	1,146,676
Insurance Expense	403,042	448,786	448,786	365,108
Interfund Transfer	2,500,000	2,500,000	2,500,000	633,483
Total	\$4,448,547	4,978,672	\$4,644,843	\$2,705,599

Program Justification and Analysis:

- The General Government group increases slightly compared to FY 2009-10 estimates due to turnover during FY 2009-2010. Funding is provided for a full year of operation of the Employee Health Clinic in the FY 2010-11 Adopted Budget.
- The Interfund transfer in the amount of \$633,483 represents funding allocated for the County’s ongoing commitment to fund Other Post Employee Benefits. This amount is significantly less than FY 09-10 estimates. This decrease is due to a projected shortfall in the FY 2010-11 Self Insured Health Insurance Fund. This transfer will still keep the County in compliance with GASB 45 requirements.

Authorized Positions:

	FY 2008-09 Actual	FY 2009-10 Estimate	FY 2010-11 Budget
Workers Compensation Specialist	1	1	1
Employee Clinic & Wellness Coordinator	0	1	1
Office Assistant IV	0	.5	.5
<i>Total – Workers Compensation Fund</i>	<i>1</i>	<i>2.5</i>	<i>2.5</i>

Bexar County, Texas
Records Management Center 575
Fiscal Year Ending September 30, 2011

FY 2008-09	FY 2009-10	FY 2010-11
Actual	Estimate	Budget

AVAILABLE FUNDS

Beginning Balance, October 1, 2010

Undesignated Funds	\$827,076	\$937,439	\$803,197
Total Beginning Balance	\$827,076	\$937,439	\$803,197

Revenue

Other Fees	\$389,306	\$275,785	\$440,059
Total Revenues	\$389,306	\$275,785	\$440,059

TOTAL AVAILABLE FUNDS	\$1,216,382	\$1,213,224	\$1,243,256
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APPROPRIATIONS

General Government	\$278,943	\$267,791	\$275,059
Capital Expenditures	0	142,236	965,500
Subtotal	\$278,943	\$410,027	\$1,240,559

TOTAL OPERATING APPROPRIATIONS	\$278,943	\$410,027	\$1,240,559
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Appropriated Fund Balance	\$937,439	\$803,197	\$2,697
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TOTAL APPROPRIATIONS	\$1,216,382	\$1,213,224	\$1,243,256
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RECORDS MANAGEMENT CENTER FUND

FUND: 575
AGENCY: 108

Mission: The Records Management Committee will provide leadership through the Records Facility Manager in the development, allocation and management of resources to meet County office records storage and document conversion needs while securing and preserving the records of Bexar County in accordance with the Local Government Records Act of 1989.

Vision: We envision the Records Management Committee to have a state-of-the-art Records Management Facility that will meet the records storage needs of all County offices and departments, be in compliance with the Local Government Records Act of 1989 for the preservation and maintenance of local government records, and provide convenient access and retrieval of County records to County offices and the general public.

Program Description: The Records Management Facility Fund is an enterprise fund created to provide space to County offices and departments for the storage of records. The facility, located at 232 Iowa Street, allows the County to consolidate all its records in one facility. In the future, the facility will also become a records technology center where records currently stored on paper can be microfilmed for storage or imaged into an appropriate format so they can be electronically delivered to the offices or departments requesting them.

Performance Indicators:

	FY 2008-09 Actual	FY 2009-10 Estimate	FY 2010-11 Budget
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Work Load Indicators:

Records Storage Space Recovered	4,600	4,900	4,000
Records Storage Projects Completed	5	7	4
Building Square Feet Maintained	72,000	72,000	72,000

Efficiency Indicators:

Number of Square Feet Utilized for Storage	58,000	58,000	58,000
Percent of Projects Completed	80%	95%	90%
Number of County Offices Using Records Center	40	40	41
Number of County Offices Destroying Paper Records Expired or Imaged	25	27	25

Effectiveness Indicators:

Ratio of Stored Space Used to Reused Space	97%	98%	95%
Percent of Offices Using Records Center	78%	80%	85%
Percent of Projects Completed	90%	95%	90%
Percent of Offices Destroying Paper Records Expired or Imaged	70%	80%	80%

Appropriations:

	FY 2008-09 Actual	FY 2009-10 Budget	FY 2009-10 Estimate	FY 2010-11 Budget
Personnel Services	\$154,521	\$162,479	\$161,584	\$160,798
Operational Costs	71,283	100,515	96,453	104,236
Supplies and Materials	7,953	10,425	9,754	10,025
Capital Expenditures	45,186	500,000	142,236	965,500
<i>Total</i>	<i>\$278,943</i>	<i>\$773,419</i>	<i>\$410,027</i>	<i>\$1,240,559</i>

Program Justification and Analysis:

- The FY 2010-11 Adopted Budget increases significantly when compared to FY 2009-10 estimates. This increase is due to funding in the Capital Expenditures group as described below.
- The Personnel Services group decreases less than 1 percent when compared to FY 2009-10 estimates. This represents full funding for all authorized positions.
- The Operational Costs group increases 8 percent compared to FY 2009-10 estimates due to an increased funding for shredding trucks.
- The Supplies and Materials group increases slightly when compared to FY 2009-10 estimates due to an increase in funding for Office Supplies as requested by the Department.
- Capital in the amount of \$965,500 is included in FY 2010-11 for Air Conditioning for the Records Center. The Historical Records in the center need to be preserved. The lack of Air Conditioning in the warehouses place the records in danger of deteriorating.

Authorized Positions:

	FY 2008-09 Actual	FY 2009-10 Estimate	FY 2010-11 Budget
Records Management Center Manager	1	1	1
Maintenance Mechanic I	1	1	1
Office Assistant II	0.5	1	1
<i>Total – Records Management Center Fund</i>	<i>2.5</i>	<i>3</i>	<i>3</i>



This is one of the areas for County Clerk filings at the Bexar County Courthouse before the Justice Center Expansion.



County Clerk's department will now reside in the New Justice Center Expansion. The new building provides more room for the department and accessibility to the public. (Source: San Antonio Express News)