



AGENDA MEMORANDUM

Future Item for the City Council Meeting of February 23, 2016
Action Item for the City Council Meeting of March 8, 2016

DATE: February 1, 2016

TO: Ronald L. Olson, City Manager

FROM: Annette Rodriguez, Director of Public Health
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361-826-7203

Vital Records Agreement with DSHS so that the Health District Can Access the Texas Electronic Registration Remote System for the period 9/1/2015 through 8/31/2017.

CAPTION:

Motion authorizing the City Manager or his designee to execute a contract with the Department of State Health Services (DSHS) for the period 9/1/2015 through 8/31/2017 to provide the Corpus Christi-Nueces County Public Health District (CCNCPHD) access to the Texas Electronic Registration Remote System (TER Remote System) for the purpose of issuing individual birth certificates, and pay DSHS a fee of \$1.83 for each Certification of Vital Record printed as a result of searches of the database; and ratifying acceptance of the contract to begin September 1, 2015.

PURPOSE:

The contract with DSHS allows the CCNCPHD access to the Texas Electronic Registration Remote System (TER Remote System) for the purpose of issuing individual certified birth certificates to customers requesting them from the Vital Records Office of the CCNCPHD who were born outside the City of Corpus Christi.

BACKGROUND AND FINDINGS:

The Vital Records Office of the CCNCPHD issued 18,357 birth certificates, 1,322 death certificates, 2,763 duplicate death certificates, and 7,434 plastic covers in FY 2015. This contract with DSHS formalizes an agreement to provide the CCNCPHD access to the State database to obtain and print a copy of a birth certificate short form for a fee of \$1.83 per copy for a person requesting one who was not born in the City of Corpus Christi but elsewhere in the State of Texas. The fee of \$1.83 is deducted from the \$23.00 birth certificate issuance fee, and is paid to DSHS. In FY 2015 the Vital Records Office made over 1,994 copies from the DSHS database. A fee of \$1.80 is also deducted from each fee of \$23.00 collected for issuing the 16,363 birth certificates to persons born in the City of Corpus, and are remitted to the State Comptroller to cover State administrative costs. The current fee for a birth certificate is \$23.00; death certificate, \$21.00; duplicate death certificate, \$4.00; and plastic cover, \$2.00. These fees are set by the DSHS Program Vital Statistics Unit.

From each death and birth certificate fee sale, DSHS requires the CCNCPHD to reserve \$1.00 in order to build and maintain an electronic record retention database to archive and preserve the historical patrimony of birth and death records of those who were born and died in the City of Corpus Christi. DSHS also requires all other Vital Records Offices statewide to do the same for their own records.

ALTERNATIVES:

Discontinue the public service of providing certified copies of birth certificates by the Vital Statistic Office of the Corpus Christi-Nueces County Public Health District for persons requesting them who were born outside of the City of Corpus Christi

OTHER CONSIDERATIONS:

None.

CONFORMITY TO CITY POLICY:

Council action required to approve execution of agreement.

EMERGENCY / NON-EMERGENCY:

Non-Emergency.

DEPARTMENTAL CLEARANCES:

Corpus Christi-Nueces County Public Health District
Legal Department
Finance - Federal Grants and Office of Management and Budget.

FINANCIAL IMPACT:

☐ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2015-2016	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS	
Line Item Budget					
Encumbered / Expended Amount					
This item					
BALANCE					

Fund:

FY15 Vitals Records Total Revenue			
October 1, 2014 to September 30, 2015			
Category	Fee	Counts	Revenue
Birth Certificates*	\$23.00	18,357	\$422,211.00
Death Certificates*	\$21.00	1,322	\$27,762.00
Death Certificates Copies	\$4.00	2,763	\$11,052.00
Plastic Sleeves	\$2.00	7,434	\$14,868.00
Sub-Total:		29,876	\$475,893.00

Category	Fee	Counts	Revenue
Due to State Remote (Per Remote Birth Certificate)	\$1.83	1,994	(\$3,649.02)
Due to State Comptroller (Per Manual & EZNET Birth Certificate)	\$1.80	16,363	(\$29,453.40)
Sub-Total Due to State & Comptroller:		18,357	(\$33,102.42)
Total:			\$442,790.58
Retention Fee *	\$1.00	19,679	\$19,679.00
*DSHS requires \$1 of each fee collected to issue a birth certificate & death certificate (does not include copies or plastic sleeves) is reserved to build and maintain an electronic record retention database to archive and preserve the historical patrimony of birth and death records of those who were born and died in the City of Corpus Christi.			

Comments: The Vital Records Office receives revenue for issuing birth certificates to individuals requesting them who have been born outside of the City of Corpus Christi, and a fee of \$1.83 is deducted from each \$23.00 fee collected to pay DSHS for the TER System service. The collected DSHS fees are deposited directly into a liability account for payment to the DSHS.

RECOMMENDATION:

Staff recommends approval of this motion.

LIST OF SUPPORTING DOCUMENTS:

Contract No. 537-16-0118-00001