



AGENDA MEMORANDUM

Future Item for the City Council Meeting of June 12, 2018
Action Item for the City Council Meeting of June 19, 2018

DATE: May 29, 2018

TO: Keith Selman, Interim City Manager

THRU: Annette Rodriguez, Director of Public Health
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Vital Records Agreement with DSHS that allows the Health District to access the DSHS Vital Event Electronic Registration System to issue individual birth certificates for the period 9/1/2018 through 8/31/2023.

CAPTION:

Motion authorizing a five-year contract with the Department of State Health Services (DSHS) to provide the Corpus Christi-Nueces County Public Health District access to the DSHS Vital Event Electronic Registration System to issue individual birth certificates for \$1.83 per printed record.

PURPOSE:

The contract with DSHS allows the CCNCPHD to access the DSHS Vital Event Electronic Registration System for issuing individual certified, short-form birth certificates to customers requesting them from the Vital Records Office of the CCNCPHD who were born within the State of Texas.

BACKGROUND AND FINDINGS:

This contract with DSHS formalizes an agreement to provide the CCNCPHD access to the State database to obtain and print a copy of a short form birth certificate for a fee of \$1.83 per copy for a person requesting one who was born 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. A fee of \$1.80 is also deducted from each fee of \$23.00 collected for issuing birth certificates to persons born in the State of Texas, and the \$1.80 fees are also remitted to the State Comptroller to cover State administrative costs. The current Health District 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: 2018-2019	Project to Date Expenditures (CIP only)	Current Year (Estimated)	Future Years (Estimated)	TOTALS (Estimated)
Line Item Budget				
Encumbered / Expended Amount				
This item		34,343.46	137,373.84	171,717.30
BALANCE		\$34,343.46	\$137,373.84	\$171,717.30

Fund:

FY2016-2017 Vitals Records Total Revenue (Fund 1020)			
October 1, 2016 thru September 30, 2017			
Category	Fee	Counts	Revenue
Birth Certificates*	\$23.00	19,040	\$437,920.00
Death Certificates*	\$21.00	1,324	27,804.00
Death Certificates Copies	\$4.00	2,556	10,224.00
Plastic Sleeves	\$2.00	9,494	18,988.00
Sub-Total:		32,414	\$494,936.00

Category	Fee	Counts	Revenue
Due to State Remote (Per Remote Birth)	\$1.83	2,382	(\$4,359.06)

Certificate)			
Due to State Comptroller (Per Manual & EZNET Birth Certificate)	\$1.80	16,658	(\$29,984.40)
Sub-Total Due to State & Comptroller:		19,040	(\$34,343.46)
Total:			\$460,592.54
Retention Fee *	\$1.00	20,364	\$20,364.00
*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 DSHS Vital Event Electronic Registration System. 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 Number: HHSREV100000815