



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of October 22, 2013  
Action Item for the City Council Meeting of October 29, 2013

**DATE:** 9/17/2013  
**TO:** Ronald L. Olson, City Manager  
**FROM:** Annette Rodriguez, Director of Public Health  
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### Vital Statistics Unit Grant FY 13-14

#### **CAPTION:**

A motion authorizing the City Manager or his designee to execute a contract with the Department of State Health Services for the administration of duties performed by the Vital Statistics Unit of the Health Department and for the payment of record fees in the amount of \$1.83 per printed record due to the State; and to ratify acceptance of the contract to begin as of September 1, 2013.

#### **PURPOSE:**

This Vital Statistics Unit of the Health District and Department of State Health Services (DSHS) formalizes an agreement for the administration of duties and for the payment of record fees due to DSHS.

#### **BACKGROUND AND FINDINGS:**

The Vital Records office at the Corpus Christi-Nueces County Public Health District (CCNCPHD) issued about 18,000 birth certificates, 2,000 death certificates and 5,000 duplicate death certificates for FY 12-13. This contract with DSHS formalizes an agreement to provide the CCNCPHD access to the State database for a fee of \$1.83 for each copy printed when needed. In FY 12-13, Vital Records made over 5,000 copies from the State database. In addition to the fees paid to the State, the City of Corpus Christi allocates \$1.00 to the CCNCPHD for record retention from the plastic cover sales. The current fee for a birth certificate is \$23.00, death certificate is \$21.00, duplicate death certificates are \$4.00 and plastic cover fees are \$2.00. These fees are set by the DSHS Program Vital Statistics Unit.

#### **ALTERNATIVES:**

Discontinue Vital Statistics Unit Division at the Corpus Christi-Nueces County Public Health District

#### **OTHER CONSIDERATIONS:**

Not applicable

**CONFORMITY TO CITY POLICY:**

Council approval require for acceptance of grant and appropriation of revenue funds

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

Corpus Christi-Nueces County Public Health District  
Legal  
Finance-Federal Grants and office of management and budget

**FINANCIAL IMPACT:**

Operating       Revenue       Capital      X Not applicable

<b>Fiscal Year: 2013-2014</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget				
Encumbered / Expended Amount				
This item				
<b>BALANCE</b>				

Fund(s): 1020 General Fund

The Vital Stats department receives revenue less the state fees. The state fees go directly to a liability account for payment to the state.

<i>Birth Certificates \$23.00</i>	<i>18,625</i>	<i>\$428,345.00</i>
<i>Death Certificates \$21.00</i>	<i>1,919</i>	<i>\$40,299.00</i>
<i>Death Certificates \$4.00</i>	<i>5,242</i>	<i>\$20,968.00</i>
<i>Plastic Sleeve \$2.00</i>	<i>7,722</i>	<i>\$15,444.00</i>
<b>Total Revenue</b>		<b>\$505,86.00</b>
<b>Total State Charges \$ 1.83</b>	<b>4,925</b>	<b>\$9012.75</b>
<b>DEPARTMENT REVENUE</b>		<b>\$514,098.75</b>

**Comments:** No matching funds required.

**RECOMMENDATION:**

Staff recommends approval of this motion.

**LIST OF SUPPORTING DOCUMENTS:**

Contract No. 2014-044162-001  
Ordinance