



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 39

Agenda Date: June 22, 2023

In Control: City Council A Session

DEPARTMENT: Office of the City Clerk

DEPARTMENT HEAD: Debbie Racca-Sittre

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Contract with the Department of State Health Services, Vital Statistics Unit for on-line access to Birth Records

SUMMARY:

This ordinance authorizes the execution of a contract with the Texas Department of State Health Services (DSHS) to provide the Office of the City Clerk (OCC) continued access to DSHS on-line database of birth records for the term of September 1, 2023 through August 31, 2027. Anticipated annual revenue from the sale Birth Records from this contract in the amount of \$121,000 will be deposited in the General Fund, of which an estimated \$11,000 of annual fees will be paid to the Department of State Health Services. Funding for this contract is available in the FY 2023 General Fund Budget with subsequent fiscal years contingent upon City Council approval of the annual budget and funds.

BACKGROUND INFORMATION:

The Vital Records Division was transferred to the Office of the City Clerk (OCC) on October 1, 2012 and the City Clerk serves as Local Birth and Death Registrar. The OCC currently issues certified copies of Texas and Bexar County birth certificates to qualified applicants. The access provides the OCC the ability to print Texas Abstract birth certificates for anyone born in the State

of Texas dating back to 1926. The City pays the State a fee of \$1.83 for every birth certificate printed from the State Database. The current contract with DSHS will expire on August 31, 2023.

From October 1, 2021 through September 30, 2022, the OCC sold 5,983 Texas Abstract Birth Certificates from the State Database generating \$120,867.00 of which \$10,949 was paid to the State. The total revenue generated by the Vital Records Division for FY 2022 was \$1,640,630.

ISSUE:

The OCC received the proposed contract on April 19, 2023 and will operate under the current contract until August 31, 2027. With this contract in place, the OCC can continue to provide state abstract birth records to qualified applicants that were born in Texas from 1926 to the present.

ALTERNATIVES:

No alternatives are available since DSHS is the only entity with the database.

FISCAL IMPACT:

This ordinance authorizes the execution of a contract with the Texas Department of State Health Services (DSHS) to provide the Office of the City Clerk (OCC) continued access to DSHS on-line database of birth records for the term of September 1, 2023 through August 31, 2027. Anticipated annual revenue from the sale Birth Records from this contract in the amount of \$121,000 will be deposited in the General Fund, of which an estimated \$11,000 of annual fees will be paid to the Department of State Health Services. Funding for this contract is available in the FY 2023 General Fund Budget with subsequent fiscal years contingent upon City Council approval of the annual budget and funds.

RECOMMENDATION:

The City Clerk recommends approval of the contract with the Texas Department of State Health Services.