

Memorandum



CITY OF DALLAS

DATE June 5, 2023

TO Honorable Chair and Members of the Workforce, Education, and Equity Committee

SUBJECT **Upcoming Office of Community Care Agenda Item Related to Interlocal Agreement with Texas Department of State Health Services - June 28, 2023**

On June 28, 2023, the following Office of Community Care item will be considered by City Council:

File ID: 23-1471: Authorize a four-year Interlocal Agreement in the amount of \$140,000 with the Texas Department of State Health Services (“DSHS”), with a one-year renewal option in the amount of \$35,000 to provide the City’s Bureau of Vital Statistics (“BVS”) with online access to DSHS’s Vital Event Registration System, to obtain certified copies of birth certificates at a cost to the City of \$1.83 for each birth certificate printed for the period of September 1, 2023 through August 31, 2027 – Not to exceed \$175,000 – Financing: General Funds (subject to annual appropriations)

Background

The Vital Statistics division of the Office of Community Care is responsible for registering births, deaths, and fetal deaths that occur within the city of Dallas. BVS provides approximately 100,000 certified birth and death certificates annually to qualified individuals that apply either in-person, by mail, or online.

The Vital Statistics division charges fees for the printing of birth and death records that are consistent with and established by Texas Department of State Health Services (DSHS). The fee for a printed birth certificate is \$23; the fee for a printed death record is \$21 for the first copy, and \$4 for each additional copy of the same death certificate.

Through this interlocal agreement, the City will pay Department of State of Health Services \$1.83 for each birth certificate printed. The annual cost owed to Department of State Health Services will vary each year, based on the number of birth certificates printed, but will not exceed \$35,000 annually.

Should you have any questions or need any additional information, please contact myself or Jessica Galleshaw, Director of Office of Community Care, at 214-670-5113 or Jessica.Galleshaw@dallas.gov.

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M. Elizabeth (Liz) Cedillo-Pereira
Assistant City Manager

c: T.C. Broadnax, City Manager
Tammy Palomino, City Attorney (I)
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Deputy City Manager
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors