

C-32

November 17, 2020

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute a Memorandum of Understanding, and any subsequent amendments, with the County of Los Angeles Registrar-Recorder/County Clerk, for the provision of vital records data and images, for a period of five years, with the option to renew for five additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

The City of Long Beach, Department of Health and Human Services (Health Department), issues birth and death records as a Local Registration District (LRD) pursuant Health and Safety Code 102210. It is the intent of the Health and Safety Code that the LRD works to register and preserve vital event records and disseminate vital event information to the public within its registration district.

The County of Los Angeles, Department of Registrar-Recorder/County Clerk (County), has requested to enter into a Memorandum of Understanding (MOU) with the Health Department for the provision of electronic vital records data and images. The County desires the non-confidential data files for the sole purpose of creating, supplementing, and/or maintaining the Vital Records Index (VRI). Under Health and Safety Code 102335, the Health Department is required to transmit a copy of each original birth certificate and death certificate to the County, as well as to transmit the original certificates to the State Registrar. The recommended MOU and imaging system will help to facilitate the transfer records with the County.

Under the terms of the MOU, the Health Department will transmit data and images through a Managed File Transfer (MFT) for the County to upload to its Joint Enterprise Development Interface, whereby the County will be able to continue its mission to provide vital records copies for the constituents of Los Angeles County. Electronic data transmission will save staff time and money, as mailing sensitive documents to the County will no longer be required.

This matter was reviewed by Deputy City Attorney Taylor M. Anderson on October 1, 2020 and by Revenue Management Officer Geraldine Alejo on October 15, 2020.

TIMING CONSIDERATIONS

City Council action is requested on November 17, 2020, to ensure the MOU is in place expeditiously.

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FISCAL IMPACT

The MOU will facilitate the transfer of electronic data files from the Health Department to the County of Los Angeles, Department of Registrar-Recorder/County Clerk. There is no additional cost associated with this MOU. The Health Department will execute and implement the terms of this MOU within current staff and resources. The recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KELLY COLOPY
DIRECTOR
HEALTH AND HUMAN SERVICES

APPROVED:



THOMAS B. MODICA
CITY MANAGER