



MEMORANDUM

Date: March 2, 2023

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Jan Leshner *Jan Leshner*
County Administrator

Re: **Additional Material for Continued Item - Board of Supervisors March 7, 2023 Meeting, Agenda Item No. 17 - LexisNexis Contract Background Information**

The Vital Records division of the Pima County Health Department issues birth and death certificates for residents in cooperation with the Arizona Bureau of Vital Records. Prior to 2018, this required a hard copy application presented in person or via mail to the Pima County Health Department.

In 2018, the State established a system, in partnership with LexisNexis, by which anyone across the country could submit a valid request for birth or death certificates and state or local offices would print and ship certificates to the requestor. The County then receives the certificate fees, as set by the State, while LexisNexis retains the administrative charge paid by the requestor, approximately \$12 per order. The requestor also pays the shipping fee based on the service they select. The State established the base contract with LexisNexis and sets the rates for certificates.

Revenue received by the Health Department via this arrangement increased steadily from FY2017-18 through FY2021-22 as indicated below:

FY2018	\$ 69,553
FY2019	\$ 332,310
FY2020	\$ 480,360
FY2021	\$ 957,104
FY2022	\$ 1,546,964
Total	\$3,386,291

Projected revenue for online orders of birth and death certificates for FY2022-23 is \$1,438,558.

The majority of counties in Arizona have a similar agreement with LexisNexis or are served by another entity that holds such a contract. The contract does not require any payment to LexisNexis or any other agency in Pima County. No additional expense is borne by Pima County for provision of this service, as the expectation is that the Health Department would need to service the requests whether in person or via postal mail, even absent this web-based service.

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The revenue tracking for this service is being changed effective with this iteration of the contract. The electronic funds transfers that transmit the revenue to the County originate with LexisNexis. Such revenue should be affiliated with that contract instead of posting as general Vital Records revenue in the financial management system. This will be the case moving forward with this relationship.

JKL/dym

c: Carmine DeBonis, Jr., Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer
Steve Holmes, Deputy County Administrator
Terry Cullen, MD, MS, Public Health Director, Health Department
Ellen Moulton, Director, Finance & Risk Management
Terri Spencer, Director, Procurement Department
Karen Spink, Deputy Director, Health Department