



Board of Supervisors Operations Cluster Agenda Review Meeting

DATE: August 6, 2025

TIME: 2:00 p.m. – 4:00 p.m.

MEETING CHAIR: Michelle Vega, 5th Supervisorial District

CEO MEETING FACILITATOR: Dardy Chen

THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055

**THIS MEETING WILL BE
CONDUCTED 100% VIRTUALLY**

To participate in this meeting virtually, please call teleconference number 1 (323) 776-6996 and enter the following 522268816# or [Click here to join the meeting](#)

Teams Meeting ID: 237 250 878 670

Passcode: UoBQAE

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to ClusterAccommodationRequest@bos.lacounty.gov.

Members of the Public may address the Operations Cluster on any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

1. CALL TO ORDER

2. GENERAL PUBLIC COMMENT

3. BOARD MOTION ITEM(S):

None.

4. DISCUSSION ITEM(S):

A) Board Letter:

AUTHORIZE THE INCREASE OF MARRIAGE LICENSES, MARRIAGE
CEREMONY AND WITNESS SERVICES FEES

RR/CC - Jerome Jordan, Chief Deputy and
Monique Blakely, Assistant Registrar-Recorder/County Clerk, Recorder

5. PRESENTATION ITEM(S):

None.

6. ADJOURNMENT

UPCOMING ITEMS FOR AUGUST 13, 2025:

A) TEN-YEAR LEASE AMENDMENT

ANTELOPE VALLEY DOMESTIC VIOLENCE COUNCIL, INC.

1150 WEST AVENUE I, LANCASTER

CEO/RE - Kristal Ghil, Senior Real Property Agent

B) GRATIS LEASE AGREEMENT

SOLEDAD ENRICHMENT ACTION, INC.

4876 GLEASON STREET, EAST LOS ANGELES

CEO/RE - Michael G. Rodriguez, Section Chief, County-owned

C) SEVEN-YEAR LEASE

DEPARTMENT OF PUBLIC HEALTH

750 NORTH ALAMEDA STREET, LOS ANGELES

414 EAST COMMERCIAL STREET, LOS ANGELES

CEO/RE - Alexandra Nguyen-Rivera, Section Chief, Leasing

D) REQUEST FOR APPROVAL TO ACCEPT SPONSORSHIP DONATIONS
AND IN KIND SUPPORT FOR FUTURE GREEN LEADERS SUMMITS UP
TO \$75,000 ANNUALLY

ISD - Minh Le, General Manager of Energy & Environmental Service

E) AUTHORIZE INTERNAL SERVICES DEPARTMENT TO EMPLOY A
RETIRED COUNTY EMPLOYEE ON A TEMPORARY BASIS AND GRANT
AN EXCEPTION TO THE 180-DAY WAITING PERIOD REQUIRED UNDER
THE CALIFORNIA PUBLIC EMPLOYEE'S PENSION REFORM ACT

ISD - Christie Carr, Contracts Division Manager

F) AUTHORIZE THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS TO ADOPT A STREAMLINED SOLICITATION PROCESS FOR A CONSULTING AND PROFESSIONAL SERVICES MASTER AGREEMENT FOR EXECUTIVE OFFICE CONTRACT NEEDS
EO/BOS - Angel Ortega, Dept. Finance Manager

G) APPROVAL TO EXECUTE A SOLE SOURCE AGREEMENT WITH GREENCOURT LEGAL TECHNOLOGIES, LLC FOR GOVLINK SYSTEM AND SERVICES
CSSD/CIO - Elizabeth Pak, Head Attorney and Hooman Hassanpour, Departmental Chief Information Officer

H) REQUEST TO APPROVE TAX RATE RESOLUTION
A-C - Elaine Wu, Division Chief

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE OPERATIONS CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	8/6/2025	
BOARD MEETING DATE	9/23/2025	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Registrar-Recorder/County Clerk	
SUBJECT	AUTHORIZE THE INCREASE OF MARRIAGE LICENSES, MARRIAGE CEREMONY AND WITNESS SERVICES FEES	
PROGRAM	RECORDER	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: Not applicable. The ordinance amending Section 2.32.100 will authorize the Registrar-Recorder/County Clerk ("RR/CC") to charge updated fees of \$176.00 for issuing marriage licenses and \$220.00 for issuing confidential marriage licenses. The ordinance amending 2.32.110 will authorize RR/CC to charge an updated fee of \$44.00 for performing marriage ceremonies. The ordinance amending 2.32.112 will authorize RR/CC to charge an updated fee of \$26.00 for providing witness services for marriage ceremonies.	Funding source: There is no anticipated financial impact to the County other than cost-recovery
	TERMS (if applicable): not applicable	
	Explanation:	
PURPOSE OF REQUEST	Increase Fees for various Marriage License services (Public, Confidential Marriage licenses, marriage ceremony and marriage ceremony witness fee to align fee to the cost to perform these services.	
BACKGROUND (include internal/external issues that may exist including any related motions)	The fees to recover the County's cost for issuing marriage licenses was last substantially amended in 2009 , with only a minimal \$1 increase in 2014 that was imposed by the State rather than the County. Marriage ceremony and witness fees were last amended in 2015. The current fees (\$35 for marriage ceremonies, \$91 for marriage licenses, \$85 for confidential marriage licenses, and \$20 for ceremony witness services) no longer reflect the actual costs to the RR/CC to perform these services and do not take into account inflationary factors or mandated minimum wage increases. As such, the RR/CC requests Board approval to adopt fee ordinances to recover the RR/CC's actual costs for issuing marriage licenses and providing ceremony and witness services, as based on the Department of Auditor-Controller's (A-C) review and fee study. The purpose of this action is to ensure that the RR/CC receives full cost recovery for administering services as permitted by applicable law.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Jerome Jordan, Chief Deputy (562) 462-2652 jjordan@rrcc.lacounty.gov Monique Blakely Assistant Registrar-Recorder/County Clerk, Recorder (562) 462-2714 mblakely@rrcc.lacounty.gov	



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

September 23, 2025

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZE THE INCREASE OF MARRIAGE LICENSES,
MARRIAGE CEREMONY AND WITNESS SERVICES FEES
ALL SUPERVISORIAL DISTRICTS
(3 VOTES)**

SUBJECT

The Los Angeles County Registrar-Recorder/County Clerk (RR/CC or Department) requests authorization to increase the fees for marriage licenses, including confidential marriage licenses, marriage ceremonies, and marriage ceremony witness services and to update subsequent ordinances for the sole purpose of conducting official government business to become effective thirty days from the date of ordinance's passage, in accordance with Government Code section 25123.

IT IS RECOMMENDED THAT YOUR BOARD

Approve the attached ordinances revising the Marriage License fee from \$91 to \$176, the Confidential Marriage License fee from \$85 to \$220, the Marriage Ceremony fee from \$35 to \$44, and the Marriage Ceremony Witness fee from \$20 to \$26, which will become effective thirty days from the date of ordinances passage in accordance with Government Code section 25123.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The RR/CC provides a variety of services related to election administration and voter file maintenance, real property document recording, and vital records custody and maintenance. More specifically, the RR/CC issues marriage licenses, including

confidential marriage licenses, performs marriage ceremonies, and provides marriage ceremony witness services.

The fees to recover the County's cost for issuing marriage licenses was last substantially amended in 2009, with only a minimal \$1 increase in 2014 that was imposed by the State rather than the County. Marriage ceremony and witness fees were last amended in 2015. The current fees (\$35 for marriage ceremonies, \$91 for marriage licenses, \$85 for confidential marriage licenses, and \$20 for ceremony witness services) no longer reflect the actual costs to the RR/CC to perform these services and do not take into account inflationary factors or mandated minimum wage increases. As such, the RR/CC requests Board approval to adopt fee ordinances to recover the RR/CC's actual costs for issuing marriage licenses and providing ceremony and witness services, as based on the Department of Auditor-Controller's (A-C) review and fee study. The purpose of this action is to ensure that the RR/CC receives full cost recovery for administering services as permitted by applicable law.

Cost studies to determine the appropriate fees consisted of research, and interviews and work observations of technical and support staff performing their duties to provide these services. The studies included applicable costs such as salaries, employee benefits, supplies, equipment and overhead. The proposed revisions of fees have been reviewed and approved by the A-C. (Attachment A.) Based on the findings of the study, it was determined that cost recovery was necessary to achieve fiscal responsibility. The proposed fees necessitate adopting an ordinance prepared by County Counsel.

The proposed fee increase is significant as approximately 42% of this increase is attributed to cost-of-living adjustments for LA County employees since 2009, with the remainder reflecting several operational enhancements and mandated changes that have significantly impacted workload and administrative costs. In 2010, the implementation of the Name Equality Act required couples to specify their new last names on marriage licenses to facilitate name changes with Department of Motor Vehicles, Social Security Administration, and other agencies - a complex process that, despite detailed explanations on our website, continues to require substantial staff time for explanation and verification of naming compliance. The 2012 launch of the JEDI system for marriage services introduced automation but simultaneously created additional verification requirements and procedural steps for staff. In 2013, the legalization of same-sex marriage expanded our customer base considerably. Most recently, the pandemic necessitated the development and maintenance of the MyTime appointment system, with marriage services being the first to transition to this platform. This online scheduling system, while improving customer convenience, has required ongoing technical support and staff training. These cumulative factors, combined with standard inflationary pressures, have substantially increased the actual cost of providing marriage services since the last major fee adjustment.

County Code 2.32.100 Marriage License Fee

The RR/CC conducted a comprehensive analysis of marriage license fees across California to ensure our county's fees remain competitive while covering the necessary operational costs. RR/CC examined marriage license fees for seven other counties within the state. These counties included San Diego, Orange, Riverside, Contra Costa, San Bernardino, San Francisco, and Ventura.

The comparative analysis revealed that the average fee across these seven counties is \$100 for a standard marriage license and \$107 for a confidential marriage license. The highest amounts charged were \$129 for a standard marriage license and \$144 for a confidential marriage license in San Diego County, while the lowest fees were \$61 and \$66 respectively in Orange County.

RR/CC's detailed cost analysis determined that current fee levels no longer cover the actual costs of providing these services. The proposed fee adjustment accounts for increased personnel costs, and material needs to provide the services.

The proposed fee structure aligns with the county's cost recovery policy while remaining competitive with neighboring jurisdictions. The recommended adjustments will ensure the department can continue to provide high-quality service to the public while maintaining fiscal responsibility. The proposed fees adjustment from \$91 to \$176 for Marriage License fee, and from \$85 to \$220 for the Confidential Marriage License fee was reviewed and approved by the A-C.

County Code 2.32.110 Marriage Ceremony Fee

Family Code section 401 (a) and (b) designates the county clerk of each county as the commissioner of civil marriages. The commissioner of civil marriages may appoint deputy commissioners of civil marriages who may solemnize marriages under the direction of the commissioner of civil marriages and shall perform other duties directed by the commissioner. The RR/CC performs in-house marriage ceremonies at their Norwalk Headquarters and branch offices as a convenient service to the public. Deputy Commissioners are available to perform marriage ceremonies during RR/CC regular business hours at all the district offices and extended hours at the Norwalk Headquarters. After careful analysis of processing time to perform marriage ceremonies as well as necessary expenditures for robe cleaning, training, supply, and facility maintenance, the RR/CC has determined that a \$44 fee is necessary to ensure the Department receives full cost recovery for providing this service. Presently, six of the seven larger counties within the State charge more than Los Angeles County to perform a marriage ceremony. The average fee of these seven counties is \$72 and the highest amount charged is \$107. The proposed fee adjustment from \$35 to \$44 was reviewed and approved by the A-C.

County Code 2.32.112 Marriage Ceremony Witness Fee

Pursuant to Family Code section 359(d) at least one, and no more than two persons, need to be witnesses to a marriage ceremony and must also be able to sign the marriage certificate. In the event that the customers do not bring a third person to act as a witness,

the RR/CC offers witness services as a convenient service to the public. The RR/CC staff time spent serving as a witness is accounted for in the same manner as when the staff member is performing other employment duties. Additionally, management must then spend time coordinating other staff to cover the witness's duties to ensure that the workflow of the office is not interrupted. Given that the cost of staff time has increased steadily since the witness fee creation, and after careful analysis of processing time to perform marriage ceremony witness duties, the RR/CC has determined that a \$26 fee is necessary to ensure the Department receives full cost recovery for providing this service. The proposed fee adjustment from \$20 to \$26 was reviewed and approved by the A-C.

Implementation of Strategic Plan Goals

The recommended action supports the County Strategic Plan Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

JUSTIFICATION

Government Code sections 26840 through 26840.8 and section 26861 authorize the county clerk to charge fees for issuing marriage licenses and performing marriage ceremonies. Similarly, Government Code section 26820 authorizes the county clerk to charge fees for services not otherwise provided for by law, including witness services for marriage ceremonies. In addition, Government Code section 54985 authorizes the county board of supervisors to establish or increase fees as necessary to recover the full cost of providing any product or service.

Accordingly, the current fees for issuing marriage licenses, conducting marriage ceremonies, and providing ceremony witness services must be formally amended to reflect the Department's actual costs, as determined by the Auditor-Controller's review of the recent fee study.

FISCAL IMPACT/FINANCING

Approval of this recommendation will enable the RR/CC to fully recover the costs of services provided by increasing the portion of the collected fee retained by RR/CC. The retained amounts will increase from \$52 to \$136 for Public Marriage Licenses, from \$43 to \$180 for Confidential Marriage Licenses, from \$35 to \$44 for Marriage Ceremonies, and from \$20 to \$26 for Marriage Ceremony Witness Fees.

It is important to note that a portion of the fees collected with each marriage license are distributed to the State and other County Departments pursuant to state law. This distribution will remain unchanged and is not subject to this fee adjustment.

Based on the anticipated average volume of services, the projected Departmental cost recovery would increase RR/CC revenue for the period from July 1, 2025, through June 30, 2026, as follows:

FEE	ANNUAL PROJECTED REVENUE INCREASE
Public Marriage License	\$2,192,000
Confidential Marriage License	\$2,861,000
Marriage Ceremonies	\$68,000
Marriage Ceremony Witness Fee	\$3,000
TOTAL	\$5,124,000

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The fee for a marriage license is authorized in Government Code sections 26840 through 26840.8. The fee for performing Marriage Ceremonies is authorized by Government Code section 26861. Government Code 54985 further authorizes a county board of supervisors to set or increase a fee in the amount reasonably necessary to recover the cost of providing any product or service. Your Board adopted these fees as County Code sections 2.32.100 and 2.32.110. Government Code section 26820 authorizes the RR/CC to charge and collect fees for services it performs not otherwise covered under the Government Code, including those related to marriage ceremonies. The current fee for a staff member to serve as a witness was adopted by the Board County Code section 2.32.112.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of the recommended fee increases will ensure the RR/CC fully recovers costs associated with providing enhanced marriage ceremony and witness services to the public.

Respectfully submitted,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DCL:JJ:js

Enclosures



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

ACCOUNTING DIVISION
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 603
LOS ANGELES, CALIFORNIA 90012-3682

OSCAR VALDEZ
AUDITOR-CONTROLLER

CONNIE YEE
CHIEF DEPUTY AUDITOR-CONTROLLER

ASSISTANT AUDITOR-CONTROLLERS

**MAJIDA ADNAN
RACHELLE ANEMA
ROBERT G. CAMPBELL**

April 29, 2025

TO: Jennifer Storm, Division Manager
Finance and Management Division
Registrar-Recorder/County Clerk

FROM: Elaine Wu
Division Chief

SUBJECT: **MARRIAGE CEREMONY AND LICENSE FEES – FISCAL YEAR 2024-25**

As requested, we reviewed your calculations of the Fiscal Year 2024-25 Marriage Ceremony and License Fees. The fees will recover costs related to conducting marriage ceremonies and issuing marriage licenses. The fees include salaries, employee benefits, and applicable departmental and divisional overhead. Upon our review, the below fees appear reasonable.

Marriage Ceremony	\$ 44	per ceremony
Marriage Ceremony Witness	26	per ceremony
Marriage License		
Public	176	per license
Confidential	220	per license

If you have any questions, please contact Katherine Bomgardner at kbomgardner@auditor.lacounty.gov or (213) 893-0972.

EW:RC:KB:mkl

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County of Los Angeles

June 12, 2025

Dawyn R. Harrison
County Counsel



Dean C. Logan
Registrar-Recorder/County Clerk
12400 Imperial Highway
Norwalk, California 90650

**Re: Ordinance Amending Title 2 — Administration of the
Los Angeles County Code**

Dear Mr. Logan:

As requested, our office has prepared an analysis and ordinance amending Title 2 — Administration of the Los Angeles County Code.

The ordinance amending Section 2.32.100 will authorize the Registrar-Recorder/County Clerk ("RR/CC") to charge updated fees of \$176.00 for issuing marriage licenses and \$220.00 for issuing confidential marriage licenses. The ordinance amending 2.32.110 will authorize RR/CC to charge an updated fee of \$44.00 for performing marriage ceremonies. The ordinance amending 2.32.112 will authorize RR/CC to charge an updated fee of \$26.00 for providing witness services for marriage ceremonies.

Dean C. Logan
June 12, 2025
Page 2

The enclosed analysis and ordinance may be presented to the Board of Supervisors for its consideration.

Very truly yours,

DAWYN R. HARRISON
County Counsel

By 

ADAM BAUMGARTEN
Deputy County Counsel
Government Services Division

APPROVED AND RELEASED:



JUDY W. WHITEHURST
Chief Deputy

AB:hb

Enclosure

ANALYSIS

This ordinance amends Title 2 – Administration of the Los Angeles County Code, with changes to Sections 2.32.100, 2.32.110, and 2.32.112, by authorizing the Registrar-Recorder/County Clerk to update certain fees charged to the public for issuing marriage licenses, performing marriage ceremonies, and providing witness services for marriage ceremonies.

DAWYN R. HARRISON
County Counsel

By 
ADAM BAUMGARTEN
Deputy County Counsel
Government Services Division

AB:hb

Requested: 05/16/25
Revised: 06/04/25

ORDINANCE NO. _____

This ordinance amends Title 2 – Administration of the Los Angeles County Code, with changes to Sections 2.32.100, 2.32.110, and 2.32.112, by authorizing the Registrar-Recorder/County Clerk to update certain fees charged to the public for issuing marriage licenses, performing marriage ceremonies, and providing witness services for marriage ceremonies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.32.100 is hereby amended to read as follows:

2.32.100 Marriage ~~l~~License ~~f~~Fee.

The ~~r~~Registrar-~~r~~Recorder/~~e~~County ~~e~~Clerk shall charge a fee of ~~\$94~~176.00 for issuing a marriage license, and a fee of \$30.00 for issuing a duplicate marriage license, and shall charge a fee of ~~\$85~~220.00 for issuing a confidential marriage license, and a fee of \$30.00 for issuing a duplicate confidential marriage license.

SECTION 2. Section 2.32.110 is hereby amended to read as follows:

2.32.110 Marriage ~~e~~Ceremony ~~f~~Fee.

The Registrar-Recorder/County Clerk shall charge a fee of ~~\$35~~44.00 for performing a marriage ceremony.

SECTION 3. Section 2.32.112 is hereby amended to read as follows:

2.32.112 Marriage ~~e~~Ceremony ~~w~~Witness ~~f~~Fee.

The Registrar-Recorder/County Clerk shall charge a fee of ~~\$20~~6.00 for a staff member who serves as a marriage ceremony witness.

[232100ABCC]