SAN JUAN COUNTY
ORDINANCE #2024 - 04A

AN ORDINANCE AMENDING THE 2024-04 ORDINANCE UPDATING THE SAN JUAN COUNTY CONSOLIDATED FEE SCHEDULE IN ACCORDANCE WITH UTAH CODE §17-53-211

An ordinance of San Juan County adopting as a Standard for fees that will be charged by departments for services that are provided to citizens and non-citizens following the provisions for the collection of fees. This ordinance does not repeal, abrogate, annul, or in any way impair or interfere with existing provisions or other State laws except as expressly stated herein and to modify the fees reflected below. The fees listed in this ordinance supersede present fees for services specified, but all fees not listed remain in effect. Where this ordinance imposes a higher fee than is imposed or required by existing provisions, resolution, ordinance, or law, the provisions of this ordinance shall control.

The Board of San Juan County Commissioners ordains as follows:

1. Fees by Statute, by Policy and by Schedule.

A. In any case, where the process or authority for adopting fees or specific fees are set in statute, these fees shall be adopted or imposed by the affected county office, department, board, or entity in accordance with the governing statute.
B. In the case of fees regarding records, records duplication and related subjects, fees shall be imposed as provided in countywide records policies, adopted in accordance with §32.037 of the San Juan County Code.
C. In the case of fees not set in statute and not covered by records policies, fees shall be imposed as provided by law or this ordinance.

2. Adopting and Amending Fee Schedules.

A. San Juan County fee schedules shall be adopted according to the following process:
   1. Unless otherwise authorized by statute for adoption by a separate body or entity, non-statutory fees to be charged by a county office, department or agency shall be proposed by the office or agency each year as part of the annual budget processes or at such other time(s) as the Board of County Commissioners shall provide for by ordinance.
   2. Fees shall be separately listed for each office, department or agency and shall be compiled and separately set forth by the County Chief Administrative Officer in the tentative budget.
   3. Upon review and approval of fees by the County Board of Commissioners, the fee schedule shall be placed on file with the County Clerk/Auditor.
   4. Each office, department and agency shall post its approved fee schedule and shall additionally post a listing of statutory fees it is authorized by law to charge and collect.
   5. New fees may be adopted and existing fees may be amended or repealed at any time by ordinance.

6. Fees adopted or amended pursuant to this subsection shall become effective on the date specified in the ordinance.

3. Commission, Department Heads and Elected Officials Powers- Fees.

A. The County Chief Administrative Officer shall review and approve a schedule of all fees imposed by divisions within the office, departments, or agency prior to submission to the County Board of Commissioners during the budget approval process.

B. The County Chief Administrative Officer may recommend that the Commission waive or adjust fees in accordance with the following standards and procedures:

1. A fee imposed by an executive branch office, department, agency or division may be waived or adjusted by the recommendation of the County Chief Administrative Officer and approval of the Commission unless that fee is specifically established by state statute or regulation. Fees established by ordinance may be waived by the commission and fees established by state law may only be waived in accordance with state law.
   a. Department Heads and Elected Officials may waive or adjust fees in accordance with Section 20.
   b. The Planning Administrator may waive or adjust fees in accordance with Section 20.
2. Waiver shall be upon good cause shown to contribute to the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of County residents. Any waiver shall be in writing submitted to the Chief Administrative Officer.

4. Fees for Recorder, Sheriff and Surveyors

A. The Recorder, Sheriff and Surveyors shall adopt, amend, publish and post fees according to State statute. Fees adopted by the Recorder, Sheriff and Surveyors and fees authorized for adoption shall be included in the tentative budget and posted in accordance with Section 3 within.

5. Common Fees for all County Offices

A. The following fees and charges are approved and shall be assessed by all County offices unless otherwise specifically noted with their respective sections:

Services	Fees
Postage	Actual cost to County
Other costs allowed by law	Actual cost to County
Dishonored/Returned Check	$25.00
Copies/Print- Black and White	
Paper Size: 8 ½ x 11	$0.10/single-sided page
Paper Size: 8 ½ x 11	$0.15/double-sided page
Paper Size: 8 ½ x 14	$0.15/printed page
Paper Size: 11 x 17	$0.20/printed page

Copies/Print- Color	
Paper Size: 8 ½ x 11	$1.00/printed page
Paper Size: 8 ½ x 14	$1.50/printed page
Paper Size: 11 x 17	$2.00/printed page
Fax	
Send	$1.50 first page/$0.50 each additional
Receive	$0.25

6. Fees of the Assessor's Office

A. The following fees and charges are approved and shall be assessed and collected by the Assessor's Office: none, except as authorized in Section 5.

7. Fees of the Attorney's Office

A. The following fees and charges are approved and shall be assessed and collected by the Attorney's Office: none, except as authorized in Section 5 and Section 8.

8. Fees of the Planning & Zoning Department

A. The following fees and charges are approved and shall be assessed and collected by the Planning & Zoning Department for review of development applications:

Building Permits Fees:	
Plan Review	Plan Review & Building Permit
Building Permit	1.75x to square footage. (ex 2,000 sq.ft. = $3,500)
Inspections	$65/inspection + State milage rate
Appeal for Time Extension	$150.00
Business Sign Permit	$150.00
Work Done without Permit	2x permit Price +150/week if continued beyond 30 day notice
Outside Consultant	Actual costs for consulting or inspections

Planning Fees	
Preliminary Subdivision Plat Review	Subdivision Plan Prelim and Final $500 (Minor <4) $2,0000 +50 per lot
Final Subdivision Plat Review	5+ lots $500 + $10/additional lot
Planned Unit Development	$2,000 + $50/Residential lot +$100/Commercial
Subdivision Changes (amendments, vacating, lot line adjustments, etc.)	$500
Right of Way / Alley Vacating	$750

Conditional Use Permit - Small Project	$500
(less than $25,000)	
Conditional Use Permit - Medium Project ($25,000-$250,000)	$1,000
Conditional Use Permit - Large Project	$2,000
(more than $250,000)	
Planning Commission Review (Variance, Zone Change, Overnight Accommodation, Overlay, etc.)	$500
Appeal of Land-Use Decision or Code Violation	500 + additional sums charged by the Administrative Law Judge
Short-Term Rental Inspection	$150 + State milage rate
Overnight Accommodations Permit	$500
Sign Permit	$75
Temporary Use Permit	$150
Engineering Review (extraordinary engineering review if applicable	Actual Cost
Legal Review – Charged in the event application documents need substantive legal revision and review by the County Attorney's office.	$500

9. Fees of the Clerk/Auditor's Office.

A. The following fees and charges are approved and shall be assessed and collected by the Clerk/Auditor's Office:

Marriage License	$50
Marriage License Copy (certified)	$10
Marriage License Copy (non certified)	$2.00 copy sent by email
Initial Off-Premise/Retail Beer (Class A) Application	$250.00
Bar Establishment (Class B) Application	$400.00
On-Premise Beer (Class C) Application	$400.00
Restaurant Beer Only (Class D) Application	$250.00
Restaurant Limited (Class D) Application	$250.00
Restaurant - Full (Class D) Application	$250.00
Off-Premise/Retail Beer (Class A) Renewal Application	$250.00
Bar Establishment (Class B) Renewal Application	$400.00
On-Premise Beer (Class C) Renewal Application	$400.00
Restaurant Beer Only Class D) Renewal Application	$250.00

Restaurant Limited (Class D) Renewal Application	$250.00
Restaurant - Full (Class D) Renewal Application	$250.00

10. Fees of the Economic Development/Visitor Services Department

A. The following fees and charges are approved and shall be assessed and collected by the Economic Development/Visitor Services Department:

Co-Working Space Fees in the Monticello Library Basement	
Monthly Dedicated Pass 24/7 access unlimited access	$150.00
Monthly Flex 24/7 access unlimited access	$100.00
Punch Pass for up to 8 workspaces 24/7 access	$4.00
Drop in 9 am to 7 pm	$5.00
Community member	$0.00
Business License Fees	
Business License Fee	$50.00
Home Based Business License Fee	$15.00
Renewal Late Fee	$100.00
Renewal Late Fee #2	$250.00
Violation of Ordinance	$1,000.00

11. Fees of the Emergency Medical Services

A. The following fees and charges are approved and shall be assessed and collected by the Emergency Medical Services The following fees and charges are required by Utah Code Annotated § 26-81-403 and Administrative Rule R426-8-217. If there is a conflict between the fees contained herein and the Utah Code Annotated (UCA), the UCA shall govern. Other fees are set by San Juan County:

Ambulance Fees for Events	
ALS Ambulance with two EMTs	$125.00
Quick Response Vehicle	$70.00
UTV	$70.00
Single Paramedic	$45.00
Single Advanced EMT	$40.00
Single Basic EMT	$35.00
Supervisor (IC)	$70.00
EMS Basic Rates for Response and Transportation	

San Juan County Emergency Medical Services will charge at the allowable state mandated rates. Pursuant to Utah Code Annotated Title 26-81-403 and Administrative Rule R426-8-2 the allowable ambulance rates beginning July 1, 2023 are as follows:	
Ground Ambulance	$1,090.00
Advanced EMT Ground Ambulance	$1,439.00
Paramedic Ground Ambulance	$2,104.00
Mileage Rates:	
The standard milage rate is $31.65 per mile or a fraction thereof. In all cases, mileage shall be computed from the point of pick-up to the point of patient delivery.	
Fuel fluctuation rate changes may be added when diesel fuel exceeds $5.10 per gallon or when gasoline exceeds $4.25 per gallon as invoiced; a surcharge of $0.25 per mile travelled may be assessed.	
An off-road may be charged when an ambulance is required to travel for ten miles or more on unpaved roads. A surcharge of $1.50 per mile may be assessed.	
Supplies and Medications:	
A licensed ambulance provider may charge for supplies and for providing supplies, medications, and administering medications used on any response if (1) supplies and medication are priced fairly and competitively, (2) the individual does not refuse service, and (3) the licensed personnel for the licensed ambulance provider assessment or to treat the individual.	
Special Provisions:	
Waiting time – a licensed ambulance provider shall allow 15 minutes of time at no charge to the patient at both pick-up and delivery. Once 15 minutes have elapsed, a licensed ambulance provider may charge $22.05 per quarter hour or fraction thereof. On round trips, a licensed ambulance provider shall allow 30 minutes at no charge from the time the ambulance reaches the point of delivery until starting the return trip. Once 30 minutes have elapsed, the licensed ambulance provider may charge $22.05 per quarter hour or fraction thereof.	
EMS Stand-by Fees	
	Hourly rate
Ambulance (3 Hour Minimum)	$125.00
Quick Response Vehicle (3 Hour Minimum)	$70.00
UTV (3 Hour Minimum)	$70.00
Single Paramedic (3 Hour Minimum)	$45.00
Single Advanced EMT (3 Hour Minimum)	$40.00
Single Basic EMT (3 Hour Minimum)	$35.00
Supervisor (IC) (3 Hour Minimum)	$70.00
BLS cards	$5.00
Heartsaver CPR&AED cards	$19.00
Heartsaver CPR/AED & FA cards	$19.00
Hours are calculated from the time the unit leaves the station to the time the unit returns and is in service. Lunch breaks, or other pauses in service of less than four hours will be charged at the standard stand-by rate. Ambulances include 2 providers with at least one provider being	

ALS (advanced life support). If a patient requires transport from a stand-by event, they will be billed at the regular ambulance transport fee rate. A supervisor will be required on any event with more than 3 EMS resources. Cancellation fees apply to any event canceled with less than 24-hour notice. Overnight services will be subject to a surcharge.

12. Fees of the Public Library

A. The following fees and charges are approved and shall be assessed and collected by the Public Library:

B. The following exceptions are approved as follows:

1. Library Intra-library Loan Postage fee may be waived when an active grant covers cost.
2. Library lost or damaged item fees may be waived by Library Director or designee.
3. Community Room fee may be waived for public service events approved by Library Director or designee.
4. Deposit will be refunded if room is left in the same condition or better than it was found before setting up.

Intra-library Loan Postage (1)	$2.00
Replacement Library Card	$1.00
Lost or Damaged Library Materials (2)	Replacement Cost
Copies/Printouts:	
Black and White per side	$0.20
Color per-side	$0.50
Fax per page to send or receive (3)	$0.50
Scanner	Free
Prints on Photo paper (provided by patron) per page	$1.00
Disk Cleaner per disk per session	$1.00
Laminating per half sheet	$0.50
Laminating per full sheet	$1.00
Community Room Rental per hour (4a)	$15.00
(4b) Community room with food or beverage refundable deposit	$30.00
Hot Spot Fees:	
Lost or damaged case, charger, or cord	$16.00
Damaged or Lost Battery up to	$25.00
Damaged or Lost Hot Spot up to	$109.00
Hot Spot Overdue fees:	
1-7 days overdue	$10.00

8-14 days overdue	$20.00
15+ days overdue	$25.00

13. Fees for Non-Departmental Services

A. The following fees and charges are approved and shall be assessed and collected by the non-associated Departments:

Fair Building Deposit (Refundable)	$200.00
Fair Building (Per Day)	$50.00
Arena (Per Day)	$50.00
Stage Deposit (Refundable)	$300.00
Stage - First Day	$300.00
Stage - Each Additional Day	$100.00
Stage - Mileage	$0.70
Fairgrounds (Deposit)	$200.00
Fairgrounds (Per Day)	$200.00
Fairgrounds Arena Prep	$150.00
Fairgrounds Stable Use Cleanup Charge	$50.00

14. Fees of the Landfill Department

A. The following fees and charges are approved and shall be assessed and collected by the Landfill Department:

Minimum Charge per Drop Off	$10.00
Punch Pass - Good for 4 separate dumps of 4 bags or less each dump-Residential	$10.00
Pickup/Car Load (Residential)	$10.00
Single Axle Trailer Only (Residential)	$10.00
Double Axle Trailer Only (Residential)	$15.00
Pickup + Single Axle Trailer (Residential)	$20.00
Pickup + Double Axle Trailer (Residential)	$25.00
Commercial/Construction (Landfill Only)	$46.00
Non-Hazardous Contaminated Soil (Landfill Only)	$30.00
Electronics, Large (Over 24")	$10.00
Electronics, Small (Under 24") - No Cell Phones	$5.00
Mattresses - All Sizes, each	$15.00

Box Springs - All Sizes, each	$15.00
Non-Friable Asbestos, per ton (Minimum 1 ton)	$100.00
Non-Infectious Bio-Hazard (Red Bag), per ton (Min 1 ton)	$100.00
Tires, Passenger Vehicle (Off Rim)	$5.00
Tires, Passenger Vehicle (On Rim)	$10.00
Tires, Semi Truck (Off Rim)	$15.00
Tires, Semi Truck (On Rim)	$30.00
Tires, Equipment Sized (Larger than Semi Tires, Off Rim)	$60.00
Tires, Equipment Sized (Larger than Semi Tires, On Rim)	$120.00
Refrigerators, Freezer, A/C Units (Contains Freon)	$40.00
White Goods (Washer/Dryer/Water Heater/Stove/Etc.)	$10.00
Dead Animals (Small)	$7.00
Dead Animals (Large)	$10.00
Used Oil (Residential Only) - No Charge	$0
Untarped or Unsecured Load Fee, state mandated	$10.00 minimum or double the charged tipping fee, whichever is greater.
Interest on Late Payments (billed monthly @ 1.5%)	1.50%

15. Fees of the Public Health Department

A. The following fees and charges are approved and shall be assessed and collected by the Public Health Department:

Waste Water	
Records Review	$25.00
Site And Soil Evaluation Review	$300.00 + $1.12/mile (one way)
Basic Septic System Application, Site/Soil Evaluation, Plan Review & Final Inspection	$400
Graywater System Permit (Does Not Include Design)	$85
Recertification Of Old Septic System	$78
Alternative Waste Water System	$524
Renewable Waste Water Operating Permit Inspection Report Review 1 Hr Minimum	$78/hr
Certification Of Illegal Installation	$524.00

New Subdivision Fee	$87
Liquid Waste Hauler Permit	$78/hr
Septic Tank Abandonment Permit	$25
Septic Tank Locate	$78/hr
On-Site Consultation/Inspection	$78/hr
Facilities	
School Inspection	$85
Contamination Cleanup Permit (Meth, Asbestos, Biohazard Etc.)	$320
Onsite Inspection / Hr(Restaurant, Pool, Housing Etc.)	$78/hr
Group Home	$78/hr
Day Care	
New Daycare Inspection	$0
Food Service	
Tier/Risk 1 Food Establishment Permit Fee (See Risk Level Tab)	$109
Tier/Risk 2	$131
Tier/Risk 3	$164
Tier/Risk 4	$219
Tier/Risk 2 Food Establishment and Microenterprise Permit Fee	
Seating 0-10	
Seating 11-75	
Seating 76-150	
Seating 151 Or More	
Schools	$126
Review Restaurant Plans (Two Hour Minimum)	$382
Seasonal Food Establishment Fee (6 Months or Less)	$55
Grade Not Posted	
Permit Reinstatement After Revocation/Suspension (2 Hr Minimum)	$436
Temporary Food Service	
Prior Plan Review (Current Year)	$0
Standard Plan Review	$16
Late Plan Review (Submitted <2 Days Prior To Event)	$33
Site Review (Permitted On-Site)	$41

Single Event – Tier/Risk 1 - (Less Than 5 Potentially Hazardous Foods)	$27
Single Event – Tier/Risk 2 (More Than 5 Potentially Hazardous Foods)	$32
Annual – Tier/Risk 1 (Less Than 5 Potentially Hazardous Foods)	$86
Annual – Tier/Risk 2 (More Than 5 Potentially Hazardous Foods)	$115
Food Handler	
Food Handler's Permit	$20
Replacement Food Hander's Card	$5
Mobile Food Service	
Food Truck Tier 1 Primary Permit - Low Risk	$133
Food Truck Tier 2 Primary Permit - High Risk	$400
Pool	
Pool/Spa Annual	$133
Pool Monthly Inspections Per Water Sample	$53
Pool And Spa Operators Course (First Time)	$174
Pool And Spa Operator Registration (One Time Fee If Course Not Taken At Department)	$12
Review Of New Pool Plans (2 Hr Minimum)	$130 + $78/hr
Permit Reinstatement After Revocation/Suspension	$436
Body Art And Tanning	
Body Art	$109
Body Artist Registration	$33
Tanning Salon Permit Fee	$109
Man Camps	
Temporary Labor Community Permit - Wastewater - Includes Food Permit	$524
Waste Tires	
Waste Tire Storage Facility Permit 0-200 Tons/Day (Currently Does Not Exist)	$240
Waste Tire Storage Facility Mit 201-700 Tons/Day	$320
Waste Tire Storage Facility Permit 701+ Tons/Day	$400
Solid Waste Management Facility Follow-Up Inspection	$80
Other	

Special Event Review	$87
Mass Gathering	$605.00
Late Fee (If Not Paid By Feb. 1)	$20
Late Fee (If Not Paid By Mar. 1)	$42
Reinstatement Fee (If Not Paid By Apr. 1)	$0.00
Multiple Inspection Penalty	$78/hr
Plan Review - 2 Hr Minimum	$130 + $78/hr
Construction/Application Inspection/Consultation 1 Hr Minimum	$78/hr
Business License Inspection	$78/hr
Mileage Radius Over 15 Miles	$0.655/mile
Permit Reinstatement After Revocation/Suspension	$436
Closed To Occupancy Reopening Fee Per Unit	$436
Invoice Late Fee After 30 Days	$25.00

16. Fees of the Recorder's Office

A. The following fees and charges are required by Utah Code Annotated § 17-21-18.5. If there is a conflict between the fees contained herein and the Utah Code Annotated (UCA), the UCA shall govern:

Basic Recording	$40.00
Recording each additional legal description	$2.00
Plat of Subdivision or Condo, etc per sheet	$50.00
each additional lot	$2.00
Retrieval Fee	$3.00
Per page email	$1.00
Certified Copy	$5.00
Plus per page certified copy	$1.00
Copies/Electronic or Printout per page (on site)	$0.50
Irregular and/or Large Copies each	$6.00
18" x 18" Ownership plats	$5.00
18" x 24"	$8.00
24" x 36"	$10.00
36" x 36"	$12.00
36" x 48" or larger	$15.00
36" x 48" color	$30.00

36" x 56" color	$50.00
With Aerial photos (add per sq ft)	$5.00

17. Fees of the Road Department

A. The following fees and charges are approved and shall be assessed and collected by the Road Department:
B. The Road Superintendent may waive fees based on circumstance or practical reasons.

Right of way Encroachment permit including driveways and access roads. Pavement	$200
Right of way Encroachment permit including driveways and access roads. Gravel	$50
Street Vacation Request	$300
Creating street signs	$50
Installation of signs	$250
Non paved excavation	$100
Cuts in paved surfaces (That can not be bored)	$200
Road bores across a paved road	$50
Unauthorized excavation in county Right of Way	$1,000
Unauthorized encroachment on county road (plus encroachment permit fee)	$50

18. Fees for the Sheriff's Office

A. The following fees and charges are required by UCA § 17-22-2.5. If there is a conflict between the fees contained herein and the UCA, the UCA shall govern. Other fees associated are County fees for services:

Serving notices, rules, order subpoena, garnishments, summons, or summons and complaint, garnishee execution, or other process by which an action or proceeding is commenced on each defendant (UCA § 17-22- 2.5 (2) (a))	$20.00 (UCA § 17-22-2.5 (2) (a)) Plus, traveling fee1of $2.50 for each mile necessarily traveled, in going only, computed from the courthouse for each person served, to a maximum of 100 miles (UCA § 17-22-2.5 (4) (a) (i))
Serving an attachment on property, or levying an execution, or executing an order of arrest for an order for the delivery of personal property (UCA § 17-22-2.5 (2) (d))	$20.00 (UCA § 17-22-2.5 (2) (d)) Plus, traveling fees1only collected for the actual distance traveled beyond the distance required to serve the summons if the attachment of those orders accompany the summons in the action and may be executed at the time of the service of the summons (UCA § 17-22-2.5 (5))

Obtaining a saliva DNA specimen under section 53-10-404 (UCA § 17-22-2.5 (6))	$150.00
Accident Reports	$7.50
Per page for reports	$1.00
Posting	$5.00 per posting
Commercial, Security, etc	$100.00 per hour/4-hour minimum
Vehicle use for commercials, movies, security	$35.00 per hour plus $1.25 per mile
Bailiff/Security fee	$21.00
Photo Evidence	$1.50 per picture
In-car Video Reproduction	$40.00 depending on time to transfer video footage
Audio/Research	$25.00 plus $25.00 per hour for reproductions that require extensive labor
Jail Fees:	
Charge to State per inmate	$67.73
Housing for non-law enforcement transportation agencies	$75.00 Cost to House Inmate
Housing for out of County commitments	$45.00

19. Fees for the Surveyor's Office.

A. The following fees and charges are required by UCA § 17-21-18.5m(5, 6). If there is a conflict between the fees contained herein and the UCA, the UCA shall govern. Other fees associated are County fees for services:

Record of Survey (Hard Copy Filing)	$20.00
Record of Survey (Electronic Filing)	$40.00
Final Local Entity Plat (Hard Copy Filing)	$40.00
Final Local Entity Plat (Electronic Copy Filing)	$80.00
Subdivision Plat (Review)	$20.00

20. Fee Waivers.

A. By Elected Officials, County Chief Administrative Officer and Department Heads. Elected officials, County Chief Administrative Officer and department heads may waive fees required herein up to $250 for services provided to other governmental entities.

B. By Planning & Zoning Administrator. The Planning & Zoning Administrator may waive or defer all or part of the Fees of the Planning & Zoning Department set forth in Section 8 above up to $5,000 for development activity attributable to Low-Income Housing, as defined in the San Juan County Land Use Code, that ensures, via deed

restriction, affordability pursuant to a stated maximum resale formula for primary residents who are actively employed or disabled, or a reasonable combination thereof, as defined by Section 4.7 and the Utah Fair Housing Act.

C. **By County Board of County Commissioners.** The Board of County Commissioners may waive or defer all or part of any of the Fees set forth herein for i) governmental entities or ii) development activity attributable to Low-Income Housing, as defined in the San Juan County Land Use Code, that ensures, via deed restriction, affordability pursuant to a stated maximum resale formula for primary residents who are actively employed or disabled, or a reasonable combination thereof, as defined by Section 4.7 and the Utah Fair Housing Act, upon a finding of public benefit.

21. Return of Fees.

A. **Return of Fees.** If service is not rendered, the Elected Official, County Chief Administrative Officer, or Department Head may recommend to the Clerk/Auditor in writing and approved by the Chief Administrative Officer that the fees paid by an individual or entity be returned. Aggrieved individuals may appeal to the County's Administrative Law Judge for reconsideration if fees are not waived and by paying the appropriate appeal fee.

22. Additional Fees.

A. **Additional Fees.** If services require more resources than anticipated in the original application fee, either by county staff, services rendered by a professional, or other third-party services, the customer shall be responsible to reimburse San Juan County for these charges plus 10% of the charges to cover administrative costs, which shall include extraordinary attorneys' fees. Such fees and charges shall accrue to, and are payable by, the entity which receives service executes an application, enters into a development agreement, or requests the service.

B. **Billing Statements.** The County shall bill customers for excess reimbursable fees accruing under this section and all other charges on a regular basis within forty-five (45) days of services. The billing by the County shall be in reasonable detail to permit the customer to determine the reason for the expenditure, and fees or charges incurred, along with the rate or other basis for the charge. Billings for reimbursable fees are due upon receipt and if the balance due is not paid within thirty (30) days of mailing, the customer is delinquent and is in default to the County Billing statements from the County to the customer shall be deemed correct, accurate, undisputed and due in full unless the Clerk Auditor shall receive in writing a disputed bill in reasonable detail to ascertain the exact question or matter in dispute within thirty (30) days of the postmarked date on the mailed statement or the date of hand-delivery if the statement is not delivered through the U.S. Mail.

C. **Conference with Customer.** The customer, or their representatives, may informally confer with county staff to obtain further information, ask questions, and receive clarification of charges included on the billings. An informal conference may result in changes to the invoice from the County to the customer. If the invoice is corrected or changed, the customer shall pay the corrected invoice within fifteen (15) days of receipt of the corrected invoice.

D. **Disputed Amount to County Board of Commissioners.** Any disputed amount after the customer has conferred with the county staff may be disputed to the County Board of Commissioners. The customer shall notify the Clerk Auditor again in writing regarding the contested amount. The Clerk Auditor shall notify the Commission Administrator to the need to place the issue on the County Board of Commissioners agenda. The County Board of Commissioners shall consider the payment dispute in a regularly scheduled County meeting. Notice of the time, date and place of the meeting where the disputed statement will be considered by the County Board of Commissioners will be mailed to the customer not less than five (5) days before the date of the meeting. The customer may present any statement or evidence supporting the customer's position with respect to the dispute. The County Board of Commissioners shall vote on each disputed charge by the customer to determine whether or not to reduce or eliminate the disputed charges. The decision of the County Board of Commissioners shall be final.

E. **Customers in Default.** Customers must remain in good standing with all amounts due and payable to the County paid as such amounts become due. Customers who are delinquent in payment of reimbursable fees and charges to the County shall be deemed to be in default and future requests for services shall be delayed until the customer has remedied the default.

PASSED AND ADOPTED by action of the Board of San Juan County Commissioners for San Juan County in an open meeting this 19th day of August, 2025.

Voting Aye: Stubbs, Harvey + Maughan Voting Nay: _____

ATTEST:

Lyman Duncan, Clerk/Auditor

SAN JUAN COUNTY BOARD OF COMMISSIONERS

Silvia Stubbs, Commission Chair