



COMMISSION STAFF REPORT

MEETING DATE: August 19, 2025

ITEM TITLE, PRESENTER: Consideration and Approval of the Amendment #2 to the Agreement for ALJ Services between San Juan County and Lyn Loyd Creswell, Mack McDonald, Chief Administrative Officer

RECOMMENDATION: Make a motion approving the amendment for an additional 1-year term.

SUMMARY

Our existing contract for Administrative Law Judge services expired in June of 2025. Lyn Creswell has agreed to continue to provide these services for San Juan County at the same rate of \$100 an hour. Our Administrative Hearing and Appeal Process was established with the adoption of Ordinance No. 2020-11 which established the process for appeals with administrative, legislative, and executive decisions which are then appealed through a neutral third-party in accordance with State Code. The process decides matters relating to the violation, enforcement, or administration of the County's civil ordinances related to building code, planning, and zoning, animal control, licensing, health and safety, county employment and sanitation.

HISTORY/PAST ACTION

Lyn has provided Land-Use and Employee Administrative Hearings since 2017 and continues to be the least expensive throughout the entire State.

On February 21, 2023, the Commission approved amendment #1 extending the termination date of the agreement for an additional 2 years until June of 2025.

FISCAL IMPACT

Having an Administrative Hearings process is actually created to save the County legal fees which we can avoid at an administrative hearing level instead of expensive attorney fees in District Court. This process is created to avoid going directly to District Court after decisions are made at the County Level which can now be appealed to the Administrative Law Judge. The cost is \$100.00 an hour.