

# Office of Hearing Examiner

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<http://www.seattle.gov/examiner/>

## Department Overview

The Office of Hearing Examiner is Seattle's quasi-judicial forum for reviewing factual and legal issues raised by the application of City Code requirements to specific people or property. As authorized by the Seattle Municipal Code, the office conducts hearings and decides appeals in cases where citizens disagree with a decision made by a City agency. Many of the matters appealed to the Hearing Examiner relate to land use and environmental permit decisions and interpretations made by the Seattle Department of Construction and Inspections. The Hearing Examiner also hears appeals in many other subject areas and makes recommendations to the City Council on rezone petitions, major institution master plans, and other Council land-use actions. Pursuant to authority granted in 2004, the Hearing Examiner also provides contract hearing examiner services to other local governments.

The Hearing Examiner is appointed by the City Council, and Deputy Hearing Examiners are appointed by the Hearing Examiner. Examiners handle all pre-hearing matters, regulate the conduct of hearings, and prepare decisions and recommendations based upon the hearing record and applicable law. The code requires all examiners to be attorneys with training and experience in administrative hearings. The Hearing Examiner also manages an executive assistant to oversee the administrative areas of the office, a legal assistant to assist with hearings and decision preparation, and an administrative specialist to support all other office positions and provide information to the public.

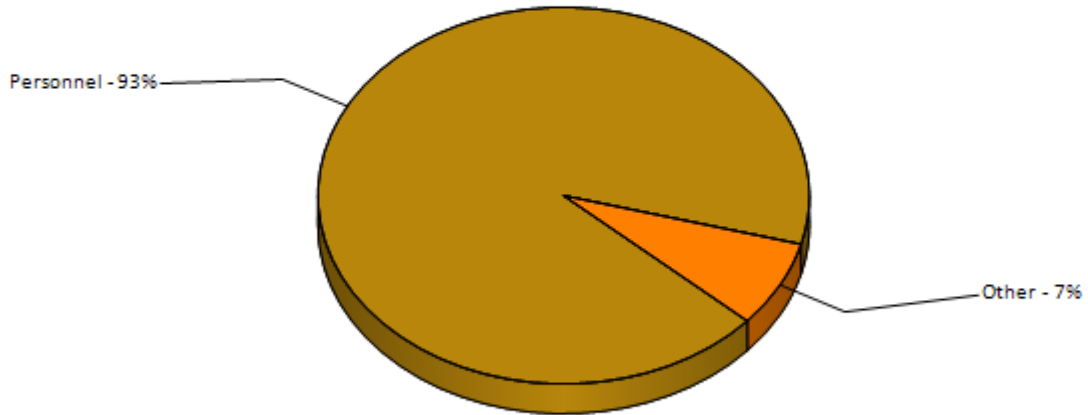
## Budget Snapshot

Department Support	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Proposed
General Fund Support	\$719,021	\$717,415	\$725,696	\$749,984
<b>Total Operations</b>	<b>\$719,021</b>	<b>\$717,415</b>	<b>\$725,696</b>	<b>\$749,984</b>
<b>Total Appropriations</b>	<b>\$719,021</b>	<b>\$717,415</b>	<b>\$725,696</b>	<b>\$749,984</b>
Full-time Equivalent Total*	4.63	4.63	4.63	4.63

\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.

# Office of Hearing Examiner

## 2018 Proposed Budget - Expenditure by Category



### **Budget Overview**

The 2018 Proposed Budget does not recommend significant changes to the Office of the Hearing Examiner budget.

# Office of Hearing Examiner

## Incremental Budget Changes

### Office of Hearing Examiner

	2018	
	Budget	FTE
<b>Total 2018 Endorsed Budget</b>	<b>\$ 725,696</b>	<b>4.63</b>
<b>Baseline Changes</b>		
Citywide Adjustments for Standard Cost Changes	\$ 1,288	0.00
<b>Proposed Changes</b>		
Case Load Increase	\$ 12,000	0.00
Files and Records Information Tracking System (FRITS) Development	\$ 11,000	0.00
<b>Total Incremental Changes</b>	<b>\$ 24,288</b>	<b>0.00</b>
<b>2018 Proposed Budget</b>	<b>\$ 749,984</b>	<b>4.63</b>

## Descriptions of Incremental Budget Changes

### Baseline Changes

#### **Citywide Adjustments for Standard Cost Changes - \$1,288**

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, health care, and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

### Proposed Changes

#### **Case Load Increase - \$12,000**

In the 2017 budget, Council added one-time funding for additional Pro Tem support to handle the increase in hearing caseload due to recently passed legislation (labor standards secure scheduling and rental/move in fee legislation.) This adjustment changes that one-time funding to ongoing, as the caseload is projected to continue at the same increased level.

#### **Files and Records Information Tracking System (FRITS) Development - \$11,000**

Each new case type assigned to the Office of Hearing Examiner from Council legislation requires IT development work from an outside vendor on the Files and Records Information Tracking System, the Hearing Examiner's case management system. This one-time cost for FRITS development is based on adding an estimated 2-3 new case types.

# Office of Hearing Examiner

## Expenditure Overview

Appropriations	Summit Code	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Proposed
Office of Hearing Examiner Budget Control Level	V1X00	719,021	717,415	725,696	749,984
<b>Department Total</b>		<b>719,021</b>	<b>717,415</b>	<b>725,696</b>	<b>749,984</b>

<b>Department Full-time Equivalents Total*</b>	<b>4.63</b>	<b>4.63</b>	<b>4.63</b>	<b>4.63</b>
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*\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.*

## Appropriations By Budget Control Level (BCL) and Program

### Office of Hearing Examiner Budget Control Level

The purpose of the Office of Hearing Examiner Budget Control Level is to conduct fair and impartial hearings in all subject areas where the Seattle Municipal Code grants authority to do so (there are currently more than 75 subject areas) and to issue decisions and recommendations consistent with applicable law.

Program Expenditures	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Proposed
Office of Hearing Examiner	719,021	717,415	725,696	749,984
<b>Total</b>	<b>719,021</b>	<b>717,415</b>	<b>725,696</b>	<b>749,984</b>
Full-time Equivalents Total*	4.63	4.63	4.63	4.63

*\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.*