

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 Seattle Municipal 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.

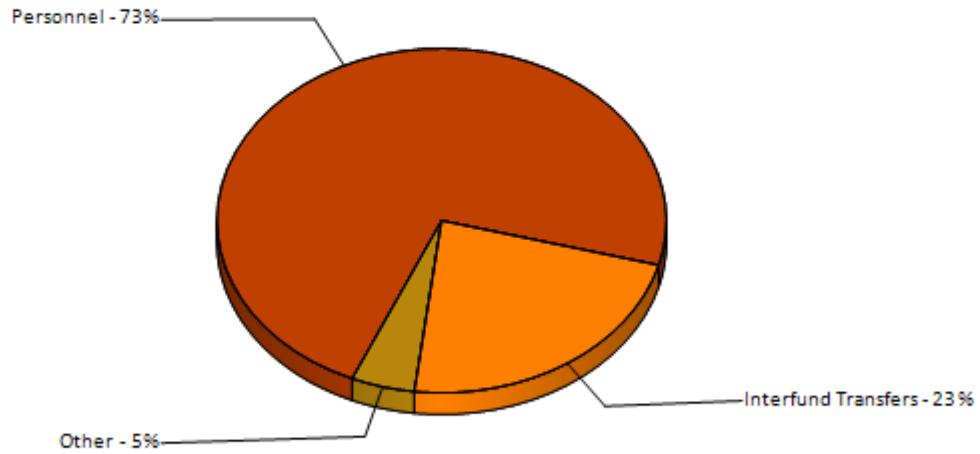
Budget Snapshot

Department Support	2018 Adopted	2019 Adopted	2020 Endorsed
General Fund Support	\$749,984	\$959,859	\$965,060
Total Operations	\$749,984	\$959,859	\$965,060
Total Appropriations	\$749,984	\$959,859	\$965,060
Full-time Equivalent Total*	4.63	4.63	4.63

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

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2019 Adopted Budget - Expenditure by Category



Budget Overview

The Hearing Examiner 2019 Adopted and 2020 Endorsed Budget does not include significant changes from the previous year. There are two technical adjustments to the budget which are described in the incremental budget changes section below.

City Council Changes to the Proposed Budget

The Council made one change to the Proposed Budget with its across-the-board reduction to all General Fund appropriation authority. See the Incremental Budget Changes section for more detail.

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Incremental Budget Changes

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	2019		2020	
	Budget	FTE	Budget	FTE
2018 Adopted Budget	\$ 749,984	4.63	\$ 749,984	4.63
Baseline Changes				
Citywide Adjustments for Standard Cost Changes	\$ 221,529	0.00	\$ 227,100	0.00
Adjustment for One-Time Budget Additions	-\$ 11,000	0.00	-\$ 11,000	0.00
Council Changes				
General Fund Appropriation Reduction	-\$ 654	0.00	-\$ 1,024	0.00
Total Incremental Changes	\$ 209,875	0.00	\$ 215,076	0.00
2019 Adopted/2020 Endorsed Budget	\$ 959,859	4.63	\$ 965,060	4.63

Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - \$221,529

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. This technical adjustment also transfers internal services costs for Human Resources, Finance and Administrative Services, and Information Technology from Finance General to the department. With this change, department budgets will better reflect support costs. Previously these costs were included in the Finance General budget.

Adjustment for One-Time Budget Additions - (\$11,000)

This item includes budget reductions for one-time additions in the 2018 Adopted Budget. The 2018 Adopted Budget included one-time funding for IT development work on the Files and Records Information Tracking System (FRITS). This adjustment removes that one-time funding from the 2019 Adopted and 2020 Endorsed Budget.

Council Changes

General Fund Appropriation Reduction - (\$654)

The Council made an across-the-board reduction to all General Fund appropriation authority in order to support other priorities. The percentage reduction in 2019 is about 0.07% and in 2020 about 0.1%.

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City Council Provisos

There are no Council provisos.

Expenditure Overview

Appropriations	2018 Adopted	2019 Adopted	2020 Endorsed
Office of the Hearing Examiner Budget Summary Level			
General Fund	749,984	959,859	965,060
Total for BSL: BO-HX-V1X00	749,984	959,859	965,060

Department Total	749,984	959,859	965,060
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Department Full-time Equivalent Total*	4.63	4.63	4.63
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** FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

Budget Summary by Fund for Hearing Examiner

	2018 Adopted	2019 Adopted	2020 Endorsed
00100 - General Fund	749,984	959,859	965,060
Budget Totals for HXM	749,984	959,859	965,060

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Appropriations By Budget Summary Level (BSL) and Program

Office of the Hearing Examiner Budget Summary 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	2018 Adopted	2019 Adopted	2020 Endorsed
Office of the Hearing Examiner	749,984	959,859	965,060
Total	749,984	959,859	965,060
Full-time Equivalents Total*	4.63	4.63	4.63

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