

# 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.

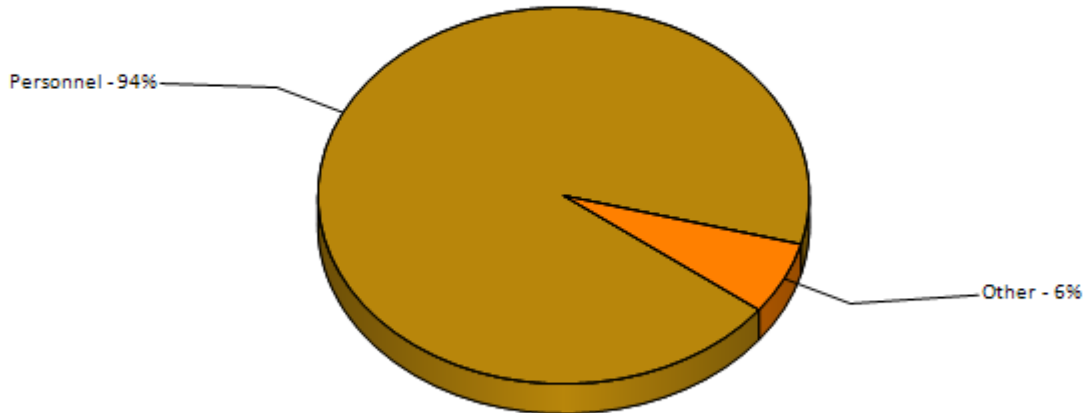
## Budget Snapshot

<b>Department Support</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2017 Adopted</b>	<b>2018 Endorsed</b>
General Fund Support	\$680,606	\$666,708	\$717,415	\$725,696
<b>Total Operations</b>	<b>\$680,606</b>	<b>\$666,708</b>	<b>\$717,415</b>	<b>\$725,696</b>
<b>Total Appropriations</b>	<b>\$680,606</b>	<b>\$666,708</b>	<b>\$717,415</b>	<b>\$725,696</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

## 2017 Adopted Budget - Expenditure by Category



### Budget Overview

The 2017 Adopted and 2018 Endorsed Budget does not recommend significant changes to the Office of the Hearing Examiner budget.

#### City Council Changes to the Proposed Budget

The City Council added \$12,000 for pro tem services in the Office of Hearing Examiner.

### Incremental Budget Changes

#### Office of Hearing Examiner

	2017		2018	
	Budget	FTE	Budget	FTE
<b>Total 2016 Adopted Budget</b>	<b>\$ 666,708</b>	<b>4.63</b>	<b>\$ 666,708</b>	<b>4.63</b>
<b>Baseline Changes</b>				
Adjustment for One-Time Adds or Reductions	-\$ 4,000	0.00	-\$ 4,000	0.00
Citywide Adjustments for Standard Cost Changes	\$ 38,707	0.00	\$ 58,988	0.00

# Office of Hearing Examiner

## Proposed Changes

Technical - IT Maintenance for Case Management System Support	\$ 4,000	0.00	\$ 4,000	0.00
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## Council Changes

Pro Tem Support	\$ 12,000	0.00	\$ 0	0.00
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<b>Total Incremental Changes</b>	<b>\$ 50,707</b>	<b>0.00</b>	<b>\$ 58,988</b>	<b>0.00</b>
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<b>2017 Adopted/2018 Endorsed Budget</b>	<b>\$ 717,415</b>	<b>4.63</b>	<b>\$ 725,696</b>	<b>4.63</b>
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## Descriptions of Incremental Budget Changes

### Baseline Changes

#### **Adjustment for One-Time Adds or Reductions - (\$4,000)**

This item includes budget reductions for one-time additions in the 2016 Adopted Budget. This change removes one-time funding for the FRITS case management system.

#### **Citywide Adjustments for Standard Cost Changes - \$38,707**

Citywide technical adjustments made in the initial planning phase reflect changes in the internal services costs (excluding Seattle IT), health care, retirement contribution rate, and updates to unemployment and industrial insurance charges. These adjustments reflect initial assumptions about these costs and inflators early in the budget process. Additionally, this adjustment includes various wage adjustments for labor related costs, including the Annual Wage Increases (AWI) from 2015 through 2018 and a one-time 2015 3.5% Recruitment and Retention wage increase.

### Proposed Changes

#### **Technical - IT Maintenance for Case Management System Support - \$4,000**

The Office of Hearing Examiner uses an electronic case management system, which is no longer supported by the Seattle IT Department. This change converts previous one-time funding for the Office of Hearing Examiner to ongoing annual support for the case management system until a new system can be developed.

### Council Changes

#### **Pro Tem Support - \$12,000**

The City Council added \$12,000 of one-time funding in the adopted budget to provide for additional pro tem backfill support for the Hearing Examiner. The Office of the Hearing Examiner anticipates additional needs to support new laws and regulations passed in 2016.

# Office of Hearing Examiner

## City Council Provisos

There are no Council provisos.

## Expenditure Overview

Appropriations	Summit Code	2015 Actual	2016 Adopted	2017 Adopted	2018 Endorsed
Office of Hearing Examiner Budget Control Level	V1X00	680,606	666,708	717,415	725,696
<b>Department Total</b>		<b>680,606</b>	<b>666,708</b>	<b>717,415</b>	<b>725,696</b>
<b>Department Full-time Equivalents Total*</b>		<b>4.63</b>	<b>4.63</b>	<b>4.63</b>	<b>4.63</b>

\* 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.

	2015 Actual	2016 Adopted	2017 Adopted	2018 Endorsed
<b>Program Expenditures</b>				
Office of Hearing Examiner	680,606	666,708	717,415	725,696
<b>Total</b>	<b>680,606</b>	<b>666,708</b>	<b>717,415</b>	<b>725,696</b>
Full-time Equivalents Total*	4.63	4.63	4.63	4.63

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