

Office of Hearing Examiner

Sue Tanner, 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.

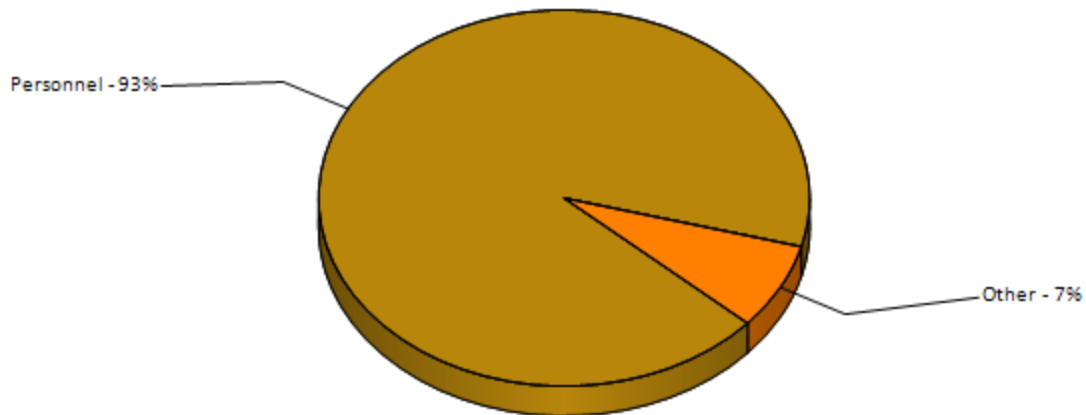
Budget Snapshot

Department Support	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Adopted
General Fund Support	\$719,021	\$717,415	\$725,696	\$749,984
Total Operations	\$719,021	\$717,415	\$725,696	\$749,984
 Total Appropriations	 \$719,021	 \$717,415	 \$725,696	 \$749,984
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 Personnel Director actions outside of the budget process may not be detailed here.*

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2018 Adopted Budget - Expenditure by Category



Budget Overview

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

City Council changes to the Proposed Budget

The Council made no changes to the 2018 Proposed Budget.

Incremental Budget Changes

Office of Hearing Examiner

	2018 Budget	FTE
Total 2018 Endorsed Budget	\$ 725,696	4.63
Baseline Changes		
Citywide Adjustments for Standard Cost Changes	\$ 1,288	0.00
Proposed Changes		
Case Load Increase	\$ 12,000	0.00

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Files and Records Information Tracking System (FRITS) Development	\$ 11,000	0.00
Total Incremental Changes	\$ 24,288	0.00
2018 Adopted Budget	\$ 749,984	4.63

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.

City Council Provisos

There are no Council provisos.

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Expenditure Overview

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

Department Full-time Equivalents Total*		4.63	4.63	4.63	4.63
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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 Adopted
Office of Hearing Examiner	719,021	717,415	725,696	749,984
Total	719,021	717,415	725,696	749,984
Full-time Equivalents Total*	4.63	4.63	4.63	4.63

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