



SEATTLE CITY COUNCIL

January 30, 2018

Ryan Vancil
Seattle Hearing Examiner
Office of the Hearing Examiner
720 Third Avenue, 40th Floor
Seattle, WA 98104

Re: City Council Expectations for the Hearing Examiner

Congratulations on your appointment to be the City's Hearing Examiner and lead the Office of the Hearing Examiner. This letter documents the City Council's expectations for your job performance.

The Council's expectations (listed below) are intended to enhance the Hearing Examiner's accountability to the Legislative Department.

- I. Relationship with Council. The Director is expected to maintain a constructive working relationship with the Council, as demonstrated by:
 - A. Providing to Council, and publishing annually, a report detailing cases filed and their dispositions with sufficient information for the reader to discern trends over time in filings and dispositions, by type of case.
 - B. Updating the Council on the need for any changes to practice rules and procedures, including those that may enhance accessibility for parties appearing *pro se*.
 - C. Keeping the Council apprised of the office's budget and the ability of the office to be partially self-sustaining by providing services to other jurisdictions, as authorized by Seattle Municipal Code Section 3.02.120.C.
- II. Office Management. The Hearing Examiner is expected to demonstrate strong management skills, which focus on the following Council priorities:
 - A. Accessibility and Information
 - a. Conduct inclusive outreach to relevant stakeholders.
 - b. Make information available so that the public can track the office's performance in delivering services.
 - c. Provide translation services and make other accommodations to ensure that parties appearing before the Hearing Examiner are guaranteed due process.

- B. Organizational Management
 - a. Coordinate productively with other City departments.
 - b. Maintain strong working relationships with other governmental entities.
 - c. Operate within budget constraints and proactively manage expenditures.

- C. Personnel Management
 - a. Develop and maintain strong morale among employees.
 - b. Provide an inclusive work environment.
 - c. Address issues of succession planning and the professional development of existing staff.

- D. Service Delivery
 - a. Ensure that ongoing day-to-day services are provided effectively and efficiently, and that the office tracks its performance in delivering such services.

As the city grows and as city government enters new areas of regulation, the number and type of cases that come before your office will grow and change. The Office of the Hearing Examiner plays a key role in city governance by providing a venue where parties can have access to the due process afforded through an impartial administrative hearing before an independent Hearing Examiner. Professional, diligent, and timely execution of your duties helps ensure that applicants, licensees, and the public are confident that City laws are administered and enforced fairly.

Sincerely,



Bruce Harrell
President, Seattle City Council and
Chair, Governance, Equity, and Technology Committee

Cc: Seattle City Council Members