

City of Seattle



**Director
Office of Hearing Examiner**

**Confirmation Packet
January 25, 2018**

Ryan Vancil



City of Seattle Department Head Notice of Appointment

Appointee Name: Ryan P. Vancil		
City Department Name: Office of the Hearing Examiner		Position Title: Hearing Examiner
<input checked="" type="checkbox"/> Appointment <i>OR</i> <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		Term of Office: From 03/21/18 to 03/20/19
Legislated Authority: SMC 3.02.110		
Background: <p><i>The initial appointment for a new Hearing Examiner is for a one-year term. Reappointments thereafter, are for 4-year terms.</i></p>		
Date of Appointment: 01/29/18	Authorizing Signature (original signature): 	Appointing Signatory: Bruce A. Harrell Council President

Resume of Ryan P. Vancil Esq.

Education

Juris Doctor. Seattle University School of Law, Seattle, Washington, cum laude. 2001

Bachelor of Arts in English, Willamette University, Salem, Oregon. 1991

Mediator Certification – King County Dispute Resolution Practicum – July 2013

Professional Experience

Deputy Hearing Examiner, City of Seattle, October 2016 to current. Serving full-time as hearing examiner for Seattle, Kirkland, Tukwila, Mercer Island and Shoreline.

Vancil Law Offices, Owner, 2006 to September 2016. Providing legal assistance in land use, property, governance and environmental matters to local governments, citizen groups, individuals, and organizations.

Associate Attorney, Bricklin Newman Dold, LLP, 2002 to 2006. Associate in plaintiff's land-use and environmental law firm.

Some private practice projects/clients included:

Bainbridge Island Metropolitan Park and Recreation District Contract Counsel 2007 to 2016 – District attorney assisting with governance and management of approximately 1,500 acres of public parklands.

Port of Illahee Counsel 2007 to 2016 – Assisting the Port with Port governance and to work with community members to create a livable community through conservation efforts, land acquisition, and protection of natural areas.

City of Bainbridge Island/Friends of the Farms Public Farmland Project 2006-2012 – A six-year project to develop a legal infrastructure of leases and policy to manage the City's 60 acres of public farmland.

City of Seattle – Contracted assistance drafting affordable housing ordinance (2011).

Memberships and Associations

Washington State Bar Association Alternative Dispute Resolution – Land Use Mediation Group – Member 2014 – current

Certified Mediator – Dispute Resolution Center of King County, 2013 - current

WSBA Environmental and Land Use Law Section – Newsletter Editorial Board Member
– 2007 - current

Washington State Bar Association – Member 2001 - current

Kitsap County Bar Association – Board of Trustees, President - 2015-2016

Futurewise – Board Member, Vice-President – 2013-2016

King County Bar Association Land Use and Environmental Law Section – Member –
2002-2016

Washington Lawyers Practice Manual – Content Editor for Chapter 23: Land Use and the
Environment (2013-2016 editions), and Chapter 18: Employment Discrimination (2013
edition)

Washington Lawyers Practice Manual – Author Shoreline Management Act Section
Chapter 23 (2015 and 2016 editions)

Federal Bar Association of the Western District of Washington – Member – 2002 - 2016

Washington Environmental Council Legal Committee – 2002-2009



CITY OF SEATTLE ▪ STATE OF WASHINGTON

OATH OF OFFICE

State of Washington

County of King

I, Ryan P. Vancil, swear or affirm that I possess all the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of Hearing Examiner of the City of Seattle; that I will support the Constitution of the United States, the Constitution of the State of Washington, and the Charter and Ordinances of the City of Seattle; and that I will faithfully conduct myself as Hearing Examiner.

Ryan P. Vancil

Subscribed and sworn to before me
this _____ day of _____, 2018.

[Seal]

Monica Martinez Simmons, City Clerk

ATTACHMENT A

Background Check



City of Seattle

Jenny Durkan, Mayor

Seattle Department of Human Resources

Melissa Beatty, Acting HR Director

MEMORANDUM

DATE: 1/29/2018

TO: Karen Jackson
HR Director, Legislative Department

FROM: Pam Inch
Recruitment Operations Manager, SDHR

SUBJECT: **Confidential Background Report Results for**
Ryan Patrick Vancil
Hearing Examiner

Background Check Results:

A confidential criminal history report was conducted for this candidate with A-Check Global on January 26, 2018 with no reported areas of concern.


The candidate is eligible for employment with the City of Seattle.



SEATTLE CITY COUNCIL | DISTRICT 2

COUNCIL PRESIDENT BRUCE HARRELL

MEMORANDUM

To: Councilmembers
From: Council President Bruce Harrell 
Date: January 30, 2018
Subject: Appointment of Ryan Vancil as Hearing Examiner

Attached please find the resume for Ryan Vancil, who is currently serving as the Deputy Hearing Examiner for the City of Seattle and is the recommended nominee for the position of Hearing Examiner for the City of Seattle.

The selection and appointment of the Hearing Examiner is the responsibility of the City Council, by Seattle Municipal Code 3.02.110. The Office of the Hearing Examiner is within the Legislative Branch of the City of Seattle governance structure. Beyond the appointment and confirmation process, the Office of Hearing Examiner is a totally independent department.

Due to the impending retirement of Sue A. Tanner, who has served as the City's Hearing Examiner since 2003, an official search process for a Hearing Examiner was conducted over the past several months. The position was advertised in the local newspapers, several Bar Association list serves, the Washington State Bar Association, the King County Bar Association, and within the City of Seattle's official job listings.

Twenty applications were received and screened by a three-person selection panel. The selection panel consisted of representatives from the Seattle Department of Human Resources, King County Ombudsman, and King County Bar Association per the hiring process described in Seattle Municipal Code 3.02.110.

Five candidates were invited to a first-round interview with this selection panel on November 30 and December 4, 2017. However, one candidate withdrew prior to the scheduled interview. In the debrief with the panel, there was a consensus on the top two candidates and panel support to move all four to Council President for consideration per the SMC requirement.

The second round of interviews for Hearing Examiner was conducted by a four-person panel—Council President Bruce Harrell, Councilmember Rob Johnson (Planning, Land Use and Zoning Committee Chair), Anne Watanabe (a former Deputy Hearing Examiner), and Karen Jackson (the Legislative Department's Human Resources Director). The top two candidates were interviewed on January 18, 2018.

An equal opportunity employer

600 Fourth Avenue, Floor 2 | PO Box 34025, Seattle | Washington 98124-4025

Phone (206) 684-8804 Fax (206) 684-8587 TTY (206) 233-0025

Email bruce.harrell@seattle.gov

Memorandum to City Councilmembers
January 30, 2018
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This panel unanimously ranked Mr. Vancil as the top candidate to move forward. A copy of his resume is attached.

Mr. Vancil was invited to meet with and answer questions by the Special Governance, Equity and Technology (GET) Committee on Tuesday, January 30 at 9:30 a.m. The GET Committee (Councilmembers Bruce Harrell, Lisa Herbold, Rob Johnson, and Teresa Mosqueda) unanimously voted to recommend confirmation to the Full Council. I will refer the appointment to the Full Council on Monday, February 5th.

If you have any questions about the process to date, do contact me or my legislative aide, Jennifer Samuels.



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



SEATTLE CITY COUNCIL | PRESIDENT | DISTRICT 2

COUNCILMEMBER BRUCE HARRELL

January 30, 2018

Ryan Vancil
Seattle, WA
Transmitted via e-mail

Dear Ryan,

It gives me great pleasure to appoint you to the position of Director of Office of Hearing Examiner, effective March 21, 2018 at an annual salary of \$145,000.

Your appointment as the Hearing Examiner is subject to City Council confirmation; therefore, you will need to attend the Council's confirmation hearings.

Your contingent offer letter provided employment information related to the terms of your employment, benefits, vacation, holiday and sick leave. If you have questions about your employment with the City of Seattle please contact Karen Jackson, Legislative Department's Human Resources Director, at 206-684-5428.

I look forward to working with you in your role as Director and wish you success. Thank you for serving the people of Seattle.

Sincerely,

Bruce A. Harrell, Council President
Seattle City Council

cc: Seattle City Councilmembers