



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

### Ordinance 20018

**Proposed No.** 2025-0331.3

**Sponsors** Dembowski

1 AN ORDINANCE making a net supplemental  
2 appropriation of \$14,764,000 to various general fund  
3 agencies, a net supplemental appropriation of \$22,959,000  
4 to various non-general fund agencies and a net  
5 supplemental appropriation of \$1,670,000 from various  
6 capital fund budgets; and amending the 2025 Annual  
7 Budget Ordinance, Ordinance 19861, Sections 34, 46, 54,  
8 55, 83, 83, 86, 91, 117, 120, and 130, as amended, and  
9 Attachment A, as amended.

10 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

11 SECTION 1. Ordinance 19861, Section 34, as amended, is hereby amended as  
12 follows:

13 ELECTIONS - From the general fund there is hereby appropriated to:  
14 Elections \$1,250,000

15 SECTION 2. Ordinance 19861, Section 46, as amended, is hereby amended as  
16 follows:

17 GENERAL FUND TRANSFER TO DEPARTMENT OF COMMUNITY AND  
18 HUMAN SERVICES - From the general fund there is hereby appropriated to:  
19 General fund transfer to department of community and  
20 human services \$64,000

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21        SECTION 3. Ordinance 19861, Section 54, as amended, is hereby amended as  
 22 follows:

23        ADULT AND JUVENILE DETENTION - From the general fund there is hereby  
 24 appropriated to:

|  |             |
|--|-------------|
| 25        Adult and juvenile detention | \$6,500,000 |
|--|-------------|

26        SECTION 4. Ordinance 19861, Section 55, as amended, is hereby amended as  
 27 follows:

28        PUBLIC DEFENSE - From the general fund there is hereby appropriated to:

|                          |             |
|--------------------------|-------------|
| 29        Public defense | \$6,950,000 |
|--------------------------|-------------|

30        SECTION 5. Ordinance 19861, Section 83, as amended, is hereby amended as  
 31 follows:

32        YOUTH SPORTS FACILITIES GRANTS - From the youth and amateur sports  
 33 fund there is hereby disappropriated from:

|  |             |
|--|-------------|
| 34        Youth sports facilities grants | (\$900,000) |
|--|-------------|

35        SECTION 6. The council directs that section 5 of this ordinance takes effect  
 36 before section 7 of this ordinance.

37        SECTION 7. Ordinance 19861, Section 83, as amended, is hereby amended as  
 38 follows:

39        YOUTH SPORTS FACILITIES GRANTS - From the youth and amateur sports  
 40 fund there is hereby appropriated to:

|  |           |
|--|-----------|
| 41        Youth sports facilities grants | \$900,000 |
|--|-----------|

42        ER1 EXPENDITURE RESTRICTION:

43        Of this appropriation, \$900,000 shall be expended or encumbered solely to

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|    |   |          |
|----|---|----------|
| 44 | contract with the following for the King County council Get Active/Stay Active awards |          |
| 45 | for youth or amateur sport activities or facilities:                                  |          |
| 46 | ABA Basketball (Auburn Hoops)   | \$2,000  |
| 47 | AbleMinds Coaching  | \$15,000 |
| 48 | Auburn High School Trojan Touchdown Club  | \$2,000  |
| 49 | Auburn Little League  | \$9,500  |
| 50 | Auburn Ravens   | \$1,500  |
| 51 | Auburn Ravens Youth Football and Cheer  | \$2,500  |
| 52 | Auburn School District  | \$2,000  |
| 53 | Ballard Football Club Foundation, DBA Bridges United Foundation                       | \$15,000 |
| 54 | Ballard Northwest Senior Center   | \$15,000 |
| 55 | Ballard Senior Center   | \$10,000 |
| 56 | Baseball Beyond Borders   | \$5,000  |
| 57 | Bellevue School District - Newport High School  | \$5,000  |
| 58 | Bellevue United FC  | \$5,000  |
| 59 | Buffalo Soldiers of Seattle   | \$53,000 |
| 60 | Buzz Select Baseball Fastpitch Club   | \$5,000  |
| 61 | CarePoint Clinic  | \$5,000  |
| 62 | Cascade Premier Soccer  | \$5,000  |
| 63 | Center of Success Abu Bakr Islamic Center   | \$22,000 |
| 64 | Centro Cultural Mexicano  | \$10,000 |
| 65 | Chinese Information and Service Center  | \$10,000 |
| 66 | Chinook Little League   | \$5,000  |

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| 67 | City of Algona   | \$6,000  |
| 68 | City of Auburn Parks & Rec   | \$9,000  |
| 69 | City of Black Diamond  | \$5,000  |
| 70 | City of Duvall   | \$5,000  |
| 71 | City of Federal Way  | \$9,000  |
| 72 | City of Kent   | \$3,000  |
| 73 | City of Pacific  | \$6,000  |
| 74 | City of Tukwila  | \$15,000 |
| 75 | Community Homes  | \$5,000  |
| 76 | Community Recreation Foundation of Pacific                               | \$2,000  |
| 77 | Diggin Shoreline for Ching Community Garden                              | \$25,000 |
| 78 | Eastside Friends of Seniors  | \$5,000  |
| 79 | Enumclaw School District - Enumclaw High School                          | \$5,000  |
| 80 | Federal Way Boys and Girls Club  | \$1,000  |
| 81 | Federal Way Football Club  | \$1,500  |
| 82 | Federal Way Knights  | \$1,000  |
| 83 | Federal Way National Little League                                       | \$7,500  |
| 84 | Federal Way School District  | \$2,000  |
| 85 | Foster High School Cheerleader Program                                   | \$5,000  |
| 86 | Girl Scouts of Western Washington, Camp River Ranch                      | \$5,000  |
| 87 | Green Lake Rowing Advisory Council, fiscal sponsor Associated Recreation |          |
| 88 | Council  | \$15,000 |
| 89 | Indian American Community Services                                       | \$20,000 |

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|-----|--|----------------|
| 90  | Inglemoor High School Crew Boosters                              | \$5,000        |
| 91  | Issaquah School District - Issaquah High School                  | \$5,000        |
| 92  | Issaquah School District - Liberty High School                   | \$5,000        |
| 93  | Kent Covington Youth Soccer Association                          | \$5,000        |
| 94  | Kent School District - Kentlake High School                      | \$5,000        |
| 95  | Kent School District - Kentridge High School                     | \$5,000        |
| 96  | Kent School District - Kentwood High School                      | \$5,000        |
| 97  | Kinderling   | \$15,000       |
| 98  | King County Aquatic Center                                       | \$3,500        |
| 99  | Lake City Senior Center  | \$10,000       |
| 100 | LifeWire   | \$10,000       |
| 101 | Maple Valley Indian Cultural and Sports Association              | \$5,000        |
| 102 | <u>Maple Valley Touchdown Boosters</u>                           | <u>\$5,000</u> |
| 103 | Middle East Peace Camp (MEPC)                                    | \$12,000       |
| 104 | Muslim Community Network Association                             | \$10,000       |
| 105 | Newcastle Baseball Pony League                                   | \$5,000        |
| 106 | Nomad Boxing Club  | \$5,000        |
| 107 | Nomad Gym  | \$10,000       |
| 108 | Northshore Senior Center   | \$10,000       |
| 109 | Northshore Youth Soccer Association                              | \$10,000       |
| 110 | Northshore Senior Center, Northshore Wranglers Inclusion Program | \$10,000       |
| 111 | Outdoors for All   | \$10,000       |
| 112 | Pac-West Little League   | \$38,000       |

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| 113 | Plateau Kids Network   | \$5,000               |
| 114 | <del>((Pocock Rowing Club</del>                                    | <del>\$10,000))</del> |
| 115 | Rachel Carson Elementary School Parent Teacher Student Association | \$10,000              |
| 116 | Rainier Athletes   | \$10,000              |
| 117 | Renton School District - Hazen High School                         | \$5,000               |
| 118 | Renton School District - Lindbergh High School                     | \$5,000               |
| 119 | Riverview School District  | \$5,000               |
| 120 | RMD Community Sports Association (dba Rock Creek Sports)           | \$5,000               |
| 121 | Sammamish Friends  | \$15,000              |
| 122 | Sammamish Rowing Association                                       | \$5,000               |
| 123 | SeaTown FC   | \$7,500               |
| 124 | Seattle Sports Commission  | \$7,000               |
| 125 | <u>Seize the Oar Foundation</u>                                    | <u>\$10,000</u>       |
| 126 | Shoreline Lake Forest Park Senior Center                           | \$20,000              |
| 127 | Skate Like a Girl  | \$27,000              |
| 128 | Sno-King Amateur Hockey Association - Renton                       | \$5,000               |
| 129 | Snoqualmie Wolves Foundation                                       | \$2,500               |
| 130 | Sound Generations  | \$13,000              |
| 131 | South Highline Little League                                       | \$15,000              |
| 132 | Steel Lake Little League   | \$12,000              |
| 133 | <del>((Tahoma School District - Tahoma Highschool</del>            | <del>\$5,000))</del>  |
| 134 | Third Place Commons  | \$20,000              |
| 135 | Thomas Jefferson High School Raiders Parents Movement              | \$5,000               |

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| 136 | (( <del>Tigray Community Center</del> )) <u>Tigrean Community Association</u> | \$15,000  |
| 137 | Upower  | \$10,000  |
| 138 | Whitewater Aquatics Management  | \$82,500  |
| 139 | Woodinville Repertory Theatre   | \$10,000  |
| 140 | YMCA of Greater Seattle, Snoqualmie   | \$7,500   |
| 141 | TOTAL   | \$900,000 |

142 Selection of organizations by council districts shall be by future amendment of  
 143 this section.

144 SECTION 8. Ordinance 19861, Section 86, as amended, is hereby amended as  
 145 follows:

146 EMPLOYEE DEFERRED COMPENSATION ADMINISTRATION - From the  
 147 deferred compensation fund there is hereby appropriated to:

|     |   |          |
|-----|---|----------|
| 148 | Employee deferred compensation administration | \$77,000 |
|-----|---|----------|

149 SECTION 9. Ordinance 19861, Section 91, is hereby amended as follows:

150 COMMUNITY SERVICES OPERATING - From the general fund there is  
 151 hereby appropriated to:

|     |                              |          |
|-----|------------------------------|----------|
| 152 | Community services operating | \$64,000 |
|-----|------------------------------|----------|

153 ER1 EXPENDITURE RESTRICTION:

154 Of this appropriation, \$225,000 shall be expended or encumbered solely to  
 155 contract with the following:

|     |   |          |
|-----|---|----------|
| 156 | African Community Housing and Development | \$12,000 |
| 157 | Arts Foundation of Federal Way            | \$1,500  |
| 158 | America's Big Sister                      | \$2,500  |

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| 159 | Auburn Chamber  | \$1,500              |
| 160 | Auburn Noon Lions   | \$1,000              |
| 161 | Auburn Rotary   | \$1,500              |
| 162 | Auburn Soroptimist  | \$1,500              |
| 163 | Auburn Valley Humane Society  | \$1,000              |
| 164 | Auburn Valley YMCA  | \$1,000              |
| 165 | Beacon Business Alliance for Columbia City Beatwalk                 | \$3,000              |
| 166 | Bellevue Police Foundation  | \$1,500              |
| 167 | Brazilian Community Services  | \$5,000              |
| 168 | Black Diamond Historical Society                                    | \$2,000              |
| 169 | Central District Public Safety Accountability, fiscal sponsor A for |                      |
| 170 | Apple Learning Center   | \$11,250             |
| 171 | Chameleon   | \$5,000              |
| 172 | City of Black Diamond   | \$2,500              |
| 173 | Communities In Schools of Greater King County, Timberline Middle    |                      |
| 174 | School and Elle Baker Elementary School                             | \$5,000              |
| 175 | Communities in Schools of South King County                         | \$1,000              |
| 176 | Danish Sisterhood Unity Lodge #75                                   | \$2,500              |
| 177 | Daughters of the American Revolution                                | \$5,000              |
| 178 | <del>((Eastside Heritage Center</del>                               | <del>\$2,000))</del> |
| 179 | Emerald Parents Association   | \$5,000              |
| 180 | Enumclaw Plateau Historical Society                                 | \$2,500              |
| 181 | Federal Way Boys & Girls Club                                       | \$1,500              |

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| 182 | Federal Way Kiwanis   | \$1,500        |
| 183 | Federal Way Korean American Association                           | \$1,000        |
| 184 | Federal Way Lions   | \$1,000        |
| 185 | Federal Way Rotary  | \$1,000        |
| 186 | Federal Way Symphony  | \$3,000        |
| 187 | Friends of Troll's Knoll, fiscal sponsor Seattle Parks Foundation | \$2,500        |
| 188 | Historical Society of Federal Way                                 | \$1,000        |
| 189 | Iranian Women's Institute for Life and Liberty                    | \$2,500        |
| 190 | Kent Black Action Network   | \$5,000        |
| 191 | KO-AM TV  | \$2,000        |
| 192 | Korean Women's Association  | \$1,000        |
| 193 | League of Women Voters of Seattle King County                     | \$10,000       |
| 194 | Maple Valley Historical Society                                   | \$2,000        |
| 195 | <u>Maple Valley Rotary</u>  | <u>\$2,000</u> |
| 196 | Mary's Place  | \$5,000        |
| 197 | New Story Community   | \$9,500        |
| 198 | North Urban Human Services Alliance (NUHSA)                       | \$17,000       |
| 199 | Partners in Print   | \$7,500        |
| 200 | Phinney Neighborhood Association                                  | \$5,000        |
| 201 | Pride Across the Bridge   | \$5,500        |
| 202 | Queen Anne Farmers Market   | \$2,500        |
| 203 | Skills Development Organization                                   | \$11,250       |
| 204 | Snoqualmie Valley Healing Center                                  | \$2,500        |

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|-----|--------------------------------------|-----------|
| 205 | Somali Community Services of Seattle | \$8,000   |
| 206 | Woodinville Farmers Market           | \$7,500   |
| 207 | WestSide Baby                        | \$25,000  |
| 208 | Whale Scout                          | \$5,000   |
| 209 | White River Buddhist Temple          | \$1,000   |
| 210 | Your Money Matters                   | \$1,000   |
| 211 | TOTAL                                | \$225,000 |

212 Selection of organizations by council districts shall be by future amendment of  
 213 this section.

214 ER2 EXPENDITURE RESTRICTION:

215 Of this appropriation, \$613,603 shall be expended or encumbered solely to  
 216 support civil legal services contracts through the community services operating civil legal  
 217 services program, to contract with the following:

|     |                                   |           |
|-----|-----------------------------------|-----------|
| 218 | Benefits Law Center               | \$28,383  |
| 219 | Eastside Legal Assistance Program | \$72,636  |
| 220 | Solid Ground – Family Assistance  | \$68,750  |
| 221 | Team Child                        | \$377,834 |
| 222 | Unemployment Law Project          | \$66,000  |

223 ER3 EXPENDITURE RESTRICTION:

224 Of this appropriation, \$172,748 shall be expended or encumbered solely to  
 225 support domestic violence survivor services contracts through the community services  
 226 operating domestic violence survivor services program, to contract with the following:

|     |                                   |           |
|-----|-----------------------------------|-----------|
| 227 | Eastside Legal Assistance Program | \$128,008 |
|-----|-----------------------------------|-----------|

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|     |  |          |
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| 228 | Northwest Immigrant Rights Project   | \$44,740 |
| 229 | ER4 EXPENDITURE RESTRICTION:   |          |
| 230 | Of this appropriation, \$350,000 shall be expended or encumbered solely to             |          |
| 231 | contract with Refugee Women's Alliance (ReWA) for immigrant and refugee support.       |          |
| 232 | ER5 EXPENDITURE RESTRICTION:   |          |
| 233 | Of this appropriation, \$225,000 shall be expended or encumbered solely to             |          |
| 234 | contract with the following organizations for the purpose of responding to federal and |          |
| 235 | state funding cuts:  |          |
| 236 | (("))Ballard Food Bank, Emergency Assistance Fund                                      | \$5,000  |
| 237 | Bellevue LifeSpring  | \$10,000 |
| 238 | Center for Human Services  | \$10,000 |
| 239 | City of Covington  | \$5,000  |
| 240 | College Possible   | \$25,000 |
| 241 | Community Recreation Foundation of Pacific   | \$5,000  |
| 242 | Delridge Farmers' Market   | \$9,800  |
| 243 | Federal Way Boys and Girls Club  | \$5,000  |
| 244 | Federal Way Symphony   | \$5,000  |
| 245 | Food Lifeline  | \$25,000 |
| 246 | Friends of Youth   | \$25,000 |
| 247 | Hunger Intervention Program  | \$15,000 |
| 248 | Issaquah Cultural Circle, dba The Circle   | \$10,500 |
| 249 | Korean Women's Association   | \$5,000  |
| 250 | Life Enrichment Options  | \$10,000 |

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|     |   |           |
|-----|---|-----------|
| 251 | Mission Africa                          | \$5,000   |
| 252 | Queen Anne Helpline                     | \$2,500   |
| 253 | SeaMar                                  | \$7,600   |
| 254 | Solid Ground, JourneyHome Program       | \$14,500  |
| 255 | The Garage, a Teen Café                 | \$10,500  |
| 256 | WA Health Outreach                      | \$3,000   |
| 257 | Washington Immigrant Solidarity Network | \$7,600   |
| 258 | Woodinville Storehouse Food Bank        | \$4,000   |
| 259 | TOTAL                                   | \$225,000 |

260 Selection of organizations by council districts shall be by future amendment of  
 261 this ordinance.

262 Each council district should allocate awards granted under this expenditure  
 263 restriction to no more than three organizations.

264 ER6 EXPENDITURE RESTRICTION:

265 Of this appropriation, \$175,000 shall be expended or encumbered solely to  
 266 support the Northwest Immigrant Rights Project to expand civil legal aid for and provide  
 267 application fee assistance to asylum seekers.

268 ER7 EXPENDITURE RESTRICTION:

269 Of this appropriation, \$125,000 shall be expended or encumbered solely to  
 270 support The Circle to provide community navigation, language classes, educational  
 271 opportunities, and counseling services.

272 ER8 EXPENDITURE RESTRICTION:

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273           Of this appropriation, \$64,000 shall be expended or encumbered solely to support  
274 Lambert House to provide services for LGBTQ+ youth.

275           SECTION 10. Ordinance 19861, Section 117, as amended, is hereby amended as  
276 follows:

277           FINANCE AND BUSINESS OPERATIONS - From the financial management  
278 services fund there is hereby appropriated to:

|     |                                 |           |
|-----|---------------------------------|-----------|
| 279 | Finance and business operations | \$818,000 |
|-----|---------------------------------|-----------|

280           SECTION 11. Ordinance 19861, Section 120, as amended, is hereby amended as  
281 follows:

282           EMPLOYEE BENEFITS - From the employee benefits program fund there is  
283 hereby appropriated to:

|     |                   |              |
|-----|-------------------|--------------|
| 284 | Employee benefits | \$22,000,000 |
|-----|-------------------|--------------|

285           SECTION 12. Ordinance 19861, Section 130, as amended, is hereby amended to  
286 read as follows:

287           From the several capital improvement project funds there are hereby appropriated  
288 and authorized to be disbursed the following amounts for the specific projects identified  
289 in Attachment A to this ordinance (Proposed Ordinance 2025-0331).

|     |             |                                   |             |
|-----|-------------|-----------------------------------|-------------|
| 290 | <b>Fund</b> | <b>Fund Name</b>                  | <b>2025</b> |
| 291 | 3280        | GENERAL FUND TECHNOLOGY CAPITAL   | \$120,000   |
| 292 | 3951        | BUILDING REPAIR AND REPLACEMENT   | \$1,550,000 |
| 293 |             | TOTAL CAPITAL IMPROVEMENT PROGRAM | \$1,670,000 |

294           SECTION 13. Attachment A to this ordinance hereby amends Attachment A to

Ordinance 20018

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- 295 Ordinance 19861, as amended, by adding thereto and inserting therein the projects listed  
296 in Attachment A to this ordinance.

Ordinance 20018 was introduced on 10/21/2025 and passed as amended by the Metropolitan King County Council on 11/18/2025, by the following vote:

Yes: 9 - Balducci, Barón, Dembowski, Dunn, Mosqueda, Perry, Quinn, von Reichbauer and Zahilay

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Signed by:



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Girmay Zahilay, Chair

ATTEST:

DocuSigned by:



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Melani Hay, Clerk of the Council

APPROVED this \_\_\_\_\_ day of 11/25/2025, \_\_\_\_\_.

Signed by:



AAA4841FD7644BE...

Shannon Braddock, County Executive

**Attachments:** A. 2025 Capital Improvement Program 9-25-2025

Attachment A Capital Improvement Program dated 9/24/2025 - Ordinance 20018

2025 2nd Omnibus - Executive Proposed

| 3280 GENERAL TECHNOLOGY CAPITAL              |   |          |         |             |      |      |      |      |      |                     |
|--|---|----------|---------|-------------|------|------|------|------|------|---------------------|
| Project Number                               | Project Name<br>Class Code                | Tech Adj | IT Proj | FY25        | FY26 | FY27 | FY28 | FY29 | FY30 | Total 6-Year Budget |
| 1146392                                      | KCSO AFIS LIVESCAN REPLACEMENT STANDALONE | ✓        | ✓       | \$120,000   | \$0  | \$0  | \$0  | \$0  | \$0  | \$120,000           |
| 3280 - GENERAL TECHNOLOGY CAPITAL            |   | Total    |         | \$120,000   | \$0  | \$0  | \$0  | \$0  | \$0  | \$120,000           |
| 3951 BUILDING REPAIR AND REPLACEMENT SUBFUND |   |          |         |             |      |      |      |      |      |                     |
| Project Number                               | Project Name<br>Class Code                | Tech Adj | IT Proj | FY25        | FY26 | FY27 | FY28 | FY29 | FY30 | Total 6-Year Budget |
| 1139528                                      | Telecommute Consolidation PROGRAMMATIC    |          |         | \$1,550,000 | \$0  | \$0  | \$0  | \$0  | \$0  | \$1,550,000         |
| 3951 - BUILDING REPAIR AND                   |   | Total    |         | \$1,550,000 | \$0  | \$0  | \$0  | \$0  | \$0  | \$1,550,000         |
| Grand Total                                  |   |          |         | \$1,670,000 | \$0  | \$0  | \$0  | \$0  | \$0  | \$1,670,000         |

## Certificate Of Completion

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Supplemental Document Pages: 1

Initials: 0

Cherie Camp

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SEATTLE, WA 98104

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Cherie.Camp@kingcounty.gov

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Cherie.Camp@kingcounty.gov

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Pool: FedRamp

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Pool: King County-Council

Location: Docusign

## Signer Events

Girmay Zahilay

girmay.zahilay@kingcounty.gov

Council Chair

Security Level: Email, Account Authentication (None)

## Signature

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1AEA3C5077F8485...

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Melani Hay

melani.hay@kingcounty.gov

Clerk of the Council

King County Council

Security Level: Email, Account Authentication (None)

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8DE1BB375AD3422...

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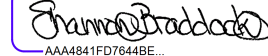
Shannon Braddock

Shannon.Braddock@kingcounty.gov

King County Executive

Security Level: Email, Account Authentication (None)

Signed by:

  
AAA4841FD7644BE...

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## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

| Certified Delivery Events | Status | Timestamp |
|---------------------------|--------|-----------|
|---------------------------|--------|-----------|

| Carbon Copy Events | Status | Timestamp |
|--------------------|--------|-----------|
|--------------------|--------|-----------|

Ames Kessler  
akessler@kingcounty.gov  
Executive Legislative Coordinator & Public Records  
Officer  
King County  
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(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

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| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
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| Envelope Summary Events | Status | Timestamps |
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|---------------------|------------------|------------------------|
| Envelope Sent       | Hashed/Encrypted | 11/19/2025 4:56:09 PM  |
| Certified Delivered | Security Checked | 11/25/2025 10:05:22 AM |
| Signing Complete    | Security Checked | 11/25/2025 10:05:31 AM |
| Completed           | Security Checked | 11/25/2025 10:05:31 AM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

| Electronic Record and Signature Disclosure |
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, King County-Department of 02 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact King County-Department of 02:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov)

### **To advise King County-Department of 02 of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from King County-Department of 02**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with King County-Department of 02**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.