



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16780

Proposed No. 2025-0043.1

Sponsors Dembowski

1 A MOTION accepting the King County-Cities Climate
2 Collaboration (K4C) 2025 Work Plan and Budget, prepared
3 as the annual work plan and budget requested under Motion
4 14449.

5 WHEREAS, confronting climate change through effective strategies to reduce
6 greenhouse gas emissions and prepare for the impacts of a changing climate requires an
7 integrated countywide effort involving public, private, and nongovernmental
8 partnerships, and

9 WHEREAS, the King County executive and council unanimously adopted the
10 2020 King County Strategic Climate Action Plan, and

11 WHEREAS, the 2020 King County Strategic Climate Action Plan supports
12 progress toward achieving the countywide goal to reduce greenhouse gas emissions by
13 fifty percent by 2030, and

14 WHEREAS, King County will continue to play a key role in the King County-
15 Cities Climate Collaboration, whose members represent more than eighty six percent of
16 the population of the county, and which lays out a shared countywide vision for reducing
17 health- and environment-threatening greenhouse gas emissions upon which the 2020
18 King County Strategic Climate Action Plan is built, and

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19 WHEREAS, the 2020 King County Strategic Climate Action Plan strengthens the
20 county's strategy to prepare for the impacts of a changing climate on local communities,
21 infrastructure, economy, public health and safety, and the natural environment, and

22 WHEREAS, the 2020 King County Strategic Climate Action Plan is developed
23 with an environmental justice framework in partnership with frontline communities
24 disproportionately impacted by climate change and in a manner consistent with
25 Ordinance 16948, which establishes the county's fair and just principle, and

26 WHEREAS, consistent with Ordinance 17285, which authorized the interlocal
27 agreement for the King County-Cities Climate Collaboration, and with Motion 14449,
28 which adopted the 2015 King County Strategic Climate Action Plan, the executive was
29 requested to coordinate with staff of the transportation, economy and environment
30 committee, or its successor, in developing the annual work plans and budget for the King
31 County-Cities Climate Collaboration under the interlocal agreement, and

32 WHEREAS, Motion 14449 also requested that the executive submit by January
33 31, 2016, and every year thereafter, the King County-Cities Climate Collaboration annual
34 work plan and budget to the council for acceptance by motion;

35 NOW, THEREFORE, BE IT MOVED by the Council of King County:

36 The King County-Cities Climate Collaboration (K4C) 2025 Work Plan and

Motion 16780

- 37 Budget, which is Attachment A to this motion and prepared as the annual work plan and
38 budget as requested by Motion 14449, is hereby accepted.

Motion 16780 was introduced on 2/11/2025 and passed by the Metropolitan King County Council on 3/4/2025, by the following vote:


Yes: 8 - Balducci, Barón, Dembowski, Dunn, Mosqueda, Quinn,
von Reichbauer and Zahilay
Excused: 1 - Perry

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Signed by:

1AEA3C5077F8485...
Girmay Zahilay, Chair

ATTEST:

DocuSigned by:

8DE1BB375AD3422...
Melani Hay, Clerk of the Council

Attachments: A. King County-Cities Climate Collaboration (K4C) 2025 Annual Work Plan and Budget, January 27, 2025

King County-Cities Climate Collaboration (K4C) 2025 Annual Work Plan and Budget

January 27, 2025



King County

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II. Motion Text

Motion 14449, Section B, Paragraph 11.

B. Consistent with Ordinance 17285, which authorized the Interlocal Agreement for the King County-Cities Climate Collaboration, the executive is requested to coordinate with staff of the transportation, economy and environment committee, or its successor, in developing the annual work plans and budget for the King County-Cities Climate Collaboration under the interlocal agreement. The executive is requested to submit by January 31, and every year thereafter, the King County-Cities Climate Collaboration annual work plan and budget to the council for acceptance by motion.

Motion 14449 is also attached as Appendix A.

III. Executive Summary

This report provides annual information about the King County-Cities Climate Collaboration (K4C) work plan and budget, as required by Motion 14449. This is the tenth annual K4C work plan and budget submitted to the King County Council.

The K4C is a voluntary, but formal partnership of King County, 21 cities, and the Port of Seattle (Partners) focused on coordinating and enhancing the effectiveness of local climate and sustainability action. K4C Partners now represent the local governments of more than 86 percent of the King County's 2.3 million residents. The work of K4C Partners is guided by the K4C's Joint Climate Action Commitments ([available online](#)), which are periodically updated.

In 2024, examples of K4C work included to: partner to implement the K4C's Joint Climate Action Commitments; continue to support and promote a regional web-based information hub with centralized information on rebates, contractors, and information on how to decarbonize residential buildings ("*Switch is On*" Campaign); promote further adoption of the Re+ Pledge; provide model language for Comprehensive Plan updates; support use of a Climate Action Toolkit (adopted by the King County Council in 2021), especially for newer Partners or less-resourced cities; coordinate with Partners to promote and pursue joint opportunities for local climate action; identify and develop shared K4C State Policy and Legislative Interests for 2025; host one K4C elected official work session (July 16, 2024); engage on adoption of state commercial and residential Electric Vehicle Charging codes; coordinate ongoing engagement on a countywide heat strategy; assess potential program impacts of Initiatives 2117 and 2066; support Partners wishing to pursue the new federal clean energy tax credits ("Direct Pay") within the Inflation Reduction Act; and use member dues to fund city-level and unincorporated King County geographic greenhouse gas (GHG) inventory and summary report inventory for each city in King County, including both K4C and non-K4C member cities.

The K4C budget is based on shared contributions by K4C Partners, as stipulated in the K4C interlocal agreement (ILA). Based on these dues, the K4C budget for 2025 is projected to be \$53,200. However, much of the K4C's work is completed by participants and elected officials of K4C Partners and is not part of the K4C budget. Examples of this type of 2024 work included: supporting ongoing city Partner work to

integrate new climate-related Countywide Planning Policies (CPPs) into updates to city comprehensive plans; support for the adoption of model code language that exceeds state energy code requirements; engagement by elected officials on state legislative issues and major Initiatives; engaging in development of regional approaches for energy and fossil fuel reduction programs (such as rooftop solar and heat pump installation campaigns); and engaging on climate preparedness topics such as development of a first-ever countywide Extreme Heat Mitigation Strategy (formally released July 18, 2024).

In addition, the County's K4C budget does not include the significant amount of staff time provided by the King County Executive Climate Office (ECO) focused on the management of the K4C as a whole, which includes: scheduling, planning, and leading various staff-level meetings monthly throughout the year; and planning and leading meetings with elected officials every two weeks during the Legislative Session and monthly for the rest of the year.

The work of the K4C is an important part of the County's commitment to and support of climate action and is integrated with King County's 2020 Strategic Climate Action Plan (SCAP).

IV. Background

Organizational Overview: The King County-Cities Climate Collaboration (K4C) is a voluntary, but formal partnership of King County, 21 cities, and the Port of Seattle ("Partners") focused on coordinating and enhancing the effectiveness of local government's actions on climate and sustainability. K4C Partners collaborate on the following:

- Outreach – to develop, refine, and utilize messaging and tools for climate change outreach to engage decision makers, other cities, and the general public;
- Coordination – to adopt consistent standards, codes, benchmarks, strategies, and overall goals related to climate change response;
- Solutions – to share local success stories, challenges, data, and products that support and enhance climate mitigation efforts by all Partners, and
- Funding and resources – to secure grant funding and other shared resource opportunities to support climate-related projects and programs, primarily from state and federal sources.

The King County Executive Climate Office (ECO) leads and supports the K4C, with additional support and participation from Metro Transit, the Department of Executive Services, the Department of Local Services, and the Department of Natural Resources and Parks. Participants and elected officials from each K4C member are equal decision makers and Partners in the work of the K4C.

Key Historical Context: This report is the tenth annual K4C work plan and budget to be submitted to the King County Council, as required by Motion 14449. Motion 14449 is attached as Appendix A.

Key Current Context: In 2024, examples of K4C work included: partner to implement the K4C's Joint Climate Action Commitments; support ongoing use of a Climate Action Toolkit (adopted by the King County Council in 2021); coordinate on and pursue new state and federal funding sources for local

climate action; identify and develop shared K4C State Policy and Legislative Interests for 2024; engage on new state commercial and residential energy codes; coordinate climate preparedness efforts and share resources from the County's Extreme Heat Mitigation Strategy, among other accomplishments.

The K4C did not add any new Partners in 2024, but has held favorable recruiting conversations with city leadership, or presented to City Councils, at Des Moines, Federal Way, and SeaTac. In part to help orient new Partners to the history and work of the K4C, share the resources available to members, and help engage new participants and/or elected officials, staff periodically host a "K4C 101" webinar. Early in 2024, staff hosted one such webinar for 10 Partners who had recently joined, or who had new staff representatives. Following that webinar, the meeting series was transitioned into a bi-monthly peer networking venue, where veteran Partners could share best practices with newer Partners, and where various staff brought forth issues for informal discussion and advice.

Additionally, in 2024, the K4C hosted one Elected Official Work Session (July 16, 2024), which offered presentations on two major and timely topics. The first covered state rules around engagement in campaigns and ballot initiatives (presented by the Municipal Research and Services Center); the second delivered a thorough overview of the state's Climate Commitment Act (CCA) and how the funds gathered are used for climate action (presented by Governor Inslee's Senior Climate Advisor, Becky Kelley). A third session introduced the kickoff for the County's 2025 Strategic Climate Action Plan (SCAP) process and solicited attendees' suggestions on ways that the K4C could be leveraged to enhance countywide climate action.

Report Methodology: This report was drafted by Climate Office staff. It summarizes decisions and work completed in 2024 and outlines the 2025 K4C workplan and priorities building on this recent work. This report builds on previous K4C work plans and budgets that have been submitted to the King County Council annually since 2016.

V. Report Requirements

This report is organized to respond to and to align with Motion 14449, which requires coordination and information annually about the K4C’s budget and work plan. This section includes a budget and workplan.

A. Budget

The K4C budget is based on shared contributions by K4C Partners as stipulated in the K4C Interlocal Agreement (ILA). The table below shows annual contributions received for calendar year 2023 based on population tier. Of note, the population of several cities in the K4C has increased compared to estimates in the original K4C ILA, and these cities’ annual contributions have been updated in coordination with K4C Partners. The table depicts a total of \$53,200 in dues anticipated for 2024. None of the budget for 2025 has yet been designated for any projects, but members will vote on joint proposals as they emerge, per the protocols in the ILA.

Partner	Received 2023 Contribution	Expected 2024 Contribution
Bellevue	\$2,500	\$2,500
Bothell	\$1,200	\$1,200
Burien	\$2,000	\$2,000
Duvall	\$700	\$700
Issaquah	\$2,000	\$2,000
Kenmore	\$1,200	\$1,200
Kent	\$2,500	\$2,500
King County	\$10,000	\$10,000
Kirkland	\$2,500	\$2,500
Lake Forest Park	\$700	\$700
Maple Valley	\$1,200	\$1,200
Mercer Island	\$1,200	\$1,200
Newcastle	\$700	\$700
Normandy Park	\$700	\$700
North Bend	\$700	\$700
Port of Seattle	\$7,000	\$7,000
Redmond	\$2,500	\$2,500
Renton	\$2,500	\$2,500
Sammamish	\$2,500	\$2,500
Seattle	\$5,000	\$5,000
Shoreline	\$2,000	\$2,000
Snoqualmie	\$700	\$700
Tukwila	\$ (not rec’d)	\$1,200
Total	\$52,000	\$53,200

B. Work Plan

1. Shared Goals - Building Decarbonization Platform and Campaign

In 2024, K4C Partners used 2023 funds to help scope a regional building decarbonization campaign and online information platform. This information platform and outreach campaign helps homeowners navigate the influx of federal, state, and utility rebates and incentive options, and find contractors to complete the work. The K4C, King County, Pierce County, Thurston County, the City of Tacoma, the City of Olympia, and the City of Seattle are working with the 501(c)3 nonprofit Building Decarbonization Coalition (BDC) as a project contractor. The platform was launched in early 2024 (at <https://www.switchison.org/wa>) and the regional partners held three events throughout the year to promote the platform and building decarbonization work overall. The initiative will extend into 2025.

This work additionally supports K4C communities by:

- Centralizing information and providing consistent resources for building decarbonization across jurisdictions;
- Delivering a high-quality outreach platform and campaign to increase community awareness of building decarbonization efforts;
- Serving as a model for a wider navigator program across the region or state: the site and campaign will inform best practices for a possible expanded Navigator program in 2025 across Washington state as the Department of Commerce invests in ways to share energy efficiency and building decarbonization incentives, information, and connections to contractors with Climate Commitment Act funding.

2. Climate Policy Collaboration

The K4C developed shared State Policy and Legislative Interests for 2025 that K4C Partners can use in support of developing legislative agendas and can use as a basis for drafting sign on letters or testimony.

- Approximately a dozen K4C Elected Officials are engaged through an ongoing K4C Elected Outreach Committee, which includes working on state legislative issues. In 2024, the K4C Elected Outreach Committee included participation from elected officials including those from the cities of Bellevue, Bothell, Burien, Issaquah, Kenmore, Kent, Kirkland, Lake Forest Park, Maple Valley, Mercer Island, Redmond, Sammamish, Shoreline, Tukwila, and the Port of Seattle. In 2024, the Outreach Committee collaborated to develop a shared letter of support for the ReWrap Act.
- The K4C Outreach Committee will track and analyze state bills throughout the Legislative Session and advocate for bills and investments that will advance the K4C Joint Commitments.

3. 2025 Restructuring After 2024 Pilot

Staff used the past year to explore new potential structures and approaches to most effectively harness the collaborative power of K4C.

- In early 2024, Partner surveys revealed that the majority of current participants have been involved with K4C only 1-2 years, indicating a need for additional relationship-building and peer learning opportunities.

- As a response, staff launched a K4C learning and networking series, meeting every other month to share resources, connect new recruits with veteran K4C participants, and provide a venue to work through program challenges and learn from the experience of others. This was well-received and generally attended by 6-8 Partner cities; this meeting series will continue throughout 2025.
- The survey also revealed that six members do not have climate actions identified yet in their Comprehensive Plans, and five have not yet drafted a Climate Action Plan.
 - County staff continue to share resources and best practices with all interested parties, including model policy language developed by King County in 2023, and a 2024 review of the common language and themes conducted by K4C Partners on the Eastside (Bellevue, Issaquah, Kirkland, Mercer Island, Redmond).
- According to the survey, the most sought-after support services that K4C could offer (some of which may include an additional cost) were group GHG inventories, legislative sign-on letters, and assistance with major grant and funding opportunities.
 - In response to these needs, staff offered frequent discussion on the latest grant funding opportunities and included Partners in some grant applications. Staff also offered ways to receive legislative updates from climate advocacy organizations, as well as access to sign-on opportunities. All of these services will be continued in 2025.
 - For GHG inventory support, staff contracted with Cascadia Consulting using 2024 funds to develop city-by-city community emissions profiles for all K4C Partners – this work is an example of a joint K4C project funded by member dues. Partners were also offered the add-on option to calculate emissions from their municipal operations: three jurisdictions will purchase this additional service, to be delivered in 2025 (Bothell, Renton, Shoreline).
- A follow up survey in November of 2024 revealed that most Partners have appreciated and benefited from the new structure and cadence, such that staff intend to maintain the following in 2025:
 - Six bi-monthly plenary meetings for high level topics, including standing agenda items on grant opportunities and legislative/policy developments.
 - An alternating meeting series in the off months (six iterations total), hosting deeper dives on complex sub-topics. Potential meeting series for 2025 include: i) Electric Vehicles; ii) Building Decarbonization; iii) Heat Pump Installation Programs.
 - Continuation of a Planning Committee (composed of two County staff, and staff from three different Partners) which helped significantly with meeting planning, hosting logistics, formal notetaking, and the development of robust meeting agendas.

4. Strengthening Shared Climate Action Implementation

- Based on extensive exploratory discussion at 2024 K4C meetings, staff in 2025 will include nearly 30 proposed actions in the draft 2025 SCAP that leverage the strengths of the K4C for more coordinated and shared implementation

- Partners will continue to explore as a group what the best tools are to achieve this vision: for example, updating the K4C Joint Commitments; the 2025 SCAP update itself; harnessing the King County Countywide Planning Policies; or other means.
- King County’s Executive Climate Office will work with K4C Partners to seek additional resources to support and expand the county-wide and regional approaches to climate action and increase K4C capacity.

VI. Conclusion/Next Actions

The 2025 K4C Work Plan and Budget build on the K4C’s Joint Commitments, elected official input and engagement, and interests and direction of all K4C Partners. The K4C budget is defined by the K4C ILA. The 2025 spending priorities will align with the direction provided by the K4C’s Joint Climate Action Commitments, recommendations from the K4C Elected Official Work Session, and work planning by the K4C Staff Steering Committee. The work of the K4C is an important part of the County’s commitment to climate action and will directly support a range of Priority Actions and Performance Measures under consideration for the 2025 update of King County’s Strategic Climate Action Plan (SCAP).

VII. Appendices

Appendix A: Motion 14449



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

November 6, 2015

Motion 14449

Proposed No. 2015-0252.3

Sponsors Phillips and Dembowski

1 A MOTION adopting the 2015 King County Strategic
2 Climate Action Plan, submitted in compliance with K.C.C.
3 18.25.010.A.4.

4 WHEREAS, K.C.C. 18.25.010.A.4. requires the King County executive to
5 transmit to the council a plan by June 29, 2015 updating the King County Strategic
6 Climate Action Plan, and

7 WHEREAS, with this motion, the executive has transmitted to the council as
8 Attachment A to this motion the updated plan called for in K.C.C. 18.25.010.A.4., and

9 WHEREAS, confronting climate change through effective strategies to reduce
10 greenhouse gas emissions and prepare for the impacts of a changing climate requires an
11 integrated countywide effort involving public, private and non-governmental
12 partnerships, and

13 WHEREAS, the 2015 King County Strategic Climate Action Plan presents a bold
14 course of action that will make progress toward achieving the countywide goal to reduce
15 greenhouse gas emissions by eighty percent by 2050, and

16 WHEREAS, the 2015 King County Strategic Climate Action Plan identifies the
17 county's top sources of greenhouse gas emissions and quantifies the greenhouse gas
18 emissions reduction benefits of key strategies, and

Motion 14449

19 WHEREAS, King County will continue to play a key role in the King County-
20 Cities Climate Collaboration, whose members represent seventy-five percent of the
21 population of the county, and which lays out a shared countywide vision for confronting
22 climate change upon which the 2015 King County Strategic Climate Action Plan is built,
23 and

24 WHEREAS, the 2015 King County Strategic Climate Action Plan strengthens the
25 county's strategy to prepare for the impacts of a changing climate on local communities,
26 infrastructure, economy, public health and safety, and the natural environment, and

27 WHEREAS, the 2015 King County Strategic Climate Action Plan advances King
28 County's guiding principle of promoting fairness and opportunity and eliminating
29 inequities by considering the equity and social justice impacts in its decision-making on
30 climate change strategies, and

31 WHEREAS, the 2015 King County Strategic Climate Action Plan recognizes that
32 the burdens and benefits of climate change will affect King County's current and future
33 residents in disparate ways, with the potential to disproportionately affect some
34 populations, such as those who are low-income, have limited English proficiency or
35 reside in certain geographic areas, and

36 WHEREAS, with this motion, the executive has transmitted to the council, as part
37 of the 2015 Strategic Climate Action Plan, the annual report on the county's major
38 environmental sustainability programs as called for in K.C.C. 18.50.010, and

39 WHEREAS, Appendix B of the 2015 Strategic Climate Action Plan responds to
40 Motion 14349, passed May 4, 2015, which requested that the executive consider specific

Motion 14449

41 climate action activities and policies for inclusion in the 2015 Strategic Climate Action
42 Plan, and

43 WHEREAS, the 2015 King County Strategic Climate Action Plan directly reflects
44 the recommendations of a 2014 Performance Audit conducted by the King County
45 auditor's office;

46 NOW, THEREFORE, BE IT MOVED by the Council of King County:

47 A. The 2015 King County Strategic Climate Action Plan, dated October 20,
48 2015, which is Attachment A to this motion and prepared in compliance with K.C.C
49 18.25.010.A.4., is hereby adopted.

50 B. Consistent with Ordinance 17285, which authorized the Interlocal Agreement
51 for the King County-Cities Climate Collaboration, the executive is requested to
52 coordinate with staff of the transportation, economy and environment committee, or its
53 successor, in developing the annual work plans and budget for the King County-Cities
54 Climate Collaboration under the interlocal agreement. The executive is requested to
55 submit by January 31, and every year thereafter, the King County-Cities Climate
56 Collaboration annual work plan and budget to the council for acceptance by motion. The
57 2016 work plan should include recommendations on the timing and approach for an
58 update to the interlocal agreement that includes addressing drafting issues identified
59 during the council's initial review of the agreement.

60 C. Implementation of the King County Strategic Climate Action Plan may lead to

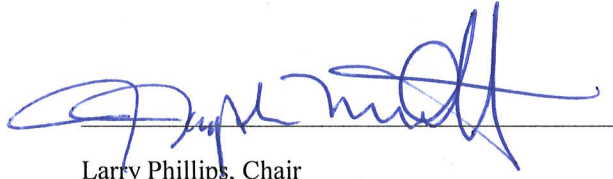
Motion 14449

61 the need for additional resources. However, any additional FTE/TLT requests are subject
62 to approval through the county budget process.
63

Motion 14449 was introduced on 7/6/2015 and passed as amended by the Metropolitan King County Council on 11/2/2015, by the following vote:

Yes: 9 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,
Ms. Lambert, Mr. Dunn, Mr. McDermott, Mr. Dembowski and Mr.
Upthegrove
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Larry Phillips, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments: A. Strategic Climate Action Plan November 2015

Certificate Of Completion

Envelope Id: 1CC5FB38-23C2-4D5E-9FC1-6CCA1F3A6855	Status: Completed
Subject: Complete with Docusign: Motion 16780.docx, Motion 16780 Attachment A.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 2
Supplemental Document Pages: 14	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelopeld Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

Record Tracking

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Signer Events

Girmay Zahilay
girmay.zahilay@kingcounty.gov
Security Level: Email, Account Authentication (None)

Signature

Signed by:


1AEA3C5077F8485...
Signature Adoption: Pre-selected Style
Using IP Address: 71.227.166.164

Timestamp

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Viewed: 3/5/2025 4:20:21 PM
Signed: 3/5/2025 4:20:37 PM

Electronic Record and Signature Disclosure:
Accepted: 3/5/2025 4:20:21 PM
ID: f8b25d8a-3de1-4255-9d1e-dd8d306c151f

Melani Hay
melani.hay@kingcounty.gov
Clerk of the Council
King County Council
Security Level: Email, Account Authentication (None)

DocuSigned by:

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Using IP Address: 67.160.85.70

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Electronic Record and Signature Disclosure:
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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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	3/5/2025 4:30:58 PM
Signing Complete	Security Checked	3/5/2025 4:31:07 PM
Completed	Security Checked	3/5/2025 4:31:07 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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.

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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

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 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 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 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.