



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16875

Proposed No. 2025-0256.1

Sponsors Zahilay

1 A MOTION approving renewal of contract for assistant
2 chief legal counsel to the King County council.

3 WHEREAS, RCW 36.32.200 grants county councils the authority to hire their
4 own legal counsel for up to a two-year term upon the approval of the presiding superior
5 court judge of the county, and

6 WHEREAS, the King County council has used the authority provided in RCW
7 36.32.200 to hire legal counsel to provide the council with legal advice on legislative,
8 contractual, and other legal matters, and

9 WHEREAS, Kendall Moore was previously appointed to the position of assistant
10 chief legal counsel to the King County council for a two-year term effective October 12,
11 2023, through October 11, 2025;

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

13 The chair of the employment and administration committee is authorized to sign a
14 contract letter that is substantially similar to Attachment A to this motion appointing
15 Kendall Moore to serve a two-year term in the position of assistant chief legal counsel to

Motion 16875

- 16 the King County council, effective October 12, 2025, and upon approval by the presiding
17 judge of the King County superior court.

Motion 16875 was introduced on 8/26/2025 and passed by the Metropolitan King County Council on 9/16/2025, by the following vote:

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

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Signed by:

Girmay Zahilay

1AEA3C5077F8485...

Girmay Zahilay, Chair

ATTEST:

DocuSigned by:

Melani Hay

8DE1BB375AD3422...

Melani Hay, Clerk of the Council

Attachments: A. Contract Letter - Moore

Motion 16875



King County Courthouse
516 Third Avenue, Suite 1200
Seattle, WA 98104
206-477-1000
www.kingcounty.gov/council

September 2, 2025

Kendall H. Moore, Assistant Chief Legal Counsel
King County Council
1200 King County Courthouse
Seattle, WA 98104

Dear Ms. Moore:

On behalf of the Metropolitan King County Council, I am pleased to offer you a two-year term appointment as the Council's Assistant Chief Legal Counsel. This contract is effective from October 12, 2025 through October 11, 2027. This position is at-will and exempt from career service.

As Assistant Chief Legal Counsel, you will report to the Chief Legal Counsel and receive assignments directly from individual councilmembers. You will be compensated at pay range 136, step 13, on the Legislative Branch salary schedule. You will continue to receive the benefits extended to all non-represented employees of the Legislative Branch who serve in an exempt status. The Council will pay your WSBA licensing fee for 2026 and 2027 as well as continuing legal education as approved by the Chief Legal Counsel.

The Council looks forward to your continued support as we address the important issues facing King County over the next two years. Thank you for your service.

Sincerely,

Girmay Zahilay, Chair
Employment & Administration Committee

REVIEWED AND ACCEPTED:

Kendall H. Moore

Honorable Ketu Shah, Presiding Judge
King County Superior Court
Approved per RCW 36.32.200

CC Stephanie Cirkovich, Council Chief of Staff
Deandra Stanley, HR Manager
Leesa Manion, King County Prosecuting Attorney

Certificate Of Completion

Envelope Id: 43DA75EC-0745-4FD8-9927-C2C124CEA954

Status: Completed

Subject: Complete with Docusign: Motion 16875.docx, Motion 16875 Attachment A.docx

Source Envelope:

Document Pages: 2

Signatures: 2

Envelope Originator:

Supplemental Document Pages: 1

Initials: 0

Cherie Camp

Certificate Pages: 5

AutoNav: Enabled

401 5TH AVE

Envelopeld Stamping: Enabled

SEATTLE, WA 98104

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

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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

Signed by:

Girmay Zahilay
1AEA3C5077F8485...

Signature Adoption: Pre-selected Style

Using IP Address: 146.129.133.77

Timestamp

Sent: 9/17/2025 1:42:36 PM

Viewed: 9/17/2025 1:52:58 PM

Signed: 9/17/2025 1:53:05 PM

Electronic Record and Signature Disclosure:

Accepted: 9/17/2025 1:52:58 PM

ID: af8195ff-20b2-49cc-9322-ffdf0d11318

Melani Hay

melani.hay@kingcounty.gov

Clerk of the Council

King County Council

Security Level: Email, Account Authentication (None)

DocuSigned by:

Melani Hay
8DE1BB375AD3422...

Signature Adoption: Pre-selected Style

Using IP Address: 198.49.222.20

Sent: 9/17/2025 1:53:06 PM

Viewed: 9/17/2025 2:03:38 PM

Signed: 9/17/2025 2:03:47 PM

Electronic Record and Signature Disclosure:

Accepted: 9/30/2022 11:27:12 AM

ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

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
Envelope Sent	Hashed/Encrypted	9/17/2025 1:42:36 PM
Certified Delivered	Security Checked	9/17/2025 2:03:38 PM
Signing Complete	Security Checked	9/17/2025 2:03:47 PM
Completed	Security Checked	9/17/2025 2:03:47 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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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.

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- 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.