

#4

C.F. 313962

City of Seattle Notice of Appointment

Name: Eileen M. Norton		<input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: West Seattle	Zip Code: 98136	Contact Phone No.: n/a
Appointed to: Seattle Ethics and Elections Commission		Date of Appointment: September 8, 2014
Authority (Ord., Res.): Ordinance 116005		Term of Office: From: September 8, 2014 To: December 31, 2016
<p>Background: Eileen M. Norton is an attorney who will bring to the Commission a unique blend of experience in legal and non-legal positions in the public and private sector. She is a former assistant city attorney, assistant city auditor and City Council aide for the City of Seattle. She has also served for other public agencies, including the Seattle School District and the Seattle Monorail Project. For most of the last eight years she has worked in a project management role for two different private firms. Ms. Norton is engaged in her West Seattle community as a longtime board member and president of Southwest Youth & Family Services.</p>		
Authorizing Signature: 		Name and Title of Officer Making Appointments: Councilmember Tim Burgess



EILEEN NORTON
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

PROFILE

Highly developed analytical skills: Able to approach problems from wide-ranging perspectives. Known as a quick learner and for overcoming challenges with practical solutions and good humor.

Excellent facilitator: Forged synergistic professional and technical work teams of architects, engineers, executives and attorneys who consistently delivered quality work on time, under the most demanding schedules. A long track record of working effectively with a broad spectrum of personalities.

Solid communication background: Authored and edited numerous types and styles of writings, including resolutions, policies, contracts, audits, and literary fiction. Strong persuasive style and public speaking expertise.

PROFESSIONAL EXPERIENCE

WASHINGTON BIODIESEL & PACIFIC COAST CANOLA, LLC
Seattle, WA

2006 – 2008
2011 – Present

Director of Project Management: Early member of start-up company responsible for developing, managing, and implementing contracts to construct and equip a canola crush & canola oil refining plant and worked closely with design-build team that constructed facility in eastern Washington. Duties include working with plant staff on safety, permit, and logistics matters; with finance staff on insurance, inventory, and financial reporting; reviewing contracts; and various matters related to the plant. (Washington Biodiesel evolved into Pacific Coast Canola.)

SEATTLE SCHOOL DISTRICT
Seattle, WA

2010 – 2010

Senior Research Analyst: Served on District's bargaining team to negotiate collective bargaining agreements with Seattle teachers, office personnel, and paraprofessionals. Conducted research on best practices, agreements in other districts, both in-state and nationally; developed and drafted proposals and contracts, participated directly in bargaining sessions. Team was successful in negotiating an historic three-year agreement that included meaningful teacher evaluations using student growth as one measure of effectiveness.

WOMEN'S BASKETBALL CLUB OF SEATTLE, LLC
Seattle, WA

2008 – 2010

Business Operations Manager/Special Projects: Reported to the Storm's Chief Executive Officer and VP of Finance & Operations on discrete projects, including management of IT migration (email, server, telephones, and files) to Storm-only network, company's move to and setting up new offices, contract development and review, managed hiring processes, lease negotiations, and other duties and projects as assigned.



SEATTLE MONORAIL PROJECT
Seattle, WA

2002 - 2005

Assistant General Counsel & Manager of City Coordination: Member of five-person start-up team that developed a new, entrepreneurial public transit agency. Selected and built strong professional work teams. Authored numerous resolutions, bylaws, policies and procedures. Managed the Monorail's business relationship with City officials. Served as Public Records and Public Disclosure Officer.

CITY OF SEATTLE
Seattle, WA

1990 - 2002

Assistant City Auditor & Lead Auditor for Capital Projects, Office of City Auditor (1996 to 2002): Performed ongoing reviews of major capital projects. Conducted performance and compliance reviews. Provided training and presentations to professional organizations.

Legislative Assistant, Seattle City Councilmember Tom Weeks (1992 to 1996): Advised councilmember on policy issues, including long-term City capital plan, personnel issues, and other Councilmember committee related matters. Served as committee staff and also provided general office support.

Assistant City Attorney, City Attorney's Office (1991 to 1992): Specialized in discrimination law, collections law, drug abatement and forfeiture actions, and general enforcement of City licensing laws. Clients included Office of Civil Rights, Department of Licenses & Consumer Affairs, and Seattle Police Department.

Paralegal, City Attorney's Office (1990 to 1991): Provided paralegal support for Pike Place Market lawsuit.

YAMHILL COUNTY DISTRICT ATTORNEY'S OFFICE
McMinnville, OR

1987 - 1989

Deputy District Attorney: Tried adult misdemeanor cases and some adult felony cases. Tried juvenile criminal and dependency cases.

OTHER POSITIONS HELD

Law Clerk: Judge Alan C. Bonebrake, Circuit Court, Hillsboro, OR 1985-1986

Peace Corps Volunteer: Republic of Palau, Micronesia 1979-1981

EDUCATION

Bachelor of Arts, cum laude, Political Science, University of Cincinnati

Doctor of Jurisprudence, University of Oregon

Certificate in Ocean & Coastal Law

Certificate in Environmental & Natural Resources Law

Other Professional Training/Expertise

Certificate – Construction Management, University of Washington (2001)

Graduate – "Leadership Tomorrow", Seattle Chamber of Commerce (1995-1996)

PC and Mac conversant with strong Microsoft Office skills



COMMUNITY

Southwest Youth & Family Services (1990-1996 and 2003 to present)

- President (2009 to Present)
- Vice President (2008 to 2009)
- Secretary (1992-1996)
- Treasurer, Capital Campaign

Lakeside Upper School, Head Softball Coach (2006 to 2011)

- Received 2011 Harry Swetnam Award

Lakeside Middle School, Asst. Coach, 8th Grade Girls Varsity Basketball Team (2008)

Licton Springs Review

- Associate Editor (2008)
- Winner, Marcia Barton Award for Fiction, *Climbing Mountains*, (2008)

West Seattle Helpline 1997-2000

- President (6/98-7/00)

King County Charter Review Commission (1996-1997)

- Chair, Structural Issues Subcommittee

PROFESSIONAL ASSOCIATIONS

Member, Oregon State Bar Association (1986 to present)

Member, Washington State Bar Association (1990 to present)

Member, National Association of Local Government Auditors (1997-2003)

Member, Institute of Internal Auditors (1999-2003)

References available upon request.

Seattle Ethics and Elections Commission

July 2014

Seven members: Per Ordinance 116005, all subject to City Council confirmation; 3-year terms

- 3 appointed by Mayor
- 3 appointed by City Council
- 1 appointed by Commission members

D	G	Name	Term Ends	Term #	Appointed By
6	F	Norton, Eileen	12-31-16	1	City Council
6	M	Carter, Bruce	12-31-14	1	City Council
1	F	Yamaguchi, Kendee	12-31-15	2	City Council
6	M	Cohan, Richard	12-31-15	2	Commission
6	M	Sherman, Bill	12-31-14	2	Mayor
6	M	Axel, Brad	12-31-15	1	Mayor
6	M	Donckers, Brendan	12-31-16	1	Mayor

Diversity:

Appx Authority	Men	Women	Vacant	Minority	(1)	(2)	(3)	(4)	(5)	(6)
					Asian American	African American	Hispanic	Native American	Other	Caucasian
Mayor	3	0	0	0	0	0	0	0	0	3
Council	1	2	0	1	1	0	0	0	0	2
Commission	1	0	0	0	0	0	0	0	0	1
<i>Total</i>	<i>5</i>	<i>2</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>6</i>

Eileen M. Norton
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- Delivered via E-Mail -

July 7, 2014

Council President Tim Burgess
Seattle City Council
PO Box 34025
Seattle, WA 98124-4025

Re: Ethics & Elections Commission Open Position.

Dear Councilmember Burgess:

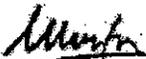
Please consider this letter and enclosed resume as my statement of interest in the open position on the Ethics and Elections Commission.

My career has been somewhat eclectic, but as an attorney, with public sector experience in both criminal and civil law, and also as a former assistant city auditor for the City of Seattle, I believe that I would bring a unique perspective to the Commission. Auditing brings a certain practicality to the attorney's first instinct to "think like a lawyer" and to go no further.

I have a deep respect for public sector work, and the men and women who choose a career path held to such high ethical standards, and so open, and rightly so, to public scrutiny. The Commission's work is challenging and demanding and its duties are, quite frankly, sobering, but absolutely necessary. I have always respected the Commission and the role it plays in the City holding the public's trust. It would be an honor to serve.

If you have any questions, please do not hesitate to contact me. Thank you for your consideration and I would welcome the opportunity to speak further with you about the Commission. I look forward to hearing from you.

Sincerely,



Eileen M. Norton

Enclosure

