

**City of Seattle
Notice of Appointment**

| | | |
|---|---------------------------|--|
| Name: Todd Sparrow | | <input checked="" type="checkbox"/> Executive Appointment <input checked="" type="checkbox"/> Reappointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency |
| Residential Neighborhood: Poulsbo | Zip Code: 98370 | Contact Phone No.: (206) 467-2758 CITY OF SEATTLE FILED 2015 MAR 18 AM 9:22 CITY CLERK |
| Appointed to: Fire Code Advisory Board, Building Owners and Managers Association Representative | | Date of Appointment: March 9, 2015 |
| Authority (Ord., Res.): Ord. No. 124707 | | Term of Office: From: March 30, 2015 To: March 30, 2018 |
| <p>Background: Mr. Sparrow has 20+ years of experience as a building engineer and property manager working for Seattle-based companies managing Class-A real estate including maintenance, improvements and capital expenditures. He has experience coordinating sustainability efforts in major buildings including LEED certification. He is well networked among Seattle's building owners and managers and has done a very effective job explaining their considerations to help inform choices made by the Seattle Fire Code Advisory Board members.</p> <p>In addition to his service on the Seattle Fire Code Advisory Board, Mr. Sparrow is a member of the Building Owners and Managers Association of Seattle, and was a member on the City of Seattle Construction Code Advisory Board member from 2007-2010.</p> <p>Mr. Sparrow is a Licensed Real Estate Sales Person and holds a Master Electricians License, an O-7 Administrator License, and BOMA SMA/SMT Certification.</p> | | |
| Authorizing Signature:  | | Name and Title of Officer Making Appointments: Mayor Edward B. Murray |

Todd Sparrow

Poulsbo, WA 98370

PROFESSIONAL EXPERIENCE

KIDDER MATTHEWS - SEATTLE, WA

2013 - PRESENT

Portfolio Chief Engineer

Working with General Manager and on site Property Managers, ensure all maintenance, improvements and capital expenditures for 1.2M square feet of class A office is completed on schedule and budget. Also responsible for the day to day supervision of a staff of five

- Coordinated hiring of all engineering staff on project acquisition.
- Instituted engineering best practices at all sites
- Managed approximately \$2M of capital work across the portfolio

LANGLEY INVESTMENT PROPERTIES - SEATTLE, WA

2011 - 2013

Chief Engineer

- Coordinated all maintenance activities for 300,000 square feet class A office space.
- Volunteered on the Fire Code Advisory Board as the BOMA representative.

FOREST CITY ENTERPRISES - SILVERDALE, WA

2009 - 2011

Maintenance Manager

Working with General Manager and on site leasing manager, ensured all major maintenance and capital expenditures for a 1300 home government owned residential real estate project were completed on time and on budget. Also responsible for the day to day supervision of a staff of eighteen. Thirteen Maintenance Technicians, two maintenance dispatchers, a warehouse technician and two grounds keepers.

- Drafted a bid package for a 4.5 Million dollar roofing replacement project including scope, bid document, and contract.
- Coordinated sustainability efforts including LEED certification where appropriate on 5.5M square feet of Real Estate nationally.
- Drafted a standardized Request for Proposal format to facilitate more consistent deliverables.

Real Estate Project Manager, June 2008-Present

Working with on site managers across the country, ensured all major maintenance and capital expenditures were completed on time and on budget. Also reviewed all major projects to ensure they were in line with investment goals.

- Conducted physical due diligence on \$270M in assets in the first six months following advancement.
- Coordinated sustainability efforts including LEED certification where appropriate on 5.5M square feet of Real Estate nationally.
- Drafted a standardized Request for Proposal format to facilitate more consistent deliverables.
- Responsible for on time and on budget completion of all capital and non-routine maintenance on a 5.5M square foot national portfolio.

Property/Asset Manager, 2006 -2008

Worked with client, accounting, and building staff to ensure each asset was managed in accordance with their respective investment objective.

- Managed over \$200M of Class-A real estate in the Seattle CBD.
- Completed, implemented, and administered budgets totaling \$24M in gross revenue.
- Completed all requisite administrative tasks associated with management of Class-A real estate for an institutional client. This includes, but is not limited to; monthly and quarterly reporting, expense reconciliation, debt collection, and tenant retention activities.
- Transitioned management of an eight building 1.2M square foot portfolio to outsourced management.

Senior Engineer, 2003 -2006

Worked with property manager, client, and select vendor partners to operate the real estate in accordance with company and investment objectives. Responsible for the day to day activities and professional development of a staff of six professionals.

- Responsible for the facility operations of seven Seattle area properties totaling 850k square feet with annual expense budgets totaling \$7.4M.
- Increased portfolio NOI through increased in house completion of maintenance tasks and accurate accounting of tenant service charge back items. This resulted in a net increase in portfolio value of \$2.32M.
- Assisted in acquisition due diligence process' that in 2004 resulted in the closing of 2.5M square feet of real estate valued in excess of \$1B.

Chief Engineer

Responsible for the facility operation and maintenance of two Class-A high rises in the Seattle CBD including the leadership and professional development of a staff of four.

- Directed all capital improvement activity for two assets totaling 550k square feet.
- Completed two lighting retrofit projects that resulted in combined savings of over 1.5M KWH/yr or \$90k.
- Supported corporate pursuit of new business.
- Assembled a mechanical services request for proposal package for a large corporate services client. Interviewed perspective candidate vendors and assisted in the final selection process.

CB RICHARD ELLIS- SEATTLE, WA

1997 - 2000

Chief Engineer

Responsible for the facility operation of two Class-A high rises in the Seattle CBD including all preventative and corrective maintenance. Directly supervised a staff of four engineering professionals.

- Directed all capital improvement activity for two assets.
- Acted as regional safety administrator, conducting and documenting all training, incidents, and corrective action.
- Working with the Assistant Property Manager, implemented and distributed a comprehensive emergency operation plan.
- Negotiated the installation contract for, and managed the installation of, a complete DDC retrofit project. Through creative labor and time management we were able to save the client \$165k on the project.

THE NORMAN COMPANY - SEATTLE, WA

1994 - 1997

Building Engineer

Responsible for the performance of preventative and corrective maintenance on two Seattle CBD assets totaling 380k square feet. Supported the Chief Engineer in the execution of capital projects and the administration of the operational budget.

- Implemented a state of the art predictive maintenance program that included harmonics analysis and infrared evaluation.
- Scheduled and completed all preventative and corrective maintenance. Provided resulting pertinent data to the property manager for client reporting.
- Solely responsible for the operation and maintenance of an 80k square foot asset in the University District.
- Designed, drafted, and implemented a damper installation project that resulted in a 90 day payback.

EDUCATION / LICENSES

Licensed Real Estate Sales Person

Master Electricians License

O-7 Administrator License

BOMA SMA/SMT Certification

PROFESSIONAL SEMINARS INCLUDE:

Personnel Management

Wiring Methods and Conductor Sizing

Washington Administrative Code

MRI System Foresight and Accounts Payable

Managing Water Intrusion and Mold

Commercial Electrical Load Calculations

Updates to the National Electrical Code

Real Estate Appraisal

Fire Code Advisory Board

As of March 2015

Fifteen members: Per Ord. 124707, all subject to City Council confirmation, 3 year terms – no term limits.

- 15 Appointed by Mayor

| D* | G | Position No. | Name | Appointed | Term Ends | Term # | Position | Appointed By |
|----|---|--------------|----------------------|------------|------------|--------|---------------------------|--------------|
| | M | 1 | James R. Fair | 03/30/2015 | 03/30/2018 | 3 | Architects | Mayor |
| | F | 2 | Tara Henriksen | 8/30/2012 | 8/31/2015 | 1 | Chemical Engineers | Mayor |
| | F | 3 | Rae Anne Rushing | 03/30/2015 | 03/30/2018 | 3 | Mechanical Engineers | Mayor |
| | M | 4 | Todd Sparrow | 03/30/2015 | 03/30/2018 | 2 | BOMA | Mayor |
| | M | 5 | Jeffrey Rice | 11/13/2013 | 11/13/2016 | 1 | Insurance Industry | Mayor |
| | M | 6 | Allen D. Rainsberger | 03/30/2015 | 03/30/2018 | 3 | Marine Industry | Mayor |
| | M | 7 | Jason Johanson | 5/27/14 | 5/27/17 | 1 | Port of Seattle | Mayor |
| | | 8 | Vacant | | | | Manufacturing / Warehouse | Mayor |
| | M | 9 | David Moore | 03/30/2015 | 03/30/2018 | 2 | Research/ Labs | Mayor |
| | M | 10 | James Moren | 10/31/2012 | 10/31/2015 | 2 | Fire Protection Industry | Mayor |
| | M | 11 | Lucas Grothkopp | 03/30/2015 | 03/30/2018 | 3 | Public | Mayor |
| | M | 12 | Steven Potokar | 5/27/14 | 5/27/17 | 1 | Public | Mayor |
| | M | 13 | Scott Peterson | 5/27/14 | 5/27/17 | 1 | Labor | Mayor |
| | | 14 | Vacant | | | | Major Institutions | Mayor |
| | | 15 | Vacant | | | | Services Industry | Mayor |

*Diversity

| | Men | Women | Vacant | Minority | (1) Asian-American | (2) African-American | (3) Hispanic Latin@ | (4) Native-American | (5) Other** | (6) Caucasian |
|--------------|-----|-------|--------|----------|-----------------------|-------------------------|------------------------|------------------------|----------------|------------------|
| Mayor | 10 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| Council | | | | | | | | | | |
| Other Bodies | | | | | | | | | | |
| Total | | | | | | | | | | |

**Other includes diversity in any of the following: race, gender and/or ability