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CITY OF SEATTLE
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CITY CLERK

City of Seattle
Notice of Appointment

Name: *Todd Sparrow*		☒ **Executive Appointment** ☐ **Reappointment** ☐ **Legislative Appointment** ☐ **Agency Appointment** ☐ **PDA Council** ☐ **PDA Constituency**
Representing: *BOMA Representative*	**Zip Code:** *98104*	**Contact Phone No.:** *206-851-3234*
Appointed to: *Seattle Fire Code Advisory Board*		**Date of Appointment:** *March 30, 2012*
Authority (Ord., Res.): *Council Bill Number: 113022* *Ordinance Number: 117717*		**Term of Office:** **From:** *Confirmation* **To:** *March 30, 2015*

Background:

- *Member of Building Owners & Managers Association of Seattle*
- *Fourteen years of building engineering experience in Seattle*
- *Four years of property management experience in Seattle*
- *City of Seattle Construction Code Advisory Board member 2007-2010*

Authorizing Signature:	**Name and Title of Officer Making Appointment:** *Michael McGinn, Mayor*

Todd Sparrow

PROFESSIONAL EXPERIENCE

LANGLEY INVESTMENT PROPERTIES – SEATTLE , WA **MAY 2011 - PRESENT**

Chief Engineer

Working with Property Manager, ensure all preventative/major maintenance, tenant improvements and capital expenditures for a 300,000 square foot office property are completed on time and on budget.

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.

- Drafted a bid package for a 4.5 Million dollar roofing replacement project including scope, bid document, and contract.
- Coordinated all preventative, corrective, and capital maintenance activities; change of occupancy improvements; and retrofit/renovation activities.
- Coordinated a multi-phased $250,000 irrigation project on fourteen executive homes involving multiple private and government agencies.

METZLER NORTH AMERICA - SEATTLE, WA **2003 - 2009**

***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.

TRAMMELL CROW COMPANY - SEATTLE, WA **2000 - 2003**

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

March, 2012

Fifteen members: Ord. 117717, all appointments 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**	**3/30/2012**	**3/30/2015**	**2**	**Architects**	**Mayor**
	M	**2**	**Philip Dovinh**	**3/30/2012**	**3/30/2015**	**3**	**Chemical Engineers**	**Mayor**
	F	**3**	**Rae Anne Rushing PE**	**3/30/2012**	**3/30/2015**	**2**	**Mechanical Engineers**	**Mayor**
	M	**4**	**Todd Sparrow**	**3/30/2012**	**3/30/2015**	**1**	**BOMA**	**Mayor**
	M	**5**	**Jeffrey Watt**	**3/30/2012**	**3/30/2015**	**1**	**Fire Insurance Industry**	**Mayor**
	M	**6**	**Allen Rainsberger**	**3/30/2012**	**3/20/2015**	**2**	**Marine Industry**	**Mayor**
	F	7	Melda Hickman	10/30/09	10/30/12	1	Port of Seattle	Mayor
	M	8	Gary E. Anderson	10/30/09	10/30/12	2	Manufacturing/ Warehouse	Mayor
	M	**9**	**David Moore**	**3/30/2012**	**3/30/2015**	**1**	**Research/Labs**	**Mayor**
	M	10	James Moren	10/30/09	10/30/12	1	Fire Protection Industry	Mayor
	M	**11**	**Lucas Grothkopp**	**3/30/2012**	**3/30/2015**	**2**	**Public**	**Mayor**
	F	**12**	**Anne Donegan**	**3/30/2012**	**3/30/2015**	**2**	**Public**	**Mayor**
		13	Vacant				Labor	
		14	Vacant				Petroleum Industry	
		15	Vacant				Retail	

Diversity

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other**	(6) Caucasian
Mayor										
Council										
Other Bodies	9	3	3							
Total										

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