

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE  
REGULAR MEETING  
JANUARY 29, 2025**

**MINUTES**

Attendance: Mike Bowers (for Bill Glasgow); Chuck Burger, Chair; Monte Edwards, Secretary; Steve Hagedorn; Anita Jefferson; Jackie Krieger, Vice Chair; Brian Pate; and Jerry Sroufe. Susan Oursler, Treasurer, arrived after the meeting began.

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, January 29, 2025, at 7:00 P.M., in person in the North Hall and via Zoom. The Chair called the meeting to order at 7:02 P.M.

**Adoption of the Agenda**

The agenda was adopted as distributed.

**Report of the Treasurer**

The Chair reported no activity and that he and Treasurer Susan Oursler are working to change the signature cards for the EMCAC bank account.

**Report of the Chair**

The Chair reported on the following matters.

- EMCAC Meeting Format: The Chair reminded members that: (1) the maximum time for each committee report be limited to 15 minutes; and (2) all committee reports be submitted at least 24-hours in advance of the meeting in writing, utilizing bullet points and noting motions to be considered.
- Subcommittee on Communication: The Chair noted that the subcommittee, chaired by Marci Hilt, needs members. He also stated that both the Subcommittee on Operations as well as the Ad Hoc Committee on Public Safety would welcome additional members.
- City/Federal Budget: The Chair stated that he is following budget developments closely and is coordinating with Erik Salmi in Councilmember Charles Allen's office on budget matters affecting Eastern Market.

**Report of the Tenants Council**

Anita Jefferson, Chair of the Tenants Council, presented a written report, which is attached to these minutes.

### **Report of the Subcommittee on Operations**

Susan Oursler, Chair of the Subcommittee on Operations, reported that:

- the subcommittee is reviewing the issues identified by the Tenants Council as well as others, such as the market's budget and leases, with the goal of determining how to best investigate and handle; and
- she is coordinating with Barry Margeson, Market Manager, on updating the EMCAC portion of the Eastern Market website.

### **Report of the Subcommittee on Capital Improvements**

Monte Edwards, Chair of the Subcommittee on Capital Improvements Committee, expressed his gratitude that Jackie Krieger and he were included by Mr. Margeson and the Department of General Services (DGS) in responding to inquiries by the contractor selected for the chilled water piping replacement project.

Mr. Edwards also raised concerns regarding the annual financial activity, including income and expenditures as well as excesses and deficiencies, of the Enterprise Fund since it was established and stated his support for exploring with Councilmember Charles Allen's office whether the \$5,000.00 appropriated by the DC Council annually for EMCAC's administrative expenses may be paid to EMCAC, allowing direct management of its secretarial, copying, and printing expenses. Barry Margeson, Market Manager, indicated that DGS supplied Enterprise Fund financial information previously and agreed to request an updated accounting of the financial activity from DGS. The Chair stated that EMCAC will explore options with Councilmember Allen's office on this matter.

### **Report of the Ad Hoc Subcommittee on Public Safety**

Sam Pastore, Chair of the Ad Hoc Subcommittee on Public Safety, presented a written report, which is attached to these minutes.

The Chair stated the letter being drafted, urging, in consideration of recent terror attacks, immediate action on security measures, will be circulated to members of EMCAC with the goal of sending the finalized letter to government officials by the end of the following week.

### **Report of the Market Manager**

Mr. Margeson presented a written report, which is attached to these minutes.

### **Adjournment**

The meeting adjourned at 8:56 P.M.

Monte Edwards, Secretary

# Tenants Council Meeting Minutes

## January 15, 2025

Attendance:

Present	Name	Role/Position
X	Anita Jefferson	Chair, Arts and Crafts
X	Sola Ope	Outdoor arts and crafts vendor
	Mike Bowers	South Hall Merchants
X	Sarah Buffaloe	Pottery
	Angie Brunson	Farmer's Line
X	Nicole Brown "Nikki Dean"	Arts and Crafts
	Kem Ramirez	Prepared Foods/Safety Security Committee
X	Barry Margeson	Market Management
X	Katrina Cuffey	Market Management

## Executive Summary

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<b>Action:</b> Management to locate the current snow removal plan the send to EMCAC and TC. ...	10

## Review of Past Action Items

### Best Practice Playbook for Market Events.

**Past Action Item:** Management to create and maintain best practices playbook for promotional events ahead of the end of the year Marketing and Promotions planning meeting with EMMS. Management to report on progress in January TC meeting

**Meeting Date Discussed:** May 2024, July 2024, October 2024, November 2024

**Progress Update:** no progress to report in January meeting.

**Discussion:** The need to be prepared for upcoming events such as Cherry Blossoms, Global Pride, etc. was emphasized to the management team. Conduct surveys to determine what worked, what did not and what can be improved upon.

**Action 01.15.25.01:** Management to bring item to the EMMS promotions meeting coming up in January. Management to present action plan for delivery of best practices playbook at February TC meeting.

### Eastern Market Building Issues

**Past Action:** Management agreed to provide weekly updates to Tenants Council and EMCAC regarding the issues with the building.

**Meeting Date Discussed:** July 2024, November 2024 January 2025

**Progress Update:** See below

**Discussion:**

- Stonework – completion date scheduled for 11/30 **REMAINS OPEN**
  - o Stonework along 7<sup>th</sup> street side is **NOT** complete no completion date was offered., final cleaning of C St. stairs complete, Overhead light repaired and working.
- Additional signage – a little more work, should be complete 12/02. **CLOSED**
  - o Signage installed at Canales Deli. Item closed
- Indoor wayfinding and stall signs installed Item closed
- HVAC Performance, engineering report of system findings – Management doesn't have the report, has been requested. Hasn't been received. **REMAINS OPEN**

- No progress to report. Management still does not have the engineering report
- Process for opening ridge vent – Will be part of Building Management System tie-in of controllers for Air Handling Units. Operation manual forthcoming after replacement of cold-water piping during the winter anticipated to be complete in April 2025.
- No change, **REMAINS OPEN UNTIL APRIL**
- Sewer ejection pump status of new electrical panel – Management to request update from DGS contract officer, no update provided.
  - No progress to report, electrical panel not installed. No update from DGS contract officer. **REMAINS OPEN**
- Bathrooms – soap dispenser functionality
  - Secondary soap dispensers have been re-installed and are functional. Maintenance staff is now checking soap dispensers every hour on weekends.
- Bathrooms – functional toilets
  - In November 3 stalls in women's room out of order over month, as of today 1 stall is still out of order to replace the toilet bowl (ceramic).
  - Barry to ask about the lifespan of the toilets to determine when they need to be in the budget. **REMAINS OPEN**
  - Bathrooms moved to separate standing agenda item for discussion.
- Dampness under windows – Photos circulated of window condition after major rain events shows potential water intrusion.

Management will contact facilities **REMAINS OPEN.**

**Action 01.15.25.02:** Management to provide updates regarding building improvement work, any effects on outdoor market, weekday market customer flow. **BUILDING UPDATES WILL BE MOVED TO REGULAR AGENDA ITEM**

## Christmas tree plan

**Past Action Item:** Management to send draft Christmas tree plan to TC next week.

**Meeting Date Discussed:** October 2024, November 2024

**Progress Update:** No plan has been distributed as of 11/20/24. Request for plan for farmers shed when trees come, and vendor placement and information to displaced vendors prior to tree arrival.

Mgmt plan is that trees will be removed from C street at 4:30 so vendors can load out. Vendors will be able to park their cars behind their space per usual. Elliot will likely be moved to Knopps space, Hunter of H30 plans to stay later due to mild winter.

**Action 01.15.25.03:** Management to inform vendors impacted of Christmas tree plan prior to 11/30. Item closed, **CHRISTMAS TREES MOVED TO RECURRING AGENDA ITEM EVERY SEPTEMBER.**

## Acceptable volume rule personal devices.

**Past Action Item:** Request that Management send a reminder to vendors regarding acceptable volumes at the market. This will be particularly helpful prior to x-mas trees displacement as the issue has resurfaced at the lower end of 7<sup>th</sup> near C for several vendors.

**Meeting Date Discussed:** October 2024 November 2024

**Progress Update:** Complaints and concerns about individuals playing music at their tents. Importance of sending this reminder now expressed going into the holiday season when displacement for trees, new vendors, and those at Holiday Market who send staff to the market.

**Action 01.15.25.04:** Request that Management send a reminder to vendors regarding acceptable volumes at the market. Management to make this part of their management by walking around and not rely on other vendors reporting on the issue. Management to specifically address known repeat offenders.

## Vendor creep and acceptable setup shapes

**Past Action Item:** Management to enforce space restrictions published in Rules and Regulations equally and consistently across all vendors. Address consistent repeat offenders.

**Meeting Date Discussed:** **Monthly at every TC meeting 2024**

**Progress Update:** no progress to report

**Discussion:** Revisit discussion of having a U, C or L set up under the farmers shed especially when there is rain/snow. This is the “don’t have your customers shopping in the walk space discussion” When people use the walk space for selling, it forces customers to walk out and around instead of walking past each stand to shop. Close proximity during weather months makes it more important than ever to change their setup to allow customers to enter into the space and not idle in the walkway. There has been no email about this setup issue, a visual diagram would be useful, also include it in the orientation.

**Action 01.15.25.05:** Management to send email with visual references of acceptable layouts and include the same information in vendor orientation. Management to begin warning system for repeat offenders of space creep/setup outside of assigned space, and begin issuing MVN for continued offenders.

## Vendor Set-Up Issues

**Past Action items:** Management to request containment system for wood shavings. Management to enforce requirement for use of a tent on Broadway. Management to educate new vendors, those in new locations, or hired help of rules and procedures

**Meeting date discussed:** November 2024

**Action Item 01.15.25.06:** Management to create a walking around checklist as items to enforce with all vendors. **Management team to use checklist during day to enforce, and not rely of vendors reporting on each other.**

## January New Items

1. **Bathrooms** (Changed to a recurring agenda item each month until all issues are resolved)

Issue Summary: Ceiling leaks were observed during rain events in the both restrooms causing buckets and barrels to be set out for water collection, and at times closing the restroom altogether. What are the potential solutions to this issue?

Discussion: Flooding in the restrooms was caused by HVAC penetrations on the roof. Repairs were done last week and during the following rain event no water infiltration was observed.

**Action Item 01.15.25.07:** Management to observe water penetration performance over next two rainfall events to verify repair is adequate. Follow-up in March 2025.

Issue Summary: missing, broken or clogged soap dispensers, sinks with no soap, sinks non-operational, paper towels missing and non operational

Discussion: Discussed in November meeting, Management to discuss with housekeeping a process to regularly check that these things are operational, and a way to inform management when they are not to put in work orders promptly. This includes fixing broken or non-operational stalls as well. Management has indicated this has been done and everything is currently operational. Bathrooms will stay on the recurring items list for a while.

2. **Use of the North Hall during holidays and Winter quarter**



Issue Summary: Can Management have a consistent day and time the email announcement is made so that everyone has a fair chance at responding to get a space? (only 26 spaces are available)

Discussion: Katrina sends out the email and has observed the same people applying to be inside consistently. The random nature of the announcement is due to the weather and confirmation with Nicole if there is a North Hall event. Management feels it is not possible to make a decision at a consistent time or day. The email is sent as soon as confirmation is made. The North Hall has not been full after the holidays, so there is ample space. Additionally, North Hall access has been added to the new vendor orientation to clarify access expectations.

**Action Item:** Management to send copy of the most recent version of the New Vendor Orientation to the TC.

### 3. Review of the Holiday season

Issue Summary: A comprehensive review of what worked what didn't (branded events, night market, small biz sat) will inform improvements for the future and keep Eastern market competitive locally. Discuss introduction of additional holiday markets in DC this year and how that affected traffic flow to eastern market.

Discussion: There were multiple simultaneous markets (downtown, 7<sup>th</sup> street) at the same time as the regular market. The Downtown market doubled in size this year. [DowntownDC Market](#), F and 7<sup>th</sup> NW (EventsDC) and [DC Holiday Market](#), Dupont (Diverse Market Management DC)

Anecdotally these markets started slow, but picked up. Social media and news outlets showed a lot of people at the downtown market throughout the season. The Night Market was a bust because of weather and vendors not able to be inside. Last year it was really successful, weather and vibe felt off this year. Sip and Shop was a success for the vendors that participated. Small Business Saturday (gift card exchange) was pretty successful, retailers have not done a de-brief yet.

**Action item 01.15.25.08:** Management to conduct SWOT analysis on holiday season at Eastern Market by TC meeting in March 2025

### 4. Marketing/events/advertising update

Issue Summary: With upcoming events like Cherry Blossoms, Global Pride month, and Eastern Market branded events such as Market Anniversary and others what is the marketing plan to promote the market. Note that a monthly calendar for circulation is preferred.

Discussion: Management agreed a comprehensive plan for 2025 is needed, this will need to be coordinated with Eastern Market Main Street.

**Action item 01.15.25.09:** Management and Sola to set up a regular marketing meeting, next meeting scheduled for Wednesday February 5<sup>th</sup>. Update to be provided at February TC meeting.

## 5. Safety and Security

Issue Summary: What is plan for PSD during first quarter when you have some vendors inside some outside?

Discussion: Management says PSD will continue to be present at the Market.

Issue Summary: Given the tragedy in New Orleans New Years market with a weaponized vehicle, as well as international Christmas Market weaponized vehicle incidents, what changes has Management made to the streets for Winter quarter?

Discussion: The New Orleans tragedy occurred when a pick-up truck drove around a parked police vehicle over the curb onto the sidewalk. It was noted in the news report that the safety bollards were not in place at the time. It was noted that with sensitive events occurring in DC this Inauguration weekend, the potential for a safety breach is heightened.

To address safety Management is not setting anyone up on 7<sup>th</sup> street in the winter months. 7<sup>th</sup> street will not have vendors and will be closed to traffic IF the C street market is running. If the C street market is not set up, then 7<sup>th</sup> street will be open to traffic.

What is timeline for delivery of Bollards? Answer at least 12 months out.

With vendors set up under the shed, there are no permanent physical barricades to prevent cars from coming onto the sidewalk, the only barriers are the vendor cars parked. Bollard study indicated that parked vehicles would not deter a weaponized vehicle. How do we keep vendors safe during Winter?

**Action Item:** TC requested Management to rethink having 7<sup>th</sup> street open when vendors are present under the shed for safety. Management declined.

## 6. Addressing repeat reporting of same issue with specific vendors

Issue Summary: Various issues with specific vendors either are not addressed by management or being allowed to continue to crop up without consequences.

- a. What can management do to make these known issues part of a check list that one of their on-site team can just regularly walk past and check? Why wait for it to be reported to you by other vendors or the TC? This should not be expected of other vendors, it is a management issue.

**Action Item:** Management has stated that they will begin addressing regularly reported or known issues and begin issuing warnings. If continued repeatedly MVN will be issued.

- b. Miriam reporting out of bounds extra space usage with Driver for more than one year now. Why can't management resolve? Discussion: Management feels this issue regarding Anthony has been resolved by Katrina over the holiday season.

**Action Item:** none requested because This vendor will not return to regular space until warmer weather.

- c. Vendors usually at the far end of 7<sup>th</sup> street farmers shed (micro greens and honey hemp tea) repeatedly moving A frame signs into walking space. This presents a tripping hazard as well as an impediment for handicapped and families with strollers. It has been three years or more since they were new. What can management do to address this and monitor so it isn't up to vendors or TC to report it to you. These are repeated issues with same vendors

Discussion: This item is on the management checklist to review and enforce as they do rounds.

**Action Item:** Management has stated that they will begin addressing regularly reported or known issues and begin issuing warnings. If continued repeatedly MVN will be issued

- d. Repeated reporting on a specific worker of Honey Hemp Tea who blasts his boom box, especially when the Wheelchair entertainer is nearby, creating noise pollution. It is known and witnessed so now can Management put that on their checklist to observe as they walk by and not wait for other vendors to complain and report to TC?

Discussion: Has been occurring for 4 months and has been reported in TC meetings as several vendors have made complaints. It was worse during the Holidays. Anita walked down to call Barry when it was happening and let him hear it. Request in the future is for management to handle the issue, however, vendors see management coming and stop the unwanted behavior.

TC requests that management take repeated reporting as proof the behavior should be addressed in a conversation, then observed regularly.

**Action Item 01.15.25.10a:** When repeated reports of an issue are made, Management should investigate and observe, and not rely on vendors reporting it to you.

- e. During Winter quarter when vendors set up under the Farmer's shed, with their cars parked there, Management should require anyone who is sitting in their vehicle with engine running to have vehicle parked as head in not backed in where exhaust can effect vendor neighbors. The exhaust from older vehicles is especially toxic.

Discussion: Vendors sit in vehicles to stay warm, but idling vehicles is not really permitted for more than 5 min in the neighborhood

**Action 01.15.25.10b:** Management to send out an email remind vendors of idling vehicle law time limit and to inform them it can only be done if the vehicle is parked head-in not backed in.

- f. Reinforce the smoking rule. Even during the winter, no smoking at your space, and no smoking inside your vehicle. Includes all workers at a stand. Discussion: a reminder needs to be issued regarding where smoking can be done. Even in winter, there is no smoking on Eastern Market Square and that includes not inside your vehicle if it is parked on the square.

**Action 01.15.25.10c:** Management to send an email to remind vendors of smoking restrictions, where it is and isn't permitted, and who it applies to.

## Snow and Ice removal plan

Issue Summary: Does the snow and Ice removal plan still exist and is it being implemented?

Discussion: Katrina coordinated pre-treatment and removal. After the snow on Sunday removal occurred the following weekend through several rounds of effort. Snow removal is performed by different contractors at different times. TC request is for a plan that can be executed if individual management staff are not available.

1. **Action:10.11.2018.01** Management to locate the current snow removal plan to send to EMCAC and TC. From January 2019 the year in review of 2018: **RESOLUTION 02-11-2016-02 Snow Removal (passed 5 to 0)**

The Tenants Council request that management obtain and review Statement of Work for snow removal contractor assigned to Eastern Market and report the findings to the Tenant's Council for the purpose of developing a definitive snow removal plan.

**Resolution 10-11-2018-01(passed 5-0) Snow Removal formal Plan.**

TC requests management present a comprehensive policy and procedure to EMCAC at next meeting. Based on previous discussions, we believe this plan already exists. TC requests a map for snow removal where needed that addresses:

1. snowfall during week--basic sidewalks and streets/parking
2. snowfall on Friday and/or weekends--snow removal for all vendor spaces, cannot have snow banks blocking any vendor spaces.

Remains outstanding. TC requests Management share plan for standard operating procedures on snow/ice removal.

## **Outstanding Agenda Items moved to February TC Meeting:**

Now that new vendors are permitted to come sporadically; create a way to make sure there are not several repeat/similar products when accepting new businesses and when creating maps on days sporadic vendors wish to appear.

1. **Past Action** : Management and AARC to meet to discuss how to balance product diversity.

**Meeting Discussed:** July 2024, Sept 2024, Oct 2024

**Progress:** Discussion regarding a Master Product List that is verified in person by management walking around to each stall, should be the ultimate goal.

**Discussion:** During EMCAC meeting in October it was suggested the Market Operations Committee organize a group of volunteers to survey actual goods being sold at the market over several weekends. This is a good idea, Tenants Council has the following suggestions and considerations

- Volunteers should not be associated with the market or have a vested interest (ex. Current or past vendors, staff, or committee members)
- A list of categories such as a checklist is needed to provide clean consistent data. Master Product List is the goal.
- Holiday season is not a representative time to perform this survey, suggest implementing in the spring (March or April) when full compliment of vendors returns.

**Current Action:** Management team to work on draft list of product categories to bring to January TC meeting. We will work on a comprehensive list of goods being sold at the market per vendor. This completed list would then go to the operations team who is organizing volunteers to use the list to visit outdoor booths to reconcile list against actual goods being sold in the spring.

**Updated Action:** Not discussed in January Tenants Council Meeting. Will be on Agenda for February TC.

2. Violation of policy that markers and business owners are present to sell products they were admitted to establish new businesses, and not setting up employees.

**Past Action:** Management to review new applications with AARC to clarify if they still indicate the actual maker/business owner is showing up and not employees, to establish the business by establishing customer relationships.

**Meeting Date Discussed:** July 2024

**Progress Update:** Barry and Katrina to discuss policy regarding expectation of maker/applicant's attendance with outdoor businesses. And determine if it was removed from applications.

**Discussion:** Observation made that vendors that have been at the market 6 months to 2 yrs are not selling at booths, but are having employees work for them. This negatively impacts the customer experience particularly when the worker has no involvement in the process or knowledge of it.

**Current Action:** Management team and AARC to convene to discuss maker/owner vs hired worker policy for new vendors and update TC at January 2025 meeting

**Updated Action:** Not discussed in January TC. Will be on February Agenda

3. **Action Item:** Policy for distribution of emails between TC and management will need to be part of a regularly scheduled TC meeting.

**Meeting Date Discussed:** October 2024

**Progress Update:** Not discussed.

**Further Action:** None requested

4. Christmas Tree Plan- **Updated Action:** This will become a recurring action item beginning each September to discuss layout and location of trees expected that year, and a proactive plan for accommodating any displaced vendors, allowing for safe restocking of trees as well as customer loading without disrupting regular market business.

## **EMCAC Public Safety Ad Hoc Committee Meeting Report**

**\*\*Date:\*\*** Monday, January 12, 2025

**\*\*Time:\*\*** 6:00 PM

**\*\*Location:\*\*** 350 7th Street

Zoom Link For Meeting :

[https://us02web.zoom.us/rec/share/JswV6dgJF7\\_LAMQJgjbJ8RjLbGA9v0yjMUhlZK6Oli5nUcW39GBon7a\\_J3UyloQ.wIX7H4Ngea3dsOBm?startTime=1737413903000](https://us02web.zoom.us/rec/share/JswV6dgJF7_LAMQJgjbJ8RjLbGA9v0yjMUhlZK6Oli5nUcW39GBon7a_J3UyloQ.wIX7H4Ngea3dsOBm?startTime=1737413903000)

### **Attendees:**

- Charles Burger
- Stephen Hagedorn
- Brian Pate
- Samuel Pastore (Chair)
- Gerald Sroufe

### **Meeting Overview:**

The EMCAC Public Safety Ad Hoc Committee convened to discuss key updates, ongoing security concerns, and next steps regarding the implementation of safety measures, including the bollard installation project and related security enhancements around Eastern Market.

### **Key Discussion Points:**

#### **1. Bollard Installation Status and Delays**

- The committee reviewed the current status of the bollard installation project, including the most recent delays attributed to DDOT's pending policy updates and coordination challenges with DGS.
- Concerns were raised about the continued vulnerability of key intersections without physical barriers, especially in light of recent vehicle attack incidents in other cities.
- The committee agreed that pressing the Council and Mayor's office for an expedited solution is necessary to ensure public safety.

#### **2. Coordination with DDOT and DGS**

- It was noted that DDOT has yet to finalize its bollard policy, creating uncertainty regarding the design and implementation timeline.

- DGS representatives were not present, but updates from previous meetings indicate ongoing funding allocations and planning adjustments.
- The committee discussed possible interim security measures, such as temporary barriers or increased law enforcement presence on weekends.

### **3. Vendor and Community Engagement**

- The committee acknowledged growing concerns from vendors and community members regarding the delay in implementing security measures.
- Plans were discussed to engage with vendors and market stakeholders to gather feedback and reinforce advocacy efforts.

### **4. Next Steps and Action Items**

- **\*\*Follow-up with Councilman Charles Allen's Office:\*\*** A request will be sent for a timeline update on DDOT's policy and any potential interim solutions.
- **\*\*Community Meeting:\*\*** Planning for a public information session to update vendors and residents on safety measures and project timelines.
- **\*\*Temporary Security Measures:\*\*** Exploring feasibility with MPD and DGS for temporary barriers or increased security presence.

### **Conclusion:**

The committee remains committed to ensuring the safety of Eastern Market and its surrounding areas. While the bollard project continues to face administrative hurdles, efforts will be intensified to secure a clear timeline and interim safety solutions.

**\*\*Next Meeting:\*\*** Scheduled for third Monday in February 2025, with updates on DDOT's policy progress and potential next steps for advocacy and implementation. We are looking for more participation online and in person.

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**\*\*Report Prepared By:\*\*** EMCAC Public Safety Ad Hoc Committee Chair Samuel Pastore





## Eastern Market Manager's Report to the EMCAC

January 29, 2025

### Eastern Market Finances To-Date for FY25:

Account Description	Oct-2024	Nov-2024	Dec-2024	Grand Total
OTHER REVENUE FROM SOUTH HALL		\$6,962	\$65,300	\$72,262
OTHER REVENUE FROM NORTH HALL	\$16,825	\$15,825	\$21,525	\$54,175
OTHER REVENUE FROM OUTDOOR VENDORS	\$15,537	\$14,992	\$17,539	\$48,068
OTHER REVENUE FROM WEEKEND FARMERS	\$10,220	\$10,197	\$8,429	\$28,846
OTHER REVENUE FROM 300 BLOCK	\$10,493	\$9,266	\$3,563	\$23,322
OTHER REVENUE FROM FLEA MARKET			\$9,318	\$9,318
OTHER REVENUE FROM TUESDAY FARMERS			\$40	\$40
OTHER REVENUE FROM APPLICATION FEES	\$105	\$140		\$245
OTHER REVENUE FROM ATMS			\$3,666	\$3,666
INTEREST INCOME		\$3,489		\$3,489
Grand Total	\$53,180	\$60,870	\$129,380	\$243,431

- **Q1 Revenue Budget: \$239,169**
- **FY24 Q1 Revenue Actuals: \$199,765**

Account Description	Oct-2024	Nov-2024	Dec-2024	Grand Total
ELECTRICITY		\$306	\$12,380	\$12,687
GAS			\$694	\$694
WATER		\$1,588	\$7,709	\$9,297
P-CARD CLEARING ACCOUNT			\$3,733	\$3,733
PERSONNEL	\$40,436	\$39,162	\$40,467	\$120,066
Grand Total	\$40,436	\$41,057	\$64,984	\$146,477

- **FY24 Q1 Revenue Actuals: \$133,721**

## Capital Improvements

### HVAC

- Moving forward with the next big project: Replacement of cold water piping, controllers, and Air Handler Unit coils. Bids have been received by Contracting and Procurement and we are waiting for news from them;
- EMCAC Capital Improvements Committee has signed Non-disclosures and will have the same access to submittals as the project manager and I will.

### Internal & External Projects

- Freight lift – Project is complete. There has been some shaking when the lift goes down and Collins Elevator (subcontractor) is investigating.
- Bollards – Will begin attending bollard policy meetings;

## Operations:

**ERP:** Progress is being made on a training document. All members of the business community have a copy of the current ERP.

**North Hall for vending:** We've been operating the North Hall for vending almost every weekend of the winter season. This has been working well, though there are more constraints and some vendors have had difficulties dealing with the many requirements and the small space. Vendors who have had issues have been warned that they risk losing the privilege to sell in the North Hall.

**Snow removal:** Snow map is shown at the end of the report. This has been shared with the Facilities Division so their contractors can follow our requirements.

### New Vendors:

<b>Ethnospecific</b>	
Olikaafrican wear	Maasai Shoes from Tanzania
TŪNIQ	Handwoven and hand-loomed wool coats, outerwear, dresses, shawls, and hats from Tunisia
<b>Producers</b>	
District Pop Gourmet Popcorn	Gourmet popcorn reminiscent of founder's childhood years in Chicago
jinlan wenhua	Handmade Chinese dumplings using products from locally sourced farmers.
Double Dip LLC	A variety of dips including fresh, handmade hummus and Tunisian carrot dip; Cucumber salad and bruschetta; Pita chips.
Seven Teahouse	Authentic and freshly brewed teas with elegant packaging.
<b>Artists and Crafters</b>	
Vordonia	Olive oil seller will begin bringing his own paintings of olive trees and villagers.

## North Hall

Based on currently booked events, the North Hall will make \$190,700 this year. Last year's revenues were almost \$300,000, which seems realistic again this year.

## Marketing and events:

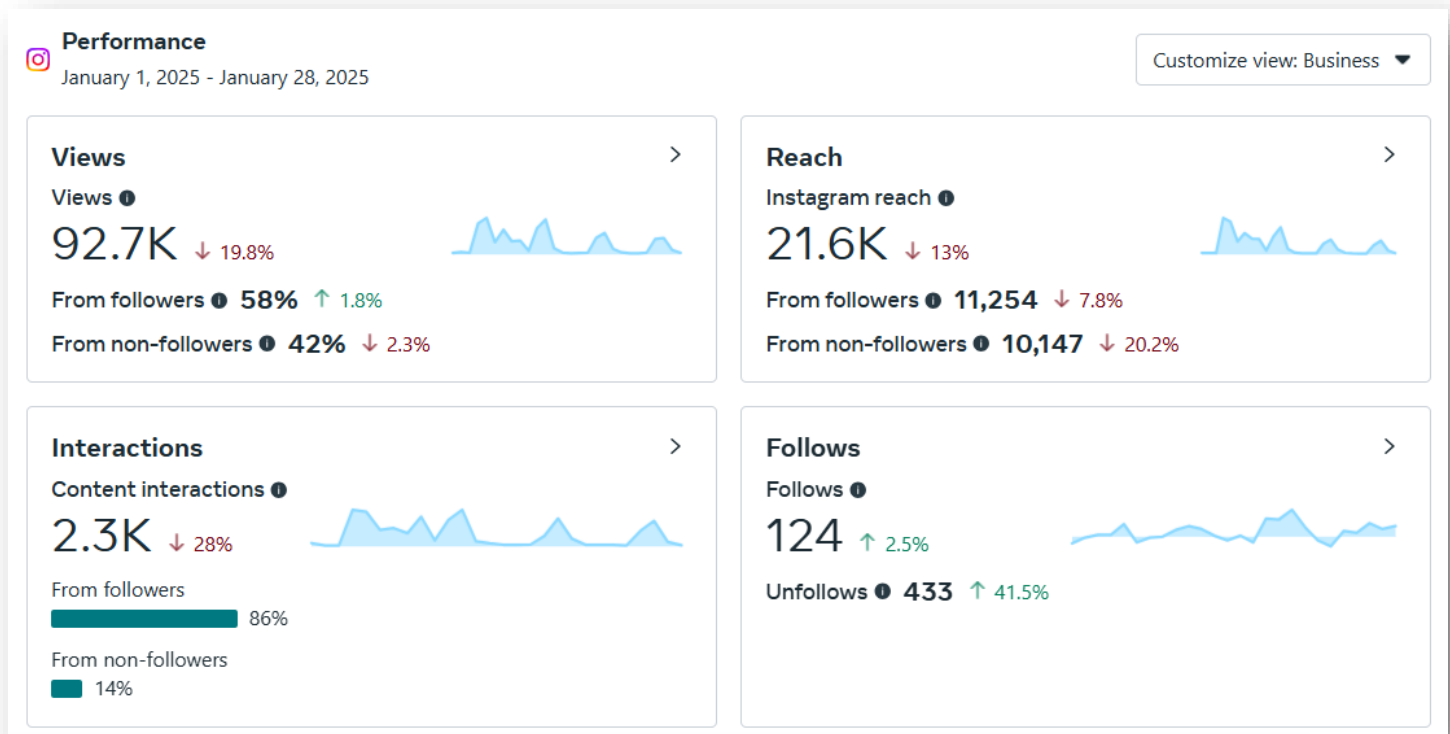
- The holiday season was ok. There were two large holiday markets and many other small ones. We'll be strategizing to ensure a more successful holiday season next year:
  - Gathering feedback from vendors;
  - Devising a plan over the next few months;
  - Working more closely with the EMMS.

DCA store named "Eastern Market" will open in late January. So far the following vendors have been onboarded, that I'm aware of:

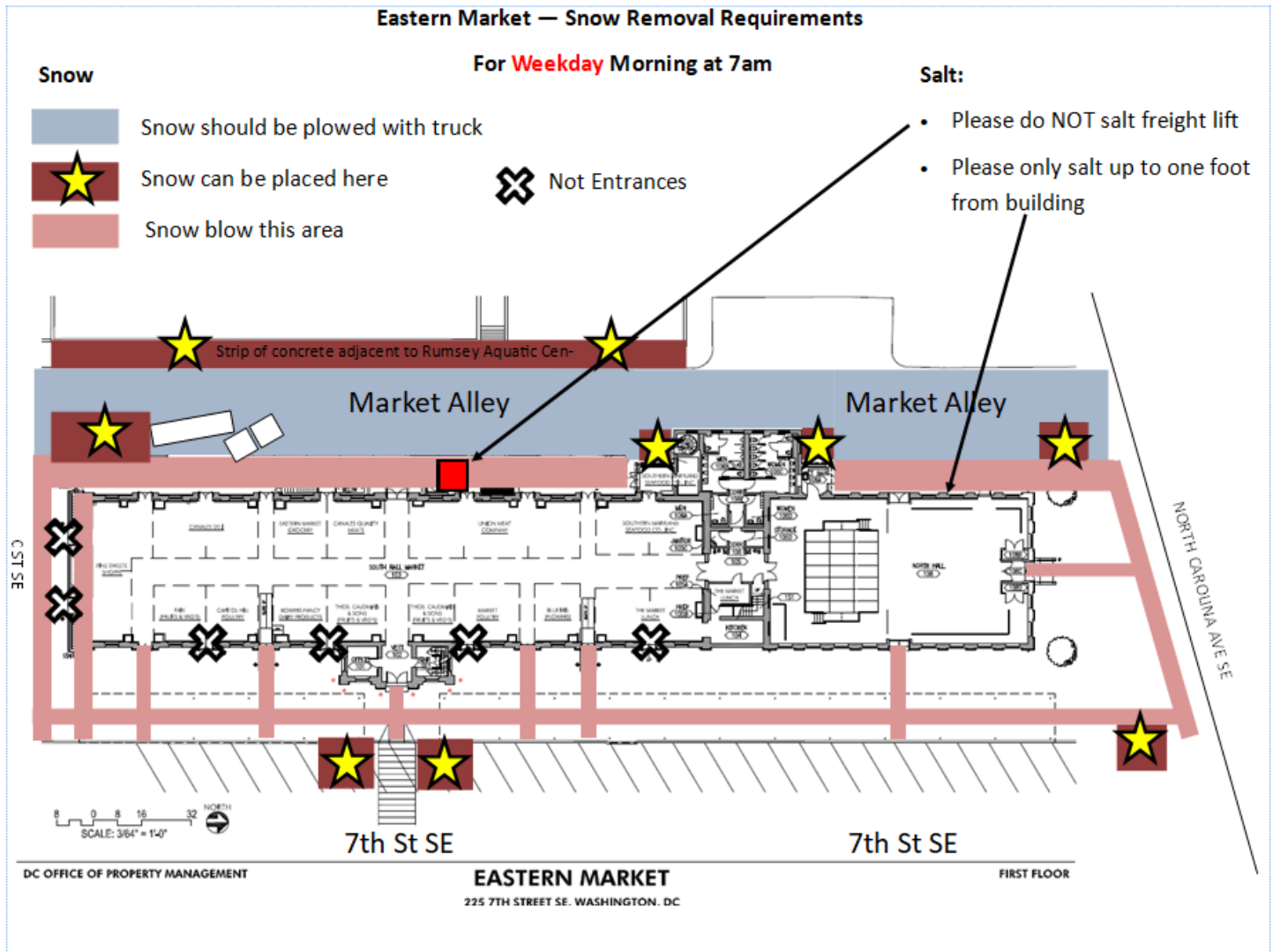
- Ivy Flaming Peppa Sauce
- Dimitri Olive Oil
- Family of Nuts

## Social Media

### Instagram:



# Operations: Snow Program

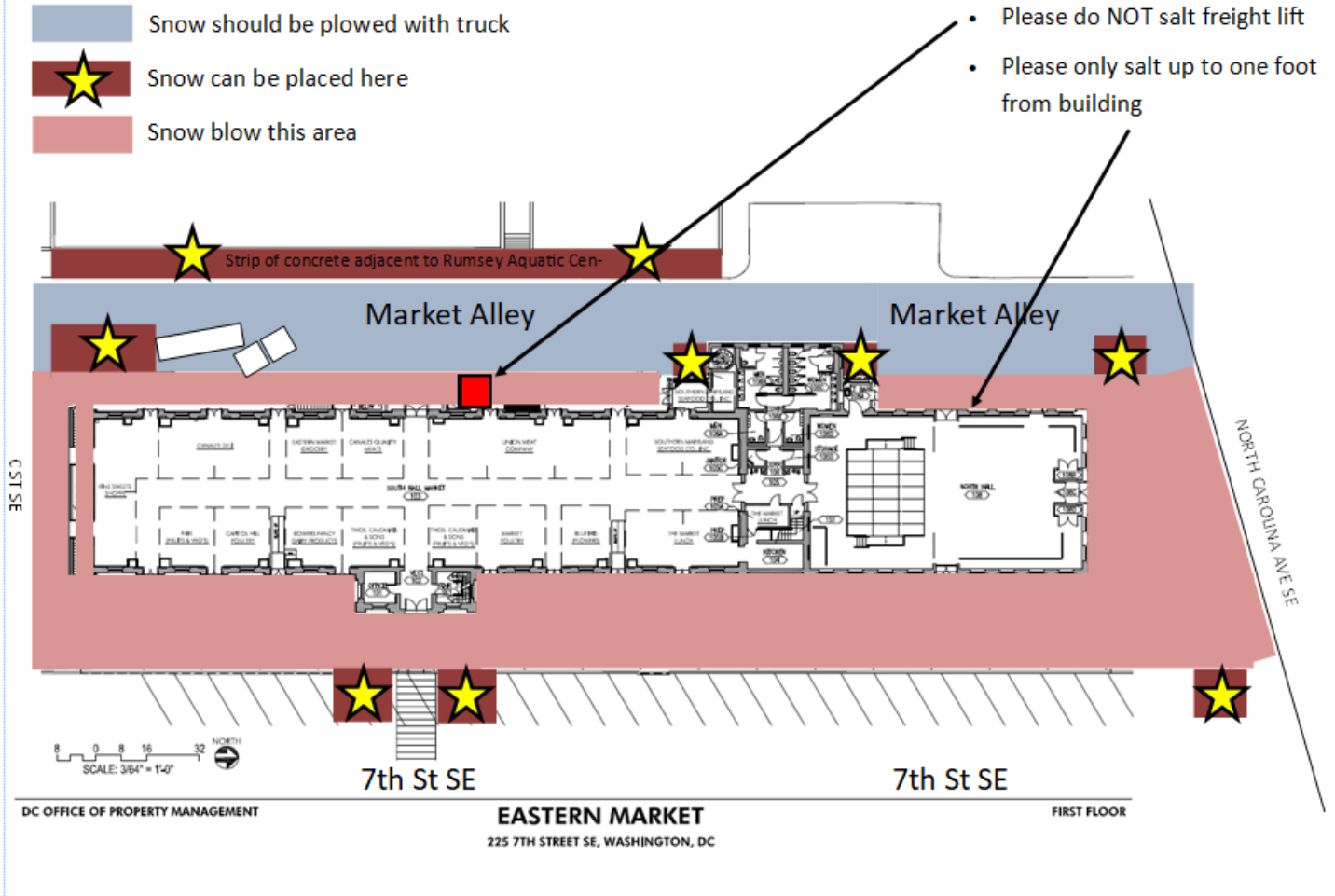


## Eastern Market — Snow Removal Requirements

For **Saturday** morning at 7 am

**Salt:**

- Please do NOT salt freight lift
- Please only salt up to one foot from building



**Thank you!**

- Thanks to vendors who've been coming out in all of this cold, snowy weather.
- Jackie Krieger and Mike Bowers for work on the ERP Training Powerpoint.