

Staff Report to the Board

January 11, 2017

Contracting, Personnel, and General Administration

Public Records

On January 1, 2017, several changes to the Commonwealth's Public Records Law took effect to ease citizen access to government records. The changes include provision response deadlines, requirements for the provision of digital records when available, and guidance for making commonly requested records available on agency websites. Most immediately significant for the CRA is that it must appoint a Records Access Officer (RAO) to coordinate the CRA's response to requests for public records and to assist individuals seeking public records in identifying the records requested. It is proposed that the Executive Director be designated as the initial RAO.

Staff is actively working on adding materials to the website to make sure key documents are easily available and findable. For example, the CRA must assure that final documents that are often carried on the Board meeting pages are also findable according to topics or programs. The 2017 budget includes funding for an archivist contract, which should provide the CRA with improved organization of its public records, particularly those pre-dating the institutional knowledge of the current staff.

Contracting:

The CRA has entered into contracts, each under \$10,000 with Sasaki, HMFH Design and VHB Engineering to provide technical consulting assistance for the staff. Sasaki is assisting with a mapping database for Kendall Square, HMFH is revising its previous design work on the Foundry to explore redevelopment alternatives with reduced square footage and costs, and VHB is assisting with site survey work.

Accounting and Finance:

CRA staff has opened the money market account with Cambridge Trust Savings Bank and the OPEB account with Morgan Stanley. Interviews are underway for an accountant consultant to assist with quarterly bookkeeping and reconciliation oversight.

Forward Calendar Items

1. Annual Meeting – Election of Officers
2. 2016 Annual Report
3. Strategic Plan Update
4. Binney / Galileo Way / Broadway Streetscape Designs
5. Personnel Policy Revisions
6. Infill Development Concept Plan
7. Cambridge Trust Bank Signage

Projects and Initiatives

Forward Fund:

The final outstanding grantee from 2015, Little Library, has provided their documentation for their reimbursement payment, illustrating library locations throughout the Port neighborhood. For the 2016 program, MassRecycles completed its recycling kiosks within Cambridge MBTA stations, including the Kendall station; and Flycycle has completed installations of its bicycle racks in December. The application for 2017 will be available on January 27th, and the outreach effort to promote the availability of funding is underway.

Galaxy Park:

Boston Properties has installed the circular wood benches within Galaxy Park, thus completing the last major element of the park reconstruction. CRA staff are tracking utility survey work required for MIT's SOMA development project to make sure future construction work does not result in construction impacts to the newly completed park.

Sixth Street Walkway:

The proposal to build a bike path along the Sixth Street Walkway has raised concerns for the long-term health of the red oaks on the CRA property. At the same time, Biogen has expressed interest in placing an additional electrical connection from its Cogen plant, in Twelve Cambridge Center, through the western edge of the park. To make sure both projects are designed to avoid damage to the existing tree roots, air-spading work will be conducted in the corridor to assess the location of critical tree root structure in the linear park.

Binney / Galileo / Broadway Streetscape:

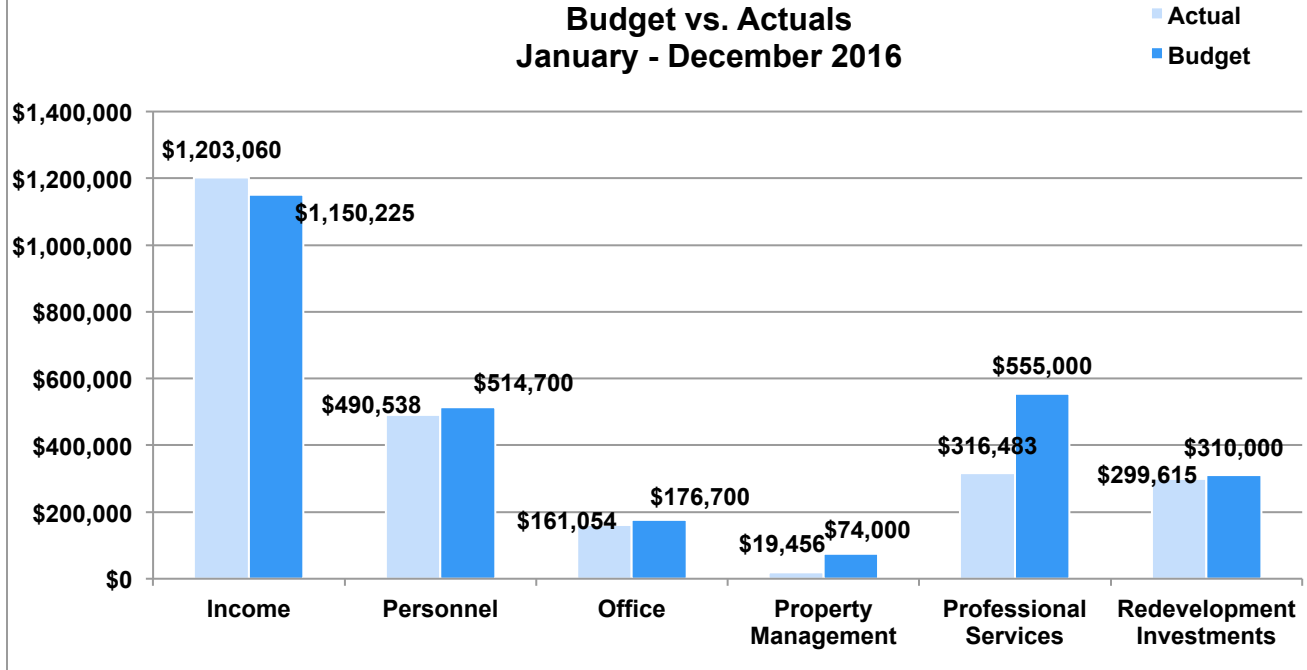
CRA's consultant team led by Alta Design have completed the traffic analysis phase of the project, focusing on the organization of the intersections, particularly turning movements. CRA and City staff has been coordinating with transit providers (MBTA and Charles River TMA/Easy Ride) to consider the potential for revised locations of a few transit stops to improve bus routing and travel times through the area. Three conceptual designs are under development in preparation for technical and community review over the next few months.

	Total	
	Actual	Budget
Income		
4000 Income		
4100 Discounts given		
4200 Operating Revenue		
4210 Grants	152,467.68	152,468.00
4220 Proceeds from sale of development rights	832,856.89	832,857.00
4230 Reimbursed Expenses	48,561.32	2,000.00
4240 Rental Income		
4241 Lot License Agreements	2,500.00	2,000.00
4242 Foundry Ground Lease		0.00
4243 Parcel Six Rental Space	11,065.00	10,900.00
Total 4240 Rental Income	\$ 13,565.00	\$ 12,900.00
4250 Other	21,000.00	55,000.00
Total 4200 Operating Revenue	\$ 1,068,450.89	\$ 1,055,225.00
4300 Other Income		
4310 Dividend Income	19,464.61	5,000.00
4320 Interest Income	115,144.27	90,000.00
Total 4300 Other Income	\$ 134,608.88	\$ 95,000.00
Total 4000 Income	\$ 1,203,059.77	\$ 1,150,225.00
Total Income	\$ 1,203,059.77	\$ 1,150,225.00
Gross Profit	\$ 1,203,059.77	\$ 1,150,225.00
Expenses		
6000 Operating Expenses		
6100 Personnel		
6110 Salaries	323,923.21	336,000.00
6120 Payroll Taxes		
6121 Medicare & OASDI (SS)	6,093.69	9,000.00
6122 Payroll Taxes - Fed & MA		0.00
6123 Unemployment & MA Health Ins	562.26	400.00
Total 6120 Payroll Taxes	\$ 6,655.95	\$ 9,400.00
6130 Personnel and Fringe Benefits		
6131 Insurance - Dental	4,261.06	4,800.00
6132 Insurance - Medical (for Employees)	38,832.95	40,000.00
6133 Pension Contribution (Employees & Retirees)	47,698.00	47,700.00
6134 T Subsidy	2,892.00	4,800.00
6135 Workers Comp & Disability Insurance	768.00	2,000.00
Total 6130 Personnel and Fringe Benefits	\$ 94,452.01	\$ 99,300.00
6140 Insurance - Medical (for Retirees, Survivors)	65,507.19	70,000.00
Total 6100 Personnel	\$ 490,538.36	\$ 514,700.00

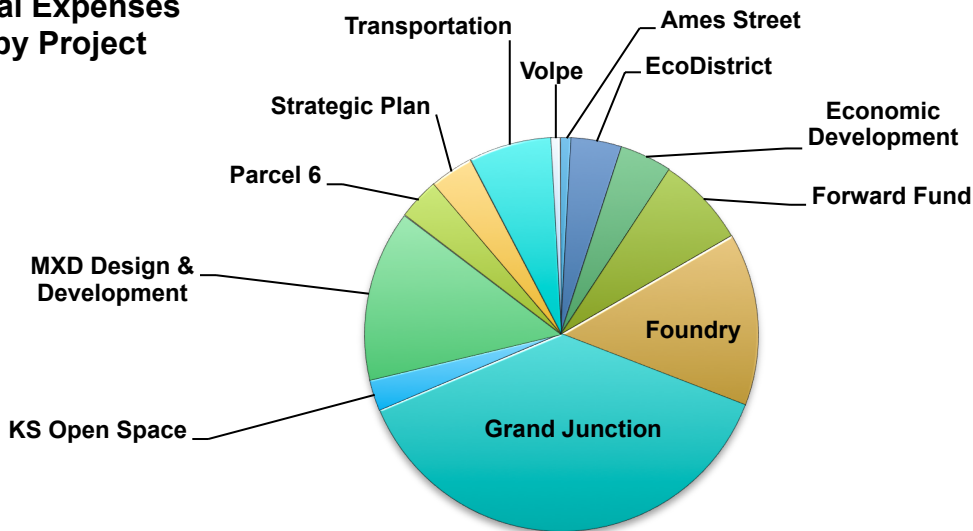
	Total	
	Actual	Budget
6200 Office		
6210 Community Outreach		
6211 Materials	1,912.59	3,000.00
6212 Public Workshops		500.00
6213 Other	648.64	1,000.00
Total 6210 Community Outreach	\$ 2,561.23	\$ 4,500.00
6220 Marketing & Professional Development		
6221 Advertising	410.18	4,000.00
6222 Conferences and Training	4,020.24	4,000.00
6223 Dues and Membership	3,635.00	4,000.00
6224 Meals	284.38	500.00
6225 Recruiting	300.00	300.00
6226 Staff Development	3,296.90	8,000.00
6227 Subscriptions	331.90	100.00
6228 Travel	166.47	500.00
Total 6220 Marketing & Professional Development	\$ 12,445.07	\$ 21,400.00
6230 Insurance		
6231 Art and Equipment	5,695.00	5,700.00
6232 Commercial Liability	3,266.00	3,400.00
6233 Special Risk	3,758.00	4,000.00
Total 6230 Insurance	\$ 12,719.00	\$ 13,100.00
6240 Office Equipment		
6241 Equipment Lease	5,167.75	6,200.00
6242 Equipment Purchase (computers, etc.)	3,185.88	1,200.00
6423 Furniture		300.00
Total 6240 Office Equipment	\$ 8,353.63	\$ 7,700.00
6250 Office Space		
6251 Archives (Iron Mountain)	5,553.35	5,100.00
6252 Office Rent	97,429.96	100,000.00
6253 Office Utilities	4,200.00	4,200.00
6254 Other Rental Space	4,439.00	4,800.00
6255 Parking	310.00	300.00
6256 Repairs and Maintenance		500.00
Total 6250 Office Space	\$ 111,932.31	\$ 114,900.00
6260 Office Management		
6261 Board Meeting Expenses	515.18	500.00
6262 Office Expenses	560.99	600.00
6263 Office Supplies	735.60	1,000.00
6264 Postage and Delivery	248.22	200.00
6265 Printing and Reproduction	739.74	1,000.00
6266 Software	717.49	800.00
6267 Payroll Services	912.64	1,000.00
6268 Financial Service Charges		100.00
Total 6260 Office Management	\$ 4,429.86	\$ 5,200.00
6270 Telecommunications		
6271 Internet	3,131.89	3,600.00
6272 Mobile	1,298.38	2,000.00
6273 Telephone	2,440.26	2,200.00
6274 Website & Email Hosting	665.04	900.00
6275 Information Technology	1,076.87	1,200.00
Total 6270 Telecommunications	\$ 8,612.44	\$ 9,900.00
Total 6200 Office	\$ 161,053.54	\$ 176,700.00

	Total	
	Actual	Budget
6300 Property Management		
6310 Contract Work		5,000.00
6320 Landscaping Maintenance	7,284.85	25,000.00
6330 Repairs		5,000.00
6340 Snow Removal	8,474.75	35,000.00
6350 Utilities		
6351 Gas & Electric	3,696.11	4,000.00
6352 Water		0.00
Total 6350 Utilities	\$ 3,696.11	\$ 4,000.00
6360 Other		
Total 6300 Property Management	\$ 19,455.71	\$ 74,000.00
Total 6000 Operating Expenses	\$ 671,047.61	\$ 765,400.00
7000 Professional Services		
7001 Construction Management	24,036.92	24,000.00
7002 Design - Architects	8,985.56	29,000.00
7003 Design - Landscape Architects	5,515.85	25,000.00
7004 Engineers and Survey	10,376.52	10,000.00
7005 Legal	114,448.37	180,000.00
7006 Real Estate & Finance	35,458.91	40,000.00
7007 Planning and Policy	10,000.00	35,000.00
7008 Retail Management / Wayfinding	11,925.00	10,000.00
7009 Accounting	22,721.60	35,000.00
7010 Marketing / Graphic Design	1,344.00	5,000.00
7011 Temp and Contract Labor	1,874.50	2,000.00
7012 Web Design / GIS	8,095.00	15,000.00
7013 Land Surveys		5,000.00
7014 Records Management / Archivist		20,000.00
7015 Energy & Environmental Planning	26,450.00	40,000.00
7017 Transportation	35,251.26	80,000.00
Total 7000 Professional Services	\$ 316,483.49	\$ 555,000.00
8000 Redevelopment Investments		
8100 Capital Costs	253,515.34	250,000.00
8200 Forward Fund	46,100.00	60,000.00
8400 Foundry Reserve Funds		0.00
Total 8000 Redevelopment Investments	\$ 299,615.34	\$ 310,000.00
Total Expenses	\$ 1,287,146.44	\$ 1,630,400.00
Net Operating Income	\$ (84,086.67)	\$ (480,175.00)
Net Income	\$ (84,086.67)	\$ (480,175.00)

Cambridge Redevelopment Authority Budget vs. Actuals January - December 2016



Total Expenses by Project



Cambridge Redevelopment Authority Bank & Investment Accounts

	<u>As of Dec 31, 2016</u>	<u>As of Dec 31, 2015</u>
Cambridge Trust - Checking	400,501.33	21,394.74
Boston Private Bank & Trust	17,735.06	144,851.47
CLOSED Boston Private Bank & Trust CD	0.00	253,685.96
CLOSED Cambridge Trust - CD	0.00	620,303.08
CLOSED Leader Bank CD	0.00	257,110.44
Brookline Bank CD	0.00	266,459.37
CLOSED East Cambridge Savings	0.00	557,352.42
CLOSED East Cambridge Savings CD	0.00	825,632.65
East Cambridge Savings CD	*1,962,548.20	1,946,268.08
Investment Fund (Morgan Stanley)	**6,677,736.97	4,320,277.34
CLOSED Boston Private Bank & Trust CD	0.00	0.00
CLOSED Brookline Bank Checking	0.00	0.00
CLOSED Cambridge Savings Bank	0.00	0.00
CLOSED Cambridge Savings Bank CD	0.00	0.00
CLOSED Cambridge Savings Bank CD	0.00	0.00
CLOSED Citizens Bank - Checking	0.00	0.00
CLOSED East Boston S B Money Market	0.00	0.00
CLOSED Eastern Bank	0.00	0.00
CLOSED Winter Hill Bank CD	0.00	0.00
TOTAL	\$ 9,058,521.56	\$ 9,213,335.55

* Nov and Dec interest amounts not included

**Includes unrealized gains/loss