

Staff Report to the Board

April 12, 2017

Contracting, Personnel, and General Administration

Accountant

A recommendation from the 2014 audit was to increase the level of financial duty segregation. Due to a small staff size, the CRA decided to hire third party accounting firms to assist with these checks and balances. There has been a succession of hires since 2015 when the audit was received. A promising candidate was recently interviewed and staff expects to receive a proposal by the end of the month.

Office Reorganization

The CRA has acquired a few office furniture elements that were to be discarded as part of the building demolition at 145 Broadway in order to create a new workstation for the future planner position. Other furniture from the office has been moved into storage.

Forward Calendar Items

- 1. Galaxy Park
- 2. Kendall Implementation Plan
- 3. Kendall Center Schedule of Public Programs
- 4. Volpe
- 5. Personnel Policy Revisions

Projects and Initiatives

Parcel Six (Third and Binney)

The Food Truck vending season began April 3rd at the temporary civic space on Third Street. Five days a week throughout the summer and fall, a variety of eight trucks will operate on a rotating schedule throughout the week providing food options including the Middle Eastern, Tex-Mex, Caribbean Vegan, Asian-American Fusion and more. CRA staff is using the hashtag "#3rdStFoodTrucks" to market the program on social media platforms.

Green City Growers has built three gardening boxes at the site and has begun the gardening program with the Community Charter School of Cambridge. It is anticipated that approximately 20 junior high students from the City of Cambridge will be involved in the program.

Galaxy Park

The National Endowment for the Arts (NEA) has notified the CRA that all grant award decisions will be delayed until the federal budget is approved, including the grant that the CRA applied for in summer 2016 to restore the Galaxy Sculpture. Boston Properties will be purchasing movable furniture for the plaza portion of the park. CRA staff has met with City staff and Stoss Landscape Design to discuss conceptual ideas for additional landscaping work on the CRA property on either side of Main Street. The City is also working with

MassDOT to finalize the landscape design details for the median on Main/Broadway, which had originally been an element of the CRA Gateway Project.

Binney Street Park

CRA staff attended the public open house hosted by CDD staff to consider a revised program for the Binney Street Park. Based on community feedback, the Stoss Design team has re-imaged the park space focusing on an off-lease dog run facility. The workshop explored dimensional options for the dog facility as well as companion public uses. The Grand Junction Pathway is a fixture in the park design, as well as the large tree at the intersection near Fulkerson.

Binney / Galileo / Broadway Streetscape

The CRA staff has been working to coordinate the streetscape design with ongoing development and design projects in process such as Boston Properties' 145 Broadway building, MITIMCO's South of Main and Volpe developments, CDD's Binney Street Park and the new 6th Street 'Greenway' Path. Additionally, in coordination with the City's transit plans including the Kendall Square Mobility Task Force, the CRA is evaluating opportunities to enhance the bus transit performance along the corridor.

Ames Street Residential

CRA and City staff reviewed and approved a miniature visual mock-up of the three-story bike parking garage to be built in Pioneer Way. The design will continue some of the vine graphic imagery utilized as part of the Kendall Center rebranding to provide wayfinding to the roof-top garden.

105 Windsor Street

CRA staff provided City staff with an update on the technical design and cost estimate work that it has undertaken as due diligence before engaging in any conceptual planning for the building's revitalization. The CRA agreed to conduct a careful review of some of the building's issues such as the roof and structural issues before issuing a revised cost estimate report.



	Total	Total	
	Actual	Budget	
Income			
4000 Income			
4200 Operating Revenue			
4210 Grants		\$100,000	
4220 Proceeds from sale of development rights		\$0	
4230 Reimbursed Expenses	\$475	\$2,000	
4240 Rental Income			
4241 Lot License Agreements	\$1,000	\$0	
4242 Foundry Ground Lease		\$0	
4243 Parcel Six Rental Space	\$8,607	\$10,000	
Total 4240 Rental Income	\$9,607	\$10,000	
4250 Other			
Total 4200 Operating Revenue	\$10,082	\$112,000	
4300 Other Income			
4310 Dividend Income	\$7,800	\$12,000	
4320 Interest Income	\$28,479	\$134,000	
Total 4300 Other Income	\$36,279	\$146,000	
Total 4000 Income	\$46,361	\$258,000	
Total Income	\$46,361	\$258,000	
Gross Profit	\$46,361	\$258,000	
Expenses			
6000 Operating Expenses			
6100 Personnel			
6110 Salaries	\$87,243	\$440,000	
6120 Payroll Taxes			
6121 Medicare & OASDI (SS)	\$1,839	\$12,000	
6123 Unemployment & MA Health Ins	\$280	\$506	
Total 6120 Payroll Taxes	\$2,119	\$12,506	
6130 Personnel and Fringe Benefits			
6131 Insurance - Dental	\$1,705	\$6,400	
6132 Insurance - Medical (for Employees)	\$12,352	\$70,000	
6133 Pension Contribution (Employees & Retirees)		\$72,000	
6134 T Subsidy	\$884	\$5,000	
6135 Workers Comp & Disability Insurance	\$839	\$1,000	
Total 6130 Personnel and Fringe Benefits	\$15,780	\$154,400	
6140 Insurance - Medical (for Retirees, Survivors)	\$14,567	\$70,000	
6150 OPEB Account Contribution	\$7,000	\$7,000	
Total 6100 Personnel	\$126,709	\$683,906	

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6250 Office Space \$894 \$6,200 6251 Archives (Iron Mountain) \$894 \$6,200 6252 Office Rent \$33,253 \$102,000 6253 Office Utilities \$1,260 \$4,200 6254 Other Rental Space \$4,788 \$4,500 6255 Parking \$400 \$255 6256 Repairs and Maintenance \$300 \$300 Total 6250 Office Space \$40,195 \$117,600 6260 Office Management \$317 \$2,000 6263 Office Supplies \$317 \$2,000 6264 Postage and Delivery \$69 \$3300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$7700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$5,700 6271 Internet \$786 \$3,200 6271 Internet \$786 \$3,200 6273 Telephone \$694 \$2,200 <tr td=""> \$274 Website & Email Hosting</tr>			\$800
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6252 Office Rent \$33,253 \$102,000 6253 Office Utilities \$1,260 \$4,200 6254 Other Rental Space \$4,788 \$4,500 6255 Parking \$400 \$400 6256 Repairs and Maintenance \$300 \$400 6256 Repairs and Maintenance \$300 \$400 6260 Office Space \$40,195 \$117,600 6261 Board Meeting Expenses \$137 \$600 6263 Office Supplies \$317 \$2,000 6264 Postage and Delivery \$69 \$300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$237 \$2,600 6271 Internet \$786 \$3,200 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$1,200 \$800 6275 Information Technology </td <td></td> <td></td> <td></td>			
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6254 Other Rental Space \$4,788 \$4,500 6255 Parking \$400 \$400 6256 Repairs and Maintenance \$300 \$300 Total 6250 Office Space \$40,195 \$117,600 6261 Board Meeting Expenses \$137 \$600 6263 Office Supplies \$317 \$2,000 6264 Postage and Delivery \$669 \$3300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$3306 \$7700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$14,655 \$5,700 6271 Internet \$786 \$3,200 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$199 \$1,200	6252 Office Rent	\$33,253	\$102,000
6255 Parking \$400 6256 Repairs and Maintenance \$300 Total 6250 Office Space \$40,195 \$117,600 6260 Office Management \$137 \$600 6263 Office Supplies \$137 \$2,000 6264 Postage and Delivery \$69 \$300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$55,700 6270 Telecommunications \$11,465 \$5,700 6271 Internet \$786 \$3,200 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$1,200 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$1,937 \$10,000	6253 Office Utilities		
6256 Repairs and Maintenance \$300 Total 6250 Office Space \$40,195 \$117,600 6260 Office Management \$137 \$600 6261 Board Meeting Expenses \$137 \$600 6263 Office Supplies \$317 \$2,000 6264 Postage and Delivery \$69 \$300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$5,700 6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$1,200 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$1,937 \$10,000	6254 Other Rental Space	\$4,788	\$4,500
Total 6250 Office Space \$40,195 \$117,600 6260 Office Management 6261 Board Meeting Expenses \$137 \$600 6263 Office Supplies \$317 \$2,000 6264 Postage and Delivery \$69 \$300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$7700 6267 Payroll Services \$221 \$1,000 6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$57,700 6270 Telecommunications \$237 \$2,600 6271 Internet \$786 \$3,200 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$1,200 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$19,937 \$10,000	6255 Parking		\$400
6260 Office Management 6261 Board Meeting Expenses \$137 \$600 6263 Office Supplies \$317 \$2,000 6264 Postage and Delivery \$69 \$300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 70tal 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$14,65 \$2,200 6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$19,37 \$10,000	6256 Repairs and Maintenance		\$300
6261 Board Meeting Expenses \$137 \$600 6263 Office Supplies \$317 \$2,000 6264 Postage and Delivery \$69 \$300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 7 total 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$137 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$190 \$10,000	Total 6250 Office Space	\$40,195	\$117,600
6263 Office Supplies \$317 \$2,000 6264 Postage and Delivery \$69 \$300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$700 6266 Software \$306 \$700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$14,65 \$5,700 6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$19,937 \$10,000	6260 Office Management		
6264 Postage and Delivery \$69 \$300 6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$700 6266 Software \$306 \$700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 7 Total 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$14,665 \$3,200 6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$19,937 \$10,000	6261 Board Meeting Expenses	\$137	\$600
6265 Printing and Reproduction \$340 \$1,000 6266 Software \$306 \$700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$786 \$3,200 6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$1937 \$10,000	6263 Office Supplies	\$317	\$2,000
6266 Software \$306 \$700 6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$786 \$3,200 6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$1937 \$10,000	6264 Postage and Delivery	\$69	\$300
6267 Payroll Services \$241 \$1,000 6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$1,465 \$3,200 6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$1937 \$10,000	6265 Printing and Reproduction	\$340	\$1,000
6268 Financial Service Charges \$55 \$100 Total 6260 Office Management \$1,465 \$5,700 6270 Telecommunications \$786 \$3,200 6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$1937 \$10,000	6266 Software	\$306	\$700
Total 6260 Office Management \$1,465 \$5,700 6270 Telecommunications 6271 Internet \$786 \$3,200 6271 Internet \$786 \$3,200 \$237 \$2,600 6273 Telephone \$694 \$2,200 \$6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$10,000 \$10,000	6267 Payroll Services	\$241	\$1,000
6270 Telecommunications 6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$10,000 \$10,000	6268 Financial Service Charges	\$55	\$100
6271 Internet \$786 \$3,200 6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$1,937 \$10,000	Total 6260 Office Management	\$1,465	\$5,700
6272 Mobile \$237 \$2,600 6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$10,000 \$10,000	6270 Telecommunications		
6273 Telephone \$694 \$2,200 6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$10,000 \$10,000	6271 Internet	\$786	\$3,200
6274 Website & Email Hosting \$120 \$800 6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$1,937 \$10,000	6272 Mobile	\$237	\$2,600
6275 Information Technology \$99 \$1,200 Total 6270 Telecommunications \$1,937 \$10,000	6273 Telephone	\$694	\$2,200
Total 6270 Telecommunications\$1,937\$10,000	6274 Website & Email Hosting	\$120	\$800
	6275 Information Technology	\$99	\$1,200
Total 6200 Office \$61,590 \$185,100	Total 6270 Telecommunications	\$1,937	\$10,000
	Total 6200 Office	\$61,590	\$185,100

	Total	Total	
	Actual	Budget	
6300 Property Management			
6310 Contract Work		\$4,000	
6320 Landscaping Maintenance		\$42,000	
6330 Repairs		\$3,000	
6340 Snow Removal	8,320.00	\$30,000	
6350 Utilities			
6351 Gas & Electric	\$783	\$4,000	
Total 6350 Utilities	\$783	\$4,000	
6360 Other			
Total 6300 Property Management	\$9,103	\$83,000	
Total 6000 Operating Expenses	\$197,402	\$952,006	
7000 Professional Services			
7001 Construction Management		\$C	
7002 Design - Architects	\$10,538	\$30,000	
7003 Design - Landscape Architects		\$20,000	
7004 Engineers	\$615	\$35,000	
7005 Legal	\$4,950	\$150,000	
7006 Real Estate & Finance		\$30,000	
7007 Planning and Policy		\$20,000	
7008 Retail Management / Wayfinding		\$1,000	
7009 Accounting		\$19,500	
7010 Marketing / Graphic Design		\$4,000	
7011 Temp and Contract Labor		\$30,000	
7012 Web Design / GIS	\$8,030	\$11,000	
7013 Land and Building Surveys	\$6,500	\$10,000	
7014 Records Management / Archivist		\$20,000	
7015 Energy & Environmental Planning	\$1,650	\$2,000	
7017 Transportation	\$19,184	\$253,000	
Total 7000 Professional Services	\$51,467	\$635,500	
8000 Redevelopment Investments			
8100 Capital Costs		\$12,000	
8200 Forward Fund		\$125,000	
8400 Foundry Fund		\$2,000,000	
8500 KSTEP Fund		\$(
Total 8000 Redevelopment Investments	\$0	\$2,137,000	
otal Expenses	\$248,869	\$3,724,506	
et Operating Income	-\$202,508	-\$3,466,506	
et Income	-\$202,508	-\$3,466,506	

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