

## **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 3<sup>rd</sup> 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.



## Budget vs. Actuals January - March 2017

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

	Total	
	Actual	Budget
<b>6200 Office</b>		
<b>6210 Community Outreach</b>		
6211 Materials	\$16	\$4,000
6212 Public Workshops	\$25	\$4,000
6213 Other	\$14	\$2,000
<b>Total 6210 Community Outreach</b>	<b>\$55</b>	<b>\$10,000</b>
<b>6220 Marketing &amp; Professional Development</b>		
6221 Advertising		\$3,400
6222 Conferences and Training	\$215	\$10,000
6223 Dues and Membership	\$3,225	\$4,000
6224 Meals	\$173	\$600
6225 Recruiting	\$285	\$400
6226 Staff Development		\$2,000
6227 Subscriptions		\$300
6228 Travel	\$42	\$500
<b>Total 6220 Marketing &amp; Professional Development</b>	<b>\$3,940</b>	<b>\$21,200</b>
<b>6230 Insurance</b>		
6231 Art and Equipment	\$5,675	\$5,800
6232 Commercial Liability	\$3,132	\$3,400
6233 Special Risk	\$3,705	\$3,800
<b>Total 6230 Insurance</b>	<b>\$12,512</b>	<b>\$13,000</b>
<b>6240 Office Equipment</b>		
6241 Equipment Lease	\$1,432	\$4,300
6242 Equipment Purchase (computers, etc.)	\$55	\$2,500
6243 Furniture		\$800
<b>Total 6240 Office Equipment</b>	<b>\$1,487</b>	<b>\$7,600</b>
<b>6250 Office Space</b>		
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
6256 Repairs and Maintenance		\$300
<b>Total 6250 Office Space</b>	<b>\$40,195</b>	<b>\$117,600</b>
<b>6260 Office Management</b>		
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
<b>Total 6260 Office Management</b>	<b>\$1,465</b>	<b>\$5,700</b>
<b>6270 Telecommunications</b>		
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
<b>Total 6270 Telecommunications</b>	<b>\$1,937</b>	<b>\$10,000</b>
<b>Total 6200 Office</b>	<b>\$61,590</b>	<b>\$185,100</b>

	Total	
	Actual	Budget
<b>6300 Property Management</b>		
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	<u>\$783</u>	<u>\$4,000</u>
6360 Other		
Total 6300 Property Management	<u>\$9,103</u>	<u>\$83,000</u>
<b>Total 6000 Operating Expenses</b>	<u>\$197,402</u>	<u>\$952,006</u>
<b>7000 Professional Services</b>		
7001 Construction Management		\$0
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	<u>\$51,467</u>	<u>\$635,500</u>
<b>8000 Redevelopment Investments</b>		
8100 Capital Costs		\$12,000
8200 Forward Fund		\$125,000
8400 Foundry Fund		\$2,000,000
8500 KSTEP Fund		\$0
Total 8000 Redevelopment Investments	<u>\$0</u>	<u>\$2,137,000</u>
<b>Total Expenses</b>	<u>\$248,869</u>	<u>\$3,724,506</u>
<b>Net Operating Income</b>	<u>-\$202,508</u>	<u>-\$3,466,506</u>
<b>Net Income</b>	<u>-\$202,508</u>	<u>-\$3,466,506</u>

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