

Staff Report to the Board *April 11, 2018*

Contracting, Personnel, and General Administration

The CRA is currently conducting interviews for summer internship positions. The CRA staff has also drafted a job description for a new position to assist with community outreach and workforce development efforts.

The office has settled into its new location on the 8th floor of 255 Main Street, while simultaneously launching negotiations for a longer-term lease arrangement.

Draft Forward Calendar

April 25 2018	May 9, 2018
Foundry Operator Selection	88 Ames Street Signage
Auditor Contract Approval	75 Ames Street Signage
	Innovation Space Plan
	Foundry Update
	Forward Fund
	Investment Policy Revisions

Projects and Initiatives

6th Street Walkway

CDD and DPW have certified that the walkway design fulfills the special permit requirements of the 145 Broadway project, and that trees are adequately protected in the design. The CRA has approved the final drawings and specs for the walkway and is currently working out pedestrian and bike detour plans with Boston Properties. Construction is planned to start in the next few months depending on contractor availability.

Biogen Gas Tank Project

The CRA approved a small gas tank project by Biogen on Biogen property adjacent to the east-west connector in between 105 Broadway and 115 Broadway. This gas tank project does not impact the sidewalk and does not adversely impact plans for the use of that east-west connector in the CRA's 2017 Infill Development Concept Plan (ICDP). None of the future bike parking will be impacted by the project. The gas tank project will be screened with a louver system that features a blue graphic similarly used on the Blue Garage next door and has playful shadows of people walking dogs and jogging. The vertical gas tank will be white and rise above the fence line, but it will not be visible from the East Service Drive due to the glass bridge that connects 105 and 115 Broadway. The CRA Design Review Committee helped advise the CRA staff on the look and feel of the screening wall at the 3/21/2018 CRA Design Review Committee meeting.

Parcel 6

The 3rd and Binney vending program kicked off the season on April 2nd. Due to the many snowstorms in the month of March, a few trucks had to cancel their truck inspections that were previously scheduled with the Cambridge Fire Department, delaying their start during the first week.

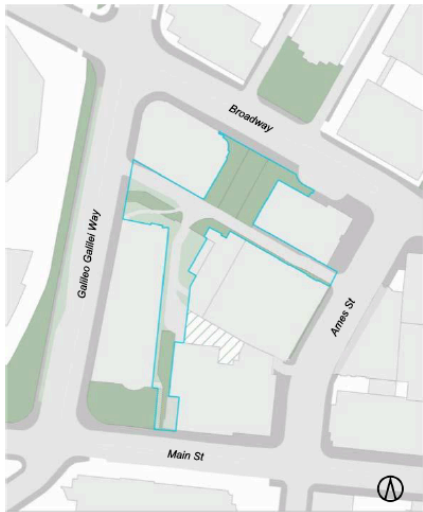
The original slate of vendors has changed since the last Board meeting. A vegan vendor known as Bartleby's Seitan Stand has replaced Chilean Pomaire Food Truck and the Boston Cream Pie Company withdrew from the program.



Grand Junction Park

Restoration landscaping work has been scheduled to begin this week. A “stone mulch” treatment for the back side of the newly installed fence will be completed by Friday (weather permitting). Veolia has agreed to provide 85 yards of topsoil which will allow Brightview to create two-foot berms and include a variety of plantings running the length of the path. The sitting area in the park is scheduled for a spring cleaning the week of April 23rd.

88 Ames Update: Street reconstruction is scheduled to start by the end of April. The bike facility in Pioneer Way is framed and Pioneer Way will be resurfaced soon. The first residents are scheduled to move in during the month of June while about half of the units are still being completed. Signage for retail is scheduled to be presented to the Board in May. The leasing office reports that 11% of residential units are leased or in process of being leased, and that there is a lot of interest in the building and excitement about the look and feel of the units.



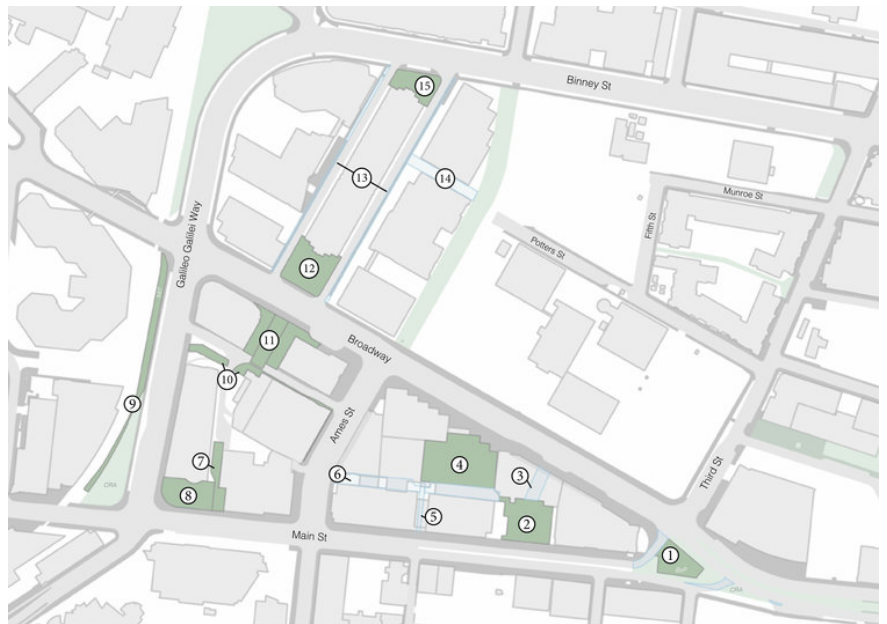
Boundary for the RFQ Landscape Redesign

Parcel 3 Landscape Design: In 2014 with the adoption of the Whitehead Institute zoning amendment to the MXD, it was agreed that the CRA would need to assist with the definition of open space mitigations should Whitehead move forward with the redevelopment of the plaza area on Main Street. The CRA initiated stakeholder collaboration for the redesign of Parcel 3 open spaces and procurement of a Landscape Design team. After hosting a kickoff meeting in February, staff wrote a Memorandum of Understanding (MOU) to clarify the role of stakeholders in a collaborative design process. Staff are now drafting an on-call Landscape Design RFQ.

POPS and Easement Mapping

CRA staff updated the POPS inventory on the MXD webpage to include additional pedestrian easement agreements. The easements include 325 and 355 Main Street Connector, Pioneer Way easements connecting Ames Street to Kendall Plaza, Binney to Broadway easements located on both sides of the Blue Garage, an easement on the south side of 250 Binney Street connecting Loughrey Walkway to the Blue Garage, and an easement on the north of 145 Broadway connecting Galileo Galilei Way to the West Service Road.

<http://www.cambridgeredevelopment.org/pops/>



Forward Fund

The outreach for the 2018 Forward Fund has been ongoing over the past month and there appears to be significant interest in this year's program. The expanded outreach efforts have included new posters, social media, site visits to each business district, outreach through business associations, emails to non-profit organizations, and advertisements in the Cambridge Chronicle.



Budget vs. Actuals January - March, 2018

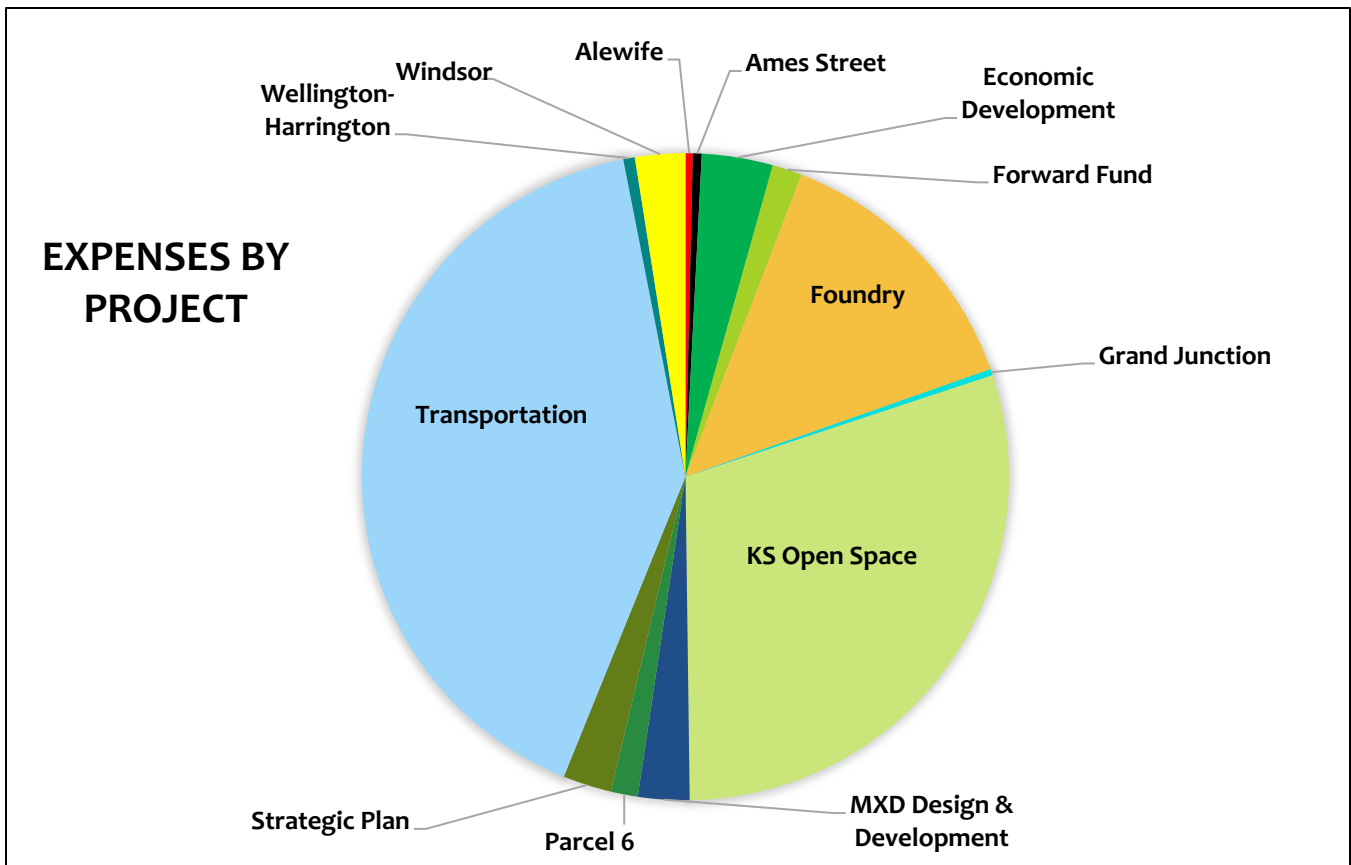
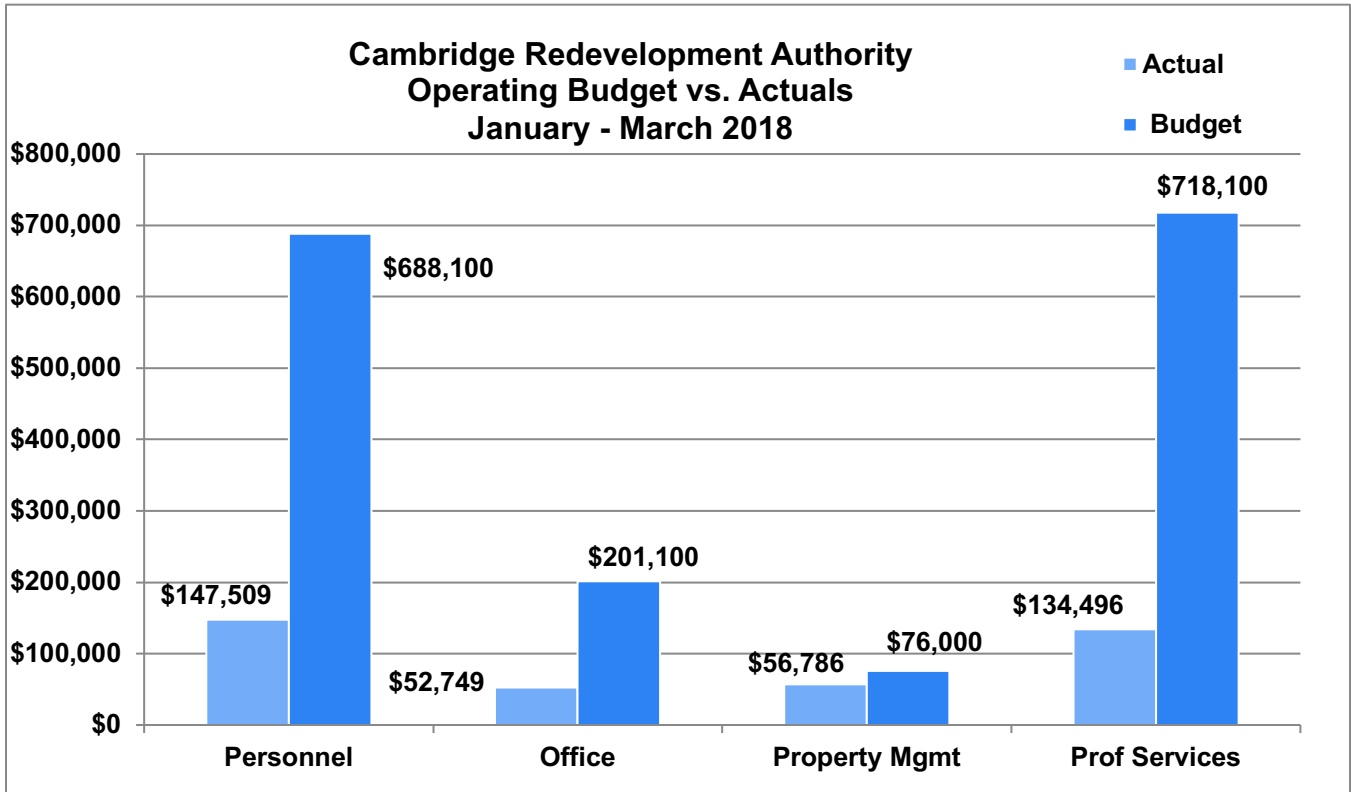
	Total	
	Actual	Budget
Income		
4000 Income		
4200 Operating Revenue		
4210 Grants		255,000
4220 Proceeds from sale of development rights	\$45,795	431,000
4230 Reimbursed Expenses		100,000
4240 Rental Income		
4241 Lot License Agreements		
4243 Parcel Six Rental Space	8,375	15,000
Total 4240 Rental Income	\$8,375	\$15,000
4250 Other		
Total 4200 Operating Revenue	\$54,170	\$801,000
4300 Other Income		
4310 Dividend Income	36,524	90,000
4320 Interest Income	63,344	490,000
Total 4300 Other Income	\$99,868	\$580,000
Total 4000 Income	\$154,038	\$1,381,000
Total Income	\$154,038	\$1,381,000
Gross Profit	\$154,038	\$1,381,000
Expenses		
6000 Operating Expenses		
6100 Personnel		
6110 Salaries	117,727	465,000
6120 Payroll Taxes		
6121 Medicare & OASDI (SS)	1,918	9,200
6123 Unemployment & MA Health Ins	432	800
Total 6120 Payroll Taxes	\$2,350	\$10,000
6130 Personnel and Fringe Benefits		
6131 Insurance - Dental	2,218	7,000
6132 Insurance - Medical (for Employees)	10,196	55,000
6133 Pension Contribution (Employees & Retirees)		82,100
6134 T Subsidy	1,382	6,000
6135 Workers Comp & Disability Insurance	899	1,000
Total 6130 Personnel and Fringe Benefits	\$14,695	\$151,100
6140 Insurance - Medical (for Retirees, Survivors)	12,737	55,000
6150 OPEB Account Contribution		7,000
Total 6100 Personnel	\$147,509	\$688,100

	Total	
	Actual	Budget
6200 Office		
6210 Community Outreach		
6211 Materials	\$80	2,000
6212 Public Workshops		2,000
6213 Other	804	6,000
Total 6210 Community Outreach	\$884	\$10,000
6220 Marketing & Professional Development		
6221 Advertising	\$808	1,000
6222 Conferences and Training	\$599	12,500
6223 Dues and Membership	2,800	6,000
6224 Meals	128	500
6226 Staff Development	595	1,000
6227 Subscriptions	341	300
6228 Travel	\$50	300
Total 6220 Marketing & Professional Development	\$5,321	\$21,600
6230 Insurance		
6231 Art and Equipment	5,675	5,700
6232 Commercial Liability	3,371	3,700
6233 Special Risk	5,133	5,300
Total 6230 Insurance	\$14,179	\$14,700
6240 Office Equipment		
6241 Equipment Lease	1,432	4,300
6242 Equipment Purchase (computers, etc.)	\$430	1,500
6423 Furniture		1,000
Total 6240 Office Equipment	\$1,862	\$6,800
6250 Office Space		
6251 Archives (Iron Mountain)	1,447	6,000
6252 Office Rent	16,543	101,300
6253 Office Utilities	750	4,200
6254 Other Rental Space	4,788	5,000
6255 Parking		400
6256 Repairs and Maintenance		300
6257 Relocation	2,385	10,000
Total 6250 Office Space	\$25,914	\$127,200
6260 Office Management		
6261 Board Meeting Expenses	218	900
6263 Office Supplies	414	2,000
6264 Postage and Delivery	91	300
6265 Printing and Reproduction	725	1,000
6266 Software	378	1,000
6267 Payroll Services	347	1,100
6268 Financial Service Charges	\$13	200
Total 6260 Office Management	\$2,186	\$6,500
6270 Telecommunications		
6271 Internet	288	3,200
6272 Mobile	671	2,900
6273 Telephone	436	2,400
6274 Website & Email Hosting	115	800
6275 Information Technology	893	5,000
Total 6270 Telecommunications	\$2,403	\$14,300
Total 6200 Office	\$52,749	\$201,100

	Total	
	Actual	Budget
6300 Property Management		
6310 Contract Work		5,000
6320 Landscaping Maintenance	45,795	30,000
6330 Repairs		5,000
6340 Snow Removal	9,460	30,000
6350 Utilities		
6351 Gas & Electric	\$1,531	6,000
Total 6350 Utilities	\$1,531	\$6,000
6360 Other		
Total 6300 Property Management	\$56,786	\$76,000
Total 6000 Operating Expenses	\$257,044	\$965,200
7000 Professional Services		
7001 Construction Management		20,000
7002 Design - Architects	\$1,500	40,000
7003 Design - Landscape Architects		40,000
7004 Engineers		5,000
7005 Legal	\$2,385	100,000
7006 Real Estate & Finance		30,000
7007 Planning and Policy		60,000
7008 Retail Management / Wayfinding		
7009 Accounting	4,875	20,100
7010 Marketing / Graphic Design		10,000
7011 Temp and Contract Labor	1,500	5,000
7012 Web Design / GIS	5,213	5,000
7013 Land and Building Surveys	400	5,000
7014 Records Management / Archivist		20,000
7015 Energy & Environmental Planning		2,000
7017 Transportation	81,481	165,000
7018 Investment Services	37,143	151,000
7019 Workforce / Economic Development		40,000
Total 7000 Professional Services	\$134,496	\$718,100
8000 Redevelopment Investments		
8100 Capital Costs	\$259	\$255,000
8200 Forward Fund		\$200,000
8400 Foundry Design		\$2,000,000
8500 KSTEP Fund		
8600 Affordable Housing Loan		\$100,000
Total 8000 Redevelopment Investments	\$259	\$2,555,000
Total Expenses	\$391,799	\$4,238,300
Net Operating Income	-\$237,761	-\$2,857,300
Net Income	-\$237,761	-\$2,857,300

**Cambridge Redevelopment Authority
Bank and Investment Accounts
As of March 31, 2018**

	TOTAL
Boston Private Bank & Trust - Checking	\$40,189
Cambridge Trust - Checking	\$43,061
Cambridge Trust Money Market	\$511,199
Investment Fund (Morgan Stanley)	\$17,863,181
Cambridge Truts Wealth Mgmt - KSTEP	\$6,022,915
Cambridge Trust Wealth Mgmt - Foundry	\$9,035,272
OPEB Trust account (Morgan Stanley)	\$15,427
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	\$33,531,244



Redevelopment Project Budget 2018

