

## **Staff Report to the Board**

*November 15, 2016*

### **Contracting, Personnel, and General Administration**

#### ***Snow Removal Contract:***

The CRA has entered into a snow removal contract with Cambridge Snow Management (CSM) based on Rindge Avenue. As part of the snow and ice management agreement made with CSM, the CRA has authorized them the use of the fenced-in area on the “Porkchop” parcel for storage of salt and equipment needed for snow removal on CRA property, in return for a 25% discount on snow removal rates. There is a stipulation in the agreement for an evacuation of this area by April 1, 2017 if the land is transferred to the City of Cambridge.

#### ***Technology Upgrade:***

The CRA computer network system that has been continually tweaked as new employees and interns have been added to staff since 2014 has reached a point where a different technology approach is needed. Our technology consultant Oakbog recommended we move to a different consultant TechTonic that was better adapted to help us. TechTonic recommended that instead of using an online service for offsite access and backup, all CRA electronic files and backups will reside in-house and a dial-in VPN methodology will be used. Staff feels that this approach provides more security and better version control. To this end, additional larger computer servers, security firewalls and other devices are required. All equipment has been ordered and an installation date of November 30 has been arranged.

### **Forward Calendar Items**

1. Binney / Galileo Way / Broadway Streetscape Designs
2. Personnel Policy Revisions
3. 2017 Budget
4. OPEB Account Formation
5. Infill Development Concept Plan and Kendall Center Development Agreement

The CRA has proposed to the Community Development Department (CDD) staff a process for ongoing design review for the Planning Board to consider, building off the updates to the Infill Development Concept Plan, for the schematic design of the first phase of development at 145 Broadway and future building design review.

### **Projects and Initiatives**

#### ***Parcel Sixth (Third and Binney):***

A new Hubway Station, provided by the City of Cambridge, has been located on Parcel Six. The CRA will remove snow from the sidewalk only, and Hubway, which remains open through winter in Cambridge, will manage snow around the station. Two food trucks have decided to continue vending at the site until the start of winter. Staff are developing a new food truck / mobile vending RFP for 2017. Staff is also in discussions with the Community

Charter School of Cambridge and Green City Growers regarding the locating a few community garden plots on site. The CRA also continues to work with the Arts Council on a few temporary installation ideas for the civic space.

***Soofa Sign (Kendall Center):***

The Soofa Sign has been installed on the sidewalk in front of the Kendall Center Plaza. The sign provides real time information on MBTA arrival times and displays notices and advertisements. The CRA receives 25% of the screen time and thus far has posted general information about the CRA and the Kendall Square Association. The sign will announce key public meetings and public events taking place in Kendall Center, such as notices for the East End House Food Drive in Kendall Center and the CRA Board meeting this month.

***Galaxy Park:***

Boston Properties (BP) has completed most of the concrete work on the plaza and new sidewalk within Point Park. Once the surface has been sealed, the plaza will reopen for pedestrian travel. Once Galaxy Park is reopened generally, the contractor will install the furniture, closing off smaller areas of the Park. A KSA wayfinding kiosk will be installed near Third Street rather than on the granite wall as previously considered. Most of the landscaping will be completed in the spring, along with a thorough cleaning of the metal materials of the fountain. The CRA has applied for a federal grant to replace the smaller globe elements of the Galaxy sculpture and will hear about that application early in 2017.

***Binney / Galileo / Broadway Streetscape:***

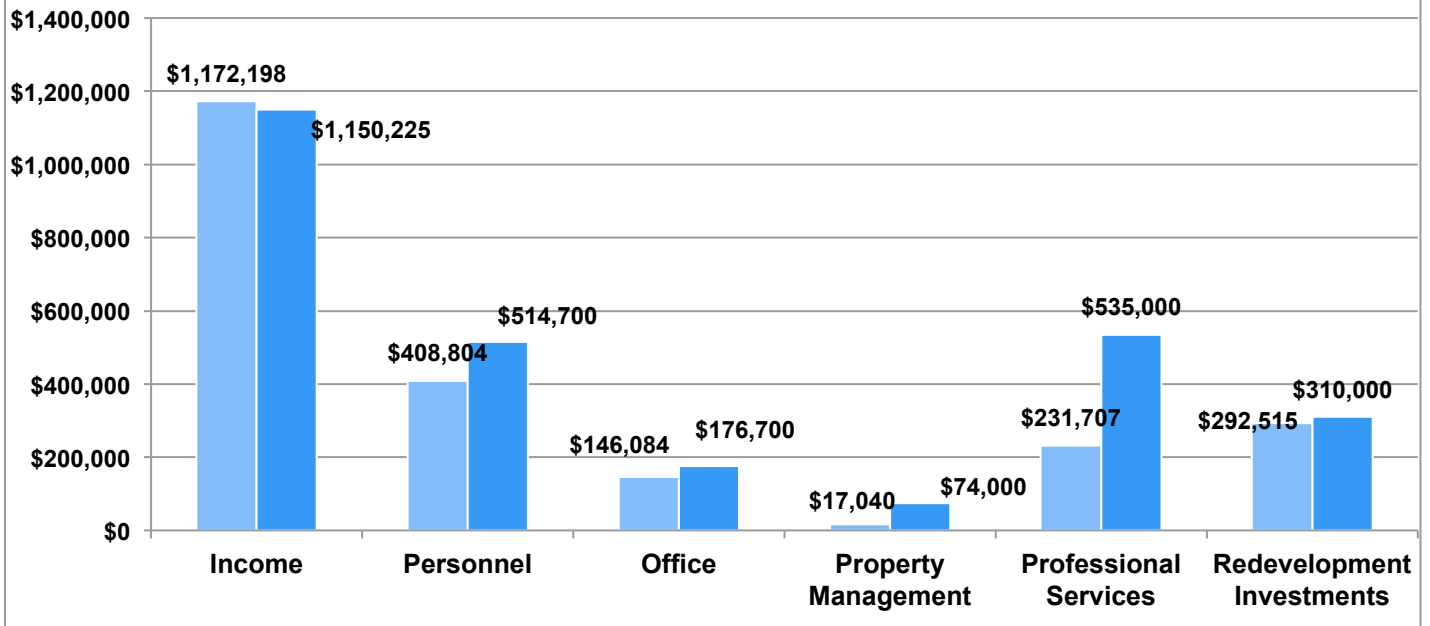
CRA staff and its consultant Alta Design have been coordinating with multiple city department and stakeholders regarding the initial concepts for the streetscape improvements within the KSURP. The initial traffic modeling work has been completed allowing the design team to begin crafting alternatives for discussion. The intersection designs and coordination with the Binney Street Park have been key issues in the planning process.

	Total	
	Actual	Budget
<b>Income</b>		
<b>4000 Income</b>		
4100 Discounts given		
<b>4200 Operating Revenue</b>		
4210 Grants	152,467.68	152,468.00
4220 Proceeds from sale of development rights	832,856.89	832,857.00
4230 Reimbursed Expenses	3,298.21	2,000.00
<b>4240 Rental Income</b>		
4241 Lot License Agreements	2,500.00	2,000.00
4242 Foundry Ground Lease		0.00
4243 Parcel Six Rental Space	10,865.00	10,900.00
<b>Total 4240 Rental Income</b>	<b>\$ 13,365.00</b>	<b>\$ 12,900.00</b>
4250 Other	53,558.00	55,000.00
<b>Total 4200 Operating Revenue</b>	<b>\$ 1,055,545.78</b>	<b>\$ 1,055,225.00</b>
<b>4300 Other Income</b>		
4310 Dividend Income	14,091.64	5,000.00
4320 Interest Income	102,560.81	90,000.00
<b>Total 4300 Other Income</b>	<b>\$ 116,652.45</b>	<b>\$ 95,000.00</b>
<b>Total 4000 Income</b>	<b>\$ 1,172,198.23</b>	<b>\$ 1,150,225.00</b>
<b>Total Income</b>	<b>\$ 1,172,198.23</b>	<b>\$ 1,150,225.00</b>
<b>Gross Profit</b>	<b>\$ 1,172,198.23</b>	<b>\$ 1,150,225.00</b>
<b>Expenses</b>		
<b>6000 Operating Expenses</b>		
<b>6100 Personnel</b>		
6110 Salaries	270,749.44	336,000.00
<b>6120 Payroll Taxes</b>		
6121 Medicare & OASDI (SS)	5,217.15	9,000.00
6122 Payroll Taxes - Fed & MA		0.00
6123 Unemployment & MA Health Ins	334.24	400.00
<b>Total 6120 Payroll Taxes</b>	<b>\$ 5,551.39</b>	<b>\$ 9,400.00</b>
<b>6130 Personnel and Fringe Benefits</b>		
6131 Insurance - Dental	3,855.08	4,800.00
6132 Insurance - Medical (for Employees)	26,480.72	40,000.00
6133 Pension Contribution (Employees & Retirees)	47,698.00	47,700.00
6134 T Subsidy	2,698.00	4,800.00
6135 Workers Comp & Disability Insurance	768.00	2,000.00
<b>Total 6130 Personnel and Fringe Benefits</b>	<b>\$ 81,499.80</b>	<b>\$ 99,300.00</b>
6140 Insurance - Medical (for Retirees, Survivors)	51,002.97	70,000.00
<b>Total 6100 Personnel</b>	<b>\$ 408,803.60</b>	<b>\$ 514,700.00</b>

	Total	
	Actual	Budget
<b>6200 Office</b>		
<b>6210 Community Outreach</b>		
6211 Materials	1,564.24	3,000.00
6212 Public Workshops		500.00
6213 Other	648.64	1,000.00
<b>Total 6210 Community Outreach</b>	<b>\$ 2,212.88</b>	<b>\$ 4,500.00</b>
<b>6220 Marketing &amp; Professional Development</b>		
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	3,048.73	8,000.00
6227 Subscriptions	104.40	100.00
6228 Travel	158.77	500.00
<b>Total 6220 Marketing &amp; Professional Development</b>	<b>\$ 11,961.70</b>	<b>\$ 21,400.00</b>
<b>6230 Insurance</b>		
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
<b>Total 6230 Insurance</b>	<b>\$ 12,719.00</b>	<b>\$ 13,100.00</b>
<b>6240 Office Equipment</b>		
6241 Equipment Lease	4,809.75	6,200.00
6242 Equipment Purchase (computers, etc.)	1,389.19	1,200.00
6423 Furniture		300.00
<b>Total 6240 Office Equipment</b>	<b>\$ 6,198.94</b>	<b>\$ 7,700.00</b>
<b>6250 Office Space</b>		
6251 Archives (Iron Mountain)	4,598.23	5,100.00
6252 Office Rent	89,280.63	100,000.00
6253 Office Utilities	3,850.00	4,200.00
6254 Other Rental Space	4,409.00	4,800.00
6255 Parking		300.00
6256 Repairs and Maintenance		500.00
<b>Total 6250 Office Space</b>	<b>\$ 102,137.86</b>	<b>\$ 114,900.00</b>
<b>6260 Office Management</b>		
6261 Board Meeting Expenses	375.55	500.00
6262 Office Expenses	560.99	600.00
6263 Office Supplies	608.58	1,000.00
6264 Postage and Delivery	157.57	200.00
6265 Printing and Reproduction	739.74	1,000.00
6266 Software	543.53	800.00
6267 Payroll Services	774.68	1,000.00
6268 Financial Service Charges		100.00
<b>Total 6260 Office Management</b>	<b>\$ 3,760.64</b>	<b>\$ 5,200.00</b>
<b>6270 Telecommunications</b>		
6271 Internet	2,607.91	3,600.00
6272 Mobile	846.82	2,000.00
6273 Telephone	1,976.56	2,200.00
6274 Website & Email Hosting	585.04	900.00
6275 Information Technology	1,076.87	1,200.00
<b>Total 6270 Telecommunications</b>	<b>\$ 7,093.20</b>	<b>\$ 9,900.00</b>
<b>Total 6200 Office</b>	<b>\$ 146,084.22</b>	<b>\$ 176,700.00</b>

	Total	
	Actual	Budget
<b>6300 Property Management</b>		
6310 Contract Work		5,000.00
6320 Landscaping Maintenance	6,587.71	25,000.00
6330 Repairs		5,000.00
6340 Snow Removal	6,954.75	35,000.00
6350 Utilities		
6351 NSTAR Gas & Electric	3,497.08	4,000.00
6352 Water		0.00
<b>Total 6350 Utilities</b>	<b>\$ 3,497.08</b>	<b>\$ 4,000.00</b>
6360 Other		
<b>Total 6300 Property Management</b>	<b>\$ 17,039.54</b>	<b>\$ 74,000.00</b>
<b>Total 6000 Operating Expenses</b>	<b>\$ 571,927.36</b>	<b>\$ 765,400.00</b>
<b>7000 Professional Services</b>		
7001 Construction Management	24,036.92	24,000.00
7002 Design - Architects	2,985.56	29,000.00
7003 Design - Landscape Architects	5,515.85	25,000.00
7004 Engineers and Survey	4,900.00	10,000.00
7005 Legal	100,301.31	180,000.00
7006 Real Estate & Finance	27,536.25	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	12,087.24	15,000.00
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	2,750.00	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		80,000.00
<b>Total 7000 Professional Services</b>	<b>\$ 231,706.63</b>	<b>\$ 535,000.00</b>
<b>8000 Redevelopment Investments</b>		
8100 Capital Costs	253,515.34	250,000.00
8200 Forward Fund	39,000.00	60,000.00
8400 Foundry Reserve Funds		0.00
<b>Total 8000 Redevelopment Investments</b>	<b>\$ 292,515.34</b>	<b>\$ 310,000.00</b>
<b>Total Expenses</b>	<b>\$ 1,096,149.33</b>	<b>\$ 1,610,400.00</b>
<b>Net Operating Income</b>	<b>\$ 76,048.90</b>	<b>\$ (460,175.00)</b>
<b>Net Income</b>	<b>\$ 76,048.90</b>	<b>\$ (460,175.00)</b>

### Cambridge Redevelopment Authority Budget vs. Actuals January - October 2016



### Total Expenses by Project

