

Staff Report to the Board

May 17, 2017

Contracting, Personnel, and General Administration

Project Planner Position

The CRA staff has organized multiple rounds of interviews with a highly qualified pool of candidates. The final round of interviews and reference calls are underway and staff hopes to fill the position within the month.

Summer Internship

The CRA has submitted a worksite application to the Mayor's Summer Youth Employment Program (MSYEP) to accept one or two Cambridge youths to work 20 hours per week with the CRA during the 6-week summer program. MYSEP provides all youth wages.

Office and Document Reorganization

The CRA staff has begun to dive into the extensive record of documents in the office in order to create additional personnel workspace. An initial scope for an archivist contract has been drafted and staff hopes to bring someone on board to assist with document organization as well as the creation of a public records policy.

Forward Calendar Items

1. Sixth Street Walkway
2. Galaxy Park and Binney Street Park Designs
3. 88 Ames Street Retail
4. Volpe Redevelopment and Parcel Six
5. Personnel Policy Revisions

Projects and Initiatives

Streetscape Update

CRA staff has continued to work closely with the staff in TPT, DPW, and CDD to resolve specific issues related to traffic, signaling, public transit, and roadway design standards. The consultant team has been working on project updates in late April and early May. Most outstanding technical issues are anticipated to be resolved by the end of May and the engineering consultant HDR should begin 25% drawings in June. CRA staff continues to coordinate with neighboring property owners, including Boston Properties, as part of the roadway redesign, which will be reflected in the 145 Broadway landscape plan.

Octahedron

The transfer of the Octahedron to a new owner was cancelled due to unforeseen circumstances beyond CRA's control. CRA staff has just begun exploring several options including reaching out to DeCordova Sculpture Park a second time, reaching out to Artisans Asylum, using social media, or eBay or a simple sign to advertise the availability of the sculpture. Stoss Landscape Urbanism has recently shown interest in the inclusion of the

Octahedron as part of the final design for the Binney Street Park, which in the opinion of the CRA staff, would be the optimal outcome. DPW is planning to begin excavation in the area of the Octahedron for their gravity drain line project during July.

Forward Fund

For 2017 Forward Fund awardees, we have entered into eight agreements and dispersed \$56,357 in checks. One of the 2016 grants for \$10,000 toward the Charles River Boat launch recently received a green light from the Department of Natural Resources and will be moving forward.

Galaxy Park

The National Endowment for the Arts (NEA) has notified the CRA that its grant application for the Galaxy restoration was not selected for funding. According to the NEA, they received 1,728 Art Works applications in the 2017 funding round, with requests totally more than \$86 million. The NEA was able to support no more than 1,033 projects, with funds totaling more than \$24 million.

105 Windsor Street

As a follow up to the design and cost estimate work that it has conducted for the building, the CRA has asked for a structural report of the building to increase its confidence in the revitalization cost estimates. The CRA is considering applying, with the City, for Community Preservation Act funds to make improvements to the buildings brick façade and replace damaged portions of the slate roof.

88 Ames Street

Vertical construction continues to proceed with the completion on the second podium floor and the arrival of the tower crane. Boston Properties is working on a plan for retail tenants to be presented to the Board at the upcoming June meeting. City and CRA staff and engineering consultants are working to finalize the Ames Street traffic layout in conjunction with future bus routes and the Broadway streetscape design.

145 Broadway

The Inspectional Services Department (ISD) has issued a demolition permit for the 11 Cambridge Center building. Site preparation and internal demolition has been underway for a few weeks. Pedestrian detours for Broadway and Galileo Way are in place and will evolve as the next phases of construction get underway. The CRA has received and is reviewing the Construction Documents per the Design and Document Approval Procedures under the Development Agreement. A signage / building identity plan will likely be brought before the Board for consideration over the summer.

Sixth Street Walkway

Turner Construction lifted a panel of the concrete sidewalk along the walkway to allow for the investigation of the condition of the tree roots underneath by CRA and City staff. Through this exercise, the DPW staff determined that the maple tree roots do not reach under the walkway, thus replacing the concrete as discussed with the Design Sub-Committee can be done without risking much damage to those trees. The final design of the Walkway open space will be brought before the Board in June.



Budget vs. Actuals January - April 2017

	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	\$10,264	\$12,000
4320 Interest Income	\$46,143	\$134,000
Total 4300 Other Income	\$56,408	\$146,000
Total 4000 Income	\$66,490	\$258,000
Total Income	\$66,490	\$258,000
Gross Profit	\$66,490	\$258,000
Expenses		
6000 Operating Expenses		
6100 Personnel		
6110 Salaries	\$116,465	\$440,000
6120 Payroll Taxes		
6121 Medicare & OASDI (SS)	\$2,480	\$12,000
6123 Unemployment & MA Health Ins	\$324	\$506
Total 6120 Payroll Taxes	\$2,804	\$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	\$1,203	\$5,000
6135 Workers Comp & Disability Insurance	\$839	\$1,000
Total 6130 Personnel and Fringe Benefits	\$16,099	\$154,400
6140 Insurance - Medical (for Retirees, Survivors)	\$14,567	\$70,000
6150 OPEB Account Contribution	\$7,000	\$7,000
Total 6100 Personnel	\$156,935	\$683,906

	Total	
	Actual	Budget
6200 Office		
6210 Community Outreach		
6211 Materials	\$16	\$4,000
6212 Public Workshops	\$25	\$4,000
6213 Other	\$14	\$2,000
Total 6210 Community Outreach	\$55	\$10,000
6220 Marketing & Professional Development		
6221 Advertising		\$3,400
6222 Conferences and Training	\$490	\$10,000
6223 Dues and Membership	\$3,225	\$4,000
6224 Meals	\$177	\$600
6225 Recruiting	\$285	\$400
6226 Staff Development		\$2,000
6227 Subscriptions		\$300
6228 Travel	\$42	\$500
Total 6220 Marketing & Professional Development	\$4,219	\$21,200
6230 Insurance		
6231 Art and Equipment	\$5,675	\$5,800
6232 Commercial Liability	\$3,132	\$3,400
6233 Special Risk	\$3,705	\$3,800
Total 6230 Insurance	\$12,512	\$13,000
6240 Office Equipment		
6241 Equipment Lease	\$1,432	\$4,300
6242 Equipment Purchase (computers, etc.)	\$55	\$2,500
6243 Furniture		\$800
Total 6240 Office Equipment	\$1,487	\$7,600
6250 Office Space		
6251 Archives (Iron Mountain)	\$1,341	\$6,200
6252 Office Rent	\$42,101	\$102,000
6253 Office Utilities	\$934	\$4,200
6254 Other Rental Space	\$4,788	\$4,500
6255 Parking		\$400
6256 Repairs and Maintenance		\$300
Total 6250 Office Space	\$49,164	\$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	\$337	\$700
6267 Payroll Services	\$313	\$1,000
6268 Financial Service Charges	\$55	\$100
Total 6260 Office Management	\$1,568	\$5,700
6270 Telecommunications		
6271 Internet	\$1,048	\$3,200
6272 Mobile	\$612	\$2,600
6273 Telephone	\$930	\$2,200
6274 Website & Email Hosting	\$160	\$800
6275 Information Technology	\$99	\$1,200
Total 6270 Telecommunications	\$2,849	\$10,000
Total 6200 Office	\$71,854	\$185,100

	Total	
	Actual	Budget
6300 Property Management		
6310 Contract Work		\$4,000
6320 Landscaping Maintenance	\$1,675	\$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	\$10,778	\$83,000
Total 6000 Operating Expenses	\$239,567	\$952,006
7000 Professional Services		
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	\$51,467	\$635,500
8000 Redevelopment Investments		
8100 Capital Costs		\$12,000
8200 Forward Fund	\$43,857	\$125,000
8400 Foundry Fund		\$2,000,000
8500 KSTEP Fund		\$0
Total 8000 Redevelopment Investments	\$43,857	\$2,137,000
Total Expenses	\$334,891	\$3,724,506
Net Operating Income	-\$268,402	-\$3,466,506
Net Income	-\$268,402	-\$3,466,506

Tuesday, May 09, 2017 01:24:52 PM GMT-7 - Accrual Basis

