



Request for Action

TO: Faribault Housing and Redevelopment Authority

FROM: Kim Clausen, Community Development Coordinator

MEETING DATE: July 12, 2021

SUBJECT: Robinwood Manor Apartments

PURPOSE:

The purpose of this memorandum is to provide the Faribault Housing and Redevelopment Authority with an update on activities at Robinwood Manor.

OCCUPANCY:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>Occupancy:</u>	98%	98%	98%	98%	96%							
<u>Turnover:</u>	0	1	0	0	1							

Vacant Unit: 108 (will be filled 7/29/21) and 204 (filled 5/28/21)

OPERATING STATEMENT:

Discussion: The financial report for the month of May is attached. The largest expenses during the month of May include monthly management fees for \$3,460, spring lawn maintenance for \$774, preventive spring extermination services for \$547 and unit turnover expenses for \$227.87.

Requested Action: The Board is asked to review and approve the operating statement as presented.

PROJECT ACTIVITY: The FreshAir sensors have been replaced and relocated and appear to now be functioning properly. The remaining sensors will be sent to the HRA for installation and activation by the end of July.

The parking lot expansion project is out for bid, with bids due July 21. Staff would like to determine the HRA's willingness to hold a special meeting at 6:00 p.m. on July 26 for the purpose of reviewing and awarding the bids in order to get the project started and completed before the end of the year.

**ROBINWOOD MANOR
FOR THE MONTH ENDED MAY 31, 2021**

	2021 Budget	% of Revenue	May Actual	Monthly Budget	Variance of Monthly Budget	Favorable/ Unfavorable	2021 Year-To-Date	Remaining Balance
REVENUES								
33160 FEDERAL GRANTS	240,191.00	50.37%	21,394.00	20,015.92	6.88%	F	120,509.00	119,682.00
36200 OTHER MISCELLANEOUS	5,000.00	1.05%	530.75	411.00	29.14%	F	2,574.75	2,425.25
36210 INTEREST ON INVESTMEI	2,200.00	0.46%	670.97	183.33	NA	NA	1,707.60	492.40
36211 INTEREST MARKET VALUE	0.00	0.00%	441.93	0.00	NA	NA	(3,649.43)	3,649.43
36220 RENTS	228,435.00	47.91%	14,037.00	19,036.25	-26.26%	U	73,041.87	155,393.13
36221 VACANCIES	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
36227 EXCESS UTILITIES	1,000.00	0.21%	70.00	83.33	-16.00%	U	144.13	855.87
36280 PROJECT REIMBURSEM	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
TOTAL REVENUE ACCOUNTS (G	\$476,826.00	49.63%	\$37,144.65	\$39,729.83	-6.51%	U	\$194,327.92	\$282,498.08
EXPENSES								
SUPPLIES								
42110 GENERAL SUPPLIES	21,500.00	5.16%	438.79	1,791.67	-75.51%	F	3,768.68	17,731.32
42410 MINOR EQUIPMENT/TOOL	0.00	0.00%	0.00	0.00	NA	U	1,204.07	(1,204.07)
TOTAL: SUPPLIES	\$21,500.00	5.16%	\$438.79	1,791.67	-75.51%	F	4,972.75	\$17,731.32
OTHER SERVICES & CHARGES								
43010 AUDITING & ACCOUNTIN	10,000.00	2.40%	0.00	833.33	-100.00%	F	0.00	10,000.00
43040 ATTORNEY FEES-CIVIL P	1,000.00	0.24%	0.00	83.33	-100.00%	F	0.00	1,000.00
43070 MANAGEMENT SERVICE	45,250.00	10.87%	3,460.82	3,770.83	-8.22%	F	18,828.28	26,421.72
43090 EXPERT & PROF SERVIC	7,500.00	1.80%	7.95	625.00	-98.73%	F	3,746.50	3,753.50
43095 SOFTWARE MAINT & SUF	0.00	0.00%	0.00	0.00	NA	NA	700.46	(700.46)
43130 TENANT SERVICES	3,000.00	0.72%	0.00	250.00	-100.00%	F	0.00	3,000.00
43210 TELEPHONE & TELEGRA	2,900.00	0.70%	0.00	241.67	-100.00%	F	349.35	2,550.65
43250 OTHER COMMUNICATIO	900.00	0.22%	0.00	75.00	-100.00%	F	417.74	482.26
43430 ADVERTISING - OTHER	500.00	0.12%	0.00	41.67	-100.00%	F	0.00	500.00
43610 INSURANCE & BONDS	9,902.00	2.38%	0.00	825.17	-100.00%	F	9,730.00	172.00
43810 ELECTRIC UTILITIES	30,000.00	7.20%	1,727.64	2,500.00	-30.89%	F	8,415.24	21,584.76
43820 WATER UTILITIES	2,200.00	0.53%	164.50	183.33	-10.27%	F	638.64	1,561.36
43830 GAS UTILITIES	11,500.00	2.76%	0.00	958.33	-100.00%	F	3,253.44	8,246.56
43840 REFUSE DISPOSAL	3,100.00	0.74%	227.10	184.70	22.96%	U	1,189.60	1,910.40
43850 SEWER UTILITIES	5,000.00	1.20%	283.58	416.67	-31.94%	F	1,096.95	3,903.05
43860 STORM WATER UTILITY	750.00	0.18%	68.74	62.50	9.98%	U	275.16	474.84
44010 BUILDING MAINTENANCE	90,000.00	21.61%	7,500.41	7,500.00	0.01%	U	52,719.87	37,280.13
44040 VEHICLE/EQUIPMENT RE	0.00	0.00%	0.00	0.00	NA	NA	0.00	0.00
44050 EXTRAORDINARY MAINT	152,000.00	36.50%	0.00	12,666.67	-100.00%	F	2,250.00	149,750.00
44060 LAUNDRY SERVICES	900.00	0.22%	53.96	75.00	-28.05%	F	237.16	662.84
44160 RENTS AND LEASES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44200 DEPRECIATION	0.00	0.00%	0.00	0.00	NA	NA	0.00	0.00
44320 BAD DEBT EXPENSE	0.00	0.00%	0.00	0.00	NA	NA	0.00	0.00
44325 BANK FEES & CHARGES	300.00	0.07%	0.46	25.00	-98.16%	F	0.81	299.19
44370 MISC CHARGES	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44390 TAXES & LICENSES	18,000.00	4.32%	0.00	1,500.00	-100.00%	F	0.00	18,000.00
44700 INTEREST	200.00	0.05%	14.08	16.67	NA	U	31.53	168.47
TOTAL: OTHER SERVICES & CH	394,902.00	94.84%	\$13,509.24	\$32,001.53	-57.79%	F	\$103,880.73	\$291,021.27
45200 BUILDING & IMPROVEMEN	\$0.00	0.00%	\$0.00	\$0.00	NA	U	\$0.00	\$0.00
TOTAL EXPENSES	\$416,402.00	100.00%	\$13,948.03	33,793.20	-58.73%	F	\$108,853.48	\$308,752.59