



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority  
**FROM:** Kim Clausen, Community Development Coordinator  
**MEETING DATE:** August 13, 2018  
**SUBJECT:** Robinwood Manor Apartments

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**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%	100%	96%	96%	96%	92%						
<u>Turnover:</u>	1	0	0	0	0	1						

Vacant Unit: 124, 122 (filled 7/30), 211 (filled 7/1) and 218 (filled 6/27)

**OPERATING STATEMENT:**

Discussion: The financial report for the month of June is attached. The biggest expenses included flooring in several unit for \$4,469 and appliances in several units for \$2,531.30.

Requested Action: The Board is asked to review and approve the operating statement as presented. Review the elevator upgrade quotes at the meeting on Monday and authorize the Executive Director and Chairperson to execute a contract with the lowest responsible bidder.

**PROJECT ACTIVITY:** There is one elevator in Robinwood and it is need of upgrades to bring it into compliance with new elevator codes. Staff requested quotes from several elevator contractors and is evaluating the responses. These will be presented to the HRA at the meeting on Monday.

**ROBINWOOD MANOR  
FOR THE MONTH ENDED JUNE 30, 2018**

	<u>2018 Budget</u>	<u>% of Revenue</u>	<u>June Actual</u>	<u>Monthly Budget</u>	<u>Variance of Monthly Budget</u>	<u>Favorable/ Unfavorable</u>	<u>2018 Year-To-Date</u>	<u>Remaining Balance</u>
<b>REVENUES</b>								
33160 FEDERAL GRANTS	164,245.00	48.96%	14,354.00	13,687.08	4.87%	F	83,561.00	80,684.00
36200 OTHER MISCELLANEOUS	5,000.00	1.49%	421.13	411.00	2.46%	F	4,158.93	841.07
36210 INTEREST ON INVESTMEI	0.00	0.00%	429.13	0.00	NA	NA	2,956.47	(2,956.47)
36220 RENTS	164,245.00	48.96%	14,305.81	13,687.08	4.52%	F	85,485.94	78,759.06
36221 VACANCIES	1,000.00	0.30%	0.00	83.33	-100.00%	U	0.00	1,000.00
36227 EXCESS UTILITIES	1,000.00	0.30%	449.00	83.33	438.80%	F	836.00	164.00
36280 PROJECT REIMBURSEME	0.00	0.00%	0.00	0.00	NA	F	0.00	0.00
<b>TOTAL REVENUE ACCOUNTS (G</b>	<b><u>\$335,490.00</u></b>	<b><u>51.04%</u></b>	<b><u>\$29,959.07</u></b>	<b><u>\$27,951.83</u></b>	<b><u>-7.18%</u></b>	<b><u>F</u></b>	<b><u>\$176,998.34</u></b>	<b><u>\$158,491.66</u></b>
<b>EXPENSES</b>								
<b>SUPPLIES</b>								
42110 GENERAL SUPPLIES	20,000.00	6.32%	2,008.73	1,666.67	20.52%	U	9,168.73	10,831.27
42410 MINOR EQUIPMENT/TOOL	0.00	0.00%	0.00	0.00	NA	U	2,199.89	(2,199.89)
<b>TOTAL: SUPPLIES</b>	<b><u>\$20,000.00</u></b>	<b><u>6.32%</u></b>	<b><u>\$2,008.73</u></b>	<b><u>1,666.67</u></b>	<b><u>20.52%</u></b>	<b><u>U</u></b>	<b><u>11,368.62</u></b>	<b><u>\$10,831.27</u></b>
<b>OTHER SERVICES &amp; CHARGES</b>								
43010 AUDITING & ACCOUNTING	8,500.00	2.69%	0.00	708.33	-100.00%	F	5,000.00	3,500.00
43040 ATTORNEY FEES-CIVIL P	2,000.00	0.63%	0.00	166.67	-100.00%	F	0.00	2,000.00
43070 MANAGEMENT SERVICE:	34,527.00	10.92%	2,786.89	2,877.25	-3.14%	F	16,878.33	17,648.67
43090 EXPERT & PROF SERVIC	6,000.00	1.90%	43.27	500.00	-91.35%	F	43.27	5,956.73
43130 TENANT SERVICES	2,000.00	0.63%	0.00	166.67	-100.00%	F	333.85	1,666.15
43210 TELEPHONE & TELEGRA	1,700.00	0.54%	140.76	141.67	-0.64%	F	841.75	858.25
43430 ADVERTISING - OTHER	1,000.00	0.32%	0.00	83.33	-100.00%	F	0.00	1,000.00
43610 INSURANCE & BONDS	9,000.00	2.85%	0.00	750.00	-100.00%	F	8,063.00	937.00
43810 ELECTRIC UTILITIES	27,000.00	8.54%	342.77	2,250.00	-84.77%	F	11,581.04	15,418.96
43820 WATER UTILITIES	2,200.00	0.70%	149.85	183.33	-18.26%	F	733.47	1,466.53
43830 GAS UTILITIES	11,000.00	3.48%	239.66	916.67	-73.86%	F	4,740.32	6,259.68
43840 REFUSE DISPOSAL	3,000.00	0.95%	245.60	184.70	32.97%	U	1,353.02	1,646.98
43850 SEWER UTILITIES	5,700.00	1.80%	316.78	475.00	-33.31%	F	1,547.91	4,152.09
43860 STORM WATER UTILITY	600.00	0.19%	45.83	50.00	-8.34%	F	229.15	370.85
44010 BUILDING MAINTENANCE	60,000.00	18.97%	8,384.73	5,000.00	67.69%	U	39,246.51	20,753.49
44040 VEHICLE/EQUIPMENT RE	0.00	0.00%	0.00	0.00	NA	NA	0.00	0.00
44050 EXTRAORDINARY MAINT	106,000.00	33.52%	7,000.30	8,833.33	-20.75%	F	8,325.30	97,674.70
44060 LAUNDRY SERVICES	500.00	0.16%	11.04	41.67	-73.50%	F	60.72	439.28
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	0.09%	0.00	25.00	-100.00%	F	0.00	300.00
44330 DUES & SUBSCRIPTIONS	0.00	0.00%	0.00	0.00	NA	U	0.00	0.00
44370 MISCELLANEOUS CHARG	2,000.00	0.63%	0.00	166.67	NA	U	0.00	2,000.00
44390 TAXES & LICENSES	13,000.00	4.11%	0.00	1,083.33	-100.00%	F	1,130.00	11,870.00
44700 INTEREST	200.00	0.06%	23.29	16.67	NA	U	60.19	139.81
<b>TOTAL: OTHER SERVICES &amp; CH</b>	<b><u>296,227.00</u></b>	<b><u>93.68%</u></b>	<b><u>\$19,730.77</u></b>	<b><u>\$23,911.95</u></b>	<b><u>-17.49%</u></b>	<b><u>F</u></b>	<b><u>\$100,167.83</u></b>	<b><u>\$196,059.17</u></b>
<b>45200 BUILDING &amp; IMPROVEMEN</b>	<b><u>\$0.00</u></b>	<b><u>0.00%</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>NA</u></b>	<b><u>U</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<b>TOTAL EXPENSES</b>	<b><u>\$316,227.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$21,739.50</u></b>	<b><u>25,578.62</u></b>	<b><u>-15.01%</u></b>	<b><u>F</u></b>	<b><u>\$111,536.45</u></b>	<b><u>\$206,890.44</u></b>