



## Request for Action

**TO:** Faribault Housing and Redevelopment Authority  
**FROM:** Kim Clausen, Community Development Coordinator  
**MEETING DATE:** November 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%	96%	98%	98%			
<u>Turnover:</u>	1	0	0	0	0	1	2	1	1			

Vacant Unit: 124 (filled 8/30)

**OPERATING STATEMENT:**

Discussion: The financial report for the month of September is attached. The biggest expenses included unit turnovers for \$231.52 and cockroach treatments for \$216.

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

**PROJECT ACTIVITY:** No unusual activity.

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

	<u>2018</u>	<u>% of</u>	<u>September</u>	<u>Monthly</u>	<u>Variance of</u>	<u>Favorable/</u>	<u>2018</u>	<u>Remaining</u>
	<u>Budget</u>	<u>Revenue</u>	<u>Actual</u>	<u>Budget</u>	<u>Monthly Budget</u>	<u>Unfavorable</u>	<u>Year-To-Date</u>	<u>Balance</u>
<b>REVENUES</b>								
33160 FEDERAL GRANTS	164,245.00	48.96%	14,056.00	13,687.08	2.70%	F	125,613.00	38,632.00
36200 OTHER MISCELLANEOUS	5,000.00	1.49%	454.25	411.00	10.52%	F	6,854.05	(1,854.05)
36210 INTEREST ON INVESTMEI	0.00	0.00%	321.24	0.00	NA	NA	4,267.81	(4,267.81)
36220 RENTS	164,245.00	48.96%	10,277.00	13,687.08	-24.91%	U	128,825.05	35,419.95
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%	131.00	83.33	57.20%	F	1,741.00	(741.00)
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>\$25,239.49</u></b>	<b><u>\$27,951.83</u></b>	<b><u>-9.70%</u></b>	<b><u>U</u></b>	<b><u>\$267,300.91</u></b>	<b><u>\$68,189.09</u></b>
<b>EXPENSES</b>								
<b>SUPPLIES</b>								
42110 GENERAL SUPPLIES	20,000.00	6.32%	1,815.60	1,666.67	8.94%	U	19,208.91	791.09
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>\$1,815.60</u></b>	<b><u>1,666.67</u></b>	<b><u>8.94%</u></b>	<b><u>U</u></b>	<b><u>21,408.80</u></b>	<b><u>\$791.09</u></b>
<b>OTHER SERVICES &amp; CHARGES</b>								
43010 AUDITING & ACCOUNTIN	8,500.00	2.69%	0.00	708.33	-100.00%	F	7,000.00	1,500.00
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%	2,449.13	2,877.25	-14.88%	F	26,338.54	8,188.46
43090 EXPERT & PROF SERVIC	6,000.00	1.90%	0.00	500.00	-100.00%	F	105.44	5,894.56
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%	139.71	141.67	-1.38%	F	1,122.86	577.14
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%	3,265.96	2,250.00	45.15%	U	21,838.67	5,161.33
43820 WATER UTILITIES	2,200.00	0.70%	151.07	183.33	-17.60%	F	1,180.64	1,019.36
43830 GAS UTILITIES	11,000.00	3.48%	0.00	916.67	-100.00%	F	5,119.15	5,880.85
43840 REFUSE DISPOSAL	3,000.00	0.95%	237.06	184.70	28.35%	U	2,108.11	891.89
43850 SEWER UTILITIES	5,700.00	1.80%	319.57	475.00	-32.72%	F	2,492.83	3,207.17
43860 STORM WATER UTILITY	600.00	0.19%	45.83	50.00	-8.34%	F	366.64	233.36
44010 BUILDING MAINTENANCE	60,000.00	18.97%	2,441.61	5,000.00	-51.17%	F	61,293.54	(1,293.54)
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%	0.00	8,833.33	-100.00%	F	14,130.85	91,869.15
44060 LAUNDRY SERVICES	500.00	0.16%	11.04	41.67	-73.50%	F	99.36	400.64
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
44450 CLAIMS AND DAMAGES	0.00	0.00%	0.00	0.00	NA	U	18.60	(18.60)
44370 MISC CHARGES	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	1,230.00	11,770.00
44700 INTEREST	200.00	0.06%	(10.87)	16.67	NA	U	77.35	122.65
<b>TOTAL: OTHER SERVICES &amp; CH.</b>	<b><u>296,227.00</u></b>	<b><u>93.68%</u></b>	<b><u>\$9,050.01</u></b>	<b><u>\$23,911.95</u></b>	<b><u>-62.15%</u></b>	<b><u>F</u></b>	<b><u>\$152,919.43</u></b>	<b><u>\$143,307.57</u></b>
45200 BUILDING & IMPROVEMEN	\$0.00	0.00%	\$0.00	\$0.00	NA	U	\$0.00	\$0.00
<b>TOTAL EXPENSES</b>	<b><u>\$316,227.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$10,865.61</u></b>	<b><u>25,578.62</u></b>	<b><u>-57.52%</u></b>	<b><u>F</u></b>	<b><u>\$174,328.23</u></b>	<b><u>\$144,098.66</u></b>