



Helena Civic Center
PO Box 272, Helena MT 59624

CIVIC CENTER BOARD

The next meeting of the Civic Center Board is Tuesday, May 14, 2019 at 4:00 PM in the lobby.
If you are unable to attend the board meeting, please contact Bridget Johnston at 447-8481.

AGENDA - REGULAR MEETING

1. Roll Call; Call to Order
2. Minutes – Bridget Johnston, Administrative Assistant-Board Recording Secretary
3. Civic Center Board Bank Account – Joann Christnacht, Kathleen Pace
4. Treasurer’s Report - Brad Culver , Civic Center Board Treasurer
5. President’s Report – Judy Kline, Civic Center Board President
6. Commission Representative Report – Mayor Wilmot Collins
7. Staff Reports
 - Troy Sampson, Community Facilities Superintendent
 - Byron Dike, Civic Center General Manager
8. Feb Fest – Glenda Seipp
9. Civic Center Board Budget and Civic Center 5-Yr Projects Plan
 - Joann Christnacht, Brad Culver, City Staff
10. Old Business
11. New Business
12. Public Comment
13. Adjourn

ADA NOTICE

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City’s services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City’s meetings, services, programs, or activities should contact the City’s ADA Coordinator, Sharon Haugen, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711

citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 440, Helena, MT 59623

HELENA CIVIC CENTER FIVE YEAR PROJECTS PLAN

FY 2020 through FY 2024

FY2020

Board Funded

	City	Board	
Green Room Enhancements - Paint, Art, Furnishings		\$7,500	Board
New Usher Vests		\$750	Board
Lectern - Powered/Active		\$5,000	Board
(2) 9' x 12' Projection Screens (\$1500/ea)		\$3,000	Board
(2) Projectors (\$1500/ea)		\$3,000	Board
8' High Black Pipe & Drape (100 linear ft)		\$2,250	Board

Jointly Funded Board/City

	City	Board	
Upgrade east womens/west mens Lobby Restrooms	\$5,000	\$5,000	Joint

City Funded

	City	Board	
Replace Auditorium Stage Main Draperies/Valance	\$10,000		211
Purchase 600 New Padded Banquet Chairs	\$65,000		211
Parapet Cap Repairs \$10K	\$10,000		212
Repaint Spire	\$20,000		212
Replace North Parking Lot	\$40,000		211
Install Backstage Intercom/Paging System			211

Research/Design - Funding not needed this year

Interior Signage - Digital & Traditional Welcome/Wayfinding			
Concessions/Bar in Lobby including Service/Storage/Equipment			
Benton Avenue Entry Enhancements - Awning/Lighting/Signage			
Relocate Box Office to Admin Office			
Total Funding for FY2020	\$150,000	\$26,500	

FY2021

Board

Benton Avenue Entry Enhancements - Awning/Lighting/Signage			
Interior Signage - Digital & Traditional Welcome/Wayfinding			

Joint

Concessions/Bar in Lobby including Service/Storage/Equipment			
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City

ADA Access to Auditorium Stage			
Replace Benton Avenue Entry Doors			
Replace Benton Avenue Carpet @ Entry to White Doors			
Ballroom Air Conditioning			
Replace Auditorium Spot Lights (2)			
Replace Auditorium Cycloramas - Blue & White			

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FY2021 - Continued

Unassigned

Auditorium Main Entry Door Enhancements - Hardware/Inserts			
Repair/Replace Lobby Draperies			
Install New Carpet in Auditorium Main Vomitorium			
Install New Kitchen Floor			
Replace Ballroom Wall Fabric			
Ballroom Stage Lighting			
Replace Window Shades in Offices			
Ballroom Carpeting			
Purchase Sound Equipment - Mics/Subs/Etc			
Ballroom Lighting Enhancements - Console/Heads			
Ballroom Architectural LED Cove Lighting			
Purchase Additional Moving Head Lights - Auditorium			

Research/Design - Funding not needed this year

Improvements for South Plaza/Sidewalks			
Auditorium Seating			
Auditorium Air Conditioning			

FY2022

Mezzanine Façade Updated			
Auditorium Air Conditioning			
Install Dropped Ceilings in Upper Vomitoria			
Purchase New Round Tables			
Improvements for South Plaza/Sidewalks			
Replace Ballroom Restroom Wallpaper/Paint			
Replace East Offices Carpet			
Replace Lobby & Hallway Wall Coverings			
Outdoor & Indoor Architectural Lighting			
Replace Wallpaper in West Offices			

FY2023

Replace Tile Floor in Ballroom			
Upgrade Outdoor Marquee			
Replace Auditorium Seats			

FY2024

Resurface Auditorium Stage Floor			
Purchase Ticket Scanners			

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Civic Center Board Budget FY20 Proposed Budget

	FY18 ACTUAL	FY19 BUDGET	FORECASTED FY19 ACTUAL	PROPOSED FY20 BUDGET
Balance Brought Forward	\$ 35,741.14	\$ 31,707.49	\$ 31,707.49	\$ 58,777.41
Feb Fest Revenue	\$ 8,550.52	\$ 8,200.00	\$ 8,200.00	\$ 8,200.00
Christmas Craft Shows Revenue	\$ 19,767.92	\$ 19,500.00	\$ 23,318.92	\$ 20,000.00
Interest Income	\$ 205.67			
Bullwhacker sales			\$ 375.00	
Revenue Subtotal	\$ 28,524.11	\$ 27,700.00	\$ 31,893.92	\$ 28,200.00
Total Projected Funds	\$ 64,265.25	\$ 59,407.49	\$ 63,601.41	\$ 86,977.41
Operating Expenses				
Administrative Expense	\$ 292.88	\$ 500.00	\$ 300.00	\$ 500.00
Feb Fest Expenses	\$ 1,125.17	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Christmas Craft Sale Expenses	\$ 1,785.70	\$ 1,800.00	\$ 1,024.00	\$ 1,500.00
Operating Costs Subtotal	\$ 3,203.75	\$ 3,800.00	\$ 2,824.00	\$ 3,500.00
Projects				
Ballroom Sound System (phase 1)	\$ 2,823.85			
Ballroom Sound System (phase 2)	\$ 4,243.52			
Auditorium Sound Board	\$ 15,645.05			
Lobby Concession Counter	\$ 645.59			
Women's Dayroom Sheers	\$ 2,198.00			
Piano	\$ 3,798.00			
Ballroom Sound Board		\$ 2,000.00	\$ 2,000.00	
Benton Ave Signage		\$ 5,000.00	Moved FY21	
Small Lobby Restroom Upgrade		\$ 5,000.00	Moved FY20	\$ 5,000.00
Green Room Enhancements				\$ 7,500.00
New Usher Vests				\$ 750.00
Lectern - Powered/Active				\$ 5,000.00
(2) 9'x12' Projection Screens				\$ 3,000.00
(2) Projectors				\$ 3,000.00
8' High Black Pipe & Drape (100ft)				\$ 2,250.00
Project Expenditures Subtotal	\$ 29,354.01	\$ 12,000.00	\$ 2,000.00	\$ 26,500.00
Beginning Fund Balance	\$ 35,741.14	\$ 31,707.49	\$ 31,707.49	\$ 58,777.41
Total Revenues	\$ 28,524.11	\$ 27,700.00	\$ 31,893.92	\$ 28,200.00
Total Expenditures	\$ 32,557.76	\$ 15,800.00	\$ 4,824.00	\$ 30,000.00
Fund Balance	\$ 31,707.49	\$ 43,607.49	\$ 58,777.41	\$ 56,977.41

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