



CITY OF HELENA
Bill Roberts Golf Course Advisory Board
March 21, 2023 - 12:00 PM
City County Building 316 N Park Ave Room 426
Zoom Online Meeting; <https://us06web.zoom.us/j/92978425890>

Call to Order

Roll Call

Minutes

- A. January 17, 2023
- B. February 21, 2023

Regular Items

- A. School District Use Discussion
- B. Reports
 - a. Parks Director
 - b. Golf Course Superintendent
 - c. Golf Pro
 - d. Leagues

Public Comment

Board Member Communications / Proposals for next Agenda

Meetings of Interest / Announcements

Adjournment

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 Sharon Haugen, Community Development Director, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following: Phone: (406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711 Email: citycommunitydevelopment@helenamt.gov, Mailing address & physical location: 316 North Park, Avenue, Room 445, Helena, MT 59623.

Golf Course Fund

Fund 563

Divisions 4111, 4113, 4115, 4119

4111 - Golf Operations

4113 - Golf Concessions

4115 - Golf Maintenance

4119 - Golf Capital/Debt Service

Start Date	Today	Percent through year
7/1/2022	1/31/2023	58.63%

****Updated through 01/31/2023****

Acct. #	Sub-Categories	FY2023			% of Budget
		Budget	Used	Remaining	
10	Personal Services	1,090,536.00	579,873.69	510,662.31	53.17%
20	Supplies & Matierals	539,190.00	237,609.63	301,580.37	44.07%
30	Purchased Services	202,785.00	92,450.12	110,334.88	45.59%
50	Fixed Charges	94,425.00	48,996.32	45,428.68	51.89%
60	Debt Service	175,399.00	40,016.73	135,382.27	22.81%
70	Grants, Contributions & Other	-	(917.94)	917.94	-
80	Internal Charges	286,794.00	179,297.75	107,496.25	62.52%
90	Capital Outlay	195,000.00	39,933.38	155,066.62	20.48%

Fiscal Year 23 Totals **2,584,129** **1,217,259.68** **1,366,869.32** **47.11%**

 2,584,129.00 1,217,259.68 1,366,869.32

YTD JULY 2022-JANUARY 2023			YTD JULY 2021-JANUARY 2022		
Acct. #	Revenue	Amount	Acct. #	Revenue	Amount
22*	Golf Passes	199,777.00	22*	Golf Passes	9,316.06
23*	Golf Green Fees	222,366.14	23*	Golf Green Fees	182,212.82
24*	Golf Punch Cards	20,095.77	24*	Golf Punch Cards	18,985.92
25*	Golf Carts	1,435.50	25*	Golf Carts	2,335.00
26*	Power Cart Rental	105,993.00	26*	Power Cart Rental	85,796.00
27*	Restaurant	225,419.16	27*	Restaurant	154,896.43
29*	Other Golf Revenue	140,836.48	29*	Other Golf Revenue	152,887.15
361 - 367*	Misc Revenue/Interest Earnings	2,213.84	361 - 367*	Misc Revenue/Interest Earnings	10,022.86
380 - 383*	Other Financing Sources	145,321.00	380 - 383*	Other Financing Sources	241,409.00
Total	FY2023 Revenue	1,063,457.89	Total	FY2022 Revenue	857,861.24
	Revenue YTD (July-Dec)	835,140.20		FY2023 YTD Revenue	1,063,457.89
	Total January Revenue	228,317.69		FYTD Comparison	205,596.65

EXPENSE DETAILS: OPERATIONS

ACCOUNT	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	ENCUMBRANCE	TOTAL	BUDGET	REMAINING
10 Personal Services	43,233.97	26,537.58	33,463.59	23,493.01	23,591.92	29,203.50	16,147.83	-	-	-	-	-	-	195,671.40	323,470.00	127,798.60
464.10-10 Salaries & Wages	14,079.99	9,616.88	9,616.84	9,616.88	9,616.82	14,425.27	9,094.63	-	-	-	-	-	-	76,067.31	157,776.00	81,708.69
464.10-12 Temporary Salaries	16,672.26	9,740.35	17,732.14	8,693.77	8,419.84	6,748.52	2,643.72	-	-	-	-	-	-	70,650.60	79,220.00	8,569.40
464.10-29 Overtime - Misc	1,430.60	200.93	169.20	96.90	148.95	-	-	-	-	-	-	-	-	2,046.58	1,507.00	(539.58)
464.10-30 Golf Lesson Commissions	3,475.00	1,497.00	-	-	-	1,795.00	-	-	-	-	-	-	-	6,767.00	7,000.00	233.00
464.10-41 F.I.C.A	2,197.91	1,292.51	1,693.23	1,128.37	1,114.63	1,411.15	714.87	-	-	-	-	-	-	9,552.67	15,255.00	5,702.33
464.10-42 P.E.R.S.	1,980.47	1,217.29	1,080.16	1,064.99	1,406.67	1,811.25	1,007.29	-	-	-	-	-	-	9,568.12	14,824.00	5,255.88
464.10-43 Health & Vision Insurance	2,271.52	2,271.52	2,271.52	2,271.52	2,271.52	2,271.52	2,271.52	-	-	-	-	-	-	15,900.64	38,901.00	23,000.36
464.10-44 W.C.C.	390.35	228.08	311.12	195.18	192.13	233.33	110.49	-	-	-	-	-	-	1,660.68	2,950.00	1,289.32
464.10-45 U.C.C.	124.80	73.71	96.34	64.45	63.65	80.39	41.08	-	-	-	-	-	-	544.42	668.00	123.58
464.10-49 Dental Insurance	97.04	97.04	97.04	97.04	97.04	97.04	97.04	-	-	-	-	-	-	679.28	1,800.00	1,120.72
464.10-92 F.I.C.A. Medicare	514.03	302.27	396.00	263.91	260.67	330.03	167.19	-	-	-	-	-	-	2,234.10	3,569.00	1,334.90
20 Supplies & Materials	4,952.96	12,190.61	8,280.08	18,882.16	23,973.27	3,564.14	4,452.52	-	-	-	-	-	-	76,295.74	210,100.00	133,804.26
464.20-19 Office Supplies & Equip	-	-	187.98	48.99	-	22.26	97.94	-	-	-	-	-	-	357.17	2,500.00	2,142.83
464.20-24 Janitorial Supplies	-	225.98	-	-	73.75	48.00	-	-	-	-	-	-	-	347.73	4,600.00	4,252.27
464.20-26 Clothing Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500.00	500.00
464.20-29 Operating Supplies - Misc	-	154.61	49.15	97.60	-	674.94	-	-	-	-	-	-	-	976.30	2,000.00	1,023.70
464.20-49 Furniture & Fixtures-Misc	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500.00	500.00
464.20-53 Resale Supplies	4,952.96	11,810.02	8,042.95	18,735.57	2,350.89	2,818.94	4,354.58	-	-	-	-	-	-	53,065.91	160,000.00	106,934.09
464.20-66 Golf Driving Range Supply	-	-	-	-	3,150.00	-	-	-	-	-	-	-	-	3,150.00	6,000.00	2,850.00
464.20-99 Other Supply & Mat - Misc	-	-	-	-	18,398.63	-	-	-	-	-	-	-	-	18,398.63	34,000.00	15,601.37
30 Purchased Services	1,764.29	3,024.95	2,270.90	9,784.48	2,450.10	5,959.34	2,586.82	-	-	-	-	-	-	27,840.88	75,407.00	47,566.12
464.30-01 IT&S Computer Maint/Spprt	-	-	-	4,714.88	1,178.72	1,178.72	1,178.72	-	-	-	-	-	-	8,251.04	14,145.00	5,893.96
464.30-02 IT&S Telephone Service	-	-	-	592.50	118.50	118.50	118.50	-	-	-	-	-	-	948.00	1,422.00	474.00
464.30-11 City-Co Bldg Postage Adm	-	-	55.00	-	-	55.00	-	-	-	-	-	-	-	110.00	220.00	110.00
464.30-12 Postage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50.00	50.00
464.30-13 Freight & Express	-	-	-	-	-	67.26	6.00	-	-	-	-	-	-	73.26	500.00	426.74
464.30-16 Cellular Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	480.00	480.00
464.30-21 Printing & Duplicating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,800.00	2,800.00
464.30-35 Dues, Subscriptn, License	36.00	410.12	-	-	-	403.50	-	-	-	-	-	-	-	849.62	3,250.00	2,400.38
464.30-37 Advertising	499.00	-	672.00	-	-	3,148.48	-	-	-	-	-	-	-	4,319.48	16,000.00	11,680.52
464.30-41 Electric Utility	1,018.30	1,103.44	1,340.07	1,385.79	1,033.37	987.88	986.00	-	-	-	-	-	-	7,854.85	11,000.00	3,145.15
464.30-42 Water & Sewer	170.99	213.89	153.83	205.31	119.51	247.60	-	-	-	-	-	-	-	1,111.13	2,000.00	888.87
464.30-59 Professional Svcs-Misc	-	-	-	966.00	-	-	-	-	-	-	-	-	-	966.00	10,000.00	9,034.00
464.30-79 Travel & Meeting Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000.00	1,000.00
464.30-85 Conferences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500.00	1,500.00
464.30-99 Other Contracted Services	40.00	1,297.50	50.00	1,920.00	-	50.00	-	-	-	-	-	-	-	3,357.50	11,040.00	7,682.50
50 Fixed Charges	2,740.13	2,520.69	2,418.27	1,560.81	821.60	332.56	1,247.09	-	-	-	-	-	-	11,641.15	23,000.00	11,358.85
464.50-64 Credit Card Fees	2,740.13	2,520.69	2,418.27	1,560.81	821.60	332.56	1,247.09	-	-	-	-	-	-	11,641.15	23,000.00	11,358.85
70 Grants, Contributions & Other	(196.84)	(95.12)	(65.45)	(6.08)	38.92	(10.96)	1.75	-	-	-	-	-	-	(333.78)	-	333.78
464.70-12 Cash (Over)/Short	(196.84)	(95.12)	(65.45)	(6.08)	38.92	(10.96)	1.75	-	-	-	-	-	-	(333.78)	-	333.78
80 Internal Charges	15,703.75	8,408.75	8,408.75	8,408.75	8,408.75	8,408.75	8,408.75	-	-	-	-	-	-	66,156.25	108,200.00	42,043.75
464.80-01 Comm, Mgr, Atty Charges	1,811.62	1,811.58	1,811.58	1,811.58	1,811.58	1,811.58	1,811.58	-	-	-	-	-	-	12,681.10	21,739.00	9,057.90
464.80-02 Park & Rec	2,539.88	2,539.92	2,539.92	2,539.92	2,539.92	2,539.92	2,539.92	-	-	-	-	-	-	17,779.40	30,479.00	12,699.60
464.80-12 Property Insurance	182.00	-	-	-	-	-	-	-	-	-	-	-	-	182.00	182.00	-
464.80-14 Liability Insurance	7,026.00	-	-	-	-	-	-	-	-	-	-	-	-	7,026.00	7,026.00	-
464.80-15 Fidelity Insurance	87.00	-	-	-	-	-	-	-	-	-	-	-	-	87.00	87.00	-
464.80-21 Human Resource	343.50	343.50	343.50	343.50	343.50	343.50	343.50	-	-	-	-	-	-	2,404.50	4,122.00	1,717.50
464.80-22 Budget & Accounting	1,476.25	1,476.25	1,476.25	1,476.25	1,476.25	1,476.25	1,476.25	-	-	-	-	-	-	10,333.75	17,715.00	7,381.25
464.80-25 Building M&O Charge	2,237.50	2,237.50	2,237.50	2,237.50	2,237.50	2,237.50	2,237.50	-	-	-	-	-	-	15,662.50	26,850.00	11,187.50
MONTHLY TOTALS	68,198.26	52,587.46	54,776.14	62,123.13	59,284.56	47,457.33	32,844.76	-	-	-	-	-	-	377,271.64	740,177.00	362,905.36

EXPENSE DETAILS: CONCESSIONS

ACCOUNT	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	ENCUMBRANCE	TOTAL	BUDGET	REMAINING
10 Personal Services	28,367.12	16,092.18	14,524.07	19,139.35	18,911.26	31,661.45	16,266.23	-	-	-	-	-	-	144,961.66	341,179.00	196,217.34
464.10-10 Salaries & Wages	5,877.81	4,231.51	5,142.08	7,160.10	7,160.04	10,740.10	6,954.17							47,265.81	112,589.00	65,323.19
464.10-12 Temporary Salaries	17,943.38	8,965.53	6,459.34	7,276.00	6,727.94	14,683.28	5,334.18							67,389.65	154,050.00	86,660.35
464.10-29 Overtime - Misc	90.00			349.24	706.24									1,145.48	1,350.00	204.52
464.10-41 F.I.C.A	1,474.44	804.40	752.92	936.95	927.60	1,604.54	783.53							7,284.38	16,618.00	9,333.62
464.10-42 P.E.R.S.	1,360.77	790.75	909.26	1,157.99	1,137.12	2,043.47	1,010.32							8,409.68	10,101.00	1,691.32
464.10-43 Health & Vision Insurance	845.26	845.26	845.26	1,702.52	1,702.52	1,702.52	1,702.52							9,345.86	36,309.00	26,963.14
464.10-44 W.C.C.	293.62	168.38	147.97	187.22	183.25	324.45	156.80							1,461.69	3,867.00	2,405.31
464.10-45 U.C.C	88.46	49.68	42.63	53.14	52.58	90.81	44.42							421.72	727.00	305.28
464.10-49 Dental Insurance	48.52	48.52	48.52	97.04	97.04	97.04	97.04							533.72	1,680.00	1,146.28
464.10-92 F.I.C.A. Medicare	344.86	188.15	176.09	219.15	216.93	375.24	183.25							1,703.67	3,888.00	2,184.33
20 Supplies & Materials	26,361.50	25,541.36	21,883.46	13,907.23	10,884.76	10,806.52	13,871.06	-	-	-	-	-	-	123,255.89	231,500.00	108,244.11
464.20-19 Office Supplies & Equip	-	66.50	166.40		39.96	25.99	10.48							309.33	1,000.00	690.67
464.20-24 Janitorial Supplies	1,171.01	643.74	1,594.83	1,448.08	1,878.22	923.25	1,030.10							8,689.23	4,500.00	(4,189.23)
464.20-29 Operating Supplies - Misc	-	12.99	3.59		39.99	180.61								237.18	4,000.00	3,762.82
464.20-41 Small Tools & Equip-Misc	-						97.98							97.98	1,000.00	902.02
464.20-49 Furniture & Fixtures-Misc	-													-	1,000.00	1,000.00
464.20-53 Resale Supplies	25,190.49	24,818.13	20,118.64	12,459.15	8,926.59	9,676.67	12,732.50							113,922.17	220,000.00	106,077.83
30 Purchased Services	2,331.93	579.74	515.15	5,194.65	1,431.86	3,134.45	2,375.92	-	-	-	-	-	-	15,563.70	40,132.00	24,568.30
464.30-01 IT&S Computer Maint/Sprrt	-			3,854.00	963.50	963.50	963.50							6,744.50	11,562.00	4,817.50
464.30-02 IT&S Telephone Service	-			197.50	39.50	39.50	39.50							316.00	474.00	158.00
464.30-32 Professional Subscriptions	783.33	19.95	149.95	560.07	149.95	685.07	176.20							2,524.52	4,000.00	1,475.48
464.30-41 Electric Utility	7.35	7.74	7.37	7.51	7.06	7.47								51.97	4,596.00	4,544.03
464.30-42 Water & Sewer	-													-	1,500.00	1,500.00
464.30-44 Natural Gas Utility	606.25	402.05	357.83	361.57	271.85	763.61	1,102.56							3,865.72	7,000.00	3,134.28
464.30-62 Equipment Repairs	-			214.00		700.50								914.50	2,000.00	1,085.50
464.30-66 Building Repairs/Maint	-													-	500.00	500.00
464.30-79 Travel & Meeting Expense	-													-	500.00	500.00
464.30-99 Other Contracted Services	935.00	150.00				(25.20)	86.69							1,146.49	8,000.00	6,853.51
50 Fixed Charges	1,068.45	888.31	917.53	689.75	609.72	535.39	705.70	-	-	-	-	-	-	5,414.85	11,500.00	6,085.15
464.50-60 Licenses	-					115.00								-	115.00	1,385.00
464.50-64 Credit Card Fees	1,068.45	888.31	917.53	689.75	609.72	420.39	705.70							5,299.85	10,000.00	4,700.15
70 Grants, Contributions & Other	(185.14)	(19.15)	(27.41)	(3.77)	(80.50)	(61.50)	(206.69)	-	-	-	-	-	-	(584.16)	-	584.16
464.70-12 Cash (Over)/Short	(185.14)	(19.15)	(27.41)	(3.77)	(80.50)	(61.50)	(206.69)							(584.16)	-	584.16
80 Internal Charges	18,107.62	6,938.58	6,938.58	6,938.58	6,938.58	6,938.58	6,938.58	-	-	-	-	-	-	59,739.10	94,432.00	34,692.90
464.80-01 Comm, Mgr, Atty Charges	1,256.12	1,256.08	1,256.08	1,256.08	1,256.08	1,256.08	1,256.08							8,792.60	15,073.00	6,280.40
464.80-02 Park & Rec	2,763.50	2,763.50	2,763.50	2,763.50	2,763.50	2,763.50	2,763.50							19,344.50	33,162.00	13,817.50
464.80-12 Property Insurance	3,369.00													3,369.00	3,369.00	-
464.80-14 Liability Insurance	7,667.00													7,667.00	7,667.00	-
464.80-15 Fidelity Insurance	133.00													133.00	133.00	-
464.80-21 Human Resource	343.50	343.50	343.50	343.50	343.50	343.50	343.50							2,404.50	4,122.00	1,717.50
464.80-22 Budget & Accounting	2,575.50	2,575.50	2,575.50	2,575.50	2,575.50	2,575.50	2,575.50							18,028.50	30,906.00	12,877.50
MONTHLY TOTALS	76,051.48	50,021.02	44,751.38	45,865.79	38,695.68	53,014.89	39,950.80	-	-	-	-	-	-	348,351.04	718,743.00	370,391.96

DEBT SERVICE DETAILS

ACCOUNT	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	ENCUMBRANCE	TOTAL	BUDGET	REMAINING
60 Debt Services	-	40,213.37	-	(196.64)	-	-	-	-	-	-	-	-	-	40,016.73	175,399.00	135,382.27
464.60-11 Principal		14,444.98												14,444.98	123,944.00	109,499.02
464.60-22 Interest		25,768.39		(196.64)										25,571.75	51,455.00	25,883.25
90 Capital Outlay	-	39,933.38	-	-	-	-	-	-	-	-	-	-	-	39,933.38	195,000.00	155,066.62
464.90-30 Imprvmnts Othr Than Bldgs		39,933.38												39,933.38	195,000.00	155,066.62
MONTHLY TOTALS	-	80,146.75	-	(196.64)	-	-	-	-	-	-	-	-	-	79,950.11	370,399.00	290,448.89

DEPARTMENT TOTALS	219,616.92	250,318.49	169,520.89	168,938.01	156,809.45	144,045.48	108,010.44	-	-	-	-	-	-	1,217,259.68	2,584,129.00	1,366,869.32
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