

Monona Terrace

Agency Overview

Agency Mission

The mission of Monona Terrace Community and Convention Center is to deliver exceptional and inspirational experiences for visitors and event attendees.

Agency Overview

The Agency strives to be a high quality, customer-focused convention and meeting facility that serves as a community gathering place, a tourism destination, and a catalyst for economic activity for the City of Madison, Dane County and the State of Wisconsin. The goals for Monona Terrace include; efficiency in operations, optimization of revenue, and cost management.

2018 Budget Highlights

The 2018 Executive Budget:

- Reflects decreased event revenue based on current and projected bookings for 2018 (\$126,000).
- Reclassification of position #3329 from an Operations Worker to an Operations Leadworker (\$3,642).
- Reduces the use of fund balance via an increase in the Room Tax subsidy (\$696,793).

Monona Terrace**Function: Public Facilities***Budget Overview***Budget by Service (All Funds)**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue					
Community Convention Center	(16,733,334)	(14,319,753)	(14,198,328)	(14,311,575)	(14,300,552)
Total Revenue	\$ (16,733,334)	\$ (14,319,753)	\$ (14,198,328)	\$ (14,311,575)	\$ (14,300,552)
Expense					
Community Convention Center	16,733,334	14,319,753	14,198,328	14,311,575	14,300,552
Total Expense	\$ 16,733,334	\$ 14,319,753	\$ 14,198,328	\$ 14,311,575	\$ 14,300,552
Net General Fund	\$ -	\$ -	\$ -	\$ -	\$ -

Budget by Fund & Major

Fund: Convention Center

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue					
Charges for Services	(11,293,103)	(10,451,655)	(10,354,931)	(10,325,250)	(10,325,250)
Investments & Contributions	(1)	(23,700)	-	(23,700)	(23,700)
Misc Revenue	(61,269)	(97,800)	(120,000)	(140,800)	(140,800)
Other Finance Source	(1,523,614)	(618,810)	(595,609)	(59,994)	(48,971)
Transfer In	(3,855,348)	(3,127,788)	(3,127,788)	(3,761,831)	(3,761,831)
Total Revenue	\$ (16,733,334)	\$ (14,319,753)	\$ (14,198,328)	\$ (14,311,575)	\$ (14,300,552)
Expense					
Salaries	4,001,987	3,877,669	3,802,704	3,901,475	3,901,475
Benefits	1,508,444	1,258,732	1,316,230	1,294,478	1,297,760
Supplies	627,855	546,331	468,773	515,706	515,706
Purchased Services	8,023,650	8,015,623	7,989,224	7,977,375	7,977,375
Debt & Other Financing	1,840,419	410,011	410,011	410,011	386,494
Inter Departmental Charges	159,502	211,387	211,387	212,530	221,742
Transfer Out	571,477	-	-	-	-
Total Expense	\$ 16,733,334	\$ 14,319,753	\$ 14,198,328	\$ 14,311,575	\$ 14,300,552
Net General Fund	\$ -	\$ -	\$ -	\$ -	\$ -

Monona Terrace

Function: Public Facilities

Service Overview

Service: Community Convention Center

Service Description

This service is responsible for operating the Monona Terrace Community and Convention Center. Specific activities provided by this service include: maintenance, sales and marketing, and event services.

2018 Planned Activities

- Continue community engagement efforts with patrons of Monona Terrace including clients, guests, visitors, and tourists to promote the facility.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue	(16,733,334)	(14,319,753)	(14,198,328)	(14,311,575)	(14,300,552)
Expense	16,733,334	14,319,753	14,198,328	14,311,575	14,300,552
Net Service Budget	\$ -	\$ -	\$ -	\$ -	\$ -

Monona Terrace**Function:****Public Facilities***Line Item Detail***Agency Primary Fund: Convention Center****Charges for Service**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Catering Concessions	(5,847,783)	(6,000,000)	(5,974,423)	(6,000,000)	(6,000,000)
Facility Rental	(5,280,799)	(4,288,655)	(4,227,508)	(4,162,250)	(4,162,250)
Reimbursement Of Expense	(2,600)	-	-	-	-
Gift Shop Sales	(151,945)	(153,000)	(153,000)	(153,000)	(153,000)
Building Tours	(9,976)	(10,000)	-	(10,000)	(10,000)
TOTAL	\$ (11,293,103)	\$ (10,451,655)	\$ (10,354,931)	\$ (10,325,250)	\$ (10,325,250)

Investments & Contributions

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Interest	(1)	-	-	-	-
Contributions & Donations	-	(23,700)	-	(23,700)	(23,700)
TOTAL	\$ (1)	\$ (23,700)	\$ -	\$ (23,700)	\$ (23,700)

Misc Revenue

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Miscellaneous Revenue	(61,269)	(97,800)	(120,000)	(140,800)	(140,800)
TOTAL	\$ (61,269)	\$ (97,800)	\$ (120,000)	\$ (140,800)	\$ (140,800)

Other Finance Sources

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Sale Of Assets	-	-	(556)	-	-
Capital Contributions	(653,878)	-	-	-	-
Fund Balance Applied	(869,736)	(618,810)	(595,053)	(59,994)	(48,971)
TOTAL	\$ (1,523,614)	\$ (618,810)	\$ (595,609)	\$ (59,994)	\$ (48,971)

Transfer In

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Transfer In From Other Restric	(3,848,716)	(3,127,788)	(3,127,788)	(3,761,831)	(3,761,831)
Transfer In From Insurance	(6,632)	-	-	-	-
TOTAL	\$ (3,855,348)	\$ (3,127,788)	\$ (3,127,788)	\$ (3,761,831)	\$ (3,761,831)

Salaries

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Permanent Wages	3,101,411	3,412,654	3,147,233	3,393,494	3,393,494
Salary Savings	-	(150,276)	-	(150,276)	(150,276)
Pending Personnel	-	-	-	28,099	28,099
Premium Pay	19,109	73,348	18,484	18,607	18,607
Compensated Absence	130,788	-	10,245	45,201	45,201
Hourly Wages	601,478	510,943	531,579	529,950	529,950
Overtime Wages Permanent	51,540	31,000	29,175	36,400	36,400
Overtime Wages Hourly	97,661	-	65,988	-	-
TOTAL	\$ 4,001,987	\$ 3,877,669	\$ 3,802,704	\$ 3,901,475	\$ 3,901,475

Monona Terrace

Function:

Public Facilities*Line Item Detail***Agency Primary Fund: Convention Center****Benefits**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Comp Absence Escrow	27,449	54,531	-	54,531	54,531
Unemployment Benefits	13,327	-	14,153	-	-
Health Insurance Benefit	642,535	660,923	673,247	694,298	702,265
Wage Insurance Benefit	9,927	9,376	11,492	11,814	11,814
IATSE Health Benefit	38,657	21,780	33,408	21,780	21,780
WRS	234,487	226,985	240,153	227,344	224,006
FICA Medicare Benefits	290,271	257,761	288,942	256,882	255,535
Post Employment Health Plans	-	27,376	54,835	27,829	27,829
Other Post Emplmnt Benefit	25,924	-	-	-	-
Pension Expense	225,867	-	-	-	-
TOTAL	\$ 1,508,444	\$ 1,258,732	\$ 1,316,230	\$ 1,294,478	\$ 1,297,760

Supplies

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Office Supplies	14,284	17,689	8,048	17,289	17,289
Copy Printing Supplies	7,167	10,000	6,000	10,000	10,000
Furniture	90	500	-	-	-
Hardware Supplies	14,070	12,000	8,026	9,500	9,500
Software Lic & Supplies	4,306	14,740	5,687	8,367	8,367
Postage	10,948	9,600	9,600	9,600	9,600
Books & Subscriptions	445	1,005	550	955	955
Work Supplies	130,743	34,168	38,026	36,968	36,968
Janitorial Supplies	80,505	60,000	44,615	60,500	60,500
Safety Supplies	1,718	3,400	1,016	2,400	2,400
Uniform Clothing Supplies	11,470	13,250	9,672	13,250	13,250
Food And Beverage	16,676	19,577	22,163	21,305	21,305
Building	19,104	-	13,635	-	-
Building Supplies	17,414	25,517	20,470	23,017	23,017
Electrical Supplies	51,368	30,103	26,946	30,103	30,103
HVAC Supplies	20,791	20,000	23,114	20,000	20,000
Plumbing Supplies	9,161	10,000	8,247	8,000	8,000
Trees Shrubs Plants	8,874	25,000	17,985	10,000	10,000
Machinery And Equipment	-	5,400	-	-	-
Equipment Supplies	113,946	134,042	113,114	134,112	134,112
Inventory	94,776	100,340	91,859	100,340	100,340
TOTAL	\$ 627,855	\$ 546,331	\$ 468,773	\$ 515,706	\$ 515,706

Monona Terrace

Function: Public Facilities

Line Item Detail

Agency Primary Fund: Convention Center

Purchased Services

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Natural Gas	6,108	8,500	5,283	7,000	7,000
Fuel Oil	618	2,000	1,618	2,000	2,000
Electricity	361,840	387,000	323,881	350,000	350,000
Water	36,263	54,000	20,923	50,000	50,000
Steam	187,804	200,000	212,196	200,000	200,000
Telephone	17,787	9,600	10,944	12,000	12,000
Cellular Telephone	12,552	4,720	5,286	6,000	6,000
Building Improv Repair Maint	100,156	55,000	70,680	65,000	65,000
Waste Disposal	28,912	25,000	21,992	25,000	25,000
Pest Control	1,040	1,500	1,500	1,500	1,500
Elevator Repair	54,458	44,000	101,758	100,000	100,000
Facility Rental	17,652	24,500	24,240	24,000	24,000
Landscaping	39,293	13,000	18,781	15,000	15,000
Comm Device Mntc	43,693	75,000	59,911	30,000	30,000
Equipment Mntc	52,814	38,208	58,606	38,208	38,208
System & Software Mntc	8,775	1,450	13,426	2,650	2,650
Rental Of Equipment	130,649	74,075	74,287	65,575	65,575
Recruitment	706	1,500	700	1,000	1,000
Mileage	689	625	639	625	625
Conferences & Training	38,476	39,988	30,466	38,638	38,638
Memberships	10,628	12,143	8,951	10,680	10,680
Uniform Laundry	175,309	85,000	100,128	100,000	100,000
Audit Services	4,000	4,000	4,000	4,000	4,000
Credit Card Services	129,762	95,000	84,081	100,000	100,000
Delivery Freight Charges	274	1,200	732	1,200	1,200
Storage Services	273	480	434	480	480
Management Services	92,298	80,000	85,456	91,000	91,000
Consulting Services	58,946	36,500	63,285	37,500	37,500
Advertising Services	294,493	437,864	355,308	344,834	344,834
Printing Services	29,255	15,700	16,073	14,200	14,200
Security Services	80,517	62,000	62,874	75,000	75,000
Catering Vending Services	5,847,783	6,000,000	5,974,423	6,000,000	6,000,000
Other Services & Expenses	154,303	119,370	170,449	158,785	158,785
Permits & Licenses	5,524	6,700	5,916	5,500	5,500
TOTAL	\$ 8,023,650	\$ 8,015,623	\$ 7,989,224	\$ 7,977,375	\$ 7,977,375

Debt & Other Financing

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Principal	-	52,826	52,826	52,826	35,929
Interest	114,936	18,985	18,985	18,985	12,365
PILOT	-	338,200	338,200	338,200	338,200
Depreciation	1,725,483	-	-	-	-
TOTAL	\$ 1,840,419	\$ 410,011	\$ 410,011	\$ 410,011	\$ 386,494

Inter-Departmental Charges

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
ID Charge From Information Tec	61,812	63,024	63,024	65,520	65,520
ID Charge From Fleet Services	2,743	3,887	3,887	2,534	2,534
ID Charge From Traffic Eng	343	10,000	10,000	10,000	10,000
ID Charge From Insurance	55,316	88,317	88,317	88,317	98,551
ID Charge From Workers Comp	39,288	46,159	46,159	46,159	45,137
TOTAL	\$ 159,502	\$ 211,387	\$ 211,387	\$ 212,530	\$ 221,742

Monona Terrace

Function: Public Facilities

Line Item Detail

Agency Primary Fund: Convention Center

Transfer Out

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Transfer Out To General	338,200	-	-	-	-
Transfer Out To Capital	233,277	-	-	-	-
TOTAL	\$ 571,477	\$ -	\$ -	\$ -	-

Monona Terrace

Function: Public Facilities

Position Summary

	CG	2017 Budget		2018 Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	1.00	61,160	1.00	63,135	1.00	63,135
ADMIN ASST	20	4.00	215,081	4.00	220,079	4.00	220,079
COMM EVENTS COORD	18	1.00	61,729	1.00	63,344	1.00	63,344
CUSTODIAL WKR	16	5.50	258,710	5.50	265,061	5.50	265,061
FACILITY MAINT WKR	16	2.00	113,369	2.00	115,970	2.00	115,970
GARDENER	16	1.00	54,145	1.00	55,877	1.00	55,877
GIFT SHOP SALES LDWKR	20	1.00	56,131	1.00	57,641	1.00	57,641
IT SPEC	18	1.00	77,300	1.00	80,132	1.00	80,132
M.T. ASSOC DIRECTOR	18	2.00	206,824	2.00	220,043	2.00	220,043
M.T. BOOKING COORD	20	1.00	56,646	1.00	57,770	1.00	57,770
M.T. COM.REL.SUPV	18	1.00	76,336	1.00	77,126	1.00	77,126
M.T. COMMAND CTR OPER	16	4.00	213,219	4.00	218,616	4.00	218,616
M.T. DIRECTOR	21	1.00	133,055	1.00	133,249	1.00	133,249
M.T. EVENT COORD	20	3.00	164,422	3.00	167,824	3.00	167,824
M.T. EVENT SVRS MGR	18	1.00	71,805	1.00	73,911	1.00	73,911
M.T. OPER LDWKR	16	3.00	160,631	4.00	219,707	4.00	219,707
M.T. OPERS WKR	16	7.00	332,076	6.00	294,652	6.00	294,652
M.T. SALES ASSOC	19	2.00	112,639	2.00	115,792	2.00	115,792
M.T. SALES MGR	19	1.00	70,136	1.00	71,537	1.00	71,537
M.T. TECH SVRS SPEC	16	2.00	121,665	2.00	128,212	2.00	128,212
M.T. VOL/TOUR COORD	18	1.00	63,437	1.00	65,199	1.00	65,199
M.T.BLDG MAINT SUPV	18	1.00	79,937	1.00	80,799	1.00	80,799
MAINT MECH	16	3.50	241,467	3.50	220,318	3.50	220,318
MKTG/COMMUN SPEC	18	1.00	60,687	1.00	63,230	1.00	63,230
MT ASST OPERATIONS MGR	18	2.00	134,643	2.00	140,398	2.00	140,398
QI & OPER MGR	18	1.00	87,880	1.00	88,828	1.00	88,828
SALES CLERK	20	0.75	34,016	0.75	35,042	0.75	35,042
TOTAL		54.75	\$ 3,319,146	54.75	\$ 3,393,492	54.75	\$ 3,393,492

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.