

Monona Terrace

2024 Capital Budget Request Summary

Request by Proposal

Project/Program Name	2024	2025	2026	2027	2028	2029
Building and Building Improvements	2,057,275	546,000	1,401,750	840,500	1,008,500	430,000
Machinery and Other Equipment	399,000	1,354,500	498,750	1,008,000	887,250	1,420,000
Total	\$ 2,456,275	\$ 1,900,500	\$ 1,900,500	\$ 1,848,500	\$ 1,895,750	\$ 1,850,000

Request by Funding Source - GO Borrowing vs. Other

2024 Request

Funding Source	2024	2025	2026	2027	2028	2029	Total ('24 to '28)
GO Borrowing	2,057,275	546,000	1,401,750	840,500	1,008,500	430,000	5,854,025
Other	399,000	1,354,500	498,750	1,008,000	887,250	1,420,000	4,147,500
Total	\$ 2,456,275	\$ 1,900,500	\$ 1,900,500	\$ 1,848,500	\$ 1,895,750	\$ 1,850,000	\$ 10,001,525

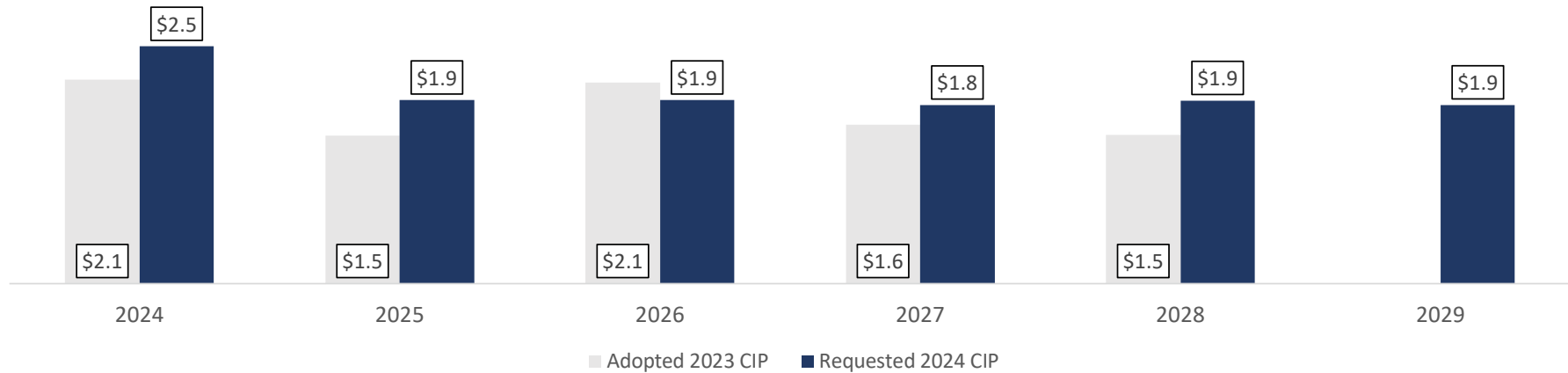
Prior Year CIP

Funding Source	2024	2025	2026	2027	2028	Total ('24 to '28)
GO Borrowing	460,500	-	430,000	-	-	890,500
Other	1,655,000	1,535,000	1,655,000	1,645,000	1,540,000	8,030,000
Total	\$ 2,115,500	\$ 1,535,000	\$ 2,085,000	\$ 1,645,000	\$ 1,540,000	\$ 8,920,500

Request vs. Prior Year CIP - % Change

Funding Source	2024	2025	2026	2027	2028	Total ('24 to '28)
GO Borrowing	346.7%		226.0%			557.4%
Other	-75.9%	-11.8%	-69.9%	-38.7%	-42.4%	-48.3%
Total	16.1%	23.8%	-8.8%	12.4%	23.1%	12.1%

2024 Capital Improvement Plan
2023 Adopted vs. 2024 Request (Millions)



Major Changes

Building and Building Improvements

- \$235,000 in additional Non-GF GO borrowing added in 2024 due to anticipated cost increases associated with carpet installation.
- \$469,000 in Non-GF GO borrowing added in 2027-2028 for exterior soffit replacement.

Machinery and Other Equipment

- Program budget increased \$197,500 in Room Tax funding from 2024 - 2028. This reflects a 5% increase and is within budget guidance.
- Request includes \$1.4 million in Room Tax funding in 2029 for future equipment purchases.

TO: David Schmiedicke, City of Madison Finance Director
FROM: Connie Thompson, Monona Terrace Executive Director
DATE: April 21, 2023
SUBJECT: Monona Terrace Capital Budget Transmittal Memo

Equity Considerations in the Budget

Monona Terrace strives to be an economic catalyst, community gathering place, and world-class destination for tourists, guests and clients. Our Capital Improvement Plan contributes to maintaining our building as a place for all to enjoy, by both replacing inefficient, high maintenance equipment, and maintaining the standard we have established as a world-class convention center.

Adequate capital investments in Monona Terrace allow us to most effectively pursue our Core Mission:

1. Deliver an exceptional and inspirational experience.
2. Serve our community by supporting diversity, equity and inclusion in our hosted events and programming.
3. Achieve service excellence.
4. Pursue efficiency and sustainability.

Summary of Changes from 2023 Capital Improvement Plan

Besides the 5% increase per year, Monona Terrace moved one internal project from 2026 to 2025, as it has been identified as a more immediate need in our Audio/Visual department (LED theatrical lighting fixtures). Additionally, we moved and split one project from our internal 2029 document to 2026 and 2027, as it has been identified as a need that can't wait 5 years (4th floor Exterior Soffit replacement). A late notification from our anticipated carpet installation vendor has resulted in adding \$235,000 to 2024's Building and Building Improvement portion of our Capital request. This revised pricing was received by our Building Maintenance Supervisor on Friday, April 28.

Prioritized List of Capital Requests

2024 Identified Projects:

1. Carpet Installation
2. Window replacement
3. Kitchen floor refinish
4. Heater panel replacement
5. Beehive Lighting (rooftop globe lighting)

6. Exhibition Hall lighting upgrade
7. Wireless network upgrade
8. Digital signage upgrade
9. Recycle and Trash waste container replacement
10. Chariot I-Vac and Aqua Ride replacement
11. Interior and Exterior Rope and Stanchion replacement
12. Fire Pump Control upgrade
13. Wood Doors and Hardware replacement
14. Stainless steel Elevator panel replacement
15. Easel and Whiteboard replacement (for meeting rooms)
16. Rooftop membrane repair/inspection
17. Exhibition Hall show power upgrade
18. Building-wide data cable upgrade

Criteria used to prioritize this list was based on the urgency of the need to replace the existing worn out or end of life items. Priority was given to both how critical the item is to operation of the building and to our ability to service our customers. Replacement of these items would ensure our ability to maintain the building at a high level, help us to achieve optimal operating efficiency and sustainability, and deliver an exceptional customer experience.

Due to the age of the building and number of items at the end of their useful life, we have little ability to scale down the capital project list. Further, the substantial increase in project costs has caused project size to be scaled back to meet the allotted capital budget.

Enterprise Agencies Only

Monona Terrace's ability to support debt service is handled through our building revenues and assistance from the Room Tax Fund. Per David Schmiedicke, there may be general obligation borrowing for 2024, as it is a "renovation" year for Monona Terrace. User rates are not impacted by capital budget requests, they are set based on a regular review of our competitor's rates and adjusted based on the market.

2024 Capital Improvement Plan

Program Budget Proposal

Identifying Information

Agency	<input type="text" value="Monona Terrace"/>	New or Existing Project	<input type="text" value="Existing"/>
Proposal Name	<input type="text" value="Building and Building Improvements"/>	Project Type	<input type="text" value="Program"/>
Project Number	<input type="text" value="10031"/>		
2024 Project Number	<input type="text"/>		

Previous Description

This program funds building improvements at Monona Terrace Community and Convention Center. The goal of the program is to increase efficiencies, reduce maintenance costs, and improve customer experience at Monona Terrace. Increased budget in 2023 and 2024 is for a major renovation of Monona Terrace, which is completed on a ten-year cycle. Funding to ensure Monona Terrace major capital needs are addressed will require long-range planning by the Room Tax Commission, including setting aside revenue in capital reserves.

New or Updated Description

This program funds building improvements at Monona Terrace Community and Convention Center. The goal of the program is to increase efficiency, reduce maintenance costs, and improve customer experience at Monona Terrace. Projects planned for 2024 include renovation projects such as kitchen floor refinish, building carpet installation, new heater panels, wood door and hardware replacement, window replacement, technology upgrades, replacement of rooftop beehive lighting, a building wide data cable upgrade, and upgrades to our digital signage. Funding to ensure Monona Terrace major capital needs are addressed will require long-range planning by the Room Tax Commission, including setting aside revenue in capital reserves.

Alignment with Strategic Plans and Citywide Priorities

Citywide Element	<input type="text" value="Culture and Character"/>
Strategy	<input type="text" value="Balance the concentration of cultural and entertainment venues between the downtown and other areas of the city."/>

Describe how this project/program advances the Citywide Element

As a cultural and economic engine for downtown, Madison, Dane County and the State, Monona Terrace provides opportunities for people of all backgrounds a place to visit, attend events, and hold meetings, banquets, etc. The overall appearance and functionality of our building is crucial to our continued success, our ability to support downtown businesses, and our initiatives to increase equity and diversity.

Does this project/program advance goals in a Citywide agenda or strategic plan other than Imagine Madison (e.g. Climate Forward, Housing Forward, Metro Forward, Vision Zero)?

If yes, specify which plan(s) the project/program would advance and describe how the project/program will help the City meet its strategic goals.

Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

Is the proposed project/program primarily focused on maintenance or repair?

Yes

Describe how routine maintenance and/or scheduled repair considers equity and quality of life for residents. Describe how you use an equity lens to prioritize maintenance and/or repair projects.

Our every 10 year renovations allows Monona Terrace to repair and/or upgrade building systems, carpeting, doors, restrooms, etc. This helps to provides clients, visitors and guests of the Convention Center a safe environment, and our renovation projects provide an updated look to the Convention Center. Our planned window replacement is due to a number of windows failing, and their replacement will also help to increase our energy efficiency for the building. The proposed data cable upgrade, digital signage upgrade, and wireless network upgrade will also assist in providing our visitors with the best experience possible, and meeting or exceeding expectations.

Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)?

No

If yes, please identify the specific NRT and recommendation. Be as specific as possible.

Climate Resilience and Sustainability

Does this project/program improve the city's climate resilience or sustainability by addressing climate change impacts, reducing GHG emissions, improving energy efficiency, growing a climate-friendly economy, or reducing the environmental impact of city assets or operations?

Yes

If yes, describe how

As mentioned above, our window replacement will result in energy efficiencies for Monona Terrace. Additionally, upgrading our heater panels to more current technology will assist in additional efficiencies.

Budget Information

Requested Budget by Funding Source

Funding Source	2024	2025	2026	2027	2028	2029
Borrowing - Non-GF GO	\$ 2,057,275	\$ 546,000	\$ 1,401,750	\$ 840,500	\$ 1,008,500	\$ 430,000
Total	\$ 2,057,275	\$ 546,000	\$ 1,401,750	\$ 840,500	\$ 1,008,500	\$ 430,000

Requested Budget by Expense Type

Expense Type	2024	2025	2026	2027	2028	2029
Building	\$ 2,057,275	\$ 546,000	\$ 1,401,750	\$ 840,500	\$ 1,008,500	\$ 430,000
Total	\$ 2,057,275	\$ 546,000	\$ 1,401,750	\$ 840,500	\$ 1,008,500	\$ 430,000

Explain any changes from the 2023 CIP in the proposed funding for this project/program

5% increase as per allowed by the City in its annual instructions. In 2027 and 2028, a project that was originally in our internal 2029 budget was moved up, as it was determined that the soffit replacement on the exterior 4th floor needed to be done sooner than 2029. NOTE: 4/28/2023 - just received updated information from our anticipated carpet installation vendor that the amount that we had originally estimated (\$210,000) is now \$445,000. This results in an increase for 2024 of \$235,000.

If TIF or Impact Fee are a requested funding source, which district(s)

District/Detail	2024	2025	2026	2027	2028	2029

If TIF is a requested funding source, is this request included in an approved TIF project plan?

If the proposal includes building/ facility expenses, has the proposal been reviewed by City Engineering Facilities?

If no, explain how you developed the facilities cost estimate for the budget request.

Discussions between Senior Management of Monona Terrace and intra-department supervisors were held, to obtain their thoughts on potential costs. Supervisors reached out to vendors, to get estimated pricing for the various projects.

Project Schedule and Location

Complete the table below for each year of requested funding. Detail the minor projects that will occur and provide location detail when necessary. If detailed project plans are not available, explain why and when this information will be available.

Year	Project Name	Cost	Location	Alder District
2024	Building and Building Improvement	\$ 2,057,275	One John Nolen Drive	4
2025	Building and Building Improvement	\$ 546,000	One John Nolen Drive	4
2026	Building and Building Improvement	\$ 1,401,750	One John Nolen Drive	4
2027	Building and Building Improvement	\$ 840,500	One John Nolen Drive	4
2028	Building and Building Improvement	\$ 1,008,500	One John Nolen Drive	4
2029	Building and Building Improvement	\$ 430,000	One John Nolen Drive	4

Operating Costs

Over the next six years, will the project/program require any of the following IT resources?

Electronic hardware that will be connected to a City device in any manner, including wireless, bluetooth, NFC, etc.?	Yes
Software (either local or in the cloud)?	Yes
A new website or changes to an existing website?	No

For projects/programs requesting new software/hardware:

Have you submitted an IT project request form? IT Project Request Form	No
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Changes to existing hardware/software:

Will any existing software or processes need to be modified to support this project/program or initiative? If yes, submit an IT Project Request Form	No
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Surveillance Technology:

Do you believe any of the hardware or software to be considered surveillance technology? Surveillance technology is defined in MGO Sec. 23.63(2). If yes, please reach out to Sarah Edgerton prior to submitting your budget request.	No
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In addition to IT costs, projects/programs may have other operational impacts. Over the next six years, will the project/program require any of the following:

Facilities/land maintenance?	No
Vehicle setup or maintenance costs?	No
External management or consulting contracts?	No
How many additional FTE positions required for ongoing operations of this project/program?	0.00

Estimate the project/program annual operating costs

Description - please detail operating costs by major where available	Annual Costs

2024 Capital Improvement Plan

Program Budget Proposal

Identifying Information

Agency	<input type="text" value="Monona Terrace"/>	New or Existing Project	<input type="text" value="Existing"/>
Proposal Name	<input type="text" value="Machinery and Other Equipment"/>	Project Type	<input type="text" value="Program"/>
Project Number	<input type="text" value="10037"/>		
2024 Project Number	<input type="text"/>		

Previous Description

This program funds machinery and equipment purchases at Monona Terrace. The program's goal is to provide a safe environment for clients and guests and to increase overall customer satisfaction. Projects planned for 2023 include preparation for 2024's renovation year - purchase of replacement banquet chairs, stage skirting, decor package, cleaning equipment, rooftop stage and stairs, replacing work stations, and projector replacements.

New or Updated Description

This program funds machinery and equipment purchases at Monona Terrace. The program's goal is to provide a safe environment for clients and guests, and to increase overall customer satisfaction. Projects planned for 2024 include replacement of rope and stanchion (both interior and exterior); replacing easels and white boards, upgrading the Fire Pump control, replacement of our Chariot I-Vac and Aqua Ride floor cleaning equipment, and upgrading and replacing trash cans and recycle containers. Many of these are part of our 2024 10-year renovation plans.

Alignment with Strategic Plans and Citywide Priorities

Citywide Element	<input type="text" value="Culture and Character"/>
Strategy	<input type="text" value="Create safe and affirming community spaces that bring people together and provide social outlets for underrepresented groups."/>

Describe how this project/program advances the Citywide Element

As a cultural and economic engine for downtown, Madison, Dane County and the State, Monona Terrace provides opportunities for people of all backgrounds a place to visit, attend events, and hold meetings, banquets, etc. The overall appearance and functionality of our building is crucial to our continued success, our ability to support downtown businesses, and our initiatives to increase equity and diversity. Upgrading our machinery and equipment also improves both energy and operational efficiencies.

Does this project/program advance goals in a Citywide agenda or strategic plan other than Imagine Madison (e.g. Climate Forward, Housing Forward, Metro Forward, Vision Zero)?	<input type="text" value="No"/>
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If yes, specify which plan(s) the project/program would advance and describe how the project/program will help the City meet its strategic goals.

Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

Is the proposed project/program primarily focused on maintenance or repair?

For projects/programs that are not specifically focused on maintenance and repair 1) what specific inequities does this program intend to address? How and for whom? 2) What data helped shape your proposal? Data may include qualitative and quantitative data such as demographic, qualified census tracts, environmental justice areas, specific recommendations from a Racial Equity and Social Justice Analysis, or other sources.

Purchase of machinery and equipment that is either past its expected life, or nearing obsolescence. Additionally, the upgrading of equipment used for client events needs to be done periodically, to meet and exceed client expectations. Upgrading our cleaning equipment allows for increased operational efficiency.

Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)?

If yes, please identify the specific NRT and recommendation. Be as specific as possible.

Climate Resilience and Sustainability

Does this project/program improve the city's climate resilience or sustainability by addressing climate change impacts, reducing GHG emissions, improving energy efficiency, growing a climate-friendly economy, or reducing the environmental impact of city assets or operations?

If yes, describe how

Budget Information

Requested Budget by Funding Source

Funding Source	2024	2025	2026	2027	2028	2029
Room Tax	\$ 399,000	\$ 1,354,500	\$ 498,750	\$ 1,008,000	\$ 887,250	\$ 1,420,000
Total	\$ 399,000	\$ 1,354,500	\$ 498,750	\$ 1,008,000	\$ 887,250	\$ 1,420,000

Requested Budget by Expense Type

Expense Type	2024	2025	2026	2027	2028	2029
Machinery and Equipment	\$ 399,000	\$ 1,354,500	\$ 498,750	\$ 1,008,000	\$ 887,250	\$ 1,420,000
Total	\$ 399,000	\$ 1,354,500	\$ 498,750	\$ 1,008,000	\$ 887,250	\$ 1,420,000

Explain any changes from the 2023 CIP in the proposed funding for this project/program

5% increase per year per City instructions. Increase in 2025, as we moved a project from 2026 in to 2025, as it was determined that the equipment needed to be replaced sooner than 2026. That resulted in a decrease in 2026. During our internal meetings with Senior Management and building supervisors, 2027 and 2028 were revised to either move projects to later years, or revise estimates on an internal project.

If TIF or Impact Fee are a requested funding source, which district(s)

District/Detail	2024	2025	2026	2027	2028	2029

If TIF is a requested funding source, is this request included in an approved TIF project plan?

If the proposal includes building/ facility expenses, has the proposal been reviewed by City Engineering Facilities?

If no, explain how you developed the facilities cost estimate for the budget request.

Project Schedule and Location

Complete the table below for each year of requested funding. Detail the minor projects that will occur and provide location detail when necessary. If detailed project plans are not available, explain why and when this information will be available.

Year	Project Name	Cost	Location	Alder District
2024	MT Machinery and Other Equipment	\$ 399,000	One John Nolen Drive	4
2025	MT Machinery and Other Equipment	\$ 1,354,500	One John Nolen Drive	4
2026	MT Machinery and Other Equipment	\$ 498,750	One John Nolen Drive	4
2027	MT Machinery and Other Equipment	\$ 1,008,000	One John Nolen Drive	4
2028	MT Machinery and Other Equipment	\$ 887,250	One John Nolen Drive	4
2029	MT Machinery and Other Equipment	\$ 1,420,000	One John Nolen Drive	4

Operating Costs

Over the next six years, will the project/program require any of the following IT resources?

Electronic hardware that will be connected to a City device in any manner, including wireless, bluetooth, NFC, etc.?	No
Software (either local or in the cloud)?	No
A new website or changes to an existing website?	No

For projects/programs requesting new software/hardware:

Have you submitted an IT project request form? IT Project Request Form	No
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Changes to existing hardware/software:

Will any existing software or processes need to be modified to support this project/program or initiative? If yes, submit an IT Project Request Form	No
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Surveillance Technology:

Do you believe any of the hardware or software to be considered surveillance technology? Surveillance technology is defined in MGO Sec. 23.63(2). If yes, please reach out to Sarah Edgerton prior to submitting your budget request.	No
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In addition to IT costs, projects/programs may have other operational impacts. Over the next six years, will the project/program require any of the following:

Facilities/land maintenance?	No
Vehicle setup or maintenance costs?	No
External management or consulting contracts?	No
How many additional FTE positions required for ongoing operations of this project/program?	0.00

Estimate the project/program annual operating costs

Description - please detail operating costs by major where available	Annual Costs