# Capital Improvement Plan

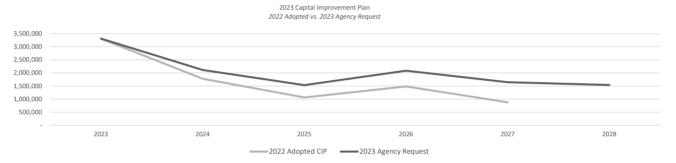
2023 Capital Budget 2023 Capital Improvement Plan\*

	2022 Adopted	2023 Request	Change
	3,305,000	3,310,000	5,000
	8,515,500	10,690,500	2,175,000
•	*Years 2023 to 2	2027 used for co	mparison.

	2022	2023
Number of Projects	2	2

## Project Summary: Agency Request

	2023	2024	2025	2026	2027	2028
Building and Building Improvements	2,260,000	1,735,500	520,000	1,335,000	610,000	770,000
Machinery and Other Equipment	1,050,000	380,000	1,015,000	750,000	1,035,000	770,000
Total	3,310,000	2,115,500	1,535,000	2,085,000	1,645,000	1,540,000



#### Major Changes/Decision Points

**Building and Building Improvements** 

- Program budget increased \$1.4m from 2024 to 2027 due to the identification of additional renovation projects Machinery and Other Equipment
- Program budget increased \$780k from 2023 to 2027 due to updated pricing and the identification of additional replacements



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL608 261-4000 FAX608 261-4049

Date: April 22, 2022

To: David Schmiedicke, Finance Director

From: Connie Thompson, Monona Terrace

Subject: Monona Terrace 2023 Capital Budget

## 2023 Goals for Capital:

To replace inefficient, high maintenance equipment, and continuing the upkeep of a 25+ year old building.

To maintain Monona Terrace's competitive position as an economic catalyst, community gathering place and destination for tourists, thereby fulfilling our mission.

To begin preparations for 2024 renovation projects, which is part of our every 10-year improvement plan.

# Criteria used to prioritize projects:

Key personnel, including Senior Managers and Mid-Managers, meet to identify the key goals and objectives for the upcoming budget cycle. The goals and objectives are established and a list of projects are established and prioritized. Next, we meet to confirm the goals and projects that have been identified and the justification behind each project. For the purposes of identifying projects, we use product life expectancy, maintenance records, energy efficiency, and current technology expectations among other analysis tools.

# Prioritized list of 2023 Capital Projects:

- 1. Carpet purchase
- 2. Tile project (Rooftop regular and Rooftop name tiles)
- 3. Mid-tier projector replacement
- 4. 3-foot Stage and Stairs for Rooftop Stage
- 5. Wood Door replacement
- 6. Hearing Assistance system replacement
- 7. Lighting controls upgrade
- 8. Upgrading server systems
- 9. Décor package (17' pipe, bases, and drape)
- 10. Banquet chairs replacement
- 11. Stage skirting replacement
- 12. Wireless microphone upgrades
- 13. Wood surface refinishing (WI and Dane Rooms)
- 14. Two-way radio replacement (partial)
- 15. Restroom fixtures
- 16. Gallery Renovation (Level 3)
- 17. Chariot I-Vac and Agua Ride replacement
- 18. Replacement of work stations, monitors and printers
- 19. Rooftop membrane inspection/repair

## Summary of Changes from 2022 Capital Improvement Plan:

Our 2023 Capital request increased \$5,000, due to getting updated information on the purchase of our Operations Department cleaning equipment. Our 2024 – 2028 requests have increased, as we have identified additional projects that need to be completed, due to continuing to keep up the appearance of the building, or equipment that is reaching or has exceeded its useful life. A majority of those projects have been added with the idea of them being part of General Borrowing, instead of being funded through Room Tax contributions. Last year's submission consisted of borrowing for our Building and Building Improvements, and a majority of the Machinery and other Equipment was funded with Room Tax contributions.

## Potential for Scaling Capital Requests:

After drastically reducing budget requests in 2021 for the time period of 2022 – 2027, we have added back critically important projects that had been removed or delayed in previous years. Additionally, we have reached out to vendors, in the hopes of getting updated pricing for machinery, equipment, and building projects that have been identified as part of our 2023 – 2028 request.

# **Enterprise Agencies Only**

**Prompt 1:** Discuss the ability of the Enterprise fund to support debt service for the proposed capital projects

Per Dave Schmiedicke, we will be funding Monona Terrace capital projects for years 2023 and 2024 through general obligation borrowing. Years 2025-2028 will be funded with room tax funds.

Submitted

Identifying Inform	ation				
Agency	Monona Terrace	✓ Proposal Name	Ruilding and R	uilding Improvements 🗸	
Project Number	10031	Project Type	Program	unding improvements	
Project Category	Facility	Priority:	Select	~	
2023 Project Number					
Description					
sustomer experience at the valkway, exterior building of ferrace, which is completed	Monona Terrace. Projects planned cleaning, audio system upgrades, an	ace Convention Center. The goal of th for 2022 include air wall replacement d rooftop landscaping improvements. ure Monona Terrace major capital ne	in the exhibition hall Increased budget in 2	and ballroom, tile replacement or 2023 and 2024 is for a major renov	the Olin Terrace vation of the Mor
nis program funds building duce maintenance costs, a rrace, which is completed	nd improve customer experience at	community and Convention Center. Th Monona Terrace. Increased budget in are Monona Terrace major capital nee	n 2023 and 2024 is for	a major renovation of Monona	
dignment with Str	ategic Plans and Citywid	e Priorities			
lignment with Str Citywide Element:	Culture and Character	e Priorities			
_	Culture and Character		urban design.		~
Citywide Element: Strategy Describe how this pro As a cultural and econom	Culture and Character  Create vibrant and inviting pla  ject/program advances the City nic engine for the downtown, Madis	ces through creative architecture and rwide Element: on, and the State, Monona Terrace pro	ovides opportunies fo		~
Citywide Element:  Strategy  Describe how this pro As a cultural and econom backgrounds a place to v connued success, and ou  Other Strategic Plans: Does the project/prog	Culture and Character  Create vibrant and inviting pla  ject/program advances the City nic engine for the downtown, Madis isit, aend events, and hold meengs, r ability to support downtown busin	ces through creative architecture and rwide Element: on, and the State, Monona Terrace probanquets, etc. The overall appearance lesses, iniaves to increase equity and one agenda or strategic plan other	ovides opportunies fo e and funconality of o diversity.	our building is crucial to our	~
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GHG emissions, improving ener assets or operations?	rgy efficiency, grov	ving a climate	-friendly eco	onomy, or redu	cing the environn	nental impact of city	Y
If yes, describe how.							
Our Lighting Controls upgrade will r	esult in efficiencies v	vhen scheduling	areas of the b	building that will	be utilized on a daily	basis.	
udget Information							
Prior Appropriation*	\$930,000	2016-2021	Actuals	\$926,891 <b>2022 Budget</b> \$1,185,000			
*Based on Fiscal Years 2016-2021							
udget by Funding Source Funding Source	2023	2024		2025	2026	2027	2028
Borrowing - Non-GF GO	2,260,000	1,735,		520,000	1,335,000	610,000	770,000
Total	\$2,260,000	\$1,735,		\$520,000	\$1,335,000	\$610,000	\$770,000
Insert Funding Source	Ţ-,-33,330	+ 1,.00		,,	. ,,,,,,,,,,	, , 500	Ţ <b>0,000</b>
Expense Type	2023	2024		2025	2026	2027	2028
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Total	\$2,260,000	\$1,735,	F00	4500.000			
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xplain any changes from the 2022 s we get closer to our 2024 Renovation ears in operation.  Project Schedule & Location	year, we have tried t	d funding for	this project,	/program.			,
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splain any changes from the 2022 we get closer to our 2024 Renovation ears in operation.  Project Schedule & Location	year, we have tried t	d funding for o identify increa	this project, ases in costs fo	<b>/program.</b> or 2024, and addi	tional replacements		
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☐ Insert item

2026 Projects

Project name

Est Cost

Location

projects for 2026 at Monona Terrace include: rooftop membrane inspection/repair,window replacement, Fire Alarm system upgrade, HVAC controls replacement/upgrade, and Lecture Hall technology upgrade.  Insert item  2027 Projects  Project name  Building and Building Improvement - projects currently identified for 2027 include: upgrading the VMWare network, Level 2 and 3 office furnishing replacements, Exhibition Hall floor box replacement, upgrades to interior lighting, replacement and upgrade of our Card Access system, and rooftop membrane inspection/repair.  Insert item  2028 Projects  Project Name  Est Cost Location	en Drive Madison  en Drive Madison  n Drive Madison
Project name  Building and Building Improvement - projects currently identified for 2027 include: upgrading the VMWare network, Level 2 and 3 office furnishing replacements, Exhibition Hall floor box replacement, upgrades to interior lighting, replacement and upgrade of our Card Access system, and rooftop membrane inspection/repair.  Insert item  2028 Projects  Project Name  Est Cost  Project Name  Est Cost  Location  Project Name  Building and Building Improvement - projects currently identified for 2028 include: Network switch replacement, resurfacing the Exhibition Hall floor, landscaping upgrades, upgrades to our Electronic signage, exterior building cleaning, and upgrading the Gift Shop.  Insert item  Deparating Costs  Projects/Programs with a technological component will be required to follow oftware/hardware acquisition and project support by IT staff. Answer the follow oftware/hardware acquisition and project support by IT staff. Answer the follow oftware/hardware acquisition and project/program require any of the following Electronic hardware that will be connected to a City device in any man Software (either local or in the cloud)?  A new website or changes to an existing sites?  Or projects/programs requesting new software/hardware:  Have you submitted a Software/Hardware Request form?  IT New Software Request Form  Have you submitted an IT project request form?  IT Project Request Form	
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r projects/programs requesting new software/hardware:  Have you submitted a Software/Hardware Request form?  IT New Software Request Form  Have you submitted an IT project request form?  IT Project Request Form	⊜ Yes ⊚ No
Have you submitted a Software/Hardware Request form?  IT New Software Request Form  Have you submitted an IT project request form?  IT Project Request Form	○ Yes ⑥ No
IT New Software Request Form  Have you submitted an IT project request form?  IT Project Request Form	
IT Project Request Form	○ Yes   No
Have you worked with IT to complete an IT Budget Analysis form? If ye	⊖ Yes   No
	es, please upload your agency's capital SharePoint folder. 🔾 Yes 🌘 No
anges to existing hardware/ software:	
Will any existing software or processes need to be modified to support	this project/program or initiative? Yes   Yes
If yes, have you uploaded a plan for incorporating those changes to you Agency Capital Materials	ur agency's capital SharePoint folder?
rveillance Technology:  Do you believe any of the hardware or software to be considered survein MGO Sec. 23.63(2).	illance technology? Surveillance technology is defined Yes   Yes
If yes, have you submitted the surveillance request form to your agenc Surveillance Budget Request Attachment	y's capital SharePoint folder? Yes   Yes
her Operating Costs addition to IT costs, projects/programs may have other operational impacts quire any of the following?	. Over the next six years, will the project/program Yes O
Facilities/land maintenance?	⊜ Yes   No
Vehicle setup or maintenance costs?	⊜ Yes ⊚ No
External management or consulting contracts?	○ Yes
How many additional FTE positions required for ongoing operations of	
timate the project/program annual operating costs by major.	this project/program?
Major Annual Cost Description	this project/program?
Insert item	this project/program?
Insert item	this project/program?

Notes	
Notes:	
Save and Close	Ver 1 03142022

Submitted

		2023 (	Capital Improvem	ient Plan		
		Р	rogram Budget Prop	oosal		
Identifying Inform	ation					
identifying imorni	ation					
Agency	Monona Terrace	~	Proposal Name	Machinery and Other Equipment $m{\checkmark}$		
Project Number	10037		Project Type	Program		
Project Category	Facility		Priority:	Select ✓		
2023 Project Number						
Description						
				provide a safe environment for clients and guests and to battery backup replacement, and riding vacuums and car		
oes the project/program	m description require upda	ites? If yes, p	lease include below.			
This program funds machine	ery and equipment purchases a	it Monona Terr	ace. The program's goal is to p	provide a safe environment for clients and guests and provide a safe environment for clients and guests and provided the same provided the		
	, ,			ons, and projector replacements.		
· ·	rategic Plans and City	wide Prio				
Citywide Element:	Culture and Character		<b>~</b>			
Strategy	Create vibrant and invitir	ng places throu	gh creative architecture and u	ırban design.	~	
As a cultural and econon	=	Madison, Dane	County, and the State, Monor	na Terrace provides opportunities for people of rance and functionality of our building is		
crucial to our continued operational efficiency.	success, and our ability to supp	oort downtowr	n businesses, initiatives to incr	ease equity and diversity. Improves		
Other Strategic Plans:	:					
	gram advance goals in a Cit			han Imagine Madison (e.g. 💛 Yes 🍥 No		
Climate Forward, Hou	using Forward, Metro Forw	ard, Vision Ze	ero)?			
We are continuing or	ur efforts to articulate and	-		e in the City's budget and operations. Please respo sure racial equity is included in decision-making.	ond to th	e
We are continuing ou following questions a	ur efforts to articulate and	onses into yo	our budget narrative to en		ond to th	e
We are continuing ou following questions a Is the proposed proje	ur efforts to articulate and and incorporate these respect/program primarily focusthat are not specifically for the control of	onses into yo	our budget narrative to en tenance or repair?			
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We are continuing or following questions as a ls the proposed projects/program address? How and fo Purchase of equipment events needs to be done what data helped should be proposed to be should be	ur efforts to articulate and and incorporate these respect/program primarily focus that are not specifically for whom?  and machinery that is either particularly to meet and excellent and excellent proposal? Data meet and excellent proposal?	onses into your seed on main focused on main focused on mast its expected ed client expensey include questions.	tenance or repair?  aintenance and repair, when the service and repair, when the service are the service and servi	nat specific inequities does this program intend to Additionally, the upgrading of equipment used for client e data such as demographic, qualified census		
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assets or operations?	am impro	-				-	nge impacts, reduci nental impact of cit	
udget Information Prior Appropriation*		\$217,500	2016-2021	Actuals	\$52,0	10 <b>2022 Bud</b>	get \$215,000	
*Based on Fiscal Years 2016-2021	1				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
dock by Eurodino Course								
dget by Funding Source Funding Source		2023	2024		2025	2026	2027	2028
oom Tax	~	1,050,000	380,	000	1,015,000	750,000	1,035,000	770,000
2011 101	Total	\$1,050,000	\$380,		\$1,015,000	\$750,000	\$1,035,000	\$770,000
nsert Funding Source  If  Iget by Expenditure Type		pact Fee funding	source, whic	h district(s	;)?			
Expense Type		2023	2024		2025	2026	2027	2028
1achinery and Equipment	~	1,050,000		,000	1,015,000	750,000	1,035,000	770,000
definitely and Equipment	Total	\$1,050,000	\$380		\$1,015,000	\$750,000	\$1,035,000	\$770,000
roject Schedule & L 2023 Projects	ocatior.				precise, and a few	more upgrades/rep	lacements have been i	identified since last yε
roject Schedule & L	Name ent - project placement of ent upgrade ent upgrade ent upgrade ilo replacem age and stai	s currently of pipe, drape s, replacement s, including ent. Building iris for the and midtier	Est Cost	Location One John N		more upgrades/rep	lacements have been i	identified since last ye
Project Schedule & L  2023 Projects  Project  Machinery and Other Equipme identified for 2023 include: re and bases; replacemend of ba of stage skirting; A/V equipme wireless microphones and rad cleaning equipment, 3 foot starooftop, upgrades to staff wor projector replacement comple equipment.  Insert item	Name ent - project placement of ent upgrade ent upgrade ent upgrade ilo replacem age and stai	s currently of pipe, drape s, replacement s, including ent. Building iris for the and midtier	Est Cost	Location		more upgrades/rep	lacements have been i	identified since last ye
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Est Cost

Location

2027 Projects

Project name

Project name	Est Cost	Location	
Machinery and Other Equipment - 2027 projects currently identified include: building cleaning equipment, including an escalator cleaner; A/V camera replacement; replacement of classroom tables, a new dishwashing machine in the Kitchen; new Ice machines, upgrades to the elevators and escalators, upgrade to the John Nolen Drive marquee signage; replacement of entrance mats, replacement of office tables and chairs; replacement / upgrade of AHU chilled water coils.	\$1,035,000	One John Nolen Drive	
Insert item			
2028 Projects Project Name	Est Cost	Location	
Machinery and Other Equipment - 2028 projects		One John Nolen Drive	
currently identified include: building radio upgrade, Cooling Tower replacement, building cleaning equipment replacement, replacement of Pipe and Drape; replacement of meeting space coat racks, upgrade to the Command Center, rolling dumpster replacement, and replacement/upgrade of AHU heating coils.	770,000		
Insert item			
	ort by IT staff. A	red to follow City of Madison information technology policies and pronswer the following questions below and upload relevant supplemen	
Electronic hardware that will be connected	ed to a City device	e in any manner, including wireless, bluetooth, NFC, etc.?	○ Yes <b>○</b> No
Software (either local or in the cloud)?	•		⊖ Yes ⊚ No
A new website or changes to an existing s	ites?		○ Yes ⊚ No
r projects/programs requesting new software/			
Have you submitted a Software/Hardwar IT New Software Request Form			○ Yes   No
Have you submitted an IT project request IT Project Request Form	form?		○ Yes   No
Have you worked with IT to complete an	IT Budget Analys	sis form? If yes, please upload your agency's capital SharePoint folder	∵ ○ Yes <b>⊙</b> No
anges to existing hardware/ software:			
Will any existing software or processes ne	ed to be modifi	ed to support this project/program or initiative?	○ Yes   ● No
If yes, have you uploaded a plan for incor Agency Capital Materials	porating those c	hanges to your agency's capital SharePoint folder?	○ Yes   No
rveillance Technology:			
Do you believe any of the hardware or so in MGO Sec. 23.63(2).	ftware to be con	sidered surveillance technology? Surveillance technology is defined	○ Yes  ⑥ No
If yes, have you submitted the surveilland Surveillance Budget Request Attachment	e request form t	to your agency's capital SharePoint folder?	○ Yes   No
her Operating Costs addition to IT costs, projects/programs may ha quire any of the following?	ave other operat	ional impacts. Over the next six years, will the project/program	○ Yes ○ No
Facilities/land maintenance?			○ Yes <b>⑥</b> No
Vehicle setup or maintenance costs?			○ Yes <b>⊚</b> No
External management or consulting contr	acts?		○ Yes <b>●</b> No
How many additional FTE positions requi	red for ongoing o	operations of this project/program?	
timate the project/program annual operating o	costs by major.		
Major Annual Cost Description			
Insert item			
TURCIT ITCH			

Notes:	
	Ver 1 03142022
Save and Close	