

Monona Terrace

Capital Improvement Plan

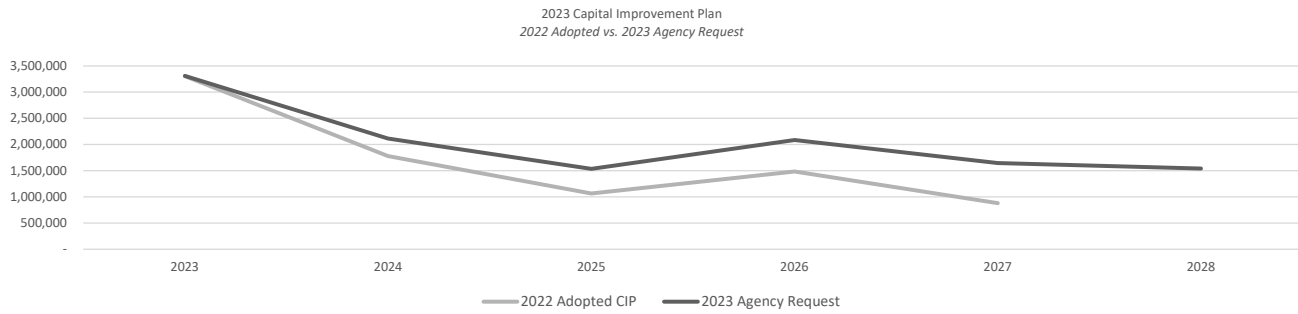
	2022 Adopted	2023 Request	Change
2023 Capital Budget	3,305,000	3,310,000	5,000
2023 Capital Improvement Plan*	8,515,500	10,690,500	2,175,000

*Years 2023 to 2027 used for comparison.

	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 TEL 608 261-4000 FAX 608 261-4049

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 Aqua 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.

2023 Capital Improvement Plan Program Budget Proposal

Identifying Information

Agency	<input type="text" value="Monona Terrace"/>	Proposal Name	<input type="text" value="Building and Building Improvements"/>
Project Number	<input type="text" value="10031"/>	Project Type	<input type="text" value="Program"/>
Project Category	<input type="text" value="Facility"/>	Priority:	<input type="text" value="Select..."/>
2023 Project Number	<input type="text"/>		

Description

This program funds building improvements at the Monona Terrace Convention Center. The goal of the program is to increase efficiency, reduce maintenance costs, and improve customer experience at the Monona Terrace. Projects planned for 2022 include air wall replacement in the exhibition hall and ballroom, tile replacement on the Olin Terrace walkway, exterior building cleaning, audio system upgrades, and rooftop landscaping improvements. Increased budget in 2023 and 2024 is for a major renovation of the 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.

Does the project/program description require updates? If yes, please include below.

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.

Alignment with Strategic Plans and Citywide Priorities

Citywide Element:

Strategy

Describe how this project/program advances the Citywide Element:

As a cultural and economic engine for the downtown, Madison, 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, and our ability to support downtown businesses, initiatives to increase equity and diversity.

Other Strategic Plans:

Does the 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)? Yes No

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 No

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.

Replacing the rooftop tiles provides a safe environment for all visitors to the Convention Center; our renovation projects provides an updated look to the Convention Center, and our Hearing Assistance system replacement will improve the experience for those with hearing issues.

Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? Yes No

Climate Resilience and Sustainability

Does this project/program improve the city's climate resilience or sustainability by addressing climate change impacts, reducing Yes No

GHG emissions, improving energy efficiency, growing a climate-friendly economy, or reducing the environmental impact of city assets or operations?

If yes, describe how.

Our Lighting Controls upgrade will result in efficiencies when scheduling areas of the building that will be utilized on a daily basis.

Budget Information

Prior Appropriation*

\$930,000

2016-2021 Actuals

\$926,891

2022 Budget \$1,185,000

*Based on Fiscal Years 2016-2021

Budget by Funding Source

Funding Source	2023	2024	2025	2026	2027	2028
Borrowing - Non-GF GO	2,260,000	1,735,500	520,000	1,335,000	610,000	770,000
Total	\$2,260,000	\$1,735,500	\$520,000	\$1,335,000	\$610,000	\$770,000

Insert Funding Source

If TIF or Impact Fee funding source, which district(s)?

Budget by Expenditure Type

Expense Type	2023	2024	2025	2026	2027	2028
Building	2,260,000	1,735,500	520,000	1,335,000	610,000	770,000
Total	\$2,260,000	\$1,735,500	\$520,000	\$1,335,000	\$610,000	\$770,000

Insert Expense Type

Explain any changes from the 2022 CIP in the proposed funding for this project/program.

As we get closer to our 2024 Renovation year, we have tried to identify increases in costs for 2024, and additional replacements/upgrades that need to be done as we surpass 25 years in operation.

Project Schedule & Location

2023 Projects

Project Name	Est Cost	Location
Building and Building Improvement - Monona Terrace projects for 2023 currently include: Rooftop name tile project; re-grouting the main entrance; renovation purchases (renovation scheduled for 2024) - carpet, restroom fixtures, doors, painting, Level 3 Gallery renovations, and wood surfaces. Additional projects include rooftop membrane inspection and repair, and technology upgrades, such as Hearing Assistance system replacement, lighting controls upgrade, and upgrades to the Server systems.	\$2,260,000	One John Nolen Drive Madison

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2024 Projects

Project Name	Est Cost	Location
Building and Building Improvement - 2024 renovation projects currently include: kitchen floor refinish, installation of carpet building-wide; improvements to heater panels, replacement of wood doors, hardware, windows, and stainless steel elevator panels. Additional projects include: replacement of "beehive" lighting, Exhibition Hall power upgrade and lighting replacement; building wide data cable update, and digital signage upgrade.	\$1,735,500	One John Nolen Drive Madison

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2025 Projects

Project name	Est Cost	Location
Building and Building Improvement - currently identified projects for 2025 at Monona Terrace include: replacement of digital sound mixer, landscaping upgrades, furniture replacement, replacement of Lecture Hall Stage flooring, exterior building cleaning, replacing the rooftop gates on Level 5, and upgrading LED theatrical lighting fixtures.	\$520,000	One John Nolen Drive Madison

Insert item

2026 Projects

Project name	Est Cost	Location
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Project name	Est Cost	Location
Building and Building Improvement - currently identified 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.	\$1,335,000	One John Nolen Drive Madison

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2027 Projects

Project name	Est Cost	Location
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.	\$610,000	One John Nolen Drive Madison

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2028 Projects

Project Name	Est Cost	Location
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.	770,000	One John Nolen Drive Madison

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Operating Costs

Projects/Programs with a technological component will be required to follow City of Madison information technology policies and procedures for software/hardware acquisition and project support by IT staff. Answer the following questions below and upload relevant supplemental materials to your agency's SharePoint folder.

Over the next six years, will the project/program require any of the following IT resources? Yes No

Electronic hardware that will be connected to a City device in any manner, including wireless, bluetooth, NFC, etc.? Yes No

Software (either local or in the cloud)? Yes No

A new website or changes to an existing sites? Yes No

For projects/programs requesting new software/hardware:

Have you submitted a Software/Hardware Request form? Yes No

[IT New Software Request Form](#)

Have you submitted an IT project request form? Yes No

[IT Project Request Form](#)

Have you worked with IT to complete an IT Budget Analysis form? If yes, please upload your agency's capital SharePoint folder. Yes No

Changes to existing hardware/ software:

Will any existing software or processes need to be modified to support this project/program or initiative? Yes No

If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder? Yes No

[Agency Capital Materials](#)

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\(2\)](#). Yes No

If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder? Yes No

[Surveillance Budget Request Attachment](#)

Other Operating Costs

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? Yes No

Facilities/land maintenance? Yes No

Vehicle setup or maintenance costs? Yes No

External management or consulting contracts? Yes No

How many additional FTE positions required for ongoing operations of this project/program?

Estimate the project/program annual operating costs by major.

Major	Annual Cost	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

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2023 Capital Improvement Plan Program Budget Proposal

Identifying Information

Agency	Monona Terrace	Proposal Name	Machinery and Other Equipment
Project Number	10037	Project Type	Program
Project Category	Facility	Priority:	Select...
2023 Project Number	<input type="text"/>		

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 2022 include table replacement, heat exchanger upgrades, battery backup replacement, and riding vacuums and carpet extractor replacement.

Does the project/program description require updates? If yes, please include below.

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.

Alignment with Strategic Plans and Citywide Priorities

Citywide Element: Culture and Character

Strategy Create vibrant and inviting places through creative architecture and urban design.

Describe how this project/program advances the Citywide Element:

As a cultural and economic engine for the 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, and our ability to support downtown businesses, initiatives to increase equity and diversity. Improves operational efficiency.

Other Strategic Plans:

Does the 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)? Yes No

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 No

For projects/programs that are not specifically focused on maintenance and repair, what specific inequities does this program intend to address? How and for whom?

Purchase of equipment and machinery that is either past its expected life, or nearing completion. Additionally, the upgrading of equipment used for client events needs to be done periodically, to meet and exceed client expectations.

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.

Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? Yes No

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 No

Budget Information

Prior Appropriation*

\$217,500

2016-2021 Actuals

\$52,010

2022 Budget \$215,000

*Based on Fiscal Years 2016-2021

Budget by Funding Source

Funding Source	2023	2024	2025	2026	2027	2028
Room Tax	1,050,000	380,000	1,015,000	750,000	1,035,000	770,000
Total	\$1,050,000	\$380,000	\$1,015,000	\$750,000	\$1,035,000	\$770,000

Insert Funding Source

If TIF or Impact Fee funding source, which district(s)?

Budget by Expenditure Type

Expense Type	2023	2024	2025	2026	2027	2028
Machinery and Equipment	1,050,000	380,000	1,015,000	750,000	1,035,000	770,000
Total	\$1,050,000	\$380,000	\$1,015,000	\$750,000	\$1,035,000	\$770,000

Insert Expense Type

Explain any changes from the 2022 CIP in the proposed funding for this project/program.

As we continue to identify projects for the 2023/24 renovations, pricing has gotten more precise, and a few more upgrades/replacements have been identified since last year's submission.

Project Schedule & Location

2023 Projects

Project Name	Est Cost	Location
Machinery and Other Equipment - projects currently identified for 2023 include: replacement of pipe, drape and bases; replacement of banquet chairs, replacement of stage skirting; A/V equipment upgrades, including wireless microphones and radio replacement. Building cleaning equipment, 3 foot stage and stairs for the rooftop, upgrades to staff work stations, and midtier projector replacement completes the list of 2023 equipment.	\$1,050,000	One John Nolen Drive

Insert item

2024 Projects

Project Name	Est Cost	Location
Machinery and Other Equipment - 2024 equipment and machinery includes: Rope and stanchion for building wide use; replacing/upgrading our Fire Pump Control; replacing easels and white boards; cleaning equipment, and replacing trash and recycle containers.	\$380,000	One John Nolen Drive

Insert item

2025 Projects

Project name	Est Cost	Location
Machinery and Other Equipment - 2025 projects include: Chiller and HVAC drive units upgrade, replacing building cleaning equipment including a large riding scrubber machine, and A/V upgrades. Those upgrades include video switchers, wireless microphones, headsets for clients, and LCD screens.	\$1,015,000	One John Nolen Drive

Insert item

2026 Projects

Project name	Est Cost	Location
Machinery and Other Equipment - 2026 projects currently identified include: building cleaning equipment, replacement of screens and large tier projectors, the purchase of an LED video wall with software, and replacing banquet tables.	\$750,000	One John Nolen Drive

Insert item

2027 Projects

Project name	Est Cost	Location
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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 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	One John Nolen Drive

Insert item

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Vehicle setup or maintenance costs? Yes No

External management or consulting contracts? Yes No

How many additional FTE positions required for ongoing operations of this project/program?

Estimate the project/program annual operating costs by major.

Major	Annual Cost	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Save

Submit

Notes:

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