

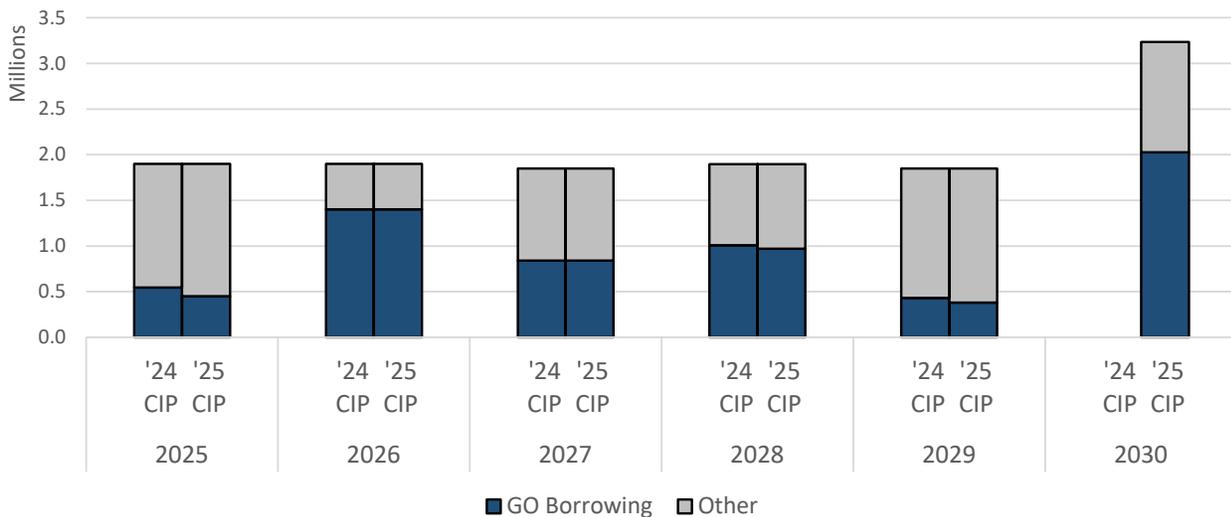
2025 Capital Budget Request Summary

Monona Terrace

Request by Proposal						
Project/Program Name	2025	2026	2027	2028	2029	2030
Building and Building Improvements	451,500	1,401,750	840,500	971,750	380,000	2,025,000
Machinery and Other Equipment	1,449,000	498,750	1,008,000	924,000	1,470,000	1,210,000
Total	1,900,500	1,900,500	1,848,500	1,895,750	1,850,000	3,235,000

Request by Funding Source - GO Borrowing vs. Other						
Funding Type	2025	2026	2027	2028	2029	2030
GO Borrowing	451,500	1,401,750	840,500	971,750	380,000	2,025,000
Other	1,449,000	498,750	1,008,000	924,000	1,470,000	1,210,000
Total	1,900,500	1,900,500	1,848,500	1,895,750	1,850,000	3,235,000

Capital Improvement Plan
2024 Adopted vs. 2025 Request



Major Changes

Building and Building Improvements

- Several work items were incorrectly included in Building and Building Improvements in the 2024 CIP and are moved to the Machinery and Other Equipment program. This reduced the Building and Building Improvements program by \$181,300 or 4% compared to the 2024 CIP.
- \$2.0 million of funding added in 2030 with \$1.0 million of that amount supporting elevator control upgrades.
- Program continues to be funded by Monona Terrace-supported GO borrowing.

2025 Capital Budget Request Summary

Monona Terrace

Major Changes Continued

Machinery and Other Equipment

- Program budget increased by \$181,300 or 4% compared to the 2024 CIP after several items were moved into the program after being incorrectly classified in Building and Building Improvements.
- Program continues to be supported by room tax.

TO: David Schmiedicke, City of Madison Finance Director
FROM: Connie Thompson, Monona Terrace Executive Director
DATE: April 18, 2024
SUBJECT: Monona Terrace Community and Convention Center 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 2024 Capital Improvement Plan

- **Budget Neutral Changes or Reductions:** We moved some projects from our Building and Building Improvement project to the Machinery and Other Equipment project in 2025, as they were categorized incorrectly in previous years. The result is a net zero impact as far as increase or decrease to our 2025 request. We also had that same transaction in both 2028 and 2029, moving money from Building and Building Improvement to Machinery and Equipment; both of those years also resulted in a net zero impact to our overall submission for the respective years.

Prioritized List of Capital Requests

- Provide a prioritized list of all 2025 proposals. The prioritized list should indicate the project/program name, Munis number, and priority ranking. Define the criteria that was used to prioritize this list, such as how it advances your agency's goals, addresses community needs, advances citywide priorities, and project readiness.
 1. Chiller upgrade – project #10037
 2. HVAC drive units – replacement - project #10037
 3. Network Router upgrade - project #10031
 4. LED Video Wall for client use - project #10037

5. Exterior Building cleaning - project #10031
6. LED Theatrical lighting fixtures - project #10031
7. Dane and Wisconsin Room chair replacement - project #10037
8. Chariot I-Vacuum and Aqua Ride replacement - project #10037
9. Audio Visual equipment upgrades – includes Video switcher upgrade, replacement of wireless microphones, wireless headsets for client use, LCD screen replacement - project #10037
10. M20 (large riding scrubber) replacement - project #10037
11. Landscaping Upgrades – project #10031
12. Digital Sound Mixer - project #10037
13. Lecture Hall Stage Floor refinishing - project #10031
14. Rooftop Membrane inspection/repair – project #10031
15. Rooftop Gates – repair/replacement - project #10031

As Monona Terrace continues to get closer to being a 30 year old building, the need to replace and/or upgrade building systems and equipment continues to be of utmost importance in maintaining the standards of the convention center. These improvements keep us an attractive, state of the art building for clients interested in holding events here.

Enterprise Agencies Only

Monona Terrace's ability to support debt service is handled through our building revenues and assistance from the Room Tax Fund. As in previous years, there may be general obligation borrowing for 2025 for our Building and Building Improvement projects, and Room Tax funding to be used for Monona Terrace's Machinery and Other Equipment projects.

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.

2025 Capital Improvement Plan

Program Budget Proposal

This form is intended for requests that do not change the 2024 Adopted CIP or make only budget neutral changes/reductions to the 2024 Adopted CIP.

Identifying Information

Agency	Monona Terrace	New or Existing Project	Existing
Proposal Name	Building and Building Improvements	Project Type	Program
Project Number	10031	2025 Project Number	

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 2025 include projects such as landscaping upgrades, upgrades to our Lecture Hall Stage Floor, Network router upgrade, exterior building cleaning, replacing LED theatrical lighting fixtures, replacement of our Rooftop Gates, and inspection and possible repairs to our Rooftop Membrane.

Requested Budget by Funding Source

Funding Source	2025	2026	2027	2028	2029	2030
Borrowing - Non-GF GO	\$ 451,500	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000
Total	\$ 451,500	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000

Requested Budget by Expense Type

Expense Type	2025	2026	2027	2028	2029	2030
Building	\$ 451,500	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000
Total	\$ 451,500	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000

Explain any changes from the 2024 CIP in the proposed funding for this project/program

In 2025, moved 2 items from our Building and Building Improvement project to our Machinery and Other Equipment, as it was determined that they were categorized in the wrong project. That reduced the request for Building by \$94,500, and increased the request for Machinery and Other Equipment for 2025 by a matching \$94,500. In 2028, moved \$36,750 out of Building and in to Machinery and Other Equipment; in 2029, moved \$50,000 from Building to Machinery. In both cases, it was determined that projects were categorized incorrectly in previous years' submissions.

Project Information

Agency: Monona Terrace

Project/Program: Building and Building Improvements

Information Technology Information

Are you planning any builds, facility moves, projects or programs that will have a technology component such as anything below?

No

- Electronic hardware that will be connected to a City device in any manner (e.g. wireless, bluetooth, cable, NFC)
- Software (either local or in the cloud)
- A new website or changes to an existing website
- Changes to existing software or processes, including upgrades or additional modules

Have you worked with your IT Project Portfolio Manager to discuss the project?

No

[If no, please reach out to your Project Portfolio Manager so that their business analysis can be included in the request.](#)

Do you believe any of the hardware or software to be considered surveillance technology?

No

[Surveillance technology is defined in MGO Sec. 23.63\(2\).](#)

If yes, please reach out to Sarah Edgerton prior to submitting your budget request.

Operating Costs

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 are 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

Other Information

The Government Accounting Standards Board (GASB) recently issued a statement (GASB 96) for subscription-based information technology arrangements (SBITAs). In order to comply with GASB financial reporting standards, we must be aware of any software subscriptions, including software as a service, that is included in your request.

Are you planning to purchase software or software licenses within the requested expenditures above?

No

Is this project/program required to meet the Percent for Arts ordinance?

No

[Percent for Art requirements detailed in MGO Section 4.30](#)

2025 Capital Improvement Plan

Program Budget Proposal

This form is intended for requests that do not change the 2024 Adopted CIP or make only budget neutral changes/reductions to the 2024 Adopted CIP.

Identifying Information

Agency	Monona Terrace	New or Existing Project	Existing
Proposal Name	Machinery and Other Equipment	Project Type	Program
Project Number	10037	2025 Project Number	

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 2025 include a chiller upgrade, HVAC drive unit replacement, replacement of Operations cleaning equipment (Chariot I-Vac and Aqua Ride), Audio-Visual upgrades, including a video switcher upgrade, replacement of wireless microphones, wireless headsets for client use, and LCD screen replacements. It also contains the replacement of an M20 (Large riding scrubber), upgrade of our LED video wall for client use, furniture replacement (chairs) in the Dane and Wisconsin conference rooms, and upgrade of the digital sound mixer.

Requested Budget by Funding Source

Funding Source	2025	2026	2027	2028	2029	2030
Room Tax	\$ 1,449,000	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000
Total	\$ 1,449,000	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000

Requested Budget by Expense Type

Expense Type	2025	2026	2027	2028	2029	2030
Machinery and Equipment	\$ 1,449,000	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000
Total	\$ 1,449,000	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000

Explain any changes from the 2024 CIP in the proposed funding for this project/program

For 2025, moved \$94,500 from Building and Building Improvement to Machinery and Equipment - net zero change. Additionally, in 2028 we did the same exercise, resulting in \$36,750 moving from Building to Machinery. In 2029, the same exercise moved \$50,000 from Building to Machinery, as there were items previously submitted that were determined to be in the wrong category.

Project Information

Agency: Monona Terrace

Project/Program: Machinery and Other Equipment

Information Technology Information

Are you planning any builds, facility moves, projects or programs that will have a technology component such as anything below?

No

- Electronic hardware that will be connected to a City device in any manner (e.g. wireless, bluetooth, cable, NFC)
- Software (either local or in the cloud)
- A new website or changes to an existing website
- Changes to existing software or processes, including upgrades or additional modules

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Operating Costs

Over the next six years, will the project/program require any of the following:

Facilities/land maintenance?

Vehicle setup or maintenance costs?

External management or consulting contracts?

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

Estimate the project/program annual operating costs

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

Other Information

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Are you planning to purchase software or software licenses within the requested expenditures above?

No

Is this project/program required to meet the Percent for Arts ordinance?

No

[Percent for Art requirements detailed in MGO Section 4.30](#)