

Monona Terrace

2026 Capital Budget Request Summary

Request by Proposal

Project/Program Name	2026	2027	2028	2029	2030	2031
Building and Building Improvements	1,401,750	840,500	971,750	380,000	2,025,000	1,375,000
Machinery and Other Equipment	498,750	1,008,000	924,000	1,470,000	1,210,000	1,085,000
Total	1,900,500	1,848,500	1,895,750	1,850,000	3,235,000	2,460,000

Request by Funding Source - GO Borrowing vs. Other

2026 Request

Funding Source	2026	2027	2028	2029	2030	2031
GO Borrowing	1,401,750	840,500	971,750	380,000	2,025,000	1,375,000
Other	498,750	1,008,000	924,000	1,470,000	1,210,000	1,085,000
Total	1,900,500	1,848,500	1,895,750	1,850,000	3,235,000	2,460,000

Prior Year CIP

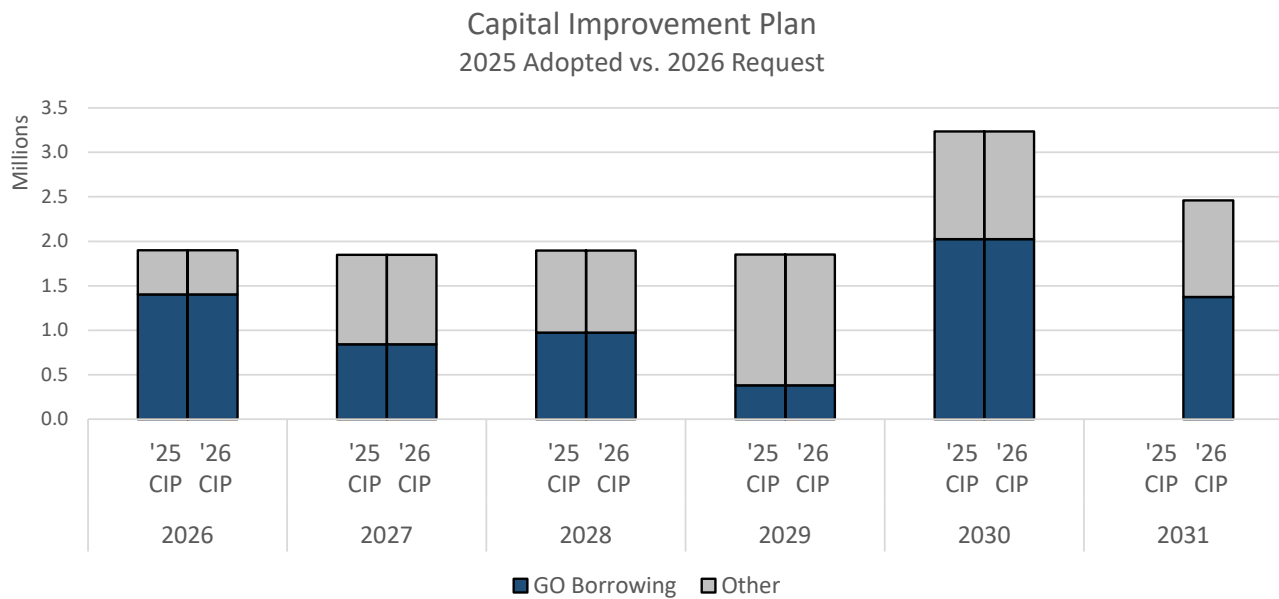
Funding Source	2026	2027	2028	2029	2030
GO Borrowing	1,401,750	840,500	971,750	380,000	2,025,000
Other	498,750	1,008,000	924,000	1,470,000	1,210,000
Total	1,900,500	1,848,500	1,895,750	1,850,000	3,235,000

Request vs. Prior Year CIP - Difference

Funding Source	2026	2027	2028	2029	2030
GO Borrowing	-	-	-	-	-
Other	-	-	-	-	-
Total	-	-	-	-	-

Monona Terrace

2026 Capital Budget Request Summary



Major Changes

Building and Building Improvements

- No major changes compared to 2025 Adopted CIP.

Machinery and Other Equipment

- No major changes compared to 2025 Adopted CIP.

TO: Finance Director & Mayor
FROM: Connie Thompson, Executive Director, Monona Terrace Community and Convention Center
DATE: April 16, 2025
SUBJECT: Monona Terrace Capital Budget Transmittal Memo

Summary of Changes from 2025 Capital Improvement Plan

- **No Changes from the 2025 Capital Improvement Plan, other than the introduction of 2031 into the 6 year CIP.**

Prioritized List of Capital Requests

- Provide a prioritized list of all 2026 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. Window replacement - project #10031
 2. Fire Alarm system upgrade - project #10031
 3. Lecture Hall technology upgrade - project #10031
 4. HVAC controls upgrade and replacement - project #10031
 5. Projection screen replacement - project #10037
 6. Large tier projectors - project #10037
 7. Chariot I-Vac riding vacuum cleaner – project #10037
 8. Aqua Ride – riding carpet extractor - project #10037
 9. Banquet Tables (72") - project #10037
 10. Banquet Tables (66") - project #10037
 11. Rooftop Membrane inspection/repair – 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 help us provide a well maintained building, with the state of the art technology required by our clients.

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 2026 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 competitors' rates and adjusted based on the market.

2026 Capital Improvement Plan

Program Budget Proposal

Identifying Information

Agency	Monona Terrace	New or Existing Project	Existing
Proposal Name	Building and Building Improvements	Project Type	Program
Project Number	10031	2026 Project Number	

Project Description

This program funds building improvements at Monona Terrace Community and Convention Center. The goal of the program is to increase efficiency, maintain the overall look and functionality of the convention center, reduce maintenance costs, and improve customer experience at Monona Terrace. Projects planned for 2026 include window replacement, a Fire Alarm system upgrade, technology upgrade in the Lecture Hall, HVAC controls upgrade and replacement, and inspection/repairs of the rooftop membrane.

Budget Comparison

	2026	2027	2028	2029	2030	2031
2025 CIP Total	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000	
2026 CIP Total	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000	\$ 1,375,000
Difference '26 vs. '25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,375,000

Requested 2026 Budget by Funding Source

Funding Source	2026	2027	2028	2029	2030	2031
Borrowing - Non-GF GO	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000	\$ 1,375,000
Total	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000	\$ 1,375,000

Requested 2026 Budget by Expense Type

Expense Type	2026	2027	2028	2029	2030	2031
Building	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000	\$ 1,375,000
Total	\$ 1,401,750	\$ 840,500	\$ 971,750	\$ 380,000	\$ 2,025,000	\$ 1,375,000

Explain any changes from the 2025 CIP in the proposed funding for this project/program

No changes to 2026 - 2030; just the introduction of 2031 to the 6 year CIP.

TIF funding is included in this request:	No
Impact Fees are included in this request:	No

Request does not include TIF or Impact Fees. Skip Supplemental Budget Info.

Project Information

Agency: Monona Terrace

Project/Program: Building and Building Improvements

Project Schedule and Location

Complete the table below for each year of requested funding. If detailed project plans are not available, explain why and when this information will be available.

- For **programs**, detail the minor projects that will occur and provide location detail when necessary.
- For **projects**, detail costs across the major project phases (planning, design, or construction/implementation).

[illegible]

Additional Information

Facility Expenses

Does the proposal include facility expenses?	No
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No

Technology

Does the proposal include a technology component (e.g. electronic hardware, upgrades or migrations of existing systems, website changes, technology-related operating costs such as software licenses)?	Yes
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Yes

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

Facilities or land maintenance?	Yes
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Yes

Software or software licenses?	Yes
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Yes

Vehicle setup or maintenance costs?	No
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No

External management or consulting contracts?	No
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No

Additional FTE positions for ongoing operations of this project/program?	No
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No

Is this project/program required to meet the Percent for Arts ordinance?	No
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☐ No

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

Please provide additional information in the following section.

Project Information

Agency: Monona Terrace

Project/Program: Building and Building Improvements

Additional Information (Continued)

If you answered "Yes" to any of the "Additional Information" questions above, please provide additional details in the next section. If a specific section is not relevant, you can enter "N/A"

Facility Expenses

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

N/A

Explain how you developed the facilities cost estimate for the budget request.

In 2027, we have allocated \$210,000 of our program total for an upgrade/replacement of our Card Access system. This estimate came from our A/V manager during our 2025 Capital Budget discussion in April 2024.

Technology

Technology components may include:

- Electronic hardware that will be connected to a City device (e.g. wireless, bluetooth, cable, NFC)
- A new website or changes to an existing website
- Changes to existing software or processes, including upgrades or additional modules
- Technology-related operating costs (e.g. software licenses, Software as a Service subscriptions)

If the proposal includes a technology component, have you worked with your IT Project Portfolio Manager to discuss the project?

N/A

[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.

The Government Accounting Standards Board (GASB) recently issued a statement (GASB 96) for subscription-based information technology arrangements (SBITAs). Per GASB 96, ongoing licensing and subscription costs, including software as a service (SaaS) expenses should be budgeted as an operating expense. Software costs should **not** be requested in your capital budget. Answer the questions below so the Finance Department is aware of your software needs for the operating budget request process.

Does your project or program require purchasing software licenses?

No

Does your project or program require purchasing implementation services or other one-time costs?

No

Operating Expenses

Estimate the project/program annual operating costs. Include software costs if applicable.

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

Percent for Art

If your project is required to meet the Percent for Art ordinance, is this expense included in the expense table on the "Project Information" tab?

No

2026 Capital Improvement Plan

Program Budget Proposal

Identifying Information

Agency	Monona Terrace	New or Existing Project	Existing
Proposal Name	Machinery and Other Equipment	Project Type	Program
Project Number	10037	2026 Project Number	

Project 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 2026 include Audio/Visual equipment upgrades (projection screens and large tier projectors), cleaning equipment replacement, and the replacement of banquet tables.

Budget Comparison

	2026	2027	2028	2029	2030	2031
2025 CIP Total	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000	
2026 CIP Total	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000	\$ 1,085,000
Difference '26 vs. '25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,085,000

Requested 2026 Budget by Funding Source

Funding Source	2026	2027	2028	2029	2030	2031
Room Tax	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000	\$ 1,085,000
Total	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000	\$ 1,085,000

Requested 2026 Budget by Expense Type

Expense Type	2026	2027	2028	2029	2030	2031
Machinery and Equipment	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000	\$ 1,085,000
Total	\$ 498,750	\$ 1,008,000	\$ 924,000	\$ 1,470,000	\$ 1,210,000	\$ 1,085,000

Explain any changes from the 2025 CIP in the proposed funding for this project/program

TIF funding is included in this request:	No
Impact Fees are included in this request:	No

Request does not include TIF or Impact Fees. Skip Supplemental Budget Info.

Project Information

Agency: Monona Terrace

Project/Program: Machinery and Other Equipment

Project Schedule and Location

Complete the table below for each year of requested funding. If detailed project plans are not available, explain why and when this information will be available.

- For **programs**, detail the minor projects that will occur and provide location detail when necessary.
- For **projects**, detail costs across the major project phases (planning, design, or construction/implementation).

[illegible]

Additional Information

Facility Expenses

Does the proposal include facility expenses?	No
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No

Technology

Does the proposal include a technology component (e.g. electronic hardware, upgrades or migrations of existing systems, website changes, technology-related operating costs such as software licenses)?	Yes
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Yes

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

Facilities or land maintenance?	No
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No

Software or software licenses?	No
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No

Vehicle setup or maintenance costs?	Yes
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Yes

External management or consulting contracts?	No
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No

Additional FTE positions for ongoing operations of this project/program?	No
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No

Is this project/program required to meet the Percent for Arts ordinance? No

☐ No

Percent for Art requirements detailed in MGO Section 4.30

Please provide additional information in the following section.

Project Information

Agency: Monona Terrace

Project/Program: Machinery and Other Equipment

Additional Information (Continued)

If you answered "Yes" to any of the "Additional Information" questions above, please provide additional details in the next section. If a specific section is not relevant, you can enter "N/A"

Facility Expenses

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

No

Explain how you developed the facilities cost estimate for the budget request.

In 2027, we are planning to replace our in-house radios, to bring our inventory back to its normal levels. In 2030, the Capital Budget has a line item for a new truck and plow for Monona Terrace use. Both estimates were done during our normal discussions when preparing Capital budget submissions to the City.

Technology

Technology components may include:

- Electronic hardware that will be connected to a City device (e.g. wireless, bluetooth, cable, NFC)
- A new website or changes to an existing website
- Changes to existing software or processes, including upgrades or additional modules
- Technology-related operating costs (e.g. software licenses, Software as a Service subscriptions)

If the proposal includes a technology component, have you worked with your IT Project Portfolio Manager to discuss the project?

N/A

[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?

Yes

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

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

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Does your project or program require purchasing software licenses?

No

Does your project or program require purchasing implementation services or other one-time costs?

No

Operating Expenses

Estimate the project/program annual operating costs. Include software costs if applicable.

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

Percent for Art

If your project is required to meet the Percent for Art ordinance, is this expense included in the expense table on the "Project Information" tab?

No