

City of Madison 2020 Capital Improvement Plan
Agency Request Summary

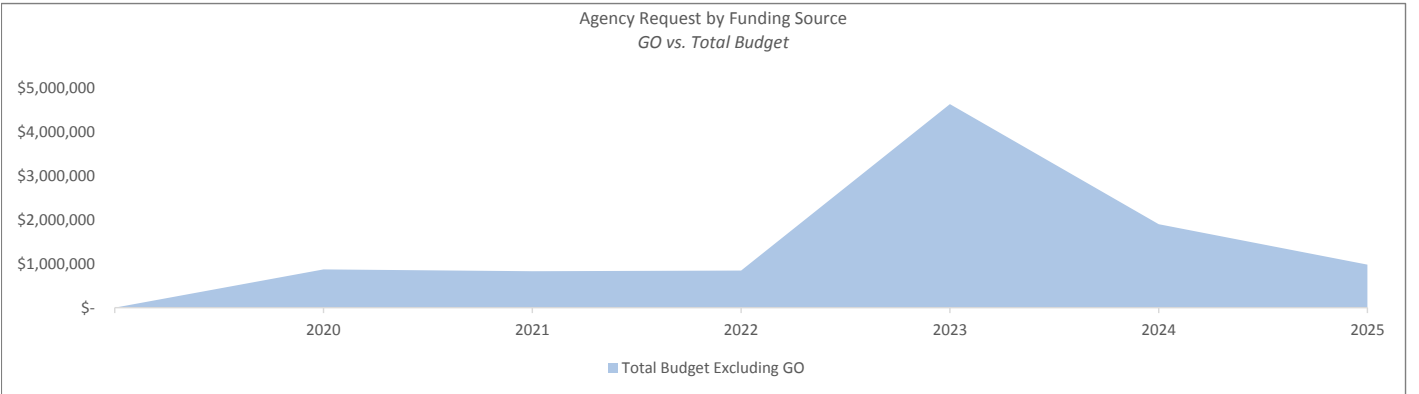
Agency : Monona Terrace

Agency Request by Item (All Funds)

	2020	2021	2022	2023	2024	2025
Building and Building Improvements	315,000	390,000	405,000	3,665,000	1,590,500	275,000
Machinery and Other Equipment	555,000	440,000	440,000	960,000	304,500	705,000
Total	\$ 870,000	\$ 830,000	\$ 845,000	\$ 4,625,000	\$ 1,895,000	\$ 980,000

Agency Request by Funding Source

Project	2020	2021	2022	2023	2024	2025
Room Tax	870,000	830,000	845,000	4,625,000	1,895,000	980,000
Total	\$ 870,000	\$ 830,000	\$ 845,000	\$ 4,625,000	\$ 1,895,000	\$ 980,000





MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-404

Date: May 15, 2019

To: David Schmiedicke, Finance Director

From: Gregg McManners, Monona Terrace

Subject: Monona Terrace 2020 Capital Budget

2020 Goals for Capital:

To improve the overall experience and optimize revenue opportunities by purchasing AV equipment and technology that we are consistently renting to accommodate client requests.

To replace inefficient, high maintenance equipment.

To maintain Monona Terrace as a nationally renowned iconic building in order to increase business revenue and leisure visits.

Criteria used prioritize projects:

Key personnel, including Senior Managers and Mid-Managers, meet to identify the key goals and objectives for the upcoming budget cycle. Once the goals and objectives are established a list of projects are established and prioritized. Once compiled, 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 2020 Capital Projects:

1. Ceiling Refinish (North Hall)
2. Re-caulking Building Seams
3. Repair exterior loading docks and approach areas
4. Lighting (LED exchange) – poles in parking lots, rooftop
5. Rooftop and Lakeside Planter refurbishment
6. Escalator/Elevator upgrades
7. Large Tier Projectors upgrade
8. Chiller Overhaul
9. Replace Curtains (Shades) – Level 2
10. Industrial Equipment (Fork Lift)
11. Industrial Equipment (Scissors Lift)
12. Wireless microphones replacement
13. Laptops with software for client rental
14. Chariot I-Vac and Aqua Ride (cleaning equipment)
15. Rooftop Chairs (White)
16. Projection Screen replacement
17. Telephone System upgrade

Submitted

2020 Capital Improvement Plan Program Budget Proposal

Identifying Information

Agency **Project Name**

Project Number 10031 **Project Type** Program

Project Category Facility **Priority**

2020 Munis Project Number

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. Progress will be measured by reduction in costs and service hours. Planned projects for 2019 include: IT network core replacement, planter lighting upgrades, technology upgrades, window replacement, and interior signage upgrades. 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 the Monona Terrace major capital needs are addressed will require long-range planning by the Room Tax Commission, including setting aside revenue in capital reserves and identifying potential private and business sources of support.

Budget Information

Prior Appropriation* **Prior Year Actual***

*Based on Fiscal Years 2015-2018

Budget by Funding Source

Funding Source	2020	2021	2022	2023	2024	2025
Room Tax	315,000	390,000	405,000	3,665,000	1,590,500	275,000
Total	\$315,000	\$390,000	\$405,000	\$3,665,000	\$1,590,500	\$275,000

Insert Funding Source

Budget by Expenditure Type

Expense Type	2020	2021	2022	2023	2024	2025
Building	315,000	390,000	405,000	3,665,000	1,590,500	275,000
Total	\$315,000	\$390,000	\$405,000	\$3,665,000	\$1,590,500	\$275,000

Insert Expense Type

Performance

Metric

Data Source

Baseline Data

2017 Actual	2018 Actual	2019 Projected	Target

Priority

Citywide Element

Strategy

Describe how this project advances the Citywide Element:

Project Schedule & Location

2020 Projects

<i>Project name</i>	<i>Est Cost</i>	<i>Location</i>
Building and Building Improvement - individual projects include: Ceiling refinish of the North Hall, Escalator and Elevator upgrades, Re-caulk building seams, LED lighting exchange for the parking lot poles and the rooftop; Rooftop and Lakeside planter refurbishment, and a Telephone System upgrade.	\$315,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2020:

Maintaining Monona Terrace as a world-class meeting destination, community gathering place, and tourist site.

2021 Projects

<i>Project Name</i>	<i>Est Cost</i>	<i>Location</i>
Building and Building Improvement - Monona Terrace projects currently identified include: Ceiling refinish of the Level 2 Hallway, Window replacement, Exhibition Hall lighting, Exterior building light replacement, Installing Exhibition Hall Rigging Hang Points, upgrading the technology in our Gallery (Level 3), and upgrading Network storage for client presentations.	\$390,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2021:

Maintaining Monona Terrace as a world-class meeting destination, community gathering place, and tourist site. Additionally, upgrading our technology allows us to continue to provide exceptional service to customers, visitors, guests, and community members.

2022 Projects

<i>Project Name</i>	<i>Est Cost</i>	<i>Location</i>
Building and Building Improvement - Monona Terrace projects currently identified for 2022 include: Olin Terrace tile replacement, a Building Audio system upgrade, Landscaping upgrades, Exterior building cleaning, LED Lights - room conversion, and Rooftop membrane inspection and/or repairs.	\$405,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2022:

Maintaining Monona Terrace as a world-class meeting destination, community gathering place, and tourist site. Additionally, upgrading our technology allows us to continue to provide exceptional service to customers, visitors, guests, and community members.

2023 Projects

<i>Project name</i>	<i>Est Cost</i>	<i>Location</i>
Building and Building Improvement - MT projects currently identified for 2023 include: Rooftop Tile project (Name tiles), Rooftop membrane inspection/repairs, Hearing Assistance System replacement, and a Lighting controls upgrade. Additionally, 2023 is the ramp up year before our next 10-year renovation, so projects associated with the renovation include: restroom dividers, the purchase of the building carpet, Gallery renovation on Level 3, re-grouting the Main Entrance, wood door replacement, and other building improvements.	\$3,665,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2023:

Maintaining Monona Terrace as a world-class meeting destination, community gathering place, and tourist site. Additionally, upgrading our technology allows us to continue to provide exceptional service to customers, visitors, guests, and community members. With 2024 planned as a renovation year, we have learned that a lot of the equipment needed for the renovation has to be purchased the previous year, to ensure that the materials are in the building before the dates of the scheduled renovations.

2024 Projects

<i>Project name</i>	<i>Est Cost</i>	<i>Location</i>
Building and Building Improvement - MT projects currently identified for 2024 include: Rooftop membrane inspection and/or repairs, a Wireless Network upgrade, and upgrading the Exhibition Hall power. Additionally, 2024 is the year of our next 10-year renovation, so projects associated with the renovation include: Carpet installation, replacement of the Heater Panels, Window replacement, Door core replacement (re-keying the building), and other building improvements.	\$1,590,500	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2024:

Maintaining Monona Terrace as a world-class meeting destination, community gathering place, and tourist site. Additionally, upgrading our technology allows us to continue to provide exceptional service to customers, visitors, guests, and community members. With 2024 planned as a renovation year, there are several projects that need to be completed, such as the window replacement, installation of new heater panels, and the re-key of the entire building.

2025 Projects

<i>Project name</i>	<i>Est Cost</i>	<i>Location</i>
Building and Building Improvement - Monona Terrace projects currently identified for 2025 include: replacement of our Digital Sound Mixer, landscaping upgrades, furniture replacement, rooftop membrane inspection and repairs, a telephone system upgrade, refurbishment of the Lecture Hall Stage flooring, and exterior building cleaning.	\$275,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2025:

Maintaining Monona Terrace as a world-class meeting destination, community gathering place, and tourist site. Additionally, upgrading our technology allows us to continue to provide exceptional service to customers, visitors, guests, and community members.

Operating Costs

What are the estimated annual operating costs associated with the projects planned within this program?

Personnel

# of FTEs	Annual Cost	Description
<input type="text" value="0"/>	<input type="text" value="0"/>	

Non-Personnel

Major	Amount	Description
<input type="text" value="0"/>	<input type="text" value="0"/>	

Insert item

Notes

Notes:

Submitted

2020 Capital Improvement Plan Program Budget Proposal

Identifying Information

Agency **Project Name**

Project Number 10037 **Project Type** Program

Project Category Facility **Priority**

2020 Munis Project Number

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. Progress is measured by customer satisfaction and monitoring projector equipment performance. Projects planned in 2019 include: replacing common area furniture and dance floor updates.

Budget Information

Prior Appropriation* **Prior Year Actual***

*Based on Fiscal Years 2015-2018

Budget by Funding Source

Funding Source	2020	2021	2022	2023	2024	2025
Room Tax	555,000	440,000	440,000	960,000	304,500	705,000
Total	\$555,000	\$440,000	\$440,000	\$960,000	\$304,500	\$705,000

Insert Funding Source

Budget by Expenditure Type

Expense Type	2020	2021	2022	2023	2024	2025
Machinery and Equipment	555,000	440,000	440,000	960,000	304,500	705,000
Total	\$555,000	\$440,000	\$440,000	\$960,000	\$304,500	\$705,000

Insert Expense Type

Performance

Metric Potential increase in Revenues and decrease in expenses; the purchase of equipment lessens the need to rent A/V equipment for clients' needs, decreasing operating expen...

Data Source Financial Analysis by Event Type reports, which gives us revenue totals. Expenses by Department will show us operational efficiencies achieved by purchase of new equipmen...

Baseline Data

2017 Actual	2018 Actual	2019 Projected	Target

Priority

Citywide Element

Strategy

Describe how this project advances the Citywide Element:

Project Schedule & Location

2020 Projects

Project name	Est Cost	Location
Machinery and Other Equipment - Projects identified for Monona Terrace in 2020 include: Repairing exterior loading docks and the approach areas; purchase of new rooftop chairs; a Chiller overhaul; replacing the Level 2 Curtains/Shades; replacing riding cleaning equipment (Chariot I-Vac and Aqua Ride); a large tier projector upgrade; replacement of projection screens; replacing existing industrial equipment (Fork Lift and Scissors Lift); and the purchase of new wireless microphones and laptops with software for client rental.	\$555,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2020:

The purchase of equipment allows us to upgrade outdated equipment, while increasing employee efficiency. The purchase of Audio/Visual items allows us to continue to provide state of the art technology for our clients, visitors, guests and attendees of all events. Other purchases will continue to allow Monona Terrace the look and feel of a world class venue.

2021 Projects

Project Name	Est Cost	Location
Machinery and Other Equipment - Projects currently listed for Monona Terrace for 2021 include: replacing aging tractor and snow removal equipment; replacing cleaning equipment; replacing or refurbishing trash cans, recycle containers, and waste containers; replacing our aging agency vehicle (Truck); installation of Exhibition Hall Video Walls; and an A/V equipment upgrade, including lectern replacement, projection mapping system, and the purchase of an image magnification camera.	\$440,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2021:

The purchase of equipment allows us to upgrade outdated equipment, while increasing employee efficiency. The purchase of Audio/Visual items allows us to continue to provide state of the art technology for our clients, visitors, guests and attendees of all events. Other purchases will continue to allow Monona Terrace the look and feel of a world class venue.

2022 Projects

Project Name	Est Cost	Location
Machinery and Other Equipment - Projects presently identified for Monona Terrace in 2022 include: replacing the Rooftop 3 foot stage and stairs, replacing tables (72" and 66" banquet, cabaret, and 4 foot round), and replacing a Heat Exchanger.	\$440,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2022:

The purchase of equipment allows us to upgrade outdated equipment, while increasing employee efficiency. Other purchases will continue to allow Monona Terrace the look and feel of a world class venue.

2023 Projects

Project name	Est Cost	Location
Machinery and Other Equipment - Projects listed for Monona Terrace in 2023 include: updating the Decor package (pipe and drape, and bases), replacing our aging Tennant Sweeper, new banquet chairs, replacing stage skirting, purchasing cleaning equipment, and A/V upgrades, including upgrading wireless microphones and a partial two-way radio system replacement.	\$960,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2023:

The purchase of equipment allows us to upgrade outdated equipment, while increasing employee efficiency. The purchase of Audio/Visual items allows us to continue to provide state of the art technology for our clients, visitors, guests and attendees of all events. Other purchases will continue to allow Monona Terrace the look and feel of a world class venue.

2024 Projects

Project name	Est Cost	Location
Machinery and Other Equipment - Projects currently identified for Monona Terrace in 2024 include: upgrading cleaning equipment, replacing Stage steps and railings, purchase of new rope and stantion (both interior and exterior), new Easels, White Boards, and Coat Racks; and an Audio Board replacement.	\$304,500	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2024:

The purchase of equipment allows us to upgrade outdated equipment, while increasing employee efficiency. The purchase of Audio/Visual items allows us to continue to provide state of the art technology for our clients, visitors, guests and attendees of all events. Other purchases will continue to allow Monona Terrace the look and feel of a world class venue.

2025 Projects

Project name	Est Cost	Location
Machinery and Other Equipment - Monona Terrace's 2025 list of projects currently includes: a Chiller upgrade, cleaning equipment, HVAC drive units, a Video Switcher upgrade, and A/V equipment upgrades.	\$705,000	One John Nolen Drive (Monona Terrace)

Insert item

Explain the justification for selecting projects planned for 2025:

The purchase of equipment allows us to upgrade outdated systems and equipment, while increasing employee efficiency. The purchase of Audio/Visual items allows us to continue to provide state of the art technology for our clients, visitors, guests and attendees of all events. Other purchases will continue to allow Monona Terrace the look and feel of a world class venue.

Operating Costs

What are the estimated annual operating costs associated with the projects planned within this program? \$0

Personnel

# of FTEs	Annual Cost	Description
0	0	

Non-Personnel

Major	Amount	Description
0	0	

Insert item

Save

Submit

Notes

Notes:

Save and Close