

Monona Terrace

Agency Overview

Agency Mission

The mission of the Monona Terrace Community and Convention Center is to deliver exceptional and inspirational experiences for visitors and event attendees.

Agency Overview

The Agency strives to be a high quality, customer-focused convention and meeting facility that serves as a community gathering place, a tourism destination, and a catalyst for economic activity for the City of Madison, Dane County, and the State of Wisconsin. The goals for Monona Terrace include efficiency in operations, optimization of revenue, and cost management.

2019 Budget Highlights

The 2019 Executive Budget:

- Reflects the City's cost allocation model that was developed in 2018. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving services. Charges associated with cost allocation are reflected in the inter-departmental charges & billing major expenditure categories shown in the Line Item Detail section of the agency's budget. Reference the Executive Summary for a full explanation of the methodology, the allocation basis, and summary of allocated costs.
- Funds one-time expenditures using fund balance:
 - Consulting services for a John Nolen Drive waterfront analysis (\$50,000)
 - Upgrading Kronos, a software system used for scheduling and timekeeping at the Monona Terrace (\$15,000)

Monona Terrace

Function: Public Facilities

Budget by Service (All Funds)

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue					
Community Convention Center	(14,634,581)	(14,300,552)	(14,837,137)	(14,424,803)	(14,693,934)
Total Revenue	\$ (14,634,581)	\$ (14,300,552)	\$ (14,837,137)	\$ (14,424,803)	\$ (14,693,934)
Expense					
Community Convention Center	14,634,581	14,300,552	14,837,137	14,424,803	14,693,934
Total Expense	\$ 14,634,581	\$ 14,300,552	\$ 14,837,137	\$ 14,424,803	\$ 14,693,934
Net General Fund	\$ -	\$ -	\$ -	\$ -	\$ -

Budget by Fund & Major

Fund: Convention Center

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue					
Charges for Services	(10,152,861)	(10,325,250)	(10,920,750)	(10,265,375)	(10,534,506)
Investments & Contributions	(1)	(23,700)	-	(23,700)	(23,700)
Misc Revenue	(69,865)	(140,800)	(154,556)	(139,800)	(139,800)
Other Finance Source	(556)	(48,971)	-	(200,000)	(200,000)
Transfer In	(4,411,298)	(3,761,831)	(3,761,831)	(3,795,928)	(3,795,928)
Total Revenue	\$ (14,634,581)	\$ (14,300,552)	\$ (14,837,137)	\$ (14,424,803)	\$ (14,693,934)
Expense					
Salaries	4,024,149	3,901,475	3,992,499	3,972,974	4,083,644
Benefits	1,625,523	1,297,760	1,332,760	1,255,193	1,223,208
Supplies	434,926	515,706	558,327	546,902	546,902
Purchased Services	7,879,130	7,977,375	8,226,127	8,037,932	8,037,932
Debt & Other Financing	132,194	386,494	504,009	386,494	386,494
Inter Departmental Charges	200,458	221,742	223,416	225,308	415,754
Transfer Out	338,200	-	-	-	-
Total Expense	\$ 14,634,581	\$ 14,300,552	\$ 14,837,137	\$ 14,424,803	\$ 14,693,934
Net General Fund	\$ -	\$ -	\$ -	\$ -	\$ -

Monona Terrace

Function: Public Facilities

Service Overview

Service: Community Convention Center

Service Description

This service is responsible for operating the Monona Terrace Community and Convention Center. Specific activities provided by this service include maintenance, sales and marketing, and event services.

2019 Planned Activities

- Maintain the existing level of service to achieve operational and workplace distinction.
- Continue community engagement efforts with patrons of Monona Terrace including clients, guests, visitors, and tourists to promote the facility. The Monona Terrace anticipates hosting 550 events in 2019.

Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(14,634,581)	(14,300,552)	(14,837,137)	(14,424,803)	(14,693,934)
Expense	14,634,581	14,300,552	14,837,137	14,424,803	14,693,934
Net Service Budget	\$ -	\$ -	\$ -	\$ -	-

Monona Terrace**Function:****Public Facilities***Line Item Detail***Agency Primary Fund: Convention Center****Charges for Service**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Catering Concessions	(5,124,503)	(6,000,000)	(6,000,000)	(6,000,000)	(6,000,000)
Facility Rental	(4,860,152)	(4,162,250)	(4,825,000)	(4,099,375)	(4,368,506)
Reimbursement Of Expense	(120)	-	(71)	-	-
Gift Shop Sales	(157,722)	(153,000)	(85,679)	(153,000)	(153,000)
Building Tours	(10,364)	(10,000)	(10,000)	(13,000)	(13,000)
TOTAL	\$ (10,152,861)	\$ (10,325,250)	\$ (10,920,750)	\$ (10,265,375)	\$ (10,534,506)

Investments & Contributions

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Interest	(1)	-	-	-	-
Contributions & Donations	-	(23,700)	-	(23,700)	(23,700)
TOTAL	\$ (1)	\$ (23,700)	\$ -	\$ (23,700)	\$ (23,700)

Misc Revenue

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Miscellaneous Revenue	(69,865)	(140,800)	(154,556)	(139,800)	(139,800)
TOTAL	\$ (69,865)	\$ (140,800)	\$ (154,556)	\$ (139,800)	\$ (139,800)

Other Finance Sources

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Sale Of Assets	(556)	-	-	-	-
Fund Balance Applied	-	(48,971)	-	(200,000)	(200,000)
TOTAL	\$ (556)	\$ (48,971)	\$ -	\$ (200,000)	\$ (200,000)

Transfer In

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Transfer In From Other Restric	(4,370,296)	(3,761,831)	(3,761,831)	(3,795,928)	(3,795,928)
Transfer In From Insurance	(41,002)	-	-	-	-
TOTAL	\$ (4,411,298)	\$ (3,761,831)	\$ (3,761,831)	\$ (3,795,928)	\$ (3,795,928)

Salaries

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Permanent Wages	3,146,580	3,393,494	3,215,059	3,405,364	3,516,034
Salary Savings	-	(150,276)	-	(150,276)	(150,276)
Pending Personnel	-	28,099	-	28,099	28,099
Premium Pay	22,648	18,607	18,383	18,607	18,607
Workers Compensation Wages	4,088	-	-	-	-
Compensated Absence	127,764	45,201	78,702	45,201	45,201
Hourly Wages	600,606	529,950	569,857	589,849	589,849
Overtime Wages Permanent	33,181	36,400	23,515	36,130	36,130
Overtime Wages Hourly	89,282	-	86,982	-	-
TOTAL	\$ 4,024,149	\$ 3,901,475	\$ 3,992,499	\$ 3,972,974	\$ 4,083,644

Monona Terrace**Function:****Public Facilities***Line Item Detail***Agency Primary Fund: Convention Center****Benefits**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Comp Absence Escrow	-	54,531	-	54,531	54,531
Unemployment Benefits	8,418	-	3,236	-	-
Health Insurance Benefit	660,735	702,265	627,959	654,966	614,720
Wage Insurance Benefit	11,552	11,814	11,597	11,852	11,852
IATSE Health Benefit	39,841	21,780	40,000	21,780	21,780
WRS	244,641	224,006	240,366	226,520	228,648
FICA Medicare Benefits	294,332	255,535	301,471	257,715	262,945
Licenses & Certifications	-	-	1,450	-	-
Post Employment Health Plans	27,966	27,829	27,697	27,829	28,732
Other Post Emplmnt Benefit	62,518	-	60,000	-	-
Pension Expense	275,521	-	18,985	-	-
TOTAL	\$ 1,625,523	\$ 1,297,760	\$ 1,332,760	\$ 1,255,193	\$ 1,223,208

Supplies

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Office Supplies	9,830	17,289	17,497	22,064	22,064
Copy Printing Supplies	6,457	10,000	5,950	7,500	7,500
Furniture	-	-	311	-	-
Hardware Supplies	7,623	9,500	12,826	9,500	9,500
Software Lic & Supplies	7,009	8,367	7,047	16,568	16,568
Postage	9,734	9,600	9,488	9,600	9,600
Books & Subscriptions	284	955	270	1,105	1,105
Work Supplies	50,392	36,968	59,237	55,368	55,368
Janitorial Supplies	57,887	60,500	59,236	61,000	61,000
Safety Supplies	787	2,400	1,045	2,400	2,400
Uniform Clothing Supplies	2,105	13,250	3,487	14,100	14,100
Food And Beverage	16,871	21,305	25,789	21,725	21,725
Building	6,241	-	-	-	-
Building Supplies	20,624	23,017	25,573	23,017	23,017
Electrical Supplies	20,704	30,103	31,725	30,103	30,103
HVAC Supplies	22,864	20,000	15,373	20,000	20,000
Plumbing Supplies	8,398	8,000	6,665	8,000	8,000
Trees Shrubs Plants	11,156	10,000	11,887	10,000	10,000
Equipment Supplies	80,449	134,112	119,538	134,112	134,112
Inventory	95,512	100,340	145,382	100,740	100,740
TOTAL	\$ 434,926	\$ 515,706	\$ 558,327	\$ 546,902	\$ 546,902

Monona Terrace

Function:

Public Facilities*Line Item Detail***Agency Primary Fund: Convention Center****Purchased Services**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Natural Gas	5,728	7,000	6,047	7,000	7,000
Fuel Oil	809	2,000	1,352	1,500	1,500
Electricity	352,617	350,000	355,000	350,000	350,000
Water	36,407	50,000	40,000	50,000	50,000
Steam	180,248	200,000	190,000	200,000	200,000
Telephone	14,814	12,000	14,309	10,000	10,000
Cellular Telephone	5,832	6,000	5,722	6,000	6,000
Building Improv Repair Maint	710,176	65,000	112,185	105,000	105,000
Waste Disposal	22,754	25,000	25,000	35,000	35,000
Pest Control	1,410	1,500	1,500	2,000	2,000
Elevator Repair	149,770	100,000	77,080	100,000	100,000
Facility Rental	24,240	24,000	24,725	25,000	25,000
Landscaping	26,213	15,000	20,000	20,000	20,000
Comm Device Mntc	34,564	30,000	56,356	30,000	30,000
Equipment Mntc	46,012	38,208	58,302	36,000	36,000
System & Software Mntc	9,445	2,650	12,664	7,150	7,150
Rental Of Equipment	104,774	65,575	277,292	65,503	65,503
Recruitment	862	1,000	742	1,000	1,000
Mileage	308	625	111	425	425
Conferences & Training	30,287	38,638	43,583	47,638	47,638
Memberships	11,225	10,680	11,610	10,230	10,230
Uniform Laundry	93,272	100,000	94,624	100,000	100,000
Audit Services	4,000	4,000	4,000	4,000	4,000
Credit Card Services	105,525	100,000	100,000	100,000	100,000
Delivery Freight Charges	731	1,200	239	1,200	1,200
Storage Services	370	480	231	360	360
Management Services	122,963	91,000	68,203	90,000	90,000
Consulting Services	41,920	37,500	42,992	87,500	87,500
Advertising Services	340,147	344,834	347,442	290,426	290,426
Printing Services	9,932	14,200	13,321	14,400	14,400
Security Services	80,702	75,000	75,000	75,000	75,000
Catering Vending Services	5,124,503	6,000,000	6,000,000	6,000,000	6,000,000
Other Services & Expenses	179,761	158,785	145,243	160,100	160,100
Permits & Licenses	6,811	5,500	1,252	5,500	5,500
TOTAL	\$ 7,879,130	\$ 7,977,375	\$ 8,226,127	\$ 8,037,932	\$ 8,037,932

Monona Terrace

Function:

Public Facilities*Line Item Detail*Agency Primary Fund: **Convention Center****Debt & Other Financing**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Principal	19,998	35,929	35,929	35,929	35,929
Interest	12,835	12,365	12,365	12,365	12,365
PILOT	-	338,200	338,200	338,200	338,200
Fund Balance Generated	99,361	-	117,515	-	-
TOTAL	\$ 132,194	\$ 386,494	\$ 504,009	\$ 386,494	\$ 386,494

Inter-Departmental Charges

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
ID Charge From Attorney	-	-	-	-	32,437
ID Charge From Clerk	-	-	-	-	565
ID Charge From Finance	-	-	-	-	75,901
ID Charge From Human Resource	-	-	-	-	64,351
ID Charge From Information Tec	63,024	65,520	67,194	65,520	57,711
ID Charge From Treasurer	-	-	-	-	9,051
ID Charge From Engineering	-	-	-	-	690
ID Charge From Fleet Services	2,841	2,534	2,534	2,534	2,534
ID Charge From Traffic Eng	117	10,000	10,000	10,000	-
ID Charge From Insurance	88,317	98,551	98,551	104,980	104,980
ID Charge From Workers Comp	46,159	45,137	45,137	42,274	42,274
TOTAL	\$ 200,458	\$ 221,742	\$ 223,416	\$ 225,308	\$ 390,494

Transfer Out

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Transfer Out To General	338,200	-	-	-	-
TOTAL	\$ 338,200	\$ -	\$ -	\$ -	\$ -

Monona Terrace

Function: Public Facilities

Position Summary

	CG	2018 Budget		2019 Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	1.00	63,135	1.00	51,318	1.00	52,986
ADMIN ASST	20	1.00	57,598	1.00	57,992	1.00	59,877
ADMIN CLERK	20	3.00	162,481	3.00	163,816	3.00	169,140
COMM EVENTS COORD	18	1.00	63,344	1.00	63,015	1.00	65,063
CUSTODIAL WKR	16	5.50	265,061	5.50	262,275	5.50	270,799
FACILITY MAINT WKR	16	2.00	115,970	2.00	111,654	2.00	115,282
GARDENER	16	1.00	55,877	1.00	56,092	1.00	57,914
GIFT SHOP SALES LDWKR	20	1.00	57,641	1.00	57,992	1.00	59,877
IT SPEC	18	1.00	80,132	1.00	80,372	1.00	82,984
M.T. ASSOC DIRECTOR	18	2.00	220,043	2.00	219,558	2.00	226,694
M.T. BOOKING COORD	20	1.00	57,770	1.00	58,520	1.00	60,421
M.T. COM.REL.SUPV	18	1.00	77,126	1.00	77,423	1.00	79,939
M.T. COMMAND CTR OPER	16	4.00	218,616	4.00	220,126	4.00	227,280
M.T. DIRECTOR	21	1.00	133,249	1.00	136,436	1.00	140,871
M.T. EVENT COORD	20	3.00	167,824	3.00	169,446	3.00	174,954
M.T. EVENT SERVS MGR	18	1.00	73,911	1.00	73,578	1.00	75,969
M.T. OPER LDWKR	16	4.00	219,707	4.00	224,457	4.00	231,752
M.T. OPERS WKR	16	6.00	294,652	6.00	303,373	6.00	313,232
M.T. SALES ASSOC	19	2.00	115,792	2.00	116,329	2.00	120,110
M.T. SALES MGR	19	1.00	71,537	1.00	83,207	1.00	85,911
M.T. TECH SERVS SPEC	16	2.00	128,212	2.00	129,738	2.00	133,954
M.T. VOL/TOUR COORD	18	1.00	65,199	1.00	65,550	1.00	67,680
M.T.BLDG MAINT SUPV	18	1.00	80,799	1.00	81,110	1.00	83,746
MAINT MECH	16	3.50	220,318	3.50	222,193	3.50	229,414
MKTG/COMMUN SPEC	18	1.00	63,230	1.00	64,002	1.00	66,082
MT ASST OPERATIONS MGR	18	2.00	140,398	2.00	140,725	2.00	145,299
QI & OPER MGR	18	1.00	88,828	1.00	79,889	1.00	82,486
SALES CLERK	20	0.75	35,042	0.75	35,177	0.75	36,320
TOTAL		54.75	\$ 3,393,492	54.75	\$ 3,405,363	54.75	\$ 3,516,037

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.