



SUPERIOR

W I S C O N S I N

Living up to our name.

Finance Department
Nick Rhinehart, Finance Director

Phone: (715) 395-7452

Fax: (715) 395-7292

E-mail: rhinehartn@ci.superior.wi.us

1316 N 14th Street, #235

Superior, WI 54880

Website: www.ci.superior.wi.us

November 12, 2024

Finance Committee Meeting Date: November 14, 2024

TO: Mayor Jim Paine and Members of the Finance Committee
FROM: Nick Rhinehart, Finance Director
RE: 2025 Special Revenue Budgets

1. Introduction

The upcoming fiscal year budgets for key city funds have been prepared for your review and approval. Each budget package includes revenue, expense, and cash flow projections to ensure clarity on the financial needs and expectations for each fund.

2. Funds for Review and Approval

The following funds will be presented, each with three attachments:

- Golf Course Fund
- Urban Tree Fund
- Boat Ramp Fund
- Hazardous Materials Fund
- Affordable Housing Fund
- Fire Department Private-Public Partnership Fund
- Redevelopment Authority Fund
- Health Insurance Fund
- Room Tax Fund
- Illegal Tax Fund
- Special Assessment Fund
- Municipal Forest Fund

Each budget contains:

- **Attachment A - Revenue:** Projected revenue streams based on historical trends and forecasted sources.
- **Attachment B - Expense:** Expected costs necessary to operate and maintain fund objectives.

- **Attachment C - Cash Flow:** Analysis of projected cash inflows and outflows to ensure fund stability.

3. Action Required

The Finance Committee is asked to:

- Review each fund's revenue, expense, and cash flow projections.
- Discuss any questions or adjustments needed.

4. Recommendation

I am requesting that the Finance Committee approve the above 2025 budgets.

Adopted 11/19/2024

City of Superior							
2025 Urban Tree Fund - Fund 231							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/24	2024 Projection	2025 Proposed
231-0000-435.70-00/STATE GRANTS/CULTURE, REC, EDUCATION	-	(25,000.00)	-	-	-	-	-
231-0000-485.10-00/DONATIONS/CONT-PRIVATE / DONATIONS/CONT-PRIVATE	(3,715.00)	(2,725.00)	(5,400.00)	(3,000.00)	(3,193.00)	(3,831.60)	-
231-0000-487.10-00/OTHER MISC REVENUE / OTHER MISC REVENUE	(24,430.00)	-	(18,848.34)	-	-	-	-
231-0000-492.10-00/TRANSFERS FROM OTHER FNDS / TRANSFERS FROM GENL FUND	(6,000.00)	-	-	-	(32,617.41)	(39,140.89)	-
Total Revenue	\$ (34,145.00)	\$ (27,725.00)	\$ (24,248.34)	\$ (3,000.00)	\$ (35,810.41)	\$ (42,972.49)	\$ -

This account is funded by grant revenue and an annual transfer from the General Fund. Fund money is used to purchase trees and planting supplies The State and Local Fiscal Recovery Funds Budget from ARPA dollars currently includes \$100,000 allocated for tree fund use which is why no activity has been planned for 2024.

Adopted 11/19/2024

City of Superior							
2025 Urban Tree Fund - Fund 231							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/24	2024 Projection	2025 Proposed
231-5520-552.11-10/SALARIES / SALARIES-PERMANENT-REGULR	2,048.69	-	-	-	-	-	-
231-5520-552.15-10/EMPLOYER CONTRIBUTIONS / BENEFITS-SOC SECURITY	156.73	-	-	-	-	-	-
231-5520-552.15-20/EMPLOYER CONTRIBUTIONS / BENEFITS-EMPLOYER WRF	110.54	-	-	-	-	-	-
231-5520-552.15-25/EMPLOYER CONTRIBUTIONS / BENEFITS-EMPL RETIREMENTS	102.43	-	-	-	-	-	-
231-5520-552.15-40/EMPLOYER CONTRIBUTIONS / BENEFITS-HEALTH INS	455.75	-	-	-	-	-	-
231-5520-552.15-50/EMPLOYER CONTRIBUTIONS / BENEFITS-LIFE INS	1.27	-	-	-	-	-	-
231-5520-552.15-60/EMPLOYER CONTRIBUTIONS / BENEFITS-WORKERS COMP	112.88	-	-	-	-	-	-
231-5520-552.29-90/OTHER CONTRACTUAL SVCS / OTHER CONTR SVCS-MISC	7,340.00	-	-	-	-	-	-
231-5520-552.34-90/OPERATING SUPPLIES / OPERATING SUPP-OTHER MISC	7,004.52	17,648.34	5,046.25	-	(237.78)	(518.79)	-
231-5520-552.53-30/RENTS & LEASES / RENTS & LEASES-MACH & EQ	-	-	262.86	-	-	-	-
231-5520-552.81-10/CAPITAL EQUIPMENT / CAPITAL EQUIPMENT	1,168.00	-	-	-	-	-	-
231-5520-552.82-10/CAPITAL EQUIPMENT / CAPITAL IMPROVEMENTS	2,971.00	25,000.00	-	-	-	-	-
231-5920-592.90-10/OTHER FINANCING USES / XFERS TO OTHER FUNDS	-	-	-	-	-	-	-
Total Expense	\$ 21,471.81	\$ 42,648.34	\$ 5,309.11	\$ -	\$ (237.78)	\$ (518.79)	\$ -

This account is funded by grant revenue and an annual transfer from the General Fund. Fund money is used to purchase trees and planting supplies The State and Local Fiscal Recovery Funds Budget from ARPA dollars currently includes \$100,000 allocated for tree fund use which is why no activity has been planned for 2024.

Adopted 11/19/2024

City of Superior - Urban Tree Fund 231						
Cash Flow Projection						
	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Estimated 2025
Beginning Cash Balance	\$ 7,189	\$ (10,834)	\$ 717	\$ (14,206)	\$ 5,028	\$ 48,520
Revenues	\$ 19,610	\$ 34,145	\$ 27,725	\$ 24,248	\$ 42,972	\$ -
Expenses	\$ (38,755)	\$ (21,472)	\$ (42,648)	\$ (5,309)	\$ 519	\$ -
Total Net Income	\$ (19,145)	\$ 12,673	\$ (14,923)	\$ 18,939	\$ 43,491	\$ -
Change in AR / AP	\$ 1,122	\$ (1,122)	\$ -	\$ 296	\$ -	\$ -
Change in Cash Balance	\$ (18,023)	\$ 11,551	\$ (14,923)	\$ 19,235	\$ 43,491	\$ -
Ending Cash Balance	\$ (10,834)	\$ 717	\$ (14,206)	\$ 5,028	\$ 48,520	\$ 48,520

This account is funded by grant revenue and an annual transfer from the General Fund. Fund money is used to purchase trees and planting supplies. The State and Local Fiscal Recovery Funds Budget from ARPA dollars currently includes \$100,000 allocated for tree fund use which is why no activity has been planned for 2024.

Attachment C

Adopted 11/19/2024

City of Superior 2025 Boat Ramp - Fund 232							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
232-0000-432.10-00/FEDERAL GRANTS / FEDERAL GRANTS	-	-	-	-	-	-	-
232-0000-467.25-00/Culture Recreation / USER FEES - BOAT LANDING	(29,090.01)	(21,994.48)	(22,916.16)	(23,500.00)	(3,800.05)	(4,560.06)	(21,000.00)
Total Revenue	\$ (29,090.01)	\$ (21,994.48)	\$ (22,916.16)	\$ (23,500.00)	\$ (3,800.05)	\$ (4,560.06)	\$ (21,000.00)

The City of Superior maintains four boat launch sites for public use which include Arrowhead (west end of the City off Belknap Street), North 21st Street (west end of the City off 21st Street), Barker's Island (off Hwy. 2 and Marina Drive) and Loon's Foot Landing (off Hwy. 2 on 30th Avenue East). Boat launch user fees support this fund which assists with funding maintenance costs related to the launch sites.

Adopted 11/19/2024

City of Superior							
2025 Boat Ramp - Fund 232							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
232-5530-553.21-80/PROFESSIONAL SERVICES / PROFESSIONAL SVCS-OTHER	-	-	1,363.09	1,500.00	1,466.49	1,466.49	800.00
232-5530-553.22-20/UTILITY SERVICES / UTILITES-GENERAL	4,241.34	10,125.45	6,584.23	6,500.00	6,172.39	6,512.00	6,500.00
232-5530-553.29-90/OTHER CONTRACTUAL SVCS / OTHER CONTRAC SVC-MISC	3,337.00	3,235.50	4,632.88	4,500.00	3,729.45	3,829.00	4,000.00
232-5530-553.34-90/OPERATING SUPPLIES / OPERATING SUPP-OTHER MISC	13,501.70	3,767.75	13,315.20	12,500.00	6,542.99	7,100.00	-
232-5530-553.82-10/CAPITAL IMPROVEMENTS / CAPITAL IMPROVEMENTS	-	-	20,555.57	-	-	-	-
232-5920-592.90-70/XFERS TO OTHER FUNDS / XFER TO CIP FUND	-	50,000.00	-	-	-	-	-
Total Expense	\$ 21,080.04	\$ 67,128.70	\$ 46,450.97	\$ 25,000.00	\$ 17,911.32	\$ 18,907.49	\$ 11,300.00

The City of Superior maintains four boat launch sites for public use which include Arrowhead (west end of the City off Belknap Street), North 21st Street (west end of the City off 21st Street), Barker's Island (off Hwy. 2 and Marina Drive) and Loon's Foot Landing (off Hwy. 2 on 30th Avenue East). Boat launch user fees support this fund which assists with funding maintenance costs related to the launch sites.

Adopted 11/19/2024

City of Superior - Boat Ramp Fund 232						
Cash Flow Projection						
	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Estimated 2025
Beginning Cash Balance	\$ 55,668.07	\$ 64,009.96	\$ 60,247.43	\$ 28,316.48	\$ 5,155.03	\$ (9,192.40)
Revenues	\$ 25,622.57	\$ 29,090.01	\$ 21,994.48	\$ 22,916.16	\$ 4,560.06	\$ 21,000.00
Expenses	\$ (16,231.78)	\$ (21,080.04)	\$ (67,128.70)	\$ (46,450.97)	\$ (18,907.49)	\$ (11,300.00)
Total Net Income	\$ 9,390.79	\$ 8,009.97	\$ (45,134.22)	\$ (23,534.81)	\$ (14,347.43)	\$ 9,700.00
Change in AR / AP	\$ (1,048.90)	\$ (11,772.50)	\$ 13,203.27	\$ 373.36	\$ -	\$ -
Change in Cash Balance	\$ 8,341.89	\$ (3,762.53)	\$ (31,930.95)	\$ (23,161.45)	\$ (14,347.43)	\$ 9,700.00
Ending Cash Balance	\$ 64,009.96	\$ 60,247.43	\$ 28,316.48	\$ 5,155.03	\$ (9,192.40)	\$ 507.60

The City of Superior maintains four boat launch sites for public use which include Arrowhead (west end of the City off Belknap Street), North 21st Street (west end of the City off 21st Street), Barker's Island (off Hwy. 2 and Marina Drive) and Loon's Foot Landing (off Hwy. 2 on 30th Avenue East). Boat launch user fees support this fund which assists with funding maintenance costs

Attachment C

Adopted 11/19/2024

City of Superior							
2025 Affordable Housing - Fund 281							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
281-0000-481.10-00/INTEREST / INTEREST	-	-	(66,771.99)	-	-	-	-
281-0000-482.80-00/RENT / OTHER RENT	-	-	-	-	(41,109.84)	(41,109.84)	(42,000.00)
281-0000-492.90-00/TRANSFERS FROM OTHER FND\$ / XFERS FROM OTHER FUNDS	(345,106.28)	(999,718.00)	(504,316.00)	-	-	(449,091.00)	-
Total Revenue	\$ (345,106.28)	\$ (999,718.00)	\$ (571,087.99)	\$ -	\$ (41,109.84)	\$ (490,200.84)	\$ (42,000.00)

Similar to how the Economic Development Fund provides incentives for projects, Fund 281 for Affordable Housing also provides incentives for future housing projects. Per Mayor Paine, \$150,000 of this funding will be set aside for use in 2025 if such project(s) are identified.

Adopted 11/19/2024

City of Superior							
2025 Affordable Housing - Fund 281							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
281-5630-563.29-90/OTHER CONTRACTUAL SVCS / OTHER CONTRAC SVCS-MISC	-	-	-	-	28,585.93	28,585.93	30,000.00
281-5630-563.35-90/REPAIR & MNT SUPPLIES / RPR & MNT SUPP-MISC	-	-	-	-	44,796.12	44,796.12	45,000.00
281-5630-563.39-10/OTHER SUPPLIES & EXPENSE /INCENTIVES	-	-	-	150,000.00	72.00	-	150,000.00
281-5630-563.81-10/CAPITAL EQUIPMENT	-	-	-	-	-	-	-
Total Expense	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 73,454.05	\$ 73,382.05	\$ 225,000.00

Similar to how the Economic Development Fund provides incentives for projects, Fund 281 for Affordable Housing also provides incentives for future housing projects. Per Mayor Paine, \$150,000 of this funding will be set aside for use in 2025 if such project(s) are identified.

Adopted 11/19/2024

City of Superior - Affordable Housing Fund 281 Cash Flow Projection					
	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Estimated 2025
Beginning Cash Balance	\$ -	\$ 345,106.28	\$ 1,344,824.28	\$ 1,915,912.27	\$ 2,332,731.06
Revenues	\$ 345,106.28	\$ 999,718.00	\$ 571,087.99	\$ 490,200.84	\$ 42,000.00
Expenses	\$ -	\$ -	\$ -	\$ (73,382.05)	\$ (225,000.00)
Total Net Income	\$ 345,106.28	\$ 999,718.00	\$ 571,087.99	\$ 416,818.79	\$ (183,000.00)
Change in AR / AP		\$ -	\$ -	\$ -	\$ -
Change in Cash Balance	\$ 345,106.28	\$ 999,718.00	\$ 571,087.99	\$ 416,818.79	\$ (183,000.00)
Ending Cash Balance	\$ 345,106.28	\$ 1,344,824.28	\$ 1,915,912.27	\$ 2,332,731.06	\$ 2,149,731.06

Similar to how the Economic Development Fund provides incentives for projects, Fund 281 for Affordable Housing also provides incentives for future housing projects. Per Mayor Paine, \$150,000 of this funding will be set aside for use in 2025 if such project(s) are identified.

Attachment C

Adopted 11/19/2024

City of Superior							
2025 Redevelopment Authority Budget - Fund 445							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
445-0000-483.10-00/PROPERTY SALES / PROPERTY SALES	(471,030.00)	(60,030.00)	(171,000.00)	-	-	-	-
445-0000-487.10-00/OTHER MISC REVENUE / OTHER MISC REVENUE	-	(21,247.00)	-	(21,247.00)	-	(21,247.00)	-
445-0000-492.90-00/TRANSFERS FROM OTHER FNDS / XFERS FROM OTHER FUNDS	(161,803.37)	(27,500.00)	-	-	-	-	-
Total Revenue	\$ (632,833.37)	\$ (108,777.00)	\$ (171,000.00)	\$ (21,247.00)	\$ -	\$ (21,247.00)	\$ -

Transactions processed in this fund are those related to development projects that do not fall within the city’s Tax Increment Districts. The largest expense in this fund relates to incentives to attract development within the city that does not occur within a Tax Increment Finance District. Other expenses within the Economic Development fund include legal and professional fees associated with projects, storm water invoices for land held by the Redevelopment Authority of the City of Superior (RACS), annual funding for the Business Improvement District and Capitol Consultants assistance on legislative issues. In addition, a portion of the salaries for the Planning, Economic and Port Director and the Planning Technician are charged to this fund. The Redevelopment Authority’s primary goal is to carry out redevelopment and urban renewal projects. RACS is primarily funded through land sales and is often used to acquire land for redevelopment.

Adopted 11/19/2024

City of Superior							
2025 Redevelopment Authority Budget - Fund 445							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
445-0030-563.21-20/PROFESSIONAL SERVICES / PROF SVCS-LEGAL	-	-	3,069.40	-	-	-	-
445-0030-563.21-80/PROFESSIONAL SERVICES / OTHER PROF SERVICES	-	-	400.00	-	-	-	-
445-0030-563.39-10/OTHER SUPPLIES & EXPENSE / OTHER SUPPLIES & EXPENSE	-	-	200,000.00	-	-	-	300,000.00
Total Expense	\$ -	\$ -	\$ 203,469.40	\$ -	\$ -	\$ -	\$ 300,000.00

Attachment B

Adopted 11/19/2024

City of Superior - Redevelopment Authority Fund 445							
Cash Flow Projection							
	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Estimated 2025	
Beginning Cash Balance	\$ -	\$ -	\$ 632,833.37	\$ 761,610.37	\$ 729,140.97	\$ 750,387.97	
Revenues	\$ -	\$ 632,833.37	\$ 108,777.00	\$ 171,000.00	\$ 21,247.00	\$ -	
Expenses	\$ -	\$ -	\$ -	\$ (203,469.40)	\$ -	\$ (300,000.00)	
Total Net Income	\$ -	\$ 632,833.37	\$ 108,777.00	\$ (32,469.40)	\$ 21,247.00	\$ (300,000.00)	
Change in AR / AP	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	
Change in Cash Balance	\$ -	\$ 632,833.37	\$ 128,777.00	\$ (32,469.40)	\$ 21,247.00	\$ (300,000.00)	
Ending Cash Balance	\$ -	\$ 632,833.37	\$ 761,610.37	\$ 729,140.97	\$ 750,387.97	\$ 450,387.97	

Attachment C

Adopted 11/19/2024

City of Superior							
2025 Municipal Forest - Fund 603							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
603-0000-466.10-00/RECREATION / RECREATION USER FEES	(12,658.57)	(18,336.24)	(19,935.26)	(16,000.00)	(3,402.57)	(4,083.08)	(16,000.00)
603-0000-487.10-00/OTHER MISC REVENUE / OTHER MISC REVENUE	-	-	-	-	-	-	-
Total Revenue	\$ (12,658.57)	\$ (18,336.24)	\$ (19,935.26)	\$ (16,000.00)	\$ (3,402.57)	\$ (4,083.08)	\$ (16,000.00)

The majority of transactions in this fund relate to the ski trails. User fees generate approximately \$15,500 per year and are used to pay for utilities at the ski shack at the Millennium Trail. Trail maintenance and grooming staff time are funded by the General Fund Parks and Recreation but other supplies needed are sourced from this fund.

Adopted 11/19/2024

City of Superior							
2025 Municipal Forest - Fund 603							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
603-5541-554.21-80/PROFESSIONAL SERVICES / PROF SVCS-OTHER MISC	-	-	2,450.00	-	2,300.00	2,760.00	2,500.00
603-5541-554.22-20/UTILITY SERVICES / UTILITES-GENERAL	1,665.73	1,928.25	1,600.42	1,900.00	1,635.61	1,962.73	1,650.00
603-5541-554.34-90/OPERATING SUPPLIES / OPERATING SUPP-MISC	887.58	1,735.73	445.92	1,400.00	246.01	295.21	1,200.00
603-5541-554.39-10/OTHER SUPPLIES & EXPENSE / OTHER SUPPLIES & EXPENSE	153.73	-	-	-	-	-	-
Total Expense	\$ 2,707.04	\$ 3,663.98	\$ 4,496.34	\$ 3,300.00	\$ 4,181.62	\$ 5,017.94	\$ 5,350.00

The majority of transactions in this fund relate to the ski trails. User fees generate approximately \$15,500 per year and are used to pay for utilities at the ski shack at the Millennium Trail. Trail maintenance and grooming staff time are funded by the General Fund Parks and Recreation but other supplies needed are sourced from this fund.

Adopted 11/19/2024

City of Superior - Municipal Forest Fund 603						
Cash Flow Projection						
	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Estimated 2025
Beginning Cash Balance	\$ 14,814.44	\$ 21,592.28	\$ 32,151.83	\$ 47,000.36	\$ 61,821.09	\$ 60,886.23
Revenues	\$ 10,998.56	\$ 12,658.57	\$ 18,336.24	\$ 19,935.26	\$ 4,083.08	\$ 16,000.00
Expenses	\$ (4,055.69)	\$ (2,707.04)	\$ (3,663.98)	\$ (4,496.34)	\$ (5,017.94)	\$ (5,350.00)
Total Net Income	\$ 6,942.87	\$ 9,951.53	\$ 14,672.26	\$ 15,438.92	\$ (934.86)	\$ 10,650.00
Change in AR / AP	\$ (165.03)	\$ 608.02	\$ 176.27	\$ (618.19)	\$ -	\$ -
Change in Cash Balance	\$ 6,777.84	\$ 10,559.55	\$ 14,848.53	\$ 14,820.73	\$ (934.86)	\$ 10,650.00
Ending Cash Balance	\$ 21,592.28	\$ 32,151.83	\$ 47,000.36	\$ 61,821.09	\$ 60,886.23	\$ 71,536.23

The majority of transactions in this fund relate to the ski trails. User fees generate approximately \$15,500 per year and are used to pay for utilities at the ski shack at the Millennium Trail. Trail maintenance and grooming staff time are funded by the General Fund Parks and Recreation but other supplies needed are sourced from this fund.

Attachment C

Adopted 11/19/2024

City of Superior							
2025 Special Assessment - Fund 604							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
604-0000-421.10-00/STREET CONST. & PAVING / S/A - ALLEY/BLACKTOPPING	(46,536)	(36,252)	(27,462)	(40,000)	(19,481)	(23,377)	(40,000)
604-0000-429.50-00/SPECIAL ASSESSMENTS-OTHER / S/A - WEED CUTTING	10,291	(1,914)	(1,135)	(9,000)	-	-	(9,000)
604-0000-481.10-00/INTEREST / INTEREST	(677)	(177)	(235)	-	-	-	-
Total Revenue	\$ (36,921)	\$ (38,342)	\$ (28,831)	\$ (49,000)	\$ (19,481)	\$ (23,377)	\$ (49,000)

Special assessments (outside of the enterprise funds) are recorded in this fund. Ultimately they are transferred to the Capital Improvement Program fund to assist with funding of street and sidewalk improvements. The city currently assesses for alley blacktopping, weed removal and razing structures.

Adopted 11/19/2024

City of Superior							
2025 Special Assessment - Fund 604							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
604-5920-592.90-70/OTHER FINANCING USES / TRANSFER TO CIP FUND	50,000.00	50,000.00	50,000.00	50,000.00	-	-	50,000.00
Total Expense	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00

Special assessments (outside of the enterprise funds) are recorded in this fund. Ultimately they are transferred to the Capital Improvement Program fund to assist with funding of street and sidewalk improvements. The city currently assesses for alley blacktopping, weed removal and razing structures.

Adopted 11/19/2024

City of Superior - Special Assessment Fund 604						
Cash Flow Projection						
	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Estimated 2025
Beginning Cash Balance	\$ 36,053	\$ 78,626	\$ 61,208	\$ 49,550	\$ 28,336	\$ 97,817
Revenues	\$ 38,233	\$ 36,921	\$ 38,342	\$ 28,831	\$ 23,377	\$ 49,000
Expenses	\$ -	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ -	\$ (50,000)
Total Net Income	\$ 38,233	\$ (13,079)	\$ (11,658)	\$ (21,169)	\$ 23,377	\$ (1,000)
Change in AR / AP	\$ 4,340	\$ (4,340)	\$ -	\$ (45)	\$ 46,104	\$ -
Change in Cash Balance	\$ 42,573	\$ (17,419)	\$ (11,658)	\$ (21,214)	\$ 69,480	\$ (1,000)
Ending Cash Balance	\$ 78,626	\$ 61,208	\$ 49,550	\$ 28,336	\$ 97,817	\$ 96,817

Special assessments (outside of the enterprise funds) are recorded in this fund. Ultimately they are transferred to the Capital Improvement Program fund to assist with funding of street and sidewalk improvements. The city currently assesses for alley blacktopping, weed removal and razing structures.

Attachment C

Adopted 11/19/2024

City of Superior							
2025 Illegal Taxes - Fund 803							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
803-0000-487.10-00/OTHER MISC REVENUE/OTHER MISC REVENUE	(17,346)	-	(372)	-	(5,247)	(5,247)	-
803-0000-492.10-00/TRANSFERS FROM OTHER FNDS / TRANSFERS FROM GENL FUND	(16,000)	-		-	-	-	-
803-0000-492.90-00/TRANSFERS FROM OTHER FNDS / XFERS FROM OTHER FUNDS	-	(16,000)		-	-	-	-
Total Revenue	\$ (33,346)	\$ (16,000)	\$ (372)	\$ -	\$ (5,247)	\$ (5,247)	\$ -

Each year tax payers have the ability to challenge the value of their real estate and the related tax payments owed. When a taxpayer is successful in arguing thier case, the City must give the "illegal" tax money back. In the past this money has been paid out of the General Fund, but starting in 2020, the General Fund makes a transfer to this fund. This allows the City to better handle the unpredictable fluctionation of payouts.

Adopted 11/19/2024

City of Superior							
2025 Illegal Taxes - Fund 803							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/1/2024	2024 Projection	2025 Proposed
803-5191-519.39-10/OTHER SUPPLIES & EXPENSE/OTHER SUPPLIES & EXPENSE	-	-	475	-	-	-	-
803-5191-519.73-20/OTHER LOSSES/MISCELLANEOUS	1,101	8,227	29,477	-	44,715	44,715	-
Total Expense	\$ 1,101	\$ 8,227	\$ 29,952	\$ -	\$ 44,715	\$ 44,715	\$ -

Each year tax payers have the ability to challenge the value of their real estate and the related tax payments owed. When a taxpayer is successful in arguing thier case, the City must give the "illegal" tax money back. In the past this money has been paid out of the General Fund, but starting in 2020, the General Fund makes a transfer to this fund. This allows the City to better handle the unpredictable fluctuation of payouts.

Adopted 11/19/2024

City of Superior - Illegal Taxes Fund 803						
Cash Flow Projection						
	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Estimated 2025
Beginning Cash Balance	\$ -	\$ 74,976	\$ 107,221	\$ 114,995	\$ 85,640	\$ 45,947
Revenues	\$ 138,261	\$ 33,346	\$ 16,000	\$ 372	\$ 5,247	\$ -
Expenses	\$ (63,285)	\$ (1,101)	\$ (8,227)	\$ (29,952)	\$ (44,715)	\$ -
Total Net Income	\$ 74,976	\$ 32,245	\$ 7,774	\$ (29,580)	\$ (39,468)	\$ -
Change in AR / AP	\$ -	\$ -	\$ -	\$ 225	\$ (225)	\$ -
Change in Cash Balance	\$ 74,976	\$ 32,245	\$ 7,774	\$ (29,355)	\$ (39,693)	\$ -
Ending Cash Balance	\$ 74,976	\$ 107,221	\$ 114,995	\$ 85,640	\$ 45,947	\$ 45,947

Each year tax payers have the ability to challenge the value of their real estate and the related tax payments owed. When a taxpayer is successful in arguing thier case, the City must give the "illegal" tax money back. In the past this money has been paid out of the General Fund, but starting in 2020, the General Fund makes a transfer to this fund. This allows the City to better handle the

Attachment C

Adopted 11/19/2024

City of Superior							
2025 Hotel/Motel Tax Trust - Fund 821							
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/19/2024	20224 Projection	2025 Proposed
821-0000-412.10-00/SALES AND USE / PUBLIC ACCOM. TAXES	(983,124)	(342,044)	(384,249)	(390,000)	(323,216)	(408,273)	\$ (400,000)
821-0000-412.11-00/SALES AND USE / EXTRA 1% COLLECTIONS	-	-	-	-	-	-	\$ -
821-0000-412.12-00/SALES AND USE / ADD'L 1.5% COLLECTIONS	-	-	-	-	-	-	\$ -
821-0000-418.10-00/INTEREST & PEN. ON TAXES / INTEREST & PEN/TAXES/SP A	(8,312)	(3,369)	(761)	-	(2,326)	(2,791)	\$ -
821-0000-485.10-00/DONATIONS/CONT-PRIVATE / DONATIONS/CONT-PRIVATE	(29,950)	(28,175)	(6,630)	(8,000)	-	-	\$ -
821-0000-487.10-00/OTHER MISC REVENUE / OTHER MISC REVENUE	-	-	-	-	(1,094)	(1,313)	\$ -
821-0000-492.10-00/TRANSFERS FROM OTHER FNDS / TRANSFERS FROM GENL FUND	-	-	-	-	-	-	\$ -
Total Revenue	\$ (1,021,386)	\$ (373,588)	\$ (391,639)	\$ (398,000)	\$ (326,636)	\$ (412,377)	\$ (400,000)

This fund retains 30% of the hotel/motel taxes and distributes them per city ordinance and agreement. For 2024 this breakdown per ordinance is as follows: 70% - Tourism Commission, 13.38% - Development Association, 13.2% - City of Superior, 1.71% - Bong P-38 Fund, 1.71% Superior Public Museums. The breakdown remains the same for 2024 but the 70% directed to the Tourism Commission is now in a separate Fund 823.

Adopted 11/19/2024

Account Number/Name	City of Superior						
	2025 Hotel/Motel Tax Trust - Fund 821						
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Actual as of 11/19/2024	2024 Projection	2025 Proposed
821-5920-592.90-20/OTHER FINANCING USES / TRANSFER TO GENERAL FUND	-	124,731	169,069	-	142,193	189,590	174,000
821-5970-597.72-11/GRANTS, DNTNS-OTHER ORGAN / TRAVEL SUPERIOR	688,417	-	-	-	-	-	-
821-5970-597.72-12/GRANTS, DNTNS-OTHER ORGAN / SUP/DOUG CO DEVELOP ASSN	131,586	152,552	171,375	156,100	144,132	192,176	175,000
821-5970-597.72-14/GRANTS, DNTNS-OTHER ORGAN / CITY USES	132,150	65,906	14,645	154,000	176	234	4,000
821-5970-597.72-16/GRANTS, DNTNS-OTHER ORGAN / BONG MUSEUM	16,817	19,497	21,902	19,950	18,420	24,561	22,000
821-5970-597.72-17/GRANTS, DNTNS-OTHER ORGAN / SUPERIOR PUBLIC MUSEUMS	16,817	19,497	21,902	19,950	18,420	24,561	22,000
Total Expense	985,787	382,182	398,893	350,000	323,341	431,121	397,000

This fund retains 30% of the hotel/motel taxes and distributes them per city ordinance and agreement. For 2024 this breakdown per ordinance is as follows: 70% - Tourism Commission, 13.38% - Development Association, 13.2% - City of Superior, 1.71% - Bong P-38 Fund, 1.71% Superior Public Museums. The breakdown remains the same for 2024 but the 70% directed to the Tourism Commission is now in a separate Fund 823.

Adopted 11/19/2024

City of Superior - Hotel/Motel Tax Trust Fund 821						
Cash Flow Projection						
	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Estimated 2025
Beginning Cash Balance	\$ 54,383	\$ 145,148	\$ 244,929	\$ 138,502	\$ 296,051	\$ 147,528
Revenues	\$ 730,922	\$ 1,021,386	\$ 373,588	\$ 391,639	\$ 412,377	\$ 400,000
Expenses	\$ (687,010)	\$ (985,787)	\$ (382,182)	\$ (398,893)	\$ (431,121)	\$ (397,000)
Total Net Income	\$ 43,912	\$ 35,599	\$ (8,594)	\$ (7,254)	\$ (18,744)	\$ 3,000
Change in AR / AP	\$ 46,853	\$ 64,182	\$ (97,833)	\$ 164,803	\$ (129,779)	\$ -
Change in Cash Balance	\$ 90,765	\$ 99,781	\$ (106,427)	\$ 157,549	\$ (148,523)	\$ 3,000
Ending Cash Balance	\$ 145,148	\$ 244,929	\$ 138,502	\$ 296,051	\$ 147,528	\$ 150,528

This fund retains 30% of the hotel/motel taxes and distributes them per city ordinance and agreement. For 2024 this breakdown per ordinance is as follows: 70% - Tourism Commission, 13.38% - Development Association, 13.2% - City of Superior, 1.71% - Bong P. 38 Fund, 1.71% Superior Public Museums. The breakdown remains the same for 2024 but the 70% directed to the Tourism

Attachment C



Living up to our name.

Finance Department
Nick Rhinehart, Finance Director

Phone: (715) 395-7452
Fax: (715) 395-7292
E-mail: rhinehartn@ci.superior.wi.us

1316 North 14th Street, #235
Superior, WI 54880
Website: www.ci.superior.wi.us

October 11, 2024

Finance Committee Meeting Date: November 14, 2024

TO: Mayor Jim Paine and Members of the Finance Committee
FROM: Nick Rhinehart, Finance Director
RE: 2025 Health and Dental Insurance Rates, Budget and HSA/HRA funding

Background

The City of Superior has long provided a self-funded health insurance plan to its employees. The following factors have impacted this year's renewal and budget.

1. Changes in Fixed Costs and Expected Claims
 - a. Fixed costs (Stop Loss Premium and Administrative) decrease by 18%
 - b. Maximum and expected claims decreased due to high claimants falling off the plan
2. Increase in High Deductible Health Plan (HDHP) minimum deductible increase from \$3,200 to \$3,300

Cash Flow and Reserves

The health insurance fund reserves fluctuate throughout the year. As of today, the reserves are at \$2,516,221.76.

Premium Rates 2024

I am proposing a 0% increase to health and dental insurance rates.

2024 Health Insurance Operating Budget

The budget presented for 2024 will provide funding for anticipated claims and administration, stop loss insurance, the wellness program, the employee assistance program, SuperiorUSA HSA, HRA and flexible spending programs.

Recommendation

I am requesting the Finance Committee approve the 2024 health and dental rates, the 2024 health and dental insurance budget, and approve funding of HSA/HRA deductibles for 2024.

Adopted: 11/19/2024

	City of Superior					
	2025 Self Insured Health Fund Revenue Budget - Fund 817					
Account Number/Name	2021 Actual	2022 Actual	2023 Actual	2024 as of 11/19/24	2024 Projection	2025 Budget
817-0000-481.10-00/INTEREST / INTEREST	(20,026)	(76,457)	68,276	-	-	-
817-0000-487.10-00/OTHER MISC REVENUE / OTHER MISC REVENUE	781	-	-	-	-	100,000
817-0000-487.60-00/OTHER MISC REVENUE / STOP LOSS REIMBURSEMENT	428,179	1,186,518	393,050	342,940	411,528	200,000
817-0000-489.10-00/OTHER MISC REVENUE / ALL REG ACTIVE EMPL CONTR	5,580,489	6,027,445	6,386,093	5,396,809	6,476,171	6,447,245
817-0000-489.20-00/OTHER MISC REVENUE / ALL REG. RETIRED PREM COL	801,548	871,251	832,918	665,236	798,283	663,840
Total Revenue	\$ 6,790,971	\$ 8,008,757	\$ 7,680,338	\$ 6,404,985	\$ 7,685,981	\$ 7,411,085

Adopted: 11/19/2024

Account Number/Name	City of Superior					
	2025 Self Insured Health Fund Revenue Budget - Fund 817					
	2021 Actual	2022 Actual	2023 Actual	2024 YTD as of 11/19/24	2024 Projection	2025 Proposed
817-5151-515.11-10/SALARIES / SALARIES-PERMANENT-REGULR	71,767	25,418	53,875	46,102	52,688	57,728
817-5151-515.11-20/SALARIES / SALARIES-PERM-OVERTIME	-	-	782	1,198	1,369	-
817-5151-515.11-50/SALARIES / SALARIES-PT/TEMP-REGULAR	-	-	-	-	-	-
817-5151-515.15-10/EMPLOYER CONTRIBUTIONS / BENEFITS-SOC SECURITY	3,891	3,137	3,725	3,343	3,820	4,416
817-5151-515.15-20/EMPLOYER CONTRIBUTIONS / BENEFITS-EMPLOYER WRF	(1,997)	(2,588)	3,592	3,279	3,747	4,012
817-5151-515.15-25/EMPLOYER CONTRIBUTIONS / BENEFITS-EMPL RETIREMENTS	2,692	2,717	2,580	-	-	2,309
817-5151-515.15-40/EMPLOYER CONTRIBUTIONS / BENEFITS-HEALTH INS	23,133	14,398	11,540	10,886	12,441	11,875
817-5151-515.15-50/EMPLOYER CONTRIBUTIONS / BENEFITS-LIFE INS	329	367	29	74	85	160
817-5151-515.15-60/EMPLOYER CONTRIBUTIONS / BENEFITS-WORKERS COMP	94	49	84	81	92	98
817-5151-515.19-10/OTHER PERSONAL SERVICES / CLAIMS PAID-ACTIVE EMPL	4,542,313	5,097,910	4,231,522	3,452,307	3,945,494	4,647,636
817-5151-515.19-20/OTHER PERSONAL SERVICES / CLAIMS PAID-RETIRED EMPL	1,451,628	1,550,265	1,302,316	1,141,679	1,304,776	1,483,348
817-5151-515.21-10/PROFESSIONAL SERVICES / ADMINFEE/STOP LOSS-ACTIVE	588,545	624,103	644,704	691,425	790,200	665,399
817-5151-515.21-15/PROFESSIONAL SERVICES / ADMINFEE/STOPLOSS-RETIRED	84,564	88,291	67,287	59,226	67,687	72,016
817-5151-515.21-30/PROFESSIONAL SERVICES / PROF SVCS-AUDIT	5,228	5,228	-	-	-	5,600
817-5151-515.21-80/PROFESSIONAL SERVICES / PROFESSIONAL SVCS-OTHER	4,185	7,788	5,387	3,599	4,113	6,800
817-5151-515.29-90/OTHER CONTRACTUAL SVCS / OTHR CONTRAC SVCS-MISC	8,569	12,830	8,880	8,149	9,313	9,000
817-5151-515.31-90/OFFICE SUPPLIES / OFFICE SUPPLIES	-	-	433	-	-	-
817-5151-515.33-40/TRAVEL / TRAVEL & TRAINING	-	-	39	-	-	-
817-5151-515.39-10/OTHER SUPPLIES & EXPENSE / OTHER SUPPLIES & EXPENSE	657,813	645,879	699,706	734,548	839,483	701,850
817-5810-581.61-10/DEBT SERVICE / PRINCIPAL	1,339	1,666	-	-	-	-
817-5820-582.62-10/DEBT SERVICE / INTEREST	42	84	-	-	-	-
Total Expense	\$ 7,444,135	\$ 8,077,541	\$ 7,036,482	\$ 6,155,895	\$ 7,035,308	\$ 7,672,247

Attachment: B-2

Adopted: 11/19/2024

City of Superior - Self Insured Health Fund 817					
Cash Flow Projection					
	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Estimated 2025
Beginning Cash Balance	\$ 2,078,318	\$ 1,568,416	\$ 1,484,008	\$ 2,264,057	\$ 2,510,415
Revenues	\$ 6,790,971	\$ 8,008,757	\$ 7,680,338	\$ 7,685,981	\$ 7,411,085
Expenses	\$ (7,444,135)	\$ (8,077,541)	\$ (7,036,482)	\$ (7,035,308)	\$ (7,672,247)
Total Net Income	\$ (653,164)	\$ (68,784)	\$ 643,855	\$ 650,673	\$ (261,162)
Change in AR / AP	\$ 143,262	\$ (15,624)	\$ 536,194	\$ (404,315)	\$ -
Change in Cash Balance	\$ (509,902)	\$ (84,408)	\$ 1,180,049	\$ 246,359	\$ (261,162)
Ending Cash Balance	\$ 1,568,416	\$ 1,484,008	\$ 2,664,057	\$ 2,510,415	\$ 2,249,253
Unreserved Fund Balance	\$ 1,168,416	\$ 1,084,008	\$ 2,264,057	\$ 2,110,415	\$ 907,254

Attachment: B-3

BUDGETARY PRESENTATION

OVERVIEW

The City adopts an annual appropriated budget for all of its governmental funds. As part of the basic governmental fund financial statements, budgetary comparison statements are prepared to demonstrate compliance with the budget.

PREPARATION AND ADOPTION

The City follows these procedures in establishing the budgetary data reflected in the basic financial statements:

1. Under direction from the Mayor, the Finance Department gathers proposed City-wide budget information from all Department Heads and others with budgetary responsibilities in July and prepares the first draft of the budget. Budgets proposed and submitted by each department are accompanied by a narrative explanation of the sources and uses of funds and explaining all material fluctuations in budgeted amounts from prior years.
2. The Finance Department adds the employee wages and related benefits to the department budgets. After appropriate revisions and a compilation of all department budgets by the Finance Director, a draft of the budget, as well as individual department budgets, is presented to the Mayor for discussion, revision, and initial approval.
3. On or before the first regularly scheduled Council meeting in September, the proposed operating budget approved by the Mayor is submitted to the City Council for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by City Council action.
4. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States for the general, special revenue, debt service and capital projects funds. Budget is defined as the originally approved budget plus or minus approved amendments. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
5. During the year, formal budgetary integration is employed as a management control device for the general, special revenue, debt service and capital projects funds.
6. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity or department of the City. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the City Council.

MONITORING PERFORMANCE

City of Superior monitors its financial performance by comparing and analyzing actual results with budgeted results. This function shall be accomplished in conjunction with the monthly financial reporting process described earlier in this manual.

BUDGET MODIFICATIONS

Reclassifications that increase or decrease both revenue and expenditures due to new grants, changes in grant funds, transfers from sources in the City outside the Department's original budget, or other reason shall be made only with approval of the City Council.

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, the City will report the original budget, in addition to the revised budget.

The original budget may be adjusted by reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes before the beginning of the fiscal year.

The final budget is the original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes applicable to the fiscal year.

BUDGET LINE ITEM TRANSFER PROCEDURES

In the event a department has insufficient line item budgeted funds available to cover the balance of proposed transactions, a transfer of budget funds from another department's budget to cover those transactions may be initiated, with prior approval.

All transactions shall be charged to the appropriate revenue/expenditure account, not arbitrarily charged to accounts where unused budget funds are available.

To transfer budgeted expense and revenue amounts from one department to another within the same budget period that does not exceed the adopted budget of the City, the following procedures will be followed:

1. To initiate the transfer process, the Department Head shall review, discuss, approve, and sign the Request for Budget Transfer form and send the approved and completed form to the Finance Director.
2. If the Request for Line Item Transfer is approved by the Finance Director, and the request is for an amount of \$500 or less, the signed copy of the form shall be forwarded to the Department Head.

3. If the Request for Line Item Transfer is approved by the Finance Director, and the request is for an amount of \$500 or more, the signed copy of this form shall be forwarded to the Finance Committee for review, discussion and action.

BUDGET MODIFICATIONS PROCEDURES

To initiate a budget adjustment, the Department Head shall notice the review, discussion and action of this completed and signed Notice of Budgetary Adjustment form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of the form along with a copy of the meeting minutes shall be forward to the City Clerk to be noticed on the Finance Committee agenda for review, discussion and action.

Upon Finance Committee approval, the signed Budgetary Adjustment form shall be forwarded to the City Clerk to be listed on the City Council agenda for review, discussion and action.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

FEDERAL GRANT BUDGET AND PROGRAM REVISIONS

Budgets for federal grant-funded programs, whose grant years are different from the City's fiscal year, will be prepared in accordance with awarding agency requirements, and will also be included in the City-wide budget.

Each Grant Manager must be aware of budget modification requirements of each funder. Awarding agencies may or may not require approval for changes in line items. City of Superior will document and follow all such requirements.

City of Superior will request prior approval from federal awarding agencies for any of the following grant-funded program or budget revisions: (*2 CFR Part 200.308*)

1. Change in the scope or objective of the project or program, even if there is no associated budget revision requiring prior written approval.
2. Change in a key person Program Director, etc. specified in the application or award document.
3. Disengagement for more than three months, or a 25% reduction in time devoted to the project, by the approved Program Director or Grants Manager.
4. The need for additional federal funding.
5. The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR Part 200.407, Prior written approval.
6. The transfer of funds allotted for participant support costs to other categories of expense.

7. Unless described in the application and funded in the approved awards, the subaward, transfer, or contracting out of any work under an award. (However, this provision does not apply to purchases of supplies, materials, equipment, or general support services.)
8. Changes in the amount of the approved cost-sharing or matching provided by the City.