

Fund Descriptions and Reserve Policies

This section highlights each fund in the City of Bellevue, including a short description of how each fund handles reserves. A fund is simply an independent entity that is used to account for all the financial transactions related to it.

When new purposes or dedicated revenues for City operations arise, the City may create a new fund to account for those activities if such segregation is warranted. Every year Bellevue reviews existing funds and projects that need to be closed because the purpose for which they were created has been completed.

The pages in this section are organized alphabetically by fund name. The City's funds are divided into seven fund types, including the General Fund. They are defined as follows:

The General Fund is used to account for all transactions associated with customary City operations that are not required to be accounted for in another fund. The fund number starts with a "0".

Special Revenue Funds are used to account for the proceeds of revenue sources that are legally restricted to expenditures for specified purposes (other than major capital projects). The fund number begins with a "1".

Debt Service Funds are used to account for the accumulation of resources needed to pay general obligation and special assessment bond principal, interest and related costs. The fund number begins with a "2".

Capital Project Funds are used to account for the acquisition or construction of major capital facilities with the exception of those facilities financed by proprietary or enterprise funds. The fund number begins with a "3".

Enterprise Funds are used to account for City operations, which are financed and operated in a manner similar to private business. The fund number begins with a "4".

Internal Service Funds are used to account for the financing of goods or services provided to City departments or other governments on a cost-reimbursement basis. The fund number begins with a "5".

Trust Funds are used to account for assets held by the government in a trustee capacity.

Agency Funds are used to account for assets held by the government as an agency for individuals, private organizations, other governments or other funds. The fund number for these funds begins with a "6". Agency funds are not budgeted during the City's biennial budget process.

Each fund page includes the name, number, type and description of the fund, the major sources and uses of funds, reserve policies, and other noteworthy information.



A REGIONAL COALITION FOR HOUSING (ARCH) FUND - 6950

Fund Type:	Trust and Agency
Fund Description:	The Regional Coalition for Housing (ARCH) Fund accounts for contributions from members of an interlocal agreement formed to address housing needs in East King County. The Fund is used to pay administrative costs incurred by ARCH.
Year Created:	1992
Major Revenue Sources:	Contributions from member jurisdictions of ARCH. Member jurisdictions typically use general operating funds.
Major Expenditures:	Administrative costs of ARCH, including staff costs; lease payments; and office expenditures.
Fund Custodian:	Planning & Community Development
Reserve Policy:	Budgets are approved annually by the ARCH Executive Board and Councils of member jurisdictions. Ending fund balances are carried forward and kept as a reserve. The Executive Board has a policy to maintain a minimum cash reserve of 15% of the annual budget.
Other Notes:	To the extent there is a cash reserve in excess of 15% of the annual budget, the Executive Board will consider making pre-development loans for special projects sponsored by member jurisdictions. The intent is to recover these loans in the event the project proceeds.

2004 CITY HALL BOND FUND – 3670

Fund Type:	Capital Projects
Fund Description:	The 2004 City Hall Bond Fund accounts for the proceeds of \$101.55 million Council-approved bonds sold in July, 2004 to provide funding for the purchase and redevelopment of the new City Hall. Actual capital expenditures are accounted for in the General CIP Fund – 3680.
Year Created:	2004 NCB Bond Proceeds Fund re-named to be consistent with capital project title.
Major Revenue Sources:	Bond proceeds and interest earnings.
Major Expenditures:	Operating transfers to the General CIP Fund to finance the capital costs for the new City Hall.
Fund Custodian:	Finance
Reserve Policy:	NA
Other Notes:	None

DEVELOPMENT SERVICES FUND - 1420

Fund Type:	Special Revenue
Fund Description:	The Development Services Fund is responsible for administering the Planning and Community Development building review and inspection process, land use and comprehensive planning, and code enforcement.
Year Created:	1991
Major Revenue Sources:	Land use review fees; building plan review fees; inspection fees; developer contributions; civil violations fines; investment interest; and the General Fund contributions that support General Fund activities of the department.
Major Expenditures:	All salaries; benefits; maintenance and operations; and capital needs to support the operations for the Building, Land Use, Housing, Comprehensive Planning, Neighborhood Outreach, and Code Compliance programs.
Fund Custodian:	Planning & Community Development
Reserve Policy:	<p>The Fund contains reserves for various purposes: prepaid building plan review and inspection services, prepaid land use review, core staffing needs to balance the normal cycles of development, customer service enhancements, and funds to support the ongoing maintenance of the Permit Center.</p> <p>The prepaid workload liability can extend for three years or more throughout the review and construction phases of a project. The core staffing component allows balancing staff levels with cyclical needs, thus mitigating effects of downturns.</p>
Other Notes:	The contributions from the General Fund are equal to the salaries/benefits, m&o and capital costs for programs that have been designated as general-funded activities. Included are the costs for the Planning Program, Outreach Program, Code Compliance, Housing, and a portion of the Land Use Program.

EASTSIDE NARCOTICS TASK FORCE (ENTF) FUND - 6780

Fund Type:	Agency
Fund Description:	<p>The Eastside Narcotics Task Force (ENTF) is comprised of personnel from the law enforcement agencies of Bellevue, Kirkland, Mercer Island, Redmond, and the King County Sheriff's Office, as well as the King County Prosecutor's Office. The ENTF Fund accounts for funds collected from the forfeiture of property seized during investigations of drug manufacture and trafficking.</p>
Year Created:	1998
Major Revenue Sources:	Forfeiture of cash and property seized by the Task Force during an arrest.
Major Expenditures:	Salaries and benefits, equipment purchases, agency reimbursements, travel and training costs, supplies, and storage rental fees.
Fund Custodian:	Police
Reserve Policy:	Use of the reserves is at the discretion of the ENTF Board of Directors. The Board of Directors may identify surplus reserve funds and distribute them to the member jurisdictions based upon Task Force participation.
Other Notes:	None.

ECITYGOV ALLIANCE FUND - 6370

Fund Type:	Trust and Agency
Fund Description:	The eCityGov Alliance Fund accounts for the eCityGov Alliance operations, which is an interlocal agency created under the Interlocal Cooperation Act, Chapter 39.34 RCW. The Alliance was created and is governed by nine partner cities, Kenmore, Bothell, Woodinville, Kirkland, Bellevue, Mercer Island, Issaquah, Sammamish, and Snoqualmie. The Alliance provides on-line service portals to the partner cities, as well as to cities and government agencies that wish to subscribe to specific Alliance service portals.
Year Created:	2002
Major Revenue Sources:	The primary revenue source is annual partner and subscriber fees. Secondary revenue sources may include donations and grants.
Major Expenditures:	Per the annual budget adopted by the Alliance Executive Board, expenditures consist of operating and capital costs to sustain Alliance services. The City of Bellevue is the fiscal and information technology agent for the Alliance and is reimbursed for information technology, infrastructure and administrative support services.
Fund Custodian:	Information Technology
Reserve Policy:	The Executive Board adopted reserve policy is 10% of the operating budget or \$40,000 whichever amount is greater.
Other Notes:	The current interlocal agreement can be terminated if Principals holding at least 60% of the weighted vote of all of the Principals are in concurrence. Upon termination, all property acquired shall be disposed of as follows: (1) property contributed without charge by any member shall revert to the contributor; (2) all property purchased after the effective date of the interlocal agreement shall be distributed to the Principals based upon each Principal's proportional ownership interest at the time of the sale of the property.

EQUIPMENT RENTAL FUND – 5210

Fund Type:	Internal Service
Fund Description:	The Equipment Rental Fund (ERF) provides repair and maintenance services through the Fleet Maintenance Shop and the Electronic Communication Services Shop. In addition the fund provides services for city-wide fueling and for asset management as part of replacement reserve funding of designated equipment.
Year Created:	In 1964, the Mechanical Equipment Rental Fund (5210) was created. In 1973, the Electronic Equipment Rental Fund (1390) was created. Beginning in 1997, the funds were reported under the title "Equipment Rental Fund" in the City's biennial budget document as part of the City's Internal Service Funds
Major Revenue Sources:	The Fund is self-supporting through rates charged to user departments. Rates are based on the full cost of operations and maintenance, including the recovery of related depreciation expense. Service charges are for repair and maintenance of equipment; sales of gasoline and diesel fuel; motor pool fees; and replacement reserve charges for equipment.
Major Expenditures:	Shop labor, parts, purchase of new assets, fuel, and contracted maintenance from outside vendors.
Fund Custodian:	Civic Services
Reserve Policy:	<p>Initial fund policies were developed and implemented in 1982 and revised in 2002. Replacement reserves methodology utilizes individual assets to accumulate reserves up to the original purchase price, but reserves as a whole are managed on a fund basis rather than asset by asset. Rates are set to recover the original cost of the asset over its useful life. If available funds exceed the cost of the new asset, they are credited to a single account per fund along with receipts from the sale of replaced assets and interest earned on the total reserve balance. The addition of the salvage values and interest earnings to the reserve fund is designed to provide for ordinary inflationary increases.</p> <p>Replacement reserves are recalculated every two years during the biennial budget process. Deficits are funded through replacement rates over the following two years. Reserve balances are analyzed over a 20-year cycle to ensure adequate reserve funding for future replacement and emergencies, with excesses refunded at the direction of the City Manager.</p> <p>Operations reserves are reviewed biennially to determine whether or not the reserve levels are appropriate. Reserves in excess of 5% of the annual operating expenditures are to be refunded for the benefit of the contributing fund/department. Deficit operating reserves will be replaced by increasing the maintenance rates.</p>
Other Notes:	In the early 1970s, the State of Washington enacted laws that mandated cities and counties establish replacement funds for construction equipment. The City of Bellevue expanded on this mandate to provide replacement funding for electronic and related technical equipment critical to effective City operations. Equipment included in this Fund are radios, traffic signals, medical equipment, land survey instruments, and radar equipment.

FACILITIES SERVICES FUND - 1280

Fund Type:	Special Revenue
Fund Description:	The Facilities Services Fund provides coordinated planning, development, maintenance, and management services required to support City operations in general City facilities. This Fund includes maintenance and operations, capital and reserves for operating general city buildings. Rates charged to user departments are based on the full cost of maintaining and operating these facilities, excluding future replacement. The Fund combines planning, maintenance, and Capital Investment Program (CIP) projects along with operating budgets to provide for full operational cost.
Year Created:	1999
Major Revenue Sources:	Charges to departments and private tenant rents.
Major Expenditures:	Utilities (electric, gas, water); major maintenance (parking lots, exterior painting and elevator repairs); replacements (roofs, heating and ventilation systems); building and code improvements (seismic mitigation and ADA improvements); routine maintenance (electrical and heating systems, security, and emergency generators); custodial services (carpet, routine, and restroom cleaning); public use/event support; operating supplies; and contracted services. These costs include projects that maintain the existing infrastructure to preserve the City's capital facility investment, improve asset utilization, and support the delivery of City services and programs and are now included in the Facilities Services Fund rather than the Capital Investment Program.
Fund Custodian:	Civic Services
Rates & Reserve Policy:	<p>Rates shall be based on a 10-year major maintenance plan, long-term system replacement plan, and operating expenses for utilities, custodial, contracted services, routine maintenance and repairs. The rates shall be set to provide sufficient funds to meet all operating and capital costs on a pay-as-you-go basis, as well as to provide reserves for potential unanticipated plant failures/emergencies. This reserve amount shall be set at the estimated costs of a single major component (e.g., HVAC).</p> <p>During each biennial budget process, a 10-year cash flow model shall be used to determine appropriate reserve amounts and any necessary rate adjustments. Reserves in excess of the amount needed for the upcoming biennium shall be returned to the contributing funds, unless specific uses within the Facilities Services Fund are identified and approved as a part of the subsequent budget.</p> <p>Reserves are not being collected to provide for new or replacement facilities nor for major catastrophic events. Such major replacement/emergency costs will be financed through long-term debt.</p>
Other Notes:	None

FIREMEN'S PENSION FUND - 6920

Fund Type:	Trust and Agency
Fund Description:	The Firemen's Pension Fund accounts for a single-employer defined benefit pension system established under State law to provide retirement and disability benefits to eligible firefighters and their surviving spouses. Although the State Law Enforcement Officers and Firefighters Pension System has subsequently replaced this pension system, firefighters hired prior to March 1, 1970 continue to be eligible for benefits under its provisions (RCW 41.18 Firemen's Relief and Pensions).
Year Created:	Pre-1970
Major Revenue Sources:	Revenues received by the Fund include proceeds of a State-imposed tax on fire insurance premiums and interest earnings.
Major Expenditures:	Expenditures consist of direct pension payments to retirees and their surviving spouses.
Fund Custodian:	Human Resources
Reserve Policy:	This Fund's reserve policy is to fully fund all actuarially determined loss liabilities.
Other Notes:	The Firemen's Pension Fund Board, established pursuant to State law, is responsible for various operational aspects of this Fund. The Board is composed of the Mayor (or his/her designee), Finance Director, City Clerk, and two firefighters elected by the firefighters. The Board meets on a semi-annual basis or more frequently as needed.

FRANCHISE FUND - 1260

Fund Type: Special Revenue

Fund Description: The Franchise Fund accounts for the revenue and expenses associated with the cable television and franchise related activities performed at the City.

Year created: 1995

Major Revenue Sources: Cable franchise fees, investment interest.

Major Expenditures: Professional services, salaries and benefits, and BTV communications equipment.

Fund Custodian: Transportation (Franchise Management)

Reserve Policy: This Fund transfers all revenues in excess of expenditures to the General Fund.

Other Notes: None

GENERAL CAPITAL INVESTMENT PROGRAM FUND - 3680

Fund Type:	Capital Projects
Fund Description:	The General Capital Investment Program (CIP) Fund provides for financial administration of various City non-utility capital investment projects.
Year Created:	1983
Major Revenue Sources:	A portion of the City's sales and business and occupation taxes, bonds, grants, contributions, and other revenue sources authorized by the City Council.
Major Expenditures:	Monies are used to support the construction costs of major capital improvements and to pay the debt on any construction bonds issued.
Fund Custodian:	Finance
Reserve Policy:	NA
Other Notes:	None

GENERAL FUND - 0100

Fund Type:	General
Fund Description:	Accounts for all receipt and disbursement transactions of day-to-day City operations that are not required to be accounted for in another fund.
Year Created:	1953
Major Revenue Sources:	Property, sales, business and occupation, and utility taxes; licenses and permits; fines and forfeitures; charges for service, and intergovernmental revenues.
Major Expenditures:	General government, public safety, transportation, and parks and community services.
Fund Custodian:	Finance overall; various departments for departmental budgets.
Contingency Policy:	Six-tenths of 1% of the General Fund biennial budget is set aside as a contingency. This amount is not expected to be expended and is carried forward to subsequent years as Beginning Fund Balance.
Other Notes:	None

GENERAL SELF-INSURANCE FUND - 5240

Fund Type:	Internal Service
Fund Description:	The General Self-Insurance Fund was established by Ordinance No. 2682 to account for the City's self-insurance program for general liability, property, and casualty losses, and general loss control activities. The purpose of the Fund is to pay liability claims, purchase commercial insurance coverage, and to maintain reserves for the payment of future claims.
Year Created:	1979
Major Revenue Sources:	The primary revenues consist of premiums collected from City departments and investment earnings.
Major Expenditures:	The major expenditures are for liability claims made against the City, purchase of commercial insurance coverage, and administrative costs.
Fund Custodian:	City Attorney's Office
Reserve Policy:	Fund reserves at recommended actuarial rate plus a 70% confidence level for risk margin. Excess reserves are either maintained in the fund or refunded to contributing funds.
Other Notes:	None

HAZARDOUS MATERIALS FUND - 6800

Fund Type:	Trust and Agency
Fund Description:	The Hazardous Materials Fund receipts contributions from a consortium of local agencies established to meet the hazardous material needs within the member service area. Per interlocal agreement, one official from each local agency serves on the Hazardous Materials Joint Board. The Hazardous Materials Joint Board is responsible for approving the biennial budget, work plan, policies and procedures for the Eastside Hazardous Materials Response Unit and Team. Currently, the City of Bellevue is the lead agency for the consortium and the Bellevue Fire Chief serves as chairman of the Board.
Year Created:	1992; in 1996, the Fund number was changed to 6800.
Major Revenue Sources:	Revenues consist of quarterly contributions from the member jurisdictions and investment interest earned on fund balances.
Major Expenditures:	Expenditures consist of operating costs per the budget adopted by the Hazardous Materials Joint Board and Bellevue's administrative costs associated with performing lead duties as the lead agency for the Hazardous Materials Response Unit and Team.
Fund Custodian:	Fire
Reserve Policy:	The Hazardous Materials Joint Board has established an equipment reserve to pay for the future replacement of vehicles and equipment.
Other Notes:	If the Hazardous Material Joint Board votes to terminate the current interlocal agreement, 100% of the funds residing in this Fund would be proportionately distributed to the member jurisdictions.

HEALTH BENEFITS FUND - 5250

Fund Type:	Internal Service
Fund Description:	The Health Benefits Fund accounts for the City's employee medical, dental, group term life, and vision insurance programs.
Year created:	1985
Major Revenue Sources:	City paid premiums, employee paid premiums, COBRA premiums, and interest earnings.
Major Expenditures:	Direct medical claim costs for employees enrolled in Bellevue Health Plan and premiums for other medical and dental coverages, employees enrolled in federally mandated COBRA programs, claims administration, insurance brokerage services, medical stop-loss insurance and program administration.
Fund Custodian:	Human Resources
Reserve Policy:	Reserves have been established to assure the continued viability of the Fund and to pay for open claims as they mature. Generally, reserve levels will be budgeted as follows: 1) an Incurred But Not Reported (IBNR) direct medical claims reserve of 17% of estimated annual claims; 2) IBNR prescription drug claims reserve of 6% of estimated annual claims; and 3) a risk margin claims reserve equal to 10% of the estimated combined annual direct medical and prescription claims expenses.
Other Notes:	None

HOTEL/MOTEL TAXES FUND - 1350

Fund Type:	Enterprise
Fund Description:	The Hotel/Motel Taxes Fund was created to account for 1) Hotel/Motel tax collections and disbursement; 2) bond proceeds from the issuance of 1995 and 2002 Limited General Obligation Bonds; 3) "Old Convention Center Site" sale proceeds and 4) transactions associated with the purchase of the Meydenbauer Center site.
Year Created:	1990
Major Revenue Sources:	Hotel/Motel tax collections; bond proceeds; Old Convention Center Site sale proceeds; interest earnings.
Major Expenditures:	Transfer of Hotel/Motel tax collections to the Bellevue Convention Center Authority (BCCA) pursuant to the Operating Agreement between the City and the BCCA. Expenditure of bond proceeds for improvements to or expansion of the Meydenbauer Center.
Fund Custodian:	Finance
Reserve Policy:	Reserve policies are determined by the individual projects within the Hotel/Motel Taxes Fund: <ul style="list-style-type: none"> • The 1995 bond proceeds will be spent on improvements to the Meydenbauer Center during the fourth quarter of 2006 and first quarter of 2007. • The proceeds from the sale of the Old Convention Center Site are held in the City's Backup Financing Plan for the BCCA. • The 2002 Bond proceeds were used to pay off the 2000 BAN and the remaining funds were used to purchase the Convention Center option parcel.
Other Notes:	None

HOUSING FUND - 1900

Fund Type:	Special Revenue
Fund Description:	The Housing Fund accounts for revenue from a variety of sources including, but not limited to, the City's General Fund and the General Capital Investment Program Fund. The expenditures include those necessary for the creation and preservation of affordable housing for low- and moderate-income households.
Year Created:	1991
Major Revenue Sources:	General Fund contributions; sales tax; Community Development Block Grants; developer contributions; principal payments on outstanding loans and contract note interest, and investment interest. Other revenue includes transfers from A Regional Coalition for Housing (ARCH) Fund, equal to the cost of the ARCH staff and receipts from loan repayments.
Major Expenditures:	Payments or loans to developers to support affordable housing projects and the salary and benefits for the ARCH staff.
Fund Custodian:	Planning & Community Development
Reserve Policy:	Use of reserves is determined by the City Council.
Other Notes:	The Housing Program channels major city efforts through the regional coalition ARCH, which uses local prioritization criteria to review proposals for use of the Housing Fund reserves.

HUMAN SERVICES FUND - 0101

Fund Type:	Special Revenue
Fund Description:	This Human Services Fund accounts for human services activities, including Human Services agency contracts, Youth Link programs, gambling tax, and Skateboard Park.
Year Created:	1987
Major Revenue Sources:	Property tax, gambling tax, interest, grants and contributions, and user fees.
Major Expenditures:	Human services programs and a transfer to the Capital Investment Program to support the Parks & Community Services Land Acquisition capital project P-AD-15.
Fund Custodian:	Parks & Community Services
Reserve Policy:	<p>Reserve policies are determined by the individual projects within the Human Services Fund:</p> <ul style="list-style-type: none"> • Human Services Project - Reserve balance target set at \$50,000 plus contract payment carry-forwards from the previous year. • All Other Projects - Budgeted to maintain constant reserve balances from the previous year.
Other Notes:	None

INFORMATION TECHNOLOGY FUND - 5270

Fund Type:	Internal Service
Fund Description:	The Information Technology Fund was created by ordinance to account for technology services charges to City departments and contains operating costs, capital costs, and replacement reserves. The Fund monitors and tracks the adequacy of replacement reserves for the Computer Reserve (CRF), Workstation Reserve (WRF), and Applications Reserve Funds (ARF).
Year Created:	1999
Major Revenue Sources:	The main revenue source to the Fund is through charges for technology services and equipment to other City departments. Rates are developed through the budget process and approved utilizing Internal Service Agreements with City departments. The rates are then authorized by the City Council when the budget is adopted.
Major Expenditures:	Major expenditures include the Information Technology Department operating costs and capital replacement costs for the City's Information Technology Systems including hardware, software and services.
Fund Custodian:	Information Technology
Reserve Policy:	<p>The Fund contains capital replacement and operating reserves. No formal reserve policies are in place at this time but are currently under development by Information Technology.</p> <p>The replacement reserves are established to anticipate and plan for replacement of the City's technology investment in hardware and software over a period of time to contribute to rate stabilization, better planning, and implementation.</p> <p>The operating reserves are established to provide the enterprise with cashflow and rate stabilization. The target range for the operating reserve is 2.5%-7.5% of the Information Technology budget. If the reserve falls below 2.5%, then the rates would be adjusted to replenish the reserve. If the reserves exceed the maximum of 7.5%, the excess will then be analyzed and an appropriate course of action recommended.</p>
Other Notes:	Information Technology was a Special Revenue Fund from 1999 to 2002. Prior to 1999, Information Technology was a General Fund department.

INTEREST & DEBT REDEMPTION - REGULAR LEVY FUND - 2120

Fund Type: Debt Service

Fund Description: The Interest and Debt Redemption - Regular Levy Fund accounts for debt service on City Council-approved general obligation bonds.

Year Created: 1973

Major Revenue Sources: General property tax and transfer of sales tax revenues from the General Capital Investment Program (CIP) Fund.

Major Expenditures: Principal and interest payments on Limited Tax General Obligation (LTGO) bonds.

Fund Custodian: Finance

Reserve Policy: NA

Other Notes: None

INTEREST & DEBT REDEMPTION - SPECIAL LEVY FUND - 2130

Fund Type: Debt Service

Fund Description: The Interest and Debt Redemption - Special Levy Fund accounts for debt service on the City's voter-approved general obligation bond issues.

Year Created: 1953

Major Revenue Sources: Property taxes specifically levied to support related debt payment.

Major Expenditures: Principal and interest payments on Unlimited Tax General Obligation (UTGO) bonds.

Fund Custodian: Finance

Reserve Policy: NA

Other Notes: None

JAIL ADMINISTRATIVE GROUP (JAG) FUND - 6970

Fund Type:	Trust and Agency
Fund Description:	The Jail Administrative Group (JAG) Fund accounts for proceeds from the sale of property (hereinafter referred to as "Jail Property") held by the City of Bellevue, on behalf of the member agencies of an interlocal agreement formed to address current jail services and in planning for future facilities and programs for municipal inmates. The Fund will be used to pay for expenses as outlined in the interlocal agreement and/or as determined by the JAG.
Year Created:	2008
Major Revenue Sources:	Land sale proceeds and potential contributions from member jurisdictions of JAG.
Major Expenditures:	a) Costs as outlined in the interlocal agreement and/or as determined by the JAG, for example: City of Bellevue costs necessary to dispose of the Jail property and costs incurred to perform due diligence studies necessary to take possession of the property from King County including, but not limited to, inspections, survey, appraisal and maintenance activities during the time the City of Bellevue has possession of the property; b) Distribution of land sale proceeds, after the deduction of necessary expenses, to the member agencies as determined by the JAG.
Fund Custodian:	City Manager's Office
Reserve Policy:	NA
Other Notes:	None

LAND PURCHASE REVOLVING FUND - 1250

Fund Type:	Special Revenue
Fund Description:	The Land Purchase Revolving Fund accounts for purchases of land and rights-of-way needed for future public purposes. Some of the properties purchased by this Fund are rented on an interim basis, pending their future use for City purposes.
Year Created:	1971
Major Revenue Sources:	Property rental fees and the sale of rights-of-way.
Major Expenditures:	Maintenance and operations costs of the rental properties.
Fund Custodian:	Parks & Community Services and Transportation
Reserve Policy:	None
Other Notes:	None

LEOFF I MEDICAL RESERVE - 1210

Fund Type:	Special Revenue
Fund Description:	The Law Enforcement Officers and Fire Fighters Plan I (LEOFF I) Medical Reserve Fund was created to account for reserves set aside to fund the City's liability for lifetime medical benefits for all LEOFF I retirees. The Fund shall operate in accordance with the Fire Protection Services contract.
Year Created:	1996
Major Revenue Sources:	General Fund contributions and payments from cities/towns receiving fire protection services from Bellevue pursuant to the Fire Protection Services contract.
Major Expenditures:	The expenditures covered by this Fund are expended from the Medical/Dental Self-Insurance Fund and are then reimbursed from this reserve Fund. The expenditures are for lifetime, post-retirement medical benefits for retired LEOFF I members.
Fund Custodian:	Finance and Human Resources
Reserve Policy:	Reserves will be maintained at an amount decided by City Council based on the most current actuarial study. Contributions from the contract cities will continue until their obligations are met. The Fund has reserves set aside to account for each contracting city's contribution separately. Any expenditures made from the Health Benefits Fund for post-retirement medical benefits is reimbursed from each reserve in direct proportion to the relative population of each contracting city. All reserves are carried forward to the next year. Once the final LEOFF I payment has been made (in approximately 53 years), the remaining reserves (if any) will be returned to the contributing city pursuant to the Fire Protection Services contract. City of Bellevue reserve contributions in the Fund in excess of the required annual contributions may also be used to address major contingencies, if directed by the Council. Any draws from the Fund shall be replenished as directed by the Council.
Other Notes:	None

LOCAL IMPROVEMENT DISTRICT CONTROL FUND - 2490

Fund Type:	Debt Service
Fund Description:	The Local Improvement District (LID) Control Fund accounts for payment of principal and interest for local improvement district bond issues and for collection of special assessments levied against benefited properties which support those debt service obligations.
Year Created:	1988
Major Revenue Sources:	LID assessments from benefited properties.
Major Expenditures:	Principal and interest payments on local improvement district special assessment bond issues.
Fund Custodian:	Finance
Reserve Policy:	NA
Other Notes:	A benefited property is one in which the owner of the land benefits from the improvements made within the local improvement district. The LID Guaranty Fund provides funds for debt service payments in the event of a default by LID property owners, which would result in a deficiency of funds in this Fund.

LOCAL IMPROVEMENT DISTRICT GUARANTY FUND - 2750

Fund Type:	Debt Service
Fund Description:	The Local Improvement District (LID) Guaranty Fund accounts for monies set aside in accordance with State law to provide for payment of principal and interest due on special assessment bond issues in the event of default by LID property owners and a resulting insufficiency of funds in the LID Control Fund to make related payments.
Year Created:	1974
Major Revenue Sources:	LID Bond Fund transfers and investment earnings.
Major Expenditures:	Principal and interest payments on special assessment bond issues in the event of default by LID property owners.
Fund Custodian:	Finance
Reserve Policy:	State Code requires that the net cash of the Local Improvement Guaranty Fund should have a fund balance not less than 10% of the net outstanding obligations guaranteed by such fund.
Other Notes:	None

MARINA FUND - 4250

Fund Type:	Enterprise
Fund Description:	The Marina Fund accounts for the operation of the City-owned Bellevue Yacht Basin and Meydenbauer Bay marinas.
Year Created:	In 2005, Marina operations were moved from the Land Purchase Revolving Fund to the Marina Fund.
Major Revenue Sources:	Moorage and property rental fees.
Major Expenditures:	Maintenance and operations costs of the marinas, plus debt repayment costs for the 1998 Limited GO Bonds which expire in 2018.
Fund Custodian:	Parks & Community Services
Reserve Policy:	While not required by the 1998 GO bonds, the marina maintains a Debt & Contingency reserve and a Capital Repair & Replacement reserve to assure payments to bond holders, provide additional protection for the General Fund, and provide for improvements to the marina. The annual contribution to the Debt & Contingency reserve will be 10% of annual net revenues with a maximum reserve level of \$400,000. The annual contribution to the Capital Repair & Replacement reserve will be 4.5% of gross revenues of the Bellevue Yacht Basin and 2.5% of gross revenues of the Meydenbauer Bay Marina with a maximum reserve level of \$400,000.
Other Notes:	None

OPERATING GRANTS, DONATIONS, AND SPECIAL RESERVES FUND - 1640

Fund Type:	Special Revenue
Fund Description:	The Operating Grants, Donations, and Special Reserves Fund accounts for: 1) the receipt and disbursement of revenue from federal, state, local, and other grants accepted by the City, 2) monetary donations to the City of Bellevue which are provided to accomplish specific purposes identified by the donors, and 3) resources greater than budget maintained in this fund until they are allocated by Council for a specific use. Separate subsidiary records are maintained to administer the individual grants accounted for in the Fund.
Year Created:	1977
Major Revenue Sources:	Federal, state and local grants; monetary donations; confiscated monies and proceeds from sale of forfeited properties from illegal drug activities.
Major Expenditures:	Operating and capital costs for the purpose or purposes specified by the term of the grant or donor. Proceeds from forfeitures are restricted in use to the expansion of narcotics enforcement or other law enforcement activities.
Fund Custodian:	Various Departments
Reserve Policy:	NA
Other Notes:	None

PARK MAINTENANCE & OPERATIONS RESERVE FUND - 1220

Fund Type:	Special Revenue
Fund Description:	The Park Maintenance & Operations Reserve Fund accounts for a portion of the proceeds of a property tax lid lift approved by voters in 1988 to support park maintenance and operation expenditures associated with a companion voted bond issue. Tax monies received from the lid lift are receipted to the General Fund where they support park maintenance and operation expenditures. Prior to 1996, lid lift proceeds were greater than maintenance and operation needs, and the surplus proceeds were subsequently transferred to this special revenue Fund. The current reserve balance in this Fund is \$2.7 million, and annual interest earnings are transferred to support Aquatics Center operations in the Parks Enterprise Fund.
Year Created:	1988
Major Revenue Sources:	Interest earnings.
Major Expenditures:	The only expenditure budgeted in this Fund is a transfer of interest earnings on principal balances to the Parks Enterprise Fund for maintenance and operation of the Bellevue Aquatics Center.
Fund Custodian:	Parks & Community Services
Reserve Policy:	Reserve balances, which consist of proceeds from the 1988 property tax lid lift, are restricted for payment of maintenance and operating costs of specified City park facilities, and may only be expended with Council authorization.
Other Notes:	The Fund was created following voter approval of the \$16.5 million 1989 Park Bond Issue and the associated maintenance and operations property tax levy lid lift.

PARKS ENTERPRISE FUND - 1430

Fund Type: Special Revenue

Fund Description: The Parks Enterprise Fund accounts for the services that are provided by the Enterprise Services Program including golf, tennis, aquatics, adult sports, and facility rentals. These programs are primarily supported through user fees.

Year Created: 1995

Major Revenue Sources: Fees and charges for Enterprise Services Program activities.

Major Expenditures: Operating and capital costs of the Enterprise Services Program.

Fund Custodian: Parks & Community Services

Reserve Policy: The reserve balance target is two months of operating expenses. Reserves above target will be dedicated to future operating and/or capital projects in the Enterprise Services Program.

Other Notes: None

RAINY DAY RESERVE FUND - 1240

Fund Type:	Special Revenue
Fund Description:	The Rainy Day Reserve Fund accounts for General Fund revenues and other designated revenues placed in reserve to provide resources to be used during an economic downturn or other unforeseen expenditure needs.
Year Created:	1984
Major Revenue Sources:	General Fund contributions and such other sources as designated by the City Council.
Major Expenditures:	This Fund typically will have no expenditures and will accumulate monies until there is a demonstrated need to draw upon these funds.
Fund Custodian:	Finance
Reserve Policy:	This reserve Fund will accumulate monies based on a target of 5% of the City's unrestricted General Fund resources budget.
Other Notes:	No draws have ever been made on the Rainy Day Reserve.

SEWER UTILITY FUND - 4450

Fund Type:	Enterprise
Fund Description:	The Sewer Utility Fund was established to account for the operations of the City's Sewer Utility.
Year Created:	1975
Major Revenue Sources:	Service charges; permit and developer fees; rental revenues; interest earnings; and interfund labor charges billed to Utility capital projects.
Major Expenditures:	Wholesale sewer treatment costs paid to King County-METRO; personnel; supplies; outside services; utility tax/franchise fees; and capital outlay and interfund charges necessary to support ongoing Utility operations. Operating transfers are also made to the Utility Capital Investment Fund to finance approved construction projects and contribute to the Utility's CIP Renewal & Replacement (R&R) reserve.
Fund Custodian:	Utilities
Reserve Policy:	Target minimum and maximum reserve levels for the Fund are defined by Adopted Utility Consolidated Reserve policies. Reserves authorized in this policy cover Utility working capital needs, operating contingencies and a plant emergency contingency amount. The policy outlines actions to be taken to manage Utility reserve balances within authorized ranges. Under these guidelines, amounts in excess of target reserve levels should be transferred to the Utility's CIP Renewal and Replacement (R&R) reserve in a manner consistent with the Fund's long-range financial plan.
Other Notes:	This Fund is part of the City's Waterworks Utility operation.

SOLID WASTE FUND - 1230

Fund Type:	Special Revenue
Fund Description:	The Solid Waste Fund was established to account for administration of Solid Waste and Recycling operations.
Year Created:	1989
Major Revenue Sources:	Solid Waste administrative fees and multi-family recycling revenues received under the City's contracts for garbage and multi-family recycling collection; grant reimbursements; and investment interest earned on fund balances.
Major Expenditures:	Annual operating costs for Solid Waste administration and contract oversight activities; payments for multi-family recycling collection; and Solid Waste grant expenses.
Fund Custodian:	Utilities
Reserve Policy:	No formal policy is in place for this Fund. The practice is that a portion of the reserves will be used to cover the cash flow shortages created by delay in grant reimbursements and any excess reserves will be dedicated to projects in the Solid Waste Fund.
Other Notes:	Garbage, recycling and yard waste collection and related billing services are provided to Bellevue residents through a contract with Rabanco. Rabanco also holds a separate contract with the City to provide collection and billing services for the multi-family recycling program.

STORM & SURFACE WATER UTILITY FUND - 4200

Fund Type:	Enterprise
Fund Description:	The Surface Water Utility Fund accounts for the operations of the City's Storm & Surface Water Utility.
Year Created:	1980
Major Revenue Sources:	Service charges; development review fees; interest earnings; interfund labor charges billed to Utility capital projects; and Lakemont surcharges.
Major Expenditures:	Personnel; supplies; outside services; utility taxes; debt service payments; and capital outlay and interfund charges necessary to support ongoing Utility operations. Operating transfers are also made to the Utility Capital Investment Fund and the Debt Redemption Fund to finance approved construction projects, to contribute to the Utility's CIP Renewal & Replacement (R&R) reserve and to finance scheduled debt service expenditures.
Fund Custodian:	Utilities
Reserve Policy:	Target minimum and maximum reserve levels for the Fund are defined by Adopted Utility Consolidated Reserve policies. Reserves authorized in this policy cover Utility working capital needs, operating contingencies and a plant emergency contingency amount. The policy outlines actions to be taken to manage Utility reserve balances within authorized ranges. Under these guidelines, amounts in excess of target reserve levels should be transferred to the Utility's CIP Renewal and Replacement (R&R) reserve in a manner consistent with the Fund's long-range financial plan.
Other Notes:	This Fund is part of the City's Waterworks Utility operation.

UNEMPLOYMENT COMPENSATION FUND - 5230

Fund Type:	Internal Service
Fund Description:	The Unemployment Compensation Fund was established by City Ordinance No. 2472 to account for the City's unemployment compensation self-insurance program. The purpose of the Fund is to reimburse the State's Employment Security Department for unemployment benefits paid to eligible individuals, and to maintain reserves for the payment of future claims.
Year Created:	1977
Major Revenue Sources:	The primary revenues for this Fund consist of premiums collected from City departments and investment earnings.
Major Expenditures:	The sole expenditure item in the Fund is reimbursement to the State for unemployment benefits paid to former City of Bellevue employees.
Fund Custodian:	City Attorney's Office
Reserve Policy:	Reserves are funded equal to the amount budgeted for benefit payments. Excess reserves will be refunded to contributing funds.
Other Notes:	This Fund tends to fluctuate with regional unemployment levels.

UTILITY CAPITAL INVESTMENT PROGRAM FUND - 4690

Fund Type:	Enterprise
Fund Description:	The Utility Capital Investment Program Fund was established to account for Water, Sewer, and Storm & Surface Water Utility capital improvement projects and to accumulate funds (in the Renewal & Replacement (R&R) Accounts) for future replacement of infrastructure.
Year Created:	1983; the R&R Accounts were created in 1995.
Major Revenue Sources:	Operating transfers from the three Utility operating funds; investment interest; trust fund loan or bond proceeds for debt issued to construct specific capital projects. The R&R Accounts are supported with operating transfers, capital recovery charges, direct facility charges, one-time revenues (e.g., sale of assets) and interest earnings.
Major Expenditures:	Right-of-way or land acquisition costs; engineering contracts; construction contracts; and interfund charges for project management/technical support provided to the project by Utility operating fund personnel. R&R funding is only for renewal and replacement projects.
Fund Custodian:	Utilities
Reserve Policy:	Target minimum and maximum reserve levels for the Fund are defined by Adopted Utility Consolidated Reserve policies. Reserves authorized in this policy cover Utility working capital needs, operating contingencies and a plant emergency contingency amount. The policy outlines actions to be taken to manage Utility reserve balances within authorized ranges. Under these guidelines, amounts in excess of target reserve levels should be transferred to the Utility's CIP Renewal and Replacement (R&R) reserve in a manner consistent with the Fund's long-range financial plan.
Other Notes:	None

UTILITY REVENUE BOND REDEMPTION FUND - 4700

Fund Type: Enterprise

Fund Description: The Utility Revenue Bond Redemption Fund was established to account for annual debt service transactions and reserves for outstanding Utility revenue bond issues.

Year Created: 1975; in 1997, the Fund number was changed to 4700.

Major Revenue Sources: Operating transfers from Utility Funds and investment interest.

Major Expenditures: Principal and interest payments for outstanding Utility revenue bond issues.

Fund Custodian: Utilities

Reserve Policy: None

Other Notes: None

WATER UTILITY FUND - 4440

Fund Type:	Enterprise
Fund Description:	The Water Utility Fund was established to account for the operations of the City's Water Utility.
Year Created:	1975
Major Revenue Sources:	Service charges; interest earnings; development review fees; water meter connection charges; and interfund labor charges billed to Utility capital projects.
Major Expenditures:	Water purchases from the Cascade Water Alliance to supply the Bellevue service area; personnel; supplies; outside services; utility tax/franchise fees; debt service payments; and capital outlay and interfund charges necessary to support ongoing Utility operations. Operating transfers are also made to the Utility Capital Investment Fund and the Debt Redemption Fund to finance approved construction projects, to contribute to the Utility's CIP Renewal & Replacement (R&R) reserve, and to finance scheduled debt service expenditures.
Fund Custodian:	Utilities
Reserve Policy:	Target minimum and maximum reserve levels for the Fund are defined by Adopted Utility Consolidated Reserve policies. Reserves authorized in this policy cover Utility working capital needs, operating contingencies and a plant emergency contingency amount. The policy outlines actions to be taken to manage Utility reserve balances within authorized ranges. Under these guidelines, amounts in excess of target reserve levels should be transferred to the Utility's CIP Renewal and Replacement (R&R) reserve in a manner consistent with the Fund's long-range financial plan.
Other Notes:	This Fund is part of the City's Waterworks Utility operation.

WORKERS' COMPENSATION FUND - 5220

Fund Type:	Internal Service
Fund Description:	The Workers' Compensation Fund was established by City of Bellevue Ordinance No. 2437 to account for the City's workers' compensation self-insurance program. The purpose of the Fund is to pay benefits to injured workers and to maintain reserves for the payment of future claims, as well as to fund loss prevention activities and safety programs.
Year Created:	1977
Major Revenue Sources:	The primary revenues consist of premiums collected from City departments and investment earnings.
Major Expenditures:	The major expenditures are for worker claims, safety programs, and to fund administration costs.
Fund Custodian:	City Attorney's Office
Reserve Policy:	Fund reserves at recommended actuarial rate plus a 70% confidence level for risk margin. Excess reserves are either maintained in the Fund or refunded to contributing funds.
Other Notes:	None