Internal Service Funds

This section of the CAFR provides information on each individual internal service fund. Internal service funds are used by the City to centralize certain services and then allocate the cost of those services to the user departments on a cost reimbursement basis. User fund charges from internal service funds with capital assets typically consist of two components: a maintenance/service component and a capital replacement component. User fund charges from self-insurance internal service funds generally are based on claims experience of the user department.



INTERNAL SERVICE FUNDS

- <u>6010 Fleet/Equipment Management Fund</u> To account for equipment replacement resources which are derived from periodic charges to governmental operations to ensure timely replacement of equipment.
- <u>6020 Joint Helicopter Operation Fund</u> To account for resources and expenses for the operation of the Joint Law Enforcement Air Support Unit between City of Glendale and City of Burbank.
- <u>6030 ISD Infrastructure Fund</u> To account for technological equipment replacement resources which are derived from periodic charges to governmental operations to ensure timely replacement of the technological equipment.
- <u>6040 ISD Applications Fund</u> To account for major ISD Applications resources which are derived from periodic charges to governmental operations to ensure timely replacement of the major application software.
- 6070 Building Maintenance Fund To account for maintenance, repairs or services necessary to sustain facility
 operations at approximately one hundred City owned facilities.
- <u>6100 Unemployment Insurance Fund</u> To finance and account for unemployment claims. Resources are derived from unemployment insurance charges to various City operations. Unemployment claims are reimbursed to the State Employment Department which disburses the unemployment claims.
- 6120 Liability Insurance Fund To account for financing and disbursement of City self-insurance funds for
 uninsurable litigation activities, general liability and auto liability claims. Charges, in lieu of insurance premiums, are
 made periodically to City operations to provide the self-insurance resources.
- 6140 Compensation Insurance Fund To finance and account for the City's workers' compensation claims.
 Funding is derived from charges in lieu of actual premiums to various City operations to provide the self-insurance resources.
- 6150 Dental Insurance Fund To finance and account for the City's dental insurance program for its employees.
 Funding is derived from charges in lieu of actual premiums to various City operations to provide the self-insurance resources.
- 6160 Medical Insurance Fund To finance and account for the City's medical insurance program for its employees.
 Funding is derived from charges in lieu of actual premiums to various City operations to provide the self-insurance resources.
- 6170 Vision Insurance Fund To finance and account for the City's vision insurance program for its employees.
 Funding is derived from charges in lieu of actual premiums to various City operations to provide the self-insurance resources.
- <u>6400 Employee Benefits Fund</u> To account for the resources and the liability for employees' compensated absences (vacation and comp time).
- 6410 Retiree Health Savings Plan (RHSP) Benefits Fund To account for the resources and the liability for employees' sick leave conversion under RHSP plan.
- 6420 Post Employment Benefits Fund To account for the resources and the liability for all the benefits provided after the employees' separation from the City.
- 6600 ISD Wireless Fund To account for the operation of the citywide radio system, including maintenance, replacement and acquisition of equipment.

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Exhibit L-1 CITY OF GLENDALE Combining Statement of Net Position Internal service funds June 30, 2019 (amounts expressed in thousands)

	Fleet/E	guipment						
	Mana	agement Fund		lelicopter ion Fund		rastructure und		pplications und
ASSETS		unu	Opera	ion Fund		unu		unu
Current assets:								
Pooled cash and investments	\$	17,432	\$	4,133	\$	4,744	\$	9,776
Interest receivable	Ψ	86	Ψ	19	Ψ	22	Ψ	9,770
Accounts receivable, net		9		238				-
Inventories		190		200		_		
Prepaid items		1,325		_		_		_
Total current assets	-	19,042		4,390		4,766		9,820
Noncurrent assets:		13,042		7,590		4,700		9,020
Capital assets, not being depreciated		161		_		1,754		373
Capital assets, net		15,163		1,400		3,317		6,122
Total noncurrent assets	-	15,324		1,400		5,071		6,495
Total assets		34,366		5,790		9,837		16,315
Total assets		34,300		5,790		9,037		10,313
LIABILITIES								
Current liabilities:								
Accounts payable		771		211		201		251
Wages and benefits payable		275		9		142		141
Due to other funds		270		-		-		-
Claims payable		_		_		_		_
Compensated absences		_		_		_		_
Total current liabilities		1,046		220		343		392
Noncurrent liabilities:		1,040				0-10		002
Claims payable		_		_		_		_
Compensated absences		_		_		_		_
Total noncurrent liabilities			-					
Total liabilities		1,046		220		343		392
Total liabilities		1,040		220		<u> </u>		392
NET POSITION								
Net investment in capital assets		15,324		1,400		5,071		6,495
Unrestricted		17,996		4,170		4,423		9,428
Total net position (deficit)	\$	33,320	\$	5,570	\$	9,494	\$	15,923

Exhibit L-1 CITY OF GLENDALE Combining Statement of Net Position Internal service funds June 30, 2019 (amounts expressed in thousands)

		ilding ance Fund	Unemployment Liability Insurance und Insurance Fund Fund			Compensation Insurance Fund		
ASSETS Current assets:								
Pooled cash and investments	\$	3,938	\$	187	\$	18,997	\$	40,045
Interest receivable	Φ	3,936	φ	107	φ	350	φ	196
Accounts receivable, net		-		3		1,680		1,120
Inventories				-		1,000		1,120
Prepaid items		_		_		_		_
Total current assets		3,957	-	191		21,027		41,361
Noncurrent assets:	-	0,001		101		21,021		+1,501
Capital assets, not being depreciated		316		_		_		_
Capital assets, net		10		_		_		7
Total noncurrent assets		326				_		7
Total assets		4,283	•	191		21,027		41,368
LIABILITIES								
Current liabilities:		400		=0		450		222
Accounts payable		430		56		452		206
Wages and benefits payable		214		-		14		360
Due to other funds		-		-		- 6 761		0.005
Claims payable Compensated absences		-		-		6,761		8,885
Total current liabilities		644		56		7 227		0.451
Noncurrent liabilities:		644		50		7,227		9,451
Claims payable		-		-		5,175		36,688
Compensated absences	-					- - 475		
Total noncurrent liabilities			-			5,175		36,688
Total liabilities		644		56		12,402		46,139
NET POSITION								
Net investment in capital assets		326		_		_		7
Unrestricted		3,313		135		8,625		(4,778)
Total net position (deficit)	\$	3,639	\$	135	\$	8,625	\$	(4,771)

Exhibit L-1 CITY OF GLENDALE Combining Statement of Net Position Internal service funds June 30, 2019 (amounts expressed in thousands)

		nsurance Ind				Vision Insurance Fund				ee Benefits und
ASSETS					-					
Current assets:										
Pooled cash and investments	\$	473	\$	2,314	\$	275	\$	17,405		
Interest receivable		3		11		1		85		
Accounts receivable, net		44		855		10		339		
Inventories		-		-		-		-		
Prepaid items				503						
Total current assets		520		3,683		286		17,829		
Noncurrent assets:					-		-			
Capital assets, not being depreciated		-		-		-		-		
Capital assets, net		-		-		-		-		
Total noncurrent assets		_				_		_		
Total assets		520		3,683	-	286		17,829		
LIABILITIES										
Current liabilities:										
Accounts payable		-		2,501		13		-		
Wages and benefits payable		-		-		-		423		
Due to other funds		-		-		-		-		
Claims payable		-		839		-		-		
Compensated absences		-		-		-		2,124		
Total current liabilities		_	-	3,340		13	-	2,547		
Noncurrent liabilities:	-			· · · · · · · · · · · · · · · · · · ·	-		-			
Claims payable		-		-		-		-		
Compensated absences		-		-		-		13,352		
Total noncurrent liabilities		_		_				13,352		
Total liabilities		_		3,340		13		15,899		
NET POSITION										
Net investment in capital assets		-		-		-		-		
Unrestricted		520		343		273		1,930		
Total net position (deficit)	\$	520	\$	343	\$	273	\$	1,930		

Exhibit L-1 CITY OF GLENDALE Combining Statement of Net Position Internal service funds June 30, 2019 (amounts expressed in thousands)

	Retiree Health Savings Plan (RHSP) Benefits Fund	Post Employment Benefits Fund	ISD Wireless Fund	Total Internal service funds
ASSETS				
Current assets:	A 47.004	•	4.055	A 100.005
Pooled cash and investments Interest receivable	\$ 17,621 86	\$ -	\$ 1,055 1	\$ 138,395 924
Accounts receivable, net	103	- 44	2,195	6,640
Inventories	103	-	2,195	190
Prepaid items	-	_	404	2,232
Total current assets	17,810	44	3,655	148,381
Noncurrent assets:				
Capital assets, not being depreciated	-	-	2,253	4,857
Capital assets, net	-	-	5,663	31,682
Total noncurrent assets	-	-	7,916	36,539
Total assets	17,810	44	11,571	184,920
LIABILITIES				
Current liabilities:				
Accounts payable	-	27	414	5,533
Wages and benefits payable	24	-	63	1,665
Due to other funds	-	196	-	196
Claims payable	-	-	-	16,485
Compensated absences	1,209			3,333
Total current liabilities	1,233	223	477	27,212
Noncurrent liabilities:				44.060
Claims payable Compensated absences	13,744	-	-	41,863 27,096
Total noncurrent liabilities	13,744			68,959
Total liabilities	14,977	223	477	96,171
Total liabilities	14,977		411	90,171
NET POSITION				
Net investment in capital assets	-	-	7,916	36,539
Unrestricted	2,833	(179)	3,178	52,210
Total net position (deficit)	\$ 2,833	\$ (179)	\$ 11,094	\$ 88,749

Exhibit L-2 CITY OF GLENDALE Combining Statement of Revenues, Expenditures, and Changes in Net Position Internal service funds For the Year Ended June 30, 2019 (amounts expressed in thousands)

	Equipment					
	agement ⁻ und	elicopter on Fund		rastructure ⁻ und	•	plications und
OPERATING REVENUES						
Charges for services	\$ 11,834	\$ 1,308	\$	7,516	\$	6,838
Miscellaneous revenue	 30			_		_
Total operating revenues	11,864	 1,308		7,516		6,838
OPERATING EXPENSES						
Maintenance and operation	9,969	954		7,431		7,160
Claims and settlement	-	-		-		-
Depreciation	1,650	103		853		-
Amortization		 		11		75
Total operating expenses	11,619	 1,057		8,295		7,235
Operating income (loss)	 245	 251		(779)		(397)
NONOPERATING REVENUES						
(EXPENSES)						
Use of money and property	895	156		209		407
Intergovernmental grants	 39			1		_
Total nonoperating revenues (expenses)	934	156		210		407
Income (loss) before capital grants and	_	 	'	_		_
contributions and transfers	1,179	407		(569)		10
Capital grants and contributions	-	-		-		-
Transfers in	-	-		-		-
Transfers out	 	 				_
Change in net position	1,179	407		(569)		10
Total net position - beginning	 32,141	 5,163		10,063		15,913
Total net position - ending	\$ 33,320	\$ 5,570	\$	9,494	\$	15,923

Exhibit L-2 CITY OF GLENDALE Combining Statement of Revenues, Expenditures, and Changes in Net Position Internal service funds For the Year Ended June 30, 2019 (amounts expressed in thousands)

	Building Maintenance Fund		Unemployment Insurance Fund	Liability Insurance Fund		pensation ance Fund
OPERATING REVENUES	•	- 440			•	40.400
Charges for services	\$	7,442	\$ 52	\$ 6,425	\$	18,409
Miscellaneous revenue		7 442	52	2,664		10 100
Total operating revenues		7,442	52	9,089		18,409
OPERATING EXPENSES						
Maintenance and operation		7,409	5	2,139		3,672
Claims and settlement		-	121	6,682		12,564
Depreciation		-	-	-		3
Amortization		_	<u> </u>			_
Total operating expenses		7,409	126	8,821		16,239
Operating income (loss)		33	(74)	268		2,170
NONOPERATING REVENUES (EXPENSES) Use of money and property		164	23	752		1,572
Intergovernmental grants						- 4.550
Total nonoperating revenues (expenses)		164	23	752		1,572
Income (loss) before capital grants and contributions and transfers		197	(51)	1,020		3,742
Capital grants and contributions		-	-	-		-
Transfers in		-	(700)	-		700
Transfers out		197	(700)	1 000		4 442
Change in net position		_	(751)	1,020		4,442
Total net position - beginning		3,442	886	7,605	Φ.	(9,213)
Total net position - ending	\$	3,639	<u>\$ 135</u>	\$ 8,625	\$	(4,771)

Exhibit L-2 CITY OF GLENDALE Combining Statement of Revenues, Expenditures, and Changes in Net Position Internal service funds For the Year Ended June 30, 2019 (amounts expressed in thousands)

	Dental Insurance Fund		Medical Insurance Fund		Vision Insurance Fund		Employee Benefits Fund	
OPERATING REVENUES								
Charges for services	\$	1,321	\$	23,595	\$	226	\$	6,498
Miscellaneous revenue				8		<u>-</u>		<u>-</u>
Total operating revenues		1,321		23,603		226		6,498
OPERATING EXPENSES								
Maintenance and operation		58		1,208		14		67
Claims and settlement		1,204		22,380		200		5,151
Depreciation		-		-		-		-
Amortization				<u>-</u>		<u>-</u>		<u>-</u>
Total operating expenses		1,262		23,588		214		5,218
Operating income (loss)		59		15		12		1,280
NONOPERATING REVENUES (EXPENSES)								
Use of money and property		34		74		17		688
Intergovernmental grants		-		-		-		-
Total nonoperating revenues (expenses)		34		74		17		688
Income (loss) before capital grants and								
contributions and transfers		93		89		29		1,968
Capital grants and contributions		-		-		-		-
Transfers in		-		850		-		-
Transfers out		(600)				(250)		
Change in net position		(507)		939		(221)		1,968
Total net position - beginning		1,027		(596)		494		(38)
Total net position - ending	\$	520	\$	343	\$	273	\$	1,930

Exhibit L-2 CITY OF GLENDALE Combining Statement of Revenues, Expenditures, and Changes in Net Position Internal service funds For the Year Ended June 30, 2019 (amounts expressed in thousands)

	Retiree Health Savings Plan (RHSP) Benefits Fund		Post Employment Benefits Fund		Wireless Fund	Total Internal service funds	
OPERATING REVENUES Charges for services	\$	1,724	\$ 688	\$	4,420	\$	98,296
Miscellaneous revenue	•	,	-	•	, 5	•	2,707
Total operating revenues		1,724	688		4,425		101,003
OPERATING EXPENSES							
Maintenance and operation		29	19		3,717		43,851
Claims and settlement		1,763	619		-		50,684
Depreciation		-	-		1,082		3,691
Amortization		_					86
Total operating expenses		1,792	638		4,799		98,312
Operating income (loss)		(68)	50		(374)		2,691
NONOPERATING REVENUES (EXPENSES)							
Use of money and property		720	-		62		5,773
Intergovernmental grants		-	-		2		42
Total nonoperating revenues (expenses) Income (loss) before capital grants and		720			64		5,815
contributions and transfers		652	50		(310)		8,506
Capital grants and contributions		-	-		2,718		2,718
Transfers in		_	-		-		1,550
Transfers out		-	-		-		(1,550)
Change in net position		652	50		2,408	-	11,224
Total net position - beginning		2,181	(229)		8,686		77,525
Total net position - ending	\$	2,833	\$ (179)	\$	11,094	\$	88,749

Exhibit L-3 CITY OF GLENDALE Statement of Cash Flows Internal service funds For the Year Ended June 30, 2019 (amounts expressed in thousands)

	Fleet/Equipment Management Fund	Joint Helicopter Operation Fund	ISD Infrastructure Fund	ISD Applications Fund
CASH FLOWS FROM OPERATING ACTIVITIES Cash receipts from customers Payments to employees Payments to suppliers Net cash provided (used) by operating activities	\$ 11,861 (4,165) (5,741) 1,955	(147) (632)	\$ 7,516 (2,551) (5,026) (61)	\$ 6,838 (2,656) (4,517) (335)
			(0.7)	(333)
CASH FLOWS FROM NONCAPITAL FINANCING				
ACTIVITIES Amounts paid to other funds	_		_	_
Transfers in (out)	-		_	_
Operating grants received	39	-	1	-
Net cash provided (used) by noncapital financing activities	39	-	1	
CASH FLOWS FROM CAPITAL AND RELATED				
FINANCING				
Acquisition of property, plant, equipment and gas				
reserves	(5,234)	-	(845)	(607)
Capital grants received	-	-	-	-
Proceed from sales of capital assets	98	<u> </u>		
Net cash provided (used) by capital and related financing activities	(5,136)		(845)	(607)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	792	149	210	405
Net increase (decrease) in cash and cash		-		
equivalents	(2,350)		(695)	(537)
Balances - beginning of year	19,782		5,439	10,313
Balances - end of the year	17,432	4,133	4,744	9,776
Reconciliation of operating income (loss) to net				
cash provided (used) by operating activities:	0.45	054	(770)	(007)
Operating Income (loss) Adjustments to reconcile operating income (loss) to	245	251	(779)	(397)
net cash provided (used) by operating activities:				
Depreciation	1,650	103	853	_
Amortization	-	· -	11	75
Changes in assets and liabilities:				
(Increase) Decrease Accounts receivable, net	(5)		-	-
(Increase) Inventories	20	-	-	-
(Increase) Decrease Prepaid expenses Increase (Decrease) Accrued wages payable	- 61	- 1	- 14	3
Increase Compensated absences	-		-	-
Increase (Decrease) Accounts payable	(16)	175	(160)	(16)
Increase Claims payable		-		
Net cash provided (used) by operating activities	\$ 1,955	\$ 429	\$ (61)	\$ (335)

Exhibit L-3 CITY OF GLENDALE Statement of Cash Flows Internal service funds For the Year Ended June 30, 2019 (amounts expressed in thousands)

	Building Maintenance Fund	Unemployment Insurance Fund	Liability Insurance Fund	Compensation Insurance Fund
CASH FLOWS FROM OPERATING ACTIVITIES Cash receipts from customers Payments to employees Payments to suppliers Net cash provided (used) by operating activities	\$ 7,442 (3,146 (4,042 254	2 \$ 52) -) (67)		\$ 18,423 (2,166) (11,238) 5,019
CASH FLOWS FROM NONCAPITAL FINANCING				
ACTIVITIES Amounts paid to other funds Transfers in (out) Operating grants received		- (700) 	- - -	700
Net cash provided (used) by noncapital financing activities		(700)		700
CASH FLOWS FROM CAPITAL AND RELATED FINANCING Acquisition of property, plant, equipment and gas				
reserves Capital grants received	(326) - 		-
Proceed from sales of capital assets Net cash provided (used) by capital and related financing activities	(326	<u> </u>		
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received Net increase (decrease) in cash and cash	161			1,512
equivalents Balances - beginning of year	89 3,849	,	2,897 16,100	7,231 32,814
Balances - end of the year	3,938		·	40,045
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:				
Operating Income (loss) Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	33	3 (74)	268	2,170
Depreciation Amortization		 		3
Changes in assets and liabilities: (Increase) Decrease Accounts receivable, net (Increase) Inventories			(809)	16
(Increase) Decrease Prepaid expenses Increase (Decrease) Accrued wages payable	42	- - - 2 3	(107)	61
Increase Compensated absences Increase (Decrease) Accounts payable Increase Claims payable	179	 9 56 	- 301 2,516	- 174 2,595
Net cash provided (used) by operating activities	\$ 254	\$ (15)	\$ 2,169	\$ 5,019

Exhibit L-3 CITY OF GLENDALE Statement of Cash Flows Internal service funds For the Year Ended June 30, 2019 (amounts expressed in thousands)

	Dental Insurance Fund	Medical Insurance Fund	Vision Insurance Fund	Employee Benefits Fund	
CASH FLOWS FROM OPERATING ACTIVITIES Cash receipts from customers Payments to employees	\$ 1,321	\$ 23,603	\$ 226	\$ 6,498 (4,376)	
Payments to employees Payments to suppliers	(1,349)	(22,808)	(216)	(4,376)	
Net cash provided (used) by operating activities	(28)	795	10	2,082	
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES Amounts paid to other funds Transfers in (out) Operating grants received Net cash provided (used) by noncapital financing	(600)	- 850 -	(250)	- - -	
activities	(600)	850	(250)		
CASH FLOWS FROM CAPITAL AND RELATED FINANCING Acquisition of property, plant, equipment and gas reserves Capital grants received Proceed from sales of capital assets	-	-	-	- -	
Net cash provided (used) by capital and related financing activities					
CASH FLOWS FROM INVESTING ACTIVITIES					
Interest received	37	65	17	665	
Net increase (decrease) in cash and cash equivalents	(591)	1,710	(223)	2,747	
Balances - beginning of year	1,064	604	`498	14,658	
Balances - end of the year	473	2,314	275	17,405	
Reconciliation of operating income (loss) to net cash provided (used) by operating activities: Operating Income (loss) Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	59	15	12	1,280	
Depreciation	-	-	-	-	
Amortization Changes in assets and liabilities:	-	-	-	-	
(Increase) Decrease Accounts receivable, net	-	-	-	-	
(Increase) Inventories	-	-	-	-	
(Increase) Decrease Prepaid expenses Increase (Decrease) Accrued wages payable	- 1	(30)	-	424	
Increase Compensated absences	-	(30)	-	378	
Increase (Decrease) Accounts payable	(88)	840	(2)	-	
Increase Claims payable		(30)			
Net cash provided (used) by operating activities	\$ (28)	\$ 795	\$ 10	\$ 2,082	

Exhibit L-3 CITY OF GLENDALE Statement of Cash Flows Internal service funds For the Year Ended June 30, 2019 (amounts expressed in thousands)

	Saving (RH	e Health gs Plan ISP) ts Fund	Post Employment Benefits Fund		ISD Wireless Fund			I Internal
CASH FLOWS FROM OPERATING ACTIVITIES Cash receipts from customers	\$	1,724	\$	688	\$	2,230	\$	97,909
Payments to employees	•	, -	•	-	•	(1,029)	,	(20,621)
Payments to suppliers		(780)	((668)		(3,648)		(66,497)
Net cash provided (used) by operating activities		944		20		(2,447)		10,791
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES								
Amounts paid to other funds		-		(20)		-		(20)
Transfers in (out)		-		-		-		-
Operating grants received						2		42
Net cash provided (used) by noncapital financing activities				(20)		2		22
CASH FLOWS FROM CAPITAL AND RELATED FINANCING Acquisition of property plant, equipment and gas								
Acquisition of property, plant, equipment and gas reserves		_		_		(2,336)		(9,348)
Capital grants received		_		_		2,718		2,718
Proceed from sales of capital assets		-		-		-		98
Net cash provided (used) by capital and related								(0.700)
financing activities						382		(6,532)
CASH FLOWS FROM INVESTING ACTIVITIES								
Interest received		698		-		72		5,536
Net increase (decrease) in cash and cash								
equivalents		1,642		-		(1,991)		9,817
Balances - beginning of year		15,979				3,046		128,578
Balances - end of the year	-	17,621		<u> </u>		1,055		138,395
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:								
Operating Income (loss)		(68)		50		(374)		2,691
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:								
Depreciation		_		_		1,082		3,691
Amortization		_		_		-,002		86
Changes in assets and liabilities:								
(Increase) Decrease Accounts receivable, net		-		-		(2,195)		(3,094)
(Increase) Inventories		-		-		(404)		(404)
(Increase) Decrease Prepaid expenses Increase (Decrease) Accrued wages payable		1,012		(30)		(404) (55)		(404) 1,400
Increase Compensated absences		- 1,012		-		(55)		378
Increase (Decrease) Accounts payable		-		-		(501)		942
Increase Claims payable		_						5,081
Net cash provided (used) by operating activities	\$	944		20	\$	(2,447)	\$	10,791