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>601 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.
- 602 Joint Helicopter Operation Fund 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>603 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>604 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.
- <u>607 Building Maintenance Fund</u> To account for maintenance, repairs or services necessary to sustain facility operations at approximately one hundred City owned facilities.
- 610 Unemployment Insurance Fund 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.
- 612 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.
- <u>614 Compensation Insurance Fund</u> 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.
- 615 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.
- 616 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.
- 617 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>640 Employee Benefits Fund</u> To account for the resources and the liability for employees' compensated absences (vacation and comp time).
- 641 Retiree Health Savings Plan (RHSP) Benefits Fund To account for the resources and the liability for employees' sick leave conversion under RHSP plan.
- <u>642 Post Employment Benefits Fund</u> To account for the resources and the liability for all the benefits provided after the employees' separation from the City.
- 660 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, 2018 (in thousands)

		Fleet/ Equipment Management Fund	Joint Helicopter Operation Fund	ISD Infrastructure Fund	ISD Applications Fund
Assets	•	T dild	T dila	, und	T dild
Current assets:					
Pooled cash and investments Interest receivable Accounts receivable, net Inventories Prepaid items	\$	19,782 81 5 208 1,325	3,555 13 138 - -	5,439 23 - - -	10,313 42 - - -
Total current assets	•	21,401	3,706	5,462	10,355
Capital assets: Buildings and improvements Machinery and equipment Intangible assets Accumulated depreciation Accumulated amortization Construction in progress		- 34,704 - (22,979) - 15	3,517 - (2,015) -	214 5,245 58 (1,847) - 1,421	8 359 (8) (29) 5,632
Total capital assets		11,740	1,502	5,091	5,962
Total assets		33,141	5,208	10,553	16,317
Liabilities and net position Current liabilities: Accounts payable Wages and benefits payable Due to other funds Claims payable Compensated absences		787 213 - - -	37 8 - -	361 129 - - -	266 138 - - -
Total current liabilities		1,000	45	490	404
Noncurrent liabilities: Claims payable Compensated absences		-	- -	- -	- -
Total noncurrent liabilities	•	-	-	-	
Total liabilities		1,000	45	490	404
Net position: Net investment in capital assets Unrestricted		11,740 20,401	1,502 3,661	5,091 4,972	5,962 9,951
Total net position (deficit)	\$	32,141	5,163	10,063	15,913

Exhibit L-1
CITY OF GLENDALE
Combining Statement of Net Position
Internal Service Funds
June 30, 2018 (in thousands)

	_	Building Maintenance Fund	Unemployment Insurance Fund	Liability Insurance Fund	Compensation Insurance Fund
Assets					
Current assets:					
Pooled cash and investments	\$	3,849	877	16,100	32,814
Interest receivable Accounts receivable, net		16	3 6	326 770	134 1,051
Inventories		-	-	-	1,051
Prepaid items	-	-	-	-	
Total current assets	-	3,865	886	17,196	33,999
Capital assets:					
Buildings and improvements		-	-	-	-
Machinery and equipment		-	-	-	101
Intangible assets Accumulated depreciation		-	-	-	(89)
Accumulated depreciation Accumulated amortization		-	-	-	(09)
Construction in progress	_			-	
Total capital assets	-	-	-	-	12
Total assets	-	3,865	886	17,196	34,011
Liabilities and net position					
Current liabilities:					
Accounts payable		251	_	151	32
Wages and benefits payable		172	-	20	214
Due to other funds		-	-	- - 400	- 0.270
Claims payable Compensated absences		-	-	5,120	8,379
Total current liabilities	-	423	-	5,291	8,625
	-			,	, ,
Noncurrent liabilities:					
Claims payable		-	-	4,300	34,599
Compensated absences	-	-	-	-	
Total noncurrent liabilities	-	-	-	4,300	34,599
Total liabilities	-	423	-	9,591	43,224
Net position:					
Net investment in capital assets		-	-		12
Unrestricted	-	3,442	886	7,605	(9,225)
Total net position (deficit)	\$	3,442	886	7,605	(9,213)

Exhibit L-1
CITY OF GLENDALE
Combining Statement of Net Position
Internal Service Funds
June 30, 2018 (in thousands)

	_	Dental Insurance Fund	Medical Insurance Fund	Vision Insurance Fund	Employee Benefits Fund
Assets					
Current assets:					
Pooled cash and investments	\$	1,064	604	498	14,658
Interest receivable Accounts receivable, net		5 45	2 825	2 9	63 198
Inventories		-	-	-	-
Prepaid items	_	-	504	-	
Total current assets	_	1,114	1,935	509	14,919
Capital assets:					
Buildings and improvements		-	-	-	-
Machinery and equipment Intangible assets		-	-	-	-
Accumulated depreciation		-	-	-	-
Accumulated amortization		-	-	-	-
Construction in progress	_	-	-	-	
Total capital assets	_	-		-	
Total assets	_	1,114	1,935	509	14,919
Liabilities and net position					
Current liabilities:					
Accounts payable		87	1,661	15	-
Wages and benefits payable		-	-	-	-
Due to other funds Claims payable		-	- 870	-	-
Compensated absences	_	-	-	-	2,007
Total current liabilities	_	87	2,531	15	2,007
Noncurrent liabilities: Claims payable		_	_	_	_
Compensated absences		-	-	-	12,950
Total noncurrent liabilities	_	-	-	<u>-</u>	12,950
Total liabilities	_	87	2,531	15	14,957
Net position:					
Net investment in capital assets		-	-	-	-
Unrestricted	_	1,027	(596)	494	(38)
Total net position (deficit)	\$ _	1,027	(596)	494	(38)

Exhibit L-1
CITY OF GLENDALE
Combining Statement of Net Position
Internal Service Funds
June 30, 2018 (in thousands)

		Retiree Health Savings Plan (RHSP) Benefits Fund	Post Employment Benefits Fund	ISD Wireless Fund	Total Internal Service Funds
Assets					
Current assets: Pooled cash and investments Interest receivable Accounts receivable, net Inventories Prepaid items	\$	15,979 65 214 - -	- - 12 - -	3,046 11 - -	128,578 786 3,273 208 1,829
Total current assets	•	16,258	12	3,057	134,674
Capital assets: Buildings and improvements Machinery and equipment Intangible assets Accumulated depreciation Accumulated amortization Construction in progress		- - - - -	- - - - -	- 9,727 - (3,505) - 440	214 53,302 417 (30,443) (29) 7,508
Total capital assets		-	-	6,662	30,969
Total assets		16,258	12	9,719	165,643
Liabilities and net position Current liabilities: Accounts payable Wages and benefits payable Due to other funds Claims payable Compensated absences		- - - - 1,130	26 - 215 -	915 118 - -	4,589 1,012 215 14,369 3,137
Total current liabilities		1,130	241	1,033	23,322
Noncurrent liabilities: Claims payable Compensated absences Total noncurrent liabilities		- 12,947 12,947	- -	-	38,899 25,897 64,796
			241	1.022	
Total liabilities Net position: Net investment in capital assets Unrestricted Total net position (deficit)	\$	14,077 - 2,181 2,181	241 - (229) (229)	1,033 6,662 2,024 8,686	30,969 46,556 77,525

Exhibit L-2
CITY OF GLENDALE
Combining Statement of Revenues, Expenses and Changes in Net Position
Internal Service Funds

Fiscal Year Ended June 30, 2018 (in thousands)

		Fleet/ Equipment	Joint Helicopter	ISD	ISD
	-	Management Fund	Operation Fund	Infrastructure Fund	Applications Fund
Operating revenues:					
Charges for services Miscellaneous revenues	\$	12,855 3	1,275	6,708	6,402
Total operating revenues	-	12,858	1,275	6,708	6,402
Operating expenses:					
Salaries and benefits		3,435	134 575	2,347	2,725
Maintenance and operations Equipment purchased		5,485 36	5/5	2,665 1,132	3,238
Claims and settlements		-	-	-	-
Depreciation Amortization	-	1,550 -	103	929	1 18
Total operating expenses		10,506	812	7,073	5,982
Operating income (loss)	-	2,352	463	(365)	420
Non operating revenues (expenses):					
Interest revenue		131	210	17	37
Grant revenue Interest expense		(4)	-	-	-
Total non operating revenues	-	, ,			
(expenses), net	-	127	210	17	37
Income (loss)	-	2,479	673	(348)	457
Change in net position		2,479	673	(348)	457
Net position (deficit), July 1	-	29,662	4,490	10,411	15,456
Net position (deficit), June 30	\$	32,141	5,163	10,063	15,913

Exhibit L-2
CITY OF GLENDALE
Combining Statement of Revenues, Expenses and Changes in Net Position
Internal Service Funds
Fiscal Year Ended June 30, 2018 (in thousands)

	_	Building Maintenance Fund	Unemployment Insurance Fund	Liability Insurance Fund	Compensation Insurance Fund
Operating revenues: Charges for services Miscellaneous revenues	\$	7,929	100	4,930 664	17,016 1,087
Total operating revenues	-	7,929	100	5,594	18,103
Operating expenses: Salaries and benefits Maintenance and operations Equipment purchased		2,916 3,838 52	2	326 1,848	1,940 1,476
Claims and settlements Depreciation Amortization	_		59 - -	6,283 - -	12,967 3 -
Total operating expenses	_	6,806	61	8,457	16,386
Operating income (loss)	-	1,123	39	(2,863)	1,717
Non operating revenues (expenses): Interest revenue Grant revenue Interest expense	_	11 - -	3 -	53 - -	93 - -
Total non operating revenues (expenses), net		11	3	53	93
Income (loss)	-	1,134	42	(2,810)	1,810
Change in net position		1,134	42	(2,810)	1,810
Net position (deficit), July 1		2,308	844	10,415	(11,023)
Net position (deficit), June 30	\$	3,442	886	7,605	(9,213)

Exhibit L-2
CITY OF GLENDALE
Combining Statement of Revenues, Expenses and Changes in Net Position
Internal Service Funds

Fiscal Year Ended June 30, 2018 (in thousands)

		Dental Insurance Fund	Medical Insurance Fund	Vision Insurance Fund	Employee Benefits Fund
Operating revenues: Charges for services Miscellaneous revenues	\$	1,328 -	23,257 22	225 -	6,144 47
Total operating revenues	_	1,328	23,279	225	6,191
Operating expenses: Salaries and benefits Maintenance and operations		- 39	- 1,087	- 6	31 21
Equipment purchased Claims and settlements Depreciation Amortization	_	1,332 - -	21,584 - -	215 - -	6,200 - -
Total operating expenses	_	1,371	22,671	221	6,252
Operating income (loss)	_	(43)	608	4	(61)
Non operating revenues (expenses): Interest revenue Grant revenue Interest expense Total non operating revenues	_	4 -	- - -	2 -	43 - -
(expenses), net	_	4	-	2	43
Income (loss)	_	(39)	608	6	(18)
Change in net position		(39)	608	6	(18)
Net position (deficit), July 1	_	1,066	(1,204)	488	(20)
Net position (deficit), June 30	\$_	1,027	(596)	494	(38)

Exhibit L-2
CITY OF GLENDALE
Combining Statement of Revenues, Expenses and Changes in Net Position
Internal Service Funds
Fiscal Year Ended June 30, 2018 (in thousands)

		Retiree Health Savings Plan (RHSP) Benefits Fund	Post Employment Benefits Fund	ISD Wireless Fund	Total Internal Service Funds
Operating revenues: Charges for services Miscellaneous revenues	\$	3,629	202	4,278 6	96,278 1,829
Total operating revenues	,	3,629	202	4,284	98,107
Operating expenses: Salaries and benefits Maintenance and operations Equipment purchased Claims and settlements Depreciation Amortization		16 16 - 1,635 -	- 11 - 609 - -	1,019 1,580 344 - 1,140	14,889 21,887 1,564 50,884 3,726 18
Total operating expenses	•	1,667	620	4,083	92,968
Operating income (loss)	•	1,962	(418)	201	5,139
Non operating revenues (expenses): Interest revenue Grant revenue Interest expense Total non operating revenues		44 - -	- - -	2 1,001 (2)	650 1,001 (6)
(expenses), net		44	-	1,001	1,645
Income (loss)	,	2,006	(418)	1,202	6,784
Change in net position		2,006	(418)	1,202	6,784
Net position (deficit), July 1		175	189	7,484	70,741
Net position (deficit), June 30	\$	2,181	(229)	8,686	77,525

	Fleet/ Equipment Management Fund	Joint Helicopter Operation Fund	ISD Infrastructure Fund	ISD Applications Fund
Cash flows from operating activities:				
Cash from customers	\$ 12,864	1,323	6,708	6,402
Cash paid to employees	(3,447)	(137)	(2,353)	(2,702)
Cash paid to suppliers	(5,208)	(557)	(3,877)	(3,315)
Net cash provided (used) by				
operating activities	4,209	629	478	385
Cash flows from noncapital financing activities:				
Amounts paid to other funds	-	-	-	-
Operating grants received		-	-	<u>-</u>
Net cash provided (used) by				
noncapital financing activities		-	-	
Cash flows from capital and related financing activities:				
Interest on long-term debt	(10)	-	_	-
Payments on capital lease	(262)	-	-	-
Acquisition of property, plant, and equipment	(3,162)	2	(99)	(1,612)
Net cash provided (used) by capital and				
related financing activities	(3,434)	2	(99)	(1,612)
Cash provided by investing activities:	400	205	40	00
Interest received	108	205	10	32
Net increase (decrease) in cash and cash equivalents	883	836	389	(1,195)
Cash and cash equivalents at July 1	18,899	2,719	5,050	11,508
Cash and cash equivalents at June 30	19,782	3,555	5,439	10,313
Reconciliation of operating income (loss) to net cash provided (used) by operating activities: Operating income (loss)	2,352	463	(365)	420
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:				
Depreciation	1,550	103	929	1
Amortization	-	-	-	18
(Increase) Decrease Accounts receivable, net	6	48	-	-
(Increase) Inventories	(16)	-	-	-
(Increase) Decrease Prepaid expenses	54	-	-	-
Increase (Decrease) Accrued wages payable	(12)	(3)	(6)	23
Increase Compensated absences	-	-	-	-
Increase (Decrease) Accounts payable	275	18	(80)	(77)
Increase (Decrease) Claims payable		-		
Total adjustments	1,857	166	843	(35)
Net cash provided (used) by operating activities	\$ 4,209	629	478	385
Noncash investing, capital, and financing activities:				
Decrease in fair value of investments	(266)	(41)	(75)	(137)

	Building Maintenance Fund	Unemployment Insurance Fund	Liability Insurance Fund	Compensation Insurance Fund
Cash flows from operating activities:	1			
Cash from customers	\$ 7,929	100	5,079	18,204
Cash paid to employees	(2,906)		(340)	(2,271)
Cash paid to suppliers	(4,038)	(61)	(6,504)	(13,762)
Net cash provided (used) by				
operating activities	985	39	(1,765)	2,171
Cash flows from noncapital financing activities:				
Amounts paid to other funds	-	-	-	-
Operating grants received		-	-	
Net cash provided (used) by				
noncapital financing activities		-		<u> </u>
Cash flows from capital and related				
financing activities:				
Interest on long-term debt Payments on capital lease	_		-	-
Acquisition of property, plant, and equipment		-	_	(1)
Net cash provided (used) by capital and				\./
related financing activities		-	-	(1)
Cash provided by investing activities:				
Interest received	_	3	40	56
Net increase (decrease) in cash and cash equivalents	985	42	(1,725)	2,226
Cash and cash equivalents at July 1	2,864	835	17,825	30,588
Cash and cash equivalents at June 30	3,849	877	16,100	32,814
Reconciliation of operating income (loss) to net cash provided (used) by operating activities: Operating income (loss) Adjustments to reconcile operating income (loss) to	1,123	39	(2,863)	1,717
net cash provided (used) by operating activities:				
Depreciation	-	-	-	3
Amortization (Increase) Decrease Accounts receivable, net	_	<u>-</u>	- (515)	101
(Increase) Inventories	_	_	(313)	-
(Increase) Decrease Prepaid expenses	_	<u>-</u>	-	_
Increase (Decrease) Accrued wages payable	10	-	(14)	(331)
Increase Compensated absences	-	-	-	-
Increase (Decrease) Accounts payable	(148)	-	110	17
Increase (Decrease) Claims payable	_	-	1,517	664
Total adjustments	(138)	-	1,098	454
Net cash provided (used) by operating activities	\$ 985	39	(1,765)	2,171
Noncash investing, capital, and financing activities:				
Decrease in fair value of investments	(52)	(12)	(226)	(445)

		Dental Insurance Fund	Medical Insurance Fund	Vision Insurance Fund	Employee Benefits Fund
Cash flows from operating activities:	•				_
Cash from customers	\$	1,328	23,296	225	6,172
Cash paid to employees		· -	-	-	(5,210)
Cash paid to suppliers		(1,376)	(22,989)	(219)	(21)
Net cash provided (used) by					
operating activities		(48)	307	6	941
Cash flows from noncapital financing activities:					
Amounts paid to other funds		-	-	-	-
Operating grants received		-	-	-	_
Net cash provided (used) by					
noncapital financing activities	•	-	-	-	<u>-</u>
Cash flows from capital and related financing activities:					
Interest on long-term debt		-	-	-	-
Payments on capital lease		-	-	-	-
Acquisition of property, plant, and equipment		-		-	
Net cash provided (used) by capital and					
related financing activities		-	-	<u>-</u>	
Cash provided by investing activities:					
Interest received		3	(2)	2	24
	•				_
Net increase (decrease) in cash and cash equivalents		(45)	305	8	965
Cash and cash equivalents at July 1		1,109	299	490	13,693
Cash and cash equivalents at June 30	•	1,064	604	498	14,658
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:		(43)	608	4	(61)
Depreciation Amortization		-	-	-	-
(Increase) Decrease Accounts receivable, net		-	17	-	(19)
(Increase) Inventories (Increase) Decrease Prepaid expenses		_	(8)	_	-
Increase (Decrease) Accrued wages payable		_	(0)	_	_
Increase Compensated absences		-	-	-	1,021
Increase (Decrease) Accounts payable		(5)	(3)	2	-
Increase (Decrease) Claims payable	•	-	(307)	-	
Total adjustments	•	(5)	(301)	2	1,002
Net cash provided (used) by operating activities	\$	(48)	307	6	941
Noncash investing, capital, and financing activities:					
Decrease in fair value of investments		(15)	(8)	(7)	(200)

riscar rear Ended suite 30, 2010 (in thousands)		Health Savings Plan (RSHP) Benefits Fund	Post Employment Benefits Fund	ISD Wireless Fund	Total Internal Service Funds
Cash flows from operating activities:	Φ.	0.000	004	4.004	07.700
Cash from customers	\$	3,608	201	4,284	
Cash paid to employees Cash paid to suppliers		(1,142) (16)	(614)	(956) (1,197)	(21,464) (63,754)
Net cash provided (used) by		(10)	(014)	(1,197)	(03,734)
operating activities		2,450	(413)	2,131	12,505
Cash flows from noncapital financing activities:					_
Amounts paid to other funds		-	215	(582)	(367)
Operating grants received			-	1,001	1,001
Net cash provided (used) by					
noncapital financing activities			215	419	634
Cash flows from capital and related financing activities:					
Interest on long-term debt		_	_	(12)	(22)
Payments on capital lease		-	_	(12)	(262)
Acquisition of property, plant, and equipment		-	-	(704)	(5,576)
Net cash provided (used) by capital and					<u> </u>
related financing activities			-	(716)	(5,860)
Cash provided by investing activities:		22	2	(6)	500
Interest received		22	3	(6)	500
Net increase (decrease) in cash and cash equivalents		2,472	(195)	1,828	7,779
Cash and cash equivalents at July 1		13,507	195	1,218	120,799
Cash and cash equivalents at June 30		15,979	-	3,046	128,578
Reconciliation of operating income (loss) to net cash provided (used) by operating activities: Operating income (loss)		1,962	(418)	201	5,139
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:					
Depreciation		-	-	1,140	3,726
Amortization		-	-	-	18
(Increase) Decrease Accounts receivable, net		(21)	(1)	-	(384)
(Increase) Inventories		-	-	-	(16)
(Increase) Decrease Prepaid expenses		-	-	63	46
Increase (Decrease) Accrued wages payable Increase Compensated absences		- 509	_	-	(270) 1,530
Increase (Decrease) Accounts payable		-	6	727	842
Increase (Decrease) Claims payable			-	-	1,874
Total adjustments		488	5	1,930	7,366
Net cash provided (used) by operating activities	\$	2,450	(413)	2,131	12,505
Noncash investing, capital, and financing activities:					
Decrease in fair value of investments		(215)	-	(37)	(1,736)