

Our Mission: To provide County agencies a single location for cost effective services and technical advice that will meet their printing, copying, graphic design, archiving and mail services needs

Printing and Mail Services

- Produce high volume copies for County agencies using high production digital machines that produce a higher quality copy at a reduced charge.
- Provide critical printing, graphics, and bindery services to meet the needs across the County.
- Manage walk-up copiers and mobile printing applications for different agencies to meet their copying needs. By holding a contract for copiers, we achieve cost savings and provide better services.
- Handle outgoing and interoffice mail, as well as special mailing projects for the County.
- Provide County departments and Arlington Public Schools (APS) postage savings on large mail jobs using various address verification and smart mail applications for qualifying mail.
- Utilize 30 percent post-consumer recycled paper with a goal to increase usage to 50 percent post-consumer recycled paper.

SIGNIFICANT BUDGET CHANGES

The FY 2017 adopted **expenditure budget for the Department of Environmental Services'** (DES) Printing Fund is \$2,122,387, an 11 percent increase from the FY 2016 adopted budget. The FY 2017 adopted budget reflects:

- ↑ Personnel increases due to employee salary increases and an **increase in the County's cost** of employee health insurance, partially offset by adjustments to retirement contributions based on current actuarial projections.
- ↑ Non-personnel primarily increases due to contractual obligations for equipment and supplies (\$27,915), purchase of services (\$60,000), and presort mail services for special projects (\$100,000).
- ↑ County revenue increases from County departments and Arlington Public Schools (APS) due to increased volume of printing jobs and special services including presort mail services (\$213,633).
- ↑ Transfer from the General Fund, which supports the mail operation, increases due to an increase in personnel costs (\$3,901) and an increase in equipment lease costs (\$6,384).

PROGRAM FINANCIAL SUMMARY

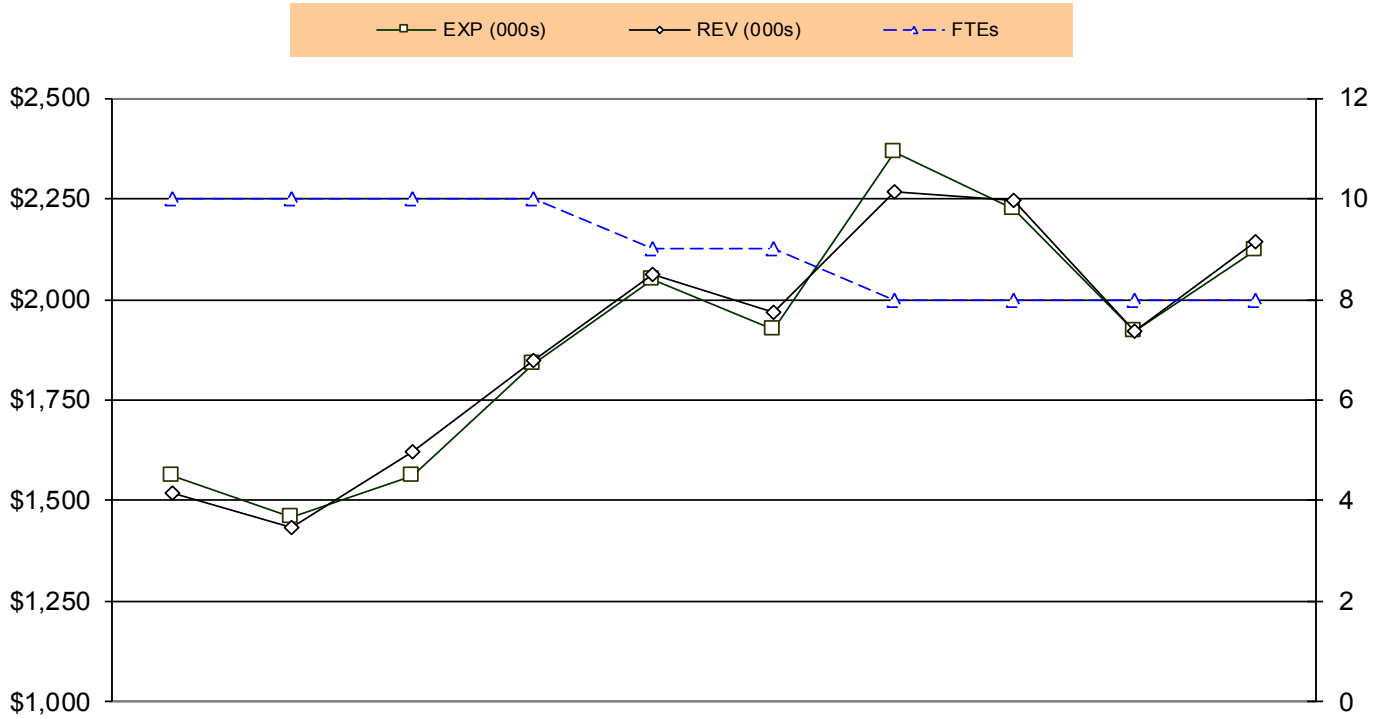
	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% Change '16 to '17
Personnel	\$681,236	\$729,999	\$743,388	2%
Non-Personnel	1,542,999	1,188,614	1,378,999	16%
Total Expenditures	2,224,235	1,918,613	2,122,387	11%
County Revenue	1,999,320	1,638,473	1,852,106	13%
Outside Revenue	21,168	50,000	50,000	-
General Fund Transfer	226,499	231,484	241,769	4%
Total Revenues	2,246,987	1,919,957	2,143,875	12%
Change in Fund Balance	\$22,752	\$1,344	\$21,488	1499%
Permanent FTEs	8.00	8.00	8.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	8.00	8.00	8.00	

PRINTING FUND
FUND STATEMENT

	FY 2015 ACTUAL	FY 2016 ADOPTED	FY 2016 RE-ESTIMATE	FY 2017 ADOPTED
ADJUSTED BALANCE, JULY 1	\$55,879	\$58,829	\$78,631	\$78,615
REVENUE				
Intra-County	1,999,320	1,638,473	1,819,000	1,852,106
Outside Billings	21,168	50,000	50,000	50,000
Transfer in from General Fund	226,499	231,484	231,484	241,769
TOTAL REVENUE	2,246,987	1,919,957	2,100,484	2,143,875
TOTAL REVENUE & BALANCE	2,302,866	1,978,786	2,179,115	2,222,490
EXPENDITURES				
Printing Services & Mail Operations	2,224,235	1,918,613	2,100,500	2,122,387
TOTAL EXPENDITURES	2,224,235	1,918,613	2,100,500	2,122,387
BALANCE, JUNE 30	\$78,631	\$60,173	\$78,615	\$100,103

- Fund Balance is reserved for financing encumbrances and incomplete projects carried over from a previous fiscal year, unanticipated equipment replacement or major repairs, and revenue shortfalls or over expenditures.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted Budget	FY 2017 Adopted Budget
EXP (000s)	\$1,562	\$1,457	\$1,562	\$1,839	\$2,051	\$1,926	\$2,368	\$2,224	\$1,919	\$2,122
REV (000s)	\$1,520	\$1,434	\$1,623	\$1,847	\$2,064	\$1,967	\$2,266	\$2,247	\$1,920	\$2,144
FTEs	10.00	10.00	10.00	10.00	9.00	9.00	8.00	8.00	8.00	8.00

Fiscal Year	Description	FTEs
FY 2008	<ul style="list-style-type: none"> ▪ Increased non-personnel expenses due to an increase in photocopier leases (\$25,130). 	
FY 2009	<ul style="list-style-type: none"> ▪ Non-personnel expenditures include an increase in photocopier leases (\$13,189) and operating supplies (\$35,195). 	
FY 2010	<ul style="list-style-type: none"> ▪ Non-personnel expenditures include non-discretionary contractual increases (\$30,121). 	
FY 2011	<ul style="list-style-type: none"> ▪ Revenue decreases reflect an anticipated reduction in spending for printing services by County departments (\$31,628) partially offset by an increase in work being performed for Arlington County Public Schools (\$4,350). ▪ Non-personnel includes an increase for contractual obligations for equipment (\$5,298). 	
FY 2012	<ul style="list-style-type: none"> ▪ Transferred a vacant 1.0 FTE to the General Fund for support of the DES Safety Program. ▪ Non-personnel increases reflect contractual obligations for equipment (\$2,843), funding for assistance with special projects (\$40,953) and replacement of County vehicles (\$295). ▪ Revenue from County Departments for work by the Print Shop increases (\$62,000) based on FY 2010 revenues and the FY 2011 re-estimate. ▪ Transfer from the General Fund decreases (\$52,278) due to elimination of the Print Shop subsidy. The General Fund transfer will continue to support the mail operation. 	(1.0)
FY 2013	<ul style="list-style-type: none"> ▪ Increased funding for contractual obligations for equipment (\$116,318). ▪ Decrease in consultant services (\$40,953). ▪ Decrease in operating supplies (\$10,158). ▪ Revenue from County Departments increases due to an increase in income from leased equipment used by departments throughout the County (\$51,483). ▪ Transfer from the General Fund, which supports the mail operation, increases (\$16,782) due to an increase in contractual obligations for equipment and software. 	
	<ul style="list-style-type: none"> ▪ <i>One (1.0) FTE was transferred to the Department of Technology Services (DTS) for records management related activities by the County Board at FY 2012 closeout.</i> 	(1.0)
FY 2014	<ul style="list-style-type: none"> ▪ Non-personnel increases for contractual obligations for equipment (\$64,324). 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Revenue from County departments decreases due to loss in revenue from management of the archives (\$65,640) since records management activities are now managed by DTS. ▪ Revenue from leased equipment used by departments throughout the County increases (\$21,041). ▪ Transfer from the General Fund, which supports the mail operation, increases (\$23,650) due to an increase in contractual obligations for equipment, address verification, and smart mail software applications. 	
FY 2015	<ul style="list-style-type: none"> ▪ Non-personnel increases for contractual obligations for equipment (\$136,753). ▪ Revenue from County departments and Arlington Public Schools (APS) increases due to increased volume of jobs (\$178,899). ▪ Transfer from the General Fund, which supports the mail operation, increases (\$30,646) primarily due to increases in personnel costs. 	
FY 2016	<ul style="list-style-type: none"> ▪ Non-personnel increases for contractual obligations for equipment (\$126,440). ▪ Revenue from County departments and Arlington Public Schools (APS) increases due to increased volume of jobs (\$130,973). ▪ Transfer from the General Fund, which supports the mail operation, increases \$4,985 primarily due to increases in personnel costs. 	
FY 2017	<ul style="list-style-type: none"> ▪ Non-personnel increases due to contractual obligations for equipment and supplies (\$27,915), purchase of services (\$60,000), and presort mail services for special projects (\$100,000). ▪ Revenue from County departments and Arlington Public Schools (APS) increases due to volume of jobs and special services including presort mail services (\$213,633). ▪ Transfer from the General Fund, which supports the mail operation, increases primarily due to increases in personnel costs (\$3,901) and an increase in equipment lease costs (\$6,384). 	