

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

Printing and Mail Services

- Produce high volume copies for County agencies using high production digital machines that produce the best quality at the lowest price.
- Provide critical printing, graphics, and bindery services to meet the needs across the County.
- Manage all walk-up copiers and mobile printing applications for all County departments to meet their copying needs. By holding a master contract for copiers, the County achieves cost savings, and provides better services.
- Handle outgoing and interoffice mail as well as special mailing projects for the County.
- Provide County departments and Arlington Public Schools (APS) with postage savings on large mail jobs using the latest technology and smart mail applications.
- Utilize 30 percent post-consumer recycled paper for all print jobs.

SIGNIFICANT BUDGET CHANGES

The FY 2025 proposed expenditure budget for the Department of Environmental Services' Printing Fund is \$2,006,626, a one percent increase from the FY 2024 adopted budget. The FY 2025 budget reflects:

- ↑ Personnel increases due to employee salary increases, an increase in the County's cost for employee health insurance, and slightly higher retirement contributions based on current actuarial projections, partially offset by the removal of one-time funding for employee bonuses (\$17,506).
- ↑ Non-personnel increases primarily due to higher paper costs (\$7,861) and adjustments to the annual expense for maintenance and replacement of County vehicles (\$448).
- ↑ County revenue from departments increases due to printing and mailing services (\$356,314).
- ↑ Outside revenue from Arlington Public Schools increases (\$5,000).
- ↓ The General Fund Transfer decreases primarily due to the one-time funding from the General Fund that is based on expenses to support the County's mail operation (\$479,946).

PROGRAM FINANCIAL SUMMARY

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Proposed	% Change '24 to '25
Personnel	\$692,998	\$803,096	\$805,392	-
Non-Personnel	1,441,549	1,192,925	1,201,234	1%
Total Expenditures	2,134,547	1,996,021	2,006,626	1%
County Revenue	1,452,654	1,303,000	1,659,314	27%
Outside Revenue	58,102	45,000	50,000	11%
General Fund Transfer	262,658	777,258	297,312	-62%
Total Revenues	1,773,414	2,125,258	\$2,006,626	-6%
Change in Fund Balance	(\$361,133)	\$129,237	-	
Permanent FTEs	8.00	7.00	7.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	8.00	7.00	7.00	

PERFORMANCE MEASURES

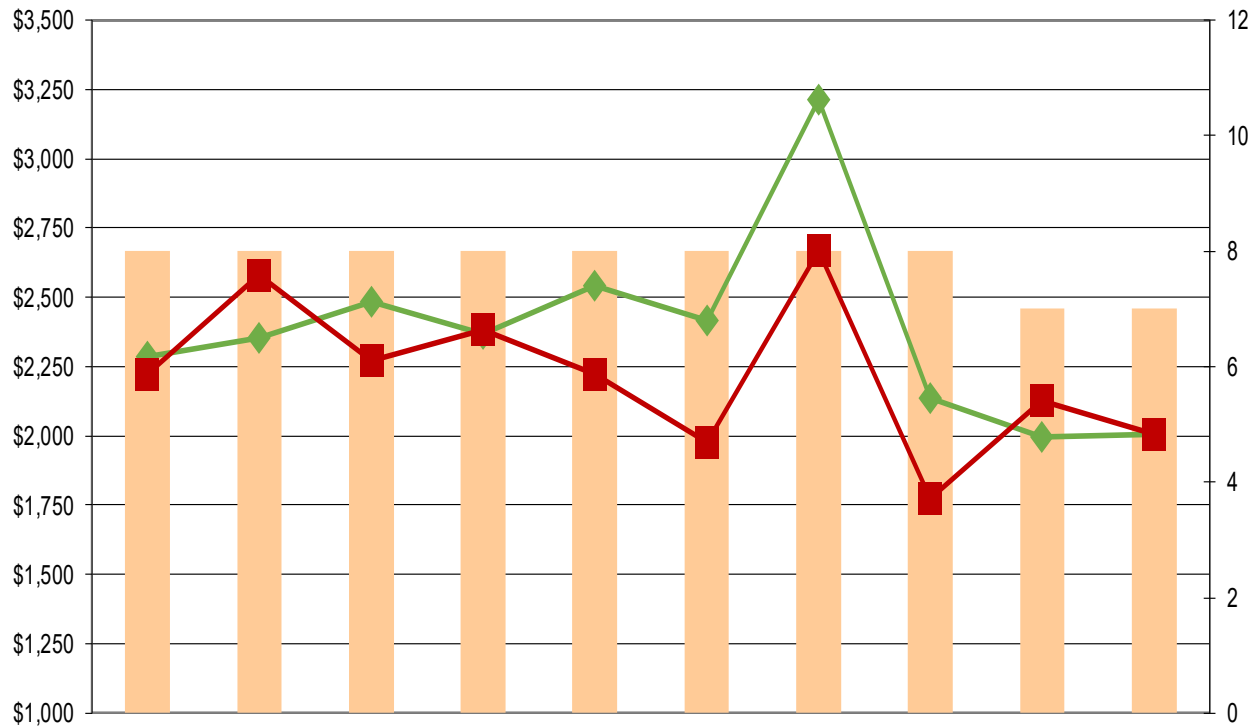
Printing and Mail Services

Critical Measures	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Assisted copies completed by due date	98%	98%	99%	99%	99%	99%
Percent of printing orders completed by due date	98%	98%	99%	99%	99%	99%

Supporting Measures	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Completed jobs submitted per fiscal year	2,745	1,884	2,014	1,756	1,900	2,100
Total impressions per fiscal year	2,762,463	3,486,294	2,742,811	2,141,821	2,185,000	2,200,000

- The number of completed jobs submitted per fiscal year decreased in FY 2023 due to employees not returning to the workplace after the pandemic and inflation on materials.
- Impressions are copies of a publication printed at one time from the same set of type. The total amount of impressions per fiscal year are based on the amount requested in each fiscal year.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual*	Actual	Adopted Budget	Proposed Budget
EXP	\$2,285	\$2,353	\$2,484	\$2,366	\$2,544	\$2,414	\$3,214	\$2,135	\$1,996	\$2,007
REV	\$2,222	\$2,581	\$2,270	\$2,381	\$2,224	\$1,978	\$2,668	\$1,773	\$2,125	\$2,007
FTEs	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	7.00	7.00

* Beginning in FY 2022, actual expenditures and revenues received reflect the first year of implementing new Governmental Accounting Standard Board (GASB) standards for Statement No. 87 on leases and Statement No. 96 for subscription-based software. See the County Government GASB Summary for department details in the front section of the budget book.

Fiscal Year	Description	FTEs
FY 2016	<ul style="list-style-type: none"> ▪ Non-personnel increased for contractual obligations for equipment (\$126,440). ▪ Revenue from County departments and Arlington Public Schools (APS) increased due to increased volume of jobs (\$130,973). ▪ Transfer from the General Fund, which supports the mail operation, increased primarily due to an increase in personnel costs (\$4,895). 	
FY 2017	<ul style="list-style-type: none"> ▪ Non-personnel increased 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) increased due to volume of jobs and special services including presort mail services (\$213,633). ▪ Transfer from the General Fund, which supports the mail operation, increased primarily due to increases in personnel costs (\$3,901) and an increase in equipment lease costs (\$6,384). 	
FY 2018	<ul style="list-style-type: none"> ▪ Non-personnel increased primarily due to contractual obligations for equipment and supplies as a result of new photocopier/printer contract that requires all County photocopiers and printers be leased through the Print Shop (\$351,344), an increase in operating supplies (\$45,000), primarily offset by a decrease in internal services (\$50,000). ▪ County revenue increased from County departments due to the new printer/photocopier contract (\$315,482), and an increase in printing revenue outside of County departments (\$20,000). ▪ Transfer from the General Fund, which supports the mail operation, increased due to an increase in equipment lease costs (\$7,831). 	
FY 2019	<ul style="list-style-type: none"> ▪ Non-personnel increased due to contractual obligations for equipment and supplies (\$20,129), offset by a decrease in internal services (\$30,000). ▪ County revenue increased from County departments due to an increase in photocopier leases and printing services (\$47,412). ▪ Outside revenue increased to align with FY 2017 outside revenue actuals (\$20,000). ▪ Transfer from the General Fund, which supports the mail operation, decreased due to eligible personnel expenses (\$7,263). 	
FY 2020	<ul style="list-style-type: none"> ▪ Decreased funding for contractual obligations related to the County's contract with Xerox (\$60,000). ▪ Decreased non-personnel funding for outside print shop charges (\$40,000). ▪ County revenue decreased due to a slight decline in print production and mail services (\$135,000). ▪ General Fund Transfer increased due to an increase in eligible personnel expenses (\$4,045). 	

Fiscal Year	Description	FTEs
FY 2021	<ul style="list-style-type: none"> ▪ Non-personnel decreased primarily due to contractual obligations related to the County’s contract with Xerox (\$71,000), partially offset by anticipated higher paper costs (\$6,311). ▪ County revenue increased from County departments due to the addition of a 15 percent increase to printing fees to adjust for annual inflationary increases for paper and salary increases (\$195,459), partially offset by decreases due to a slight decline in print production and mail services as County departments move to more online notifications (\$39,839) and aligning budget with actuals (\$40,161). ▪ Outside revenue increases due to aligning budget with actuals (\$80,000). 	
FY 2022	<ul style="list-style-type: none"> ▪ The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900. ▪ Reduced the County’s contract cost with Xerox based on renegotiating portions of the County’s printing services contract (\$175,699). ▪ Reduced printer expenses (\$6,323). ▪ County revenue from departments decreased due to less demand for the purchase of paper as a result of COVID-19 and increased telework (\$470,459). ▪ Outside revenue decreased due to less demand for the purchase of paper as a result of COVID-19 and increased telework (\$40,000). ▪ The General Fund transfer increased based on expenses supporting the County’s mail operation (\$8,597). ▪ <i>In FY 2021 closeout, funding was added for a one percent merit pay adjustment and a one-time bonus for staff of \$450.</i> 	
FY 2023	<ul style="list-style-type: none"> ▪ The County Board approved an additional one percent merit pay adjustment for a total increase of 5.25 percent, increased the pay-for-performance budget by an additional 0.5 percent, and increased the pay range movement to five percent. Additional compensation changes approved by the County Board include an optional one-time cash-out of 40 hours of compensation time for those with balances of 80 or more, a one-time increase in shift differential pay from \$0.75 to \$1.00 per hour for the B shift and from \$1.00 to \$1.30 per hour for the C shift, and a one-time increase in language premium from \$0.69 to \$0.92 per hour. ▪ Non-personnel expenses decreased primarily due to printer reductions (\$73,958). ▪ Vehicle expenses increased due to adjustments to the annual expense for maintenance and replacement of County vehicles (\$1,103) and the addition of one-time funds to replace an internal combustion engine vehicle with an electric vehicle (EV) that was due for replacement (\$26,206). ▪ County revenue from departments decreased due to less demand for the purchase of paper in FY 2023 as a result of COVID-19 and increased telework (\$71,382). ▪ Outside revenue decreased due to less demand for the purchase of paper in FY 2023 as a result of COVID-19 and increased telework (\$85,000). ▪ The General Fund Transfer increased based on expenses supporting the County’s mail operation (\$7,679). 	

Fiscal Year	Description	FTEs
FY 2024	<ul style="list-style-type: none">▪ Added funding for a one-time \$2,000 (gross) employee bonus (\$17,506).▪ Removed a position that has been vacant for a long time (\$89,641).▪ Non-personnel budget decreased mainly due to the printer contract savings with Xerox (\$126,852).▪ Removed FY 2023 one-time funding for an electric vehicle that is due for replacement (\$26,206).▪ Revenue decreased due to less demand for the purchase of paper and print jobs because of increased telework (\$350,618).▪ The General Fund Transfer increased primarily due to the one-time funding from General Fund that is based on expenses to support the County's mail operation (\$500,000).	(1.00)