

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 2018 proposed expenditure budget for the Department of Environmental Services' (DES) Printing Fund is \$2,469,285, a 16 percent increase from the FY 2017 adopted budget. The FY 2018 budget reflects:

- ↓ Personnel decreases due to staff turnover partially offset by an increase in the County's cost of employee health insurance and retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases primarily due to contractual obligations for equipment and supplies (\$351,344) as a result of new photocopier/printer contract that requires all County photocopiers and printers be leased through the Print Shop. Other non-personnel increases include operating supplies (\$45,000), and outside print shop charges, (\$10,000), primarily offset by a decrease in internal services (\$50,000), and contracted services (\$2,500), and adjustments to the annual expense for maintenance and replacement of County vehicles (\$182).
- ↑ County revenue increases from County departments (\$315,482) due to the new printer/photocopier contract, and an increase in printing revenue outside of County departments (\$20,000).
- ↑ Transfer from the General Fund, which supports the mail operation, increases (\$7,831), due to an increase in equipment lease costs, offset by lower personnel expenses.

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$601,015	\$743,388	\$736,624	-1%
Non-Personnel	1,684,291	1,378,999	1,732,661	26%
Total Expenditures	2,285,306	2,122,387	2,469,285	16%
County Revenue	1,919,880	1,852,106	2,167,588	17%
Outside Revenue	70,888	50,000	70,000	40%
General Fund Transfer	231,484	241,769	249,600	3%
Total Revenues	2,222,252	2,143,875	2,487,188	16%
Change in Fund Balance	(\$63,054)	\$21,488	\$17,903	-17%
Permanent FTEs	8.00	8.00	8.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	8.00	8.00	8.00	

PERFORMANCE MEASURES

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Assisted copies completed by due date	98%	98%	98%	98%	99%	99%
Percent of printing orders completed by due date	98%	98%	98%	98%	99%	99%

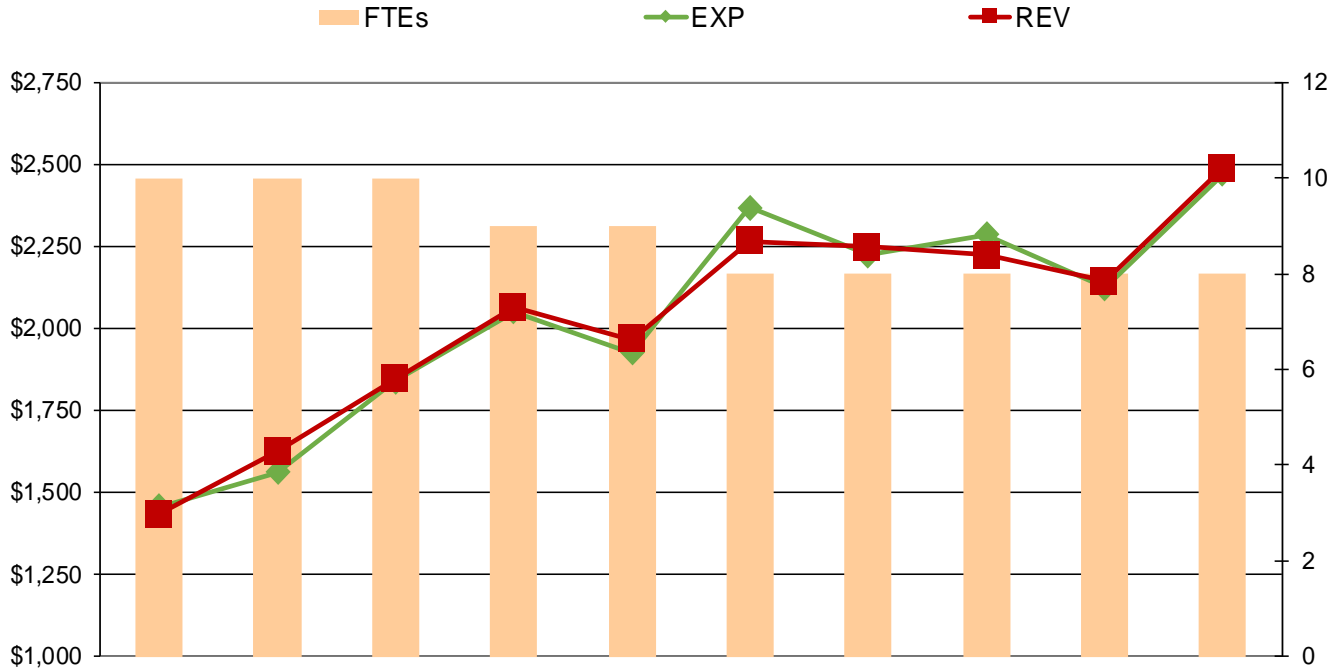
Supporting Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Customer satisfaction on assisted copies (scale 1-5)	4.9	4.9	4.9	4.9	4.9	4.9
Customer satisfaction on print orders (scale 1-5)	4.9	4.9	4.9	4.9	4.9	4.9

PRINTING FUND
FUND STATEMENT

	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2017 RE-ESTIMATE	FY 2018 PROPOSED
ADJUSTED BALANCE, JULY 1	\$78,631	\$78,615	\$15,577	\$30,561
REVENUE				
Intra-County	1,919,880	1,852,106	2,134,000	2,167,588
Outside Billings	70,888	50,000	50,000	70,000
Transfer in from General Fund	231,484	241,769	231,484	249,600
TOTAL REVENUE	2,222,252	2,143,875	2,415,484	2,487,188
TOTAL REVENUE & BALANCE	2,300,883	2,222,490	2,431,061	2,517,749
EXPENDITURES				
Printing Services & Mail Operations	2,285,306	2,122,387	2,400,500	2,469,285
TOTAL EXPENDITURES	2,285,306	2,122,387	2,400,500	2,469,285
BALANCE, JUNE 30	\$15,577	\$100,103	\$30,561	\$48,464

- 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 and over expenditures.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
EXP	\$1,457	\$1,562	\$1,839	\$2,051	\$1,926	\$2,368	\$2,224	\$2,285	\$2,122	\$2,469
REV	\$1,434	\$1,623	\$1,847	\$2,064	\$1,967	\$2,266	\$2,247	\$2,222	\$2,144	\$2,487
FTEs	10.00	10.00	10.00	9.00	9.00	8.00	8.00	8.00	8.00	8.00

Fiscal Year	Description	FTEs
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. ▪ <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). ▪ 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). 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ 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 primarily due to increases in personnel costs (\$4,985). 	
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). 	