

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 adopted 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 adopted 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

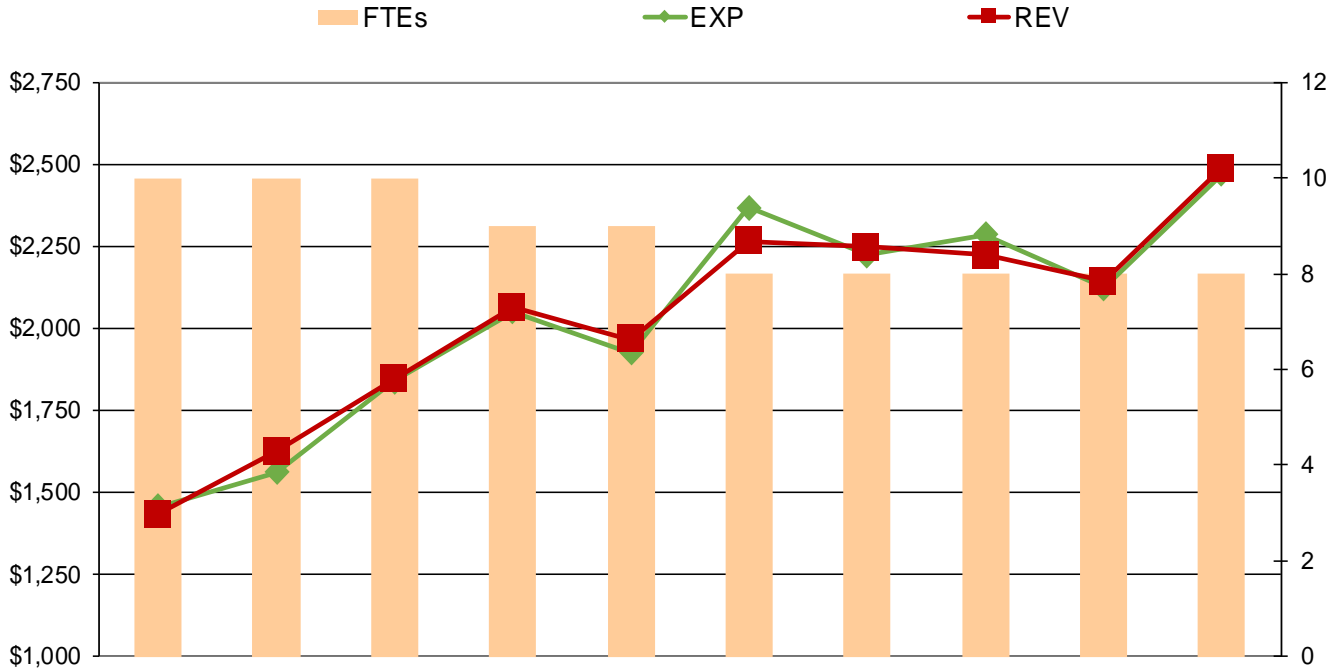
	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	% Change '17 to '18
Personnel	\$601,015	\$743,388	\$736,624	-1%
Non-Personnel	1,684,291	1,378,999	1,732,661	26%
Total Expenditures	2,285,306	2,122,387	2,469,285	16%
County Revenue	1,919,880	1,852,106	2,167,588	17%
Outside Revenue	70,888	50,000	70,000	40%
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	

PRINTING FUND
FUND STATEMENT

	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2017 RE-ESTIMATE	FY 2018 ADOPTED
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	Adopted 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). 	
FY 2018	<ul style="list-style-type: none"> ▪ 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, an increase in operating supplies (\$45,000), primarily offset by a decrease in internal services (\$50,000). ▪ 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 due to an increase in equipment lease costs (\$7,831). 	