

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, 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) 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 2019 adopted expenditure budget for the Department of Environmental Services' (DES) Printing Fund is \$2,503,489, a one percent increase from the FY 2018 adopted budget. The FY 2019 adopted budget reflects:

- ↑ Personnel increases due to employee salary increases, an increase in the County's cost of employee health insurance, and retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases due to contractual obligations for equipment and supplies (\$20,129), contract services (\$7,000), office supplies (\$9,150), and telephone charges (\$1,352), partially offset by a decrease in internal services (\$30,000) and adjustments to the annual expense for maintenance and replacement of County vehicles (\$457).
- ↑ County revenue increases from County departments due to an increase in photocopier leases and printing services (\$47,412).
- ↑ Outside revenue increases to align with FY 2017 actuals (\$20,000).
- ↓ The General Fund transfer, which supports the mail operation, decreases due to eligible personnel expenses (\$7,263).

PROGRAM FINANCIAL SUMMARY

	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	% Change '18 to '19
Personnel	\$691,289	\$736,624	\$763,654	4%
Non-Personnel	1,661,741	1,732,661	1,739,835	-
Total Expenditures	2,353,030	2,469,285	2,503,489	1%
County Revenue	2,248,859	2,167,588	2,215,000	2%
Outside Revenue	90,772	70,000	90,000	29%
General Fund Transfer	241,769	249,600	242,337	-3%
Total Revenues	2,581,400	2,487,188	2,547,337	2%
Change in Fund Balance	\$228,370	\$17,903	\$43,848	145%
Permanent FTEs	8.00	8.00	8.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	8.00	8.00	8.00	

**PRINTING FUND
FUND STATEMENT**

	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 RE-ESTIMATE	FY 2019 ADOPTED
ADJUSTED BALANCE, JULY 1	\$15,577	\$30,561	\$243,947	\$111,850
REVENUE				
Intra-County	2,248,859	2,167,588	2,167,588	2,215,000
Outside Billings	90,772	70,000	70,000	90,000
Transfer in from General Fund	241,769	249,600	249,600	242,337
TOTAL REVENUE	2,581,400	2,487,188	2,487,188	2,547,337
TOTAL REVENUE & BALANCE	2,596,977	2,517,749	2,731,135	2,659,187
EXPENDITURES				
Printing Services & Mail Operations	2,353,030	2,469,285	2,619,285	2,503,489
TOTAL EXPENDITURES	2,353,030	2,469,285	2,619,285	2,503,489
BALANCE, JUNE 30	\$243,947	\$48,464	\$111,850	\$155,698

- 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.

Fiscal Year	Description	FTEs
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 position to the General Fund for support of the DES Safety Program. ▪ Non-personnel increased to 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 increased based on FY 2010 revenues and the FY 2011 re-estimate (\$62,000). ▪ Transfer from the General Fund decreased due to elimination of the Print Shop subsidy (\$52,278). 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). ▪ Decreased funding for consultant services (\$40,953). ▪ Decreased funding for operating supplies (\$10,158). ▪ Revenue from County Departments increased 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, increased due to an increase in contractual obligations for equipment and software (\$16,782). ▪ <i>One position 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 increased for contractual obligations for equipment (\$64,324). ▪ Revenue from County departments decreased due to loss in revenue from management of the archives since records management activities are now managed by DTS (\$65,640). ▪ Revenue from leased equipment used by departments throughout the County increased (\$21,041). ▪ Transfer from the General Fund, which supports the mail operation, increased (\$23,650) due to an increase in contractual obligations for equipment, address verification, and smart mail software applications. 	

Fiscal Year	Description	FTEs
FY 2015	<ul style="list-style-type: none"> ▪ Non-personnel increased for contractual obligations for equipment (\$136,753). ▪ Revenue from County departments and Arlington Public Schools (APS) increased due to increased volume of jobs (\$178,899). ▪ Transfer from the General Fund, which supports the mail operation, increased primarily due to increases in personnel costs (\$30,646). 	
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 increases in personnel costs (\$4,985). 	
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, decreases due to eligible personnel expenses (\$7,263). 	