

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 2015 adopted expenditure budget for the Department of Environmental Services' (DES) Printing Fund is \$1,782,375, a 13 percent increase from the FY 2014 adopted budget. The FY 2015 adopted budget reflects:

- ↑ Personnel increases include the County Board's approval of a one percent increase for employees at Step 19. Additionally, increases are due to employee step increases, a 7.5 percent increase in the County's cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, and increases due to reclassification of positions identified to be substantially below comparative pay studies.
- ↑ Non-personnel increases reflect contractual obligations for equipment and supplies (\$136,753) and the annual expense for the maintenance and replacement of County vehicles (\$138).
- ↑ Revenue from County departments and APS is expected to increase (\$178,899) due to increased volume in jobs, which is partially offset by a decrease in outside revenue (\$2,000).
- ↑ Transfer from the General Fund, which supports the mail operation, increases (\$30,646) primarily due to increases in personnel costs.

PROGRAM FINANCIAL SUMMARY

	FY 2013 Actual	FY 2014 Adopted	FY 2015 Adopted	% Change '14 to '15
Personnel	\$636,343	\$646,205	\$720,042	11%
Non-Personnel	1,289,741	925,442	1,062,333	15%
Total Expenditures	1,926,084	1,571,647	1,782,375	13%
County Revenue	1,775,097	1,358,601	1,537,500	13%
Outside Revenue	19,996	22,000	20,000	-9%
General Fund Transfer	172,203	195,853	226,499	16%
Total Revenues	1,967,296	1,576,454	1,783,999	13%
Change in Fund Balance	\$41,212	\$4,807	\$1,624	-66%
Permanent FTEs	9.00	8.00	8.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	9.00	8.00	8.00	

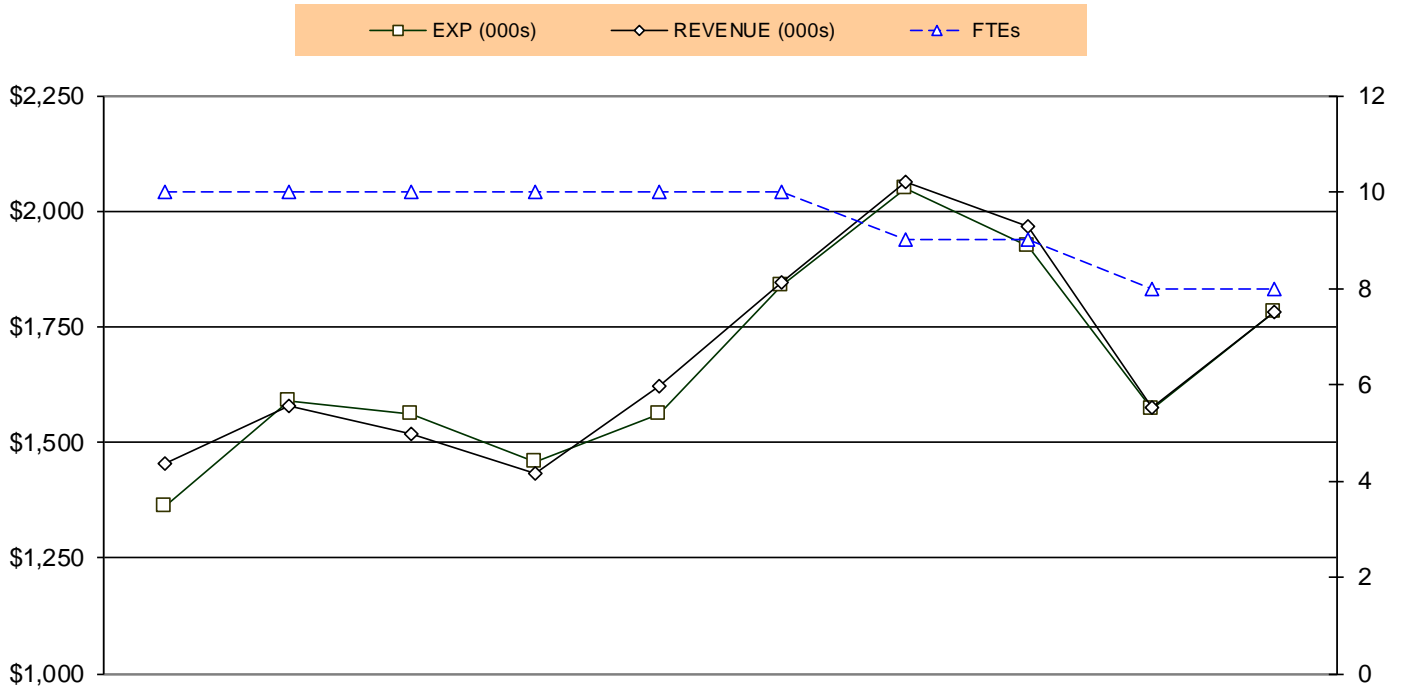
**PRINTING FUND
FUND STATEMENT**

	FY 2013 ACTUAL	FY 2014 ADOPTED	FY 2014 RE-ESTIMATE	FY 2015 ADOPTED
ADJUSTED BALANCE, JULY 1	\$116,287	\$120,619	\$157,499	\$160,449
REVENUE				
Intra-County	1,775,097	1,358,601	1,530,000	1,537,500
Outside Billings	19,996	22,000	20,000	20,000
Transfer in from General Fund	172,203	195,853	195,853	226,499
TOTAL REVENUE	1,967,296	1,576,454	1,745,853	1,783,999
TOTAL REVENUE & BALANCE	2,083,583	1,697,073	1,903,352	1,944,448
EXPENDITURES				
Printing Services & Mail Operations	1,926,084	1,571,647	1,742,903	1,782,375
TOTAL EXPENDITURES	1,926,084	1,571,647	1,742,903	1,782,375
BALANCE, JUNE 30	\$157,499	\$125,426	\$160,449	\$162,073

Notes:

- 1) 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.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted Budget	FY 2015 Adopted Budget
EXP (000s)	\$1,362	\$1,589	\$1,562	\$1,457	\$1,562	\$1,839	\$2,051	\$1,926	\$1,572	\$1,782
REVENUE (000s)	\$1,456	\$1,580	\$1,520	\$1,434	\$1,623	\$1,847	\$2,064	\$1,967	\$1,576	\$1,784
FTEs	10.0	10.0	10.0	10.0	10.0	10.0	9.0	9.0	8.0	8.0

Fiscal Year	Description	FTEs
FY 2006	<ul style="list-style-type: none"> ▪ Eliminated Work-by-Others charge for services of an Accounting Technician. ▪ Transferred a part-time Supply Assistant (0.5, \$26,706) to the General Fund. ▪ Increased the per copy charge for copies made on assisted black and white photocopiers by \$.01 yielding an estimated increase in revenue of \$56,000. 	(0.5)
FY 2007	<ul style="list-style-type: none"> ▪ No significant changes. 	
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. ▪ FY 2012 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). 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ 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). ▪ 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. 	