

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 2016 adopted expenditure budget for the Department of Environmental Services' (DES) Printing Fund is \$1,918,613, an eight percent increase from the FY 2015 adopted budget. The FY 2016 budget reflects:

- ↑ Personnel increases due to employee step increases and an increase in the County's cost of employee health insurance offsets adjustments to retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases reflect contractual obligations for equipment and supplies (\$126,440) offset by a decrease in the annual expense for maintenance and replacement of County vehicles (\$159).
- ↑ Revenue from County departments and Arlington Public Schools (APS) increases \$130,973 due to increased volume of printing jobs.
- ↑ Transfer from the General Fund, which supports the mail operation, increases \$4,985 primarily due to an increase in personnel costs.

PROGRAM FINANCIAL SUMMARY

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
Personnel	\$693,792	\$720,042	\$729,999	1%
Non-Personnel	1,673,758	1,062,333	1,188,614	12%
Total Expenditures	2,367,550	1,782,375	1,918,613	8%
County Revenue	2,013,671	1,537,500	1,638,473	7%
Outside Revenue	56,406	20,000	50,000	150%
General Fund Transfer	195,853	226,499	231,484	2%
Total Revenues	2,265,930	1,783,999	1,919,957	8%
Change in Fund Balance	(\$101,620)	\$1,624	\$1,344	-17%
Permanent FTEs	8.00	8.00	8.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	8.00	8.00	8.00	

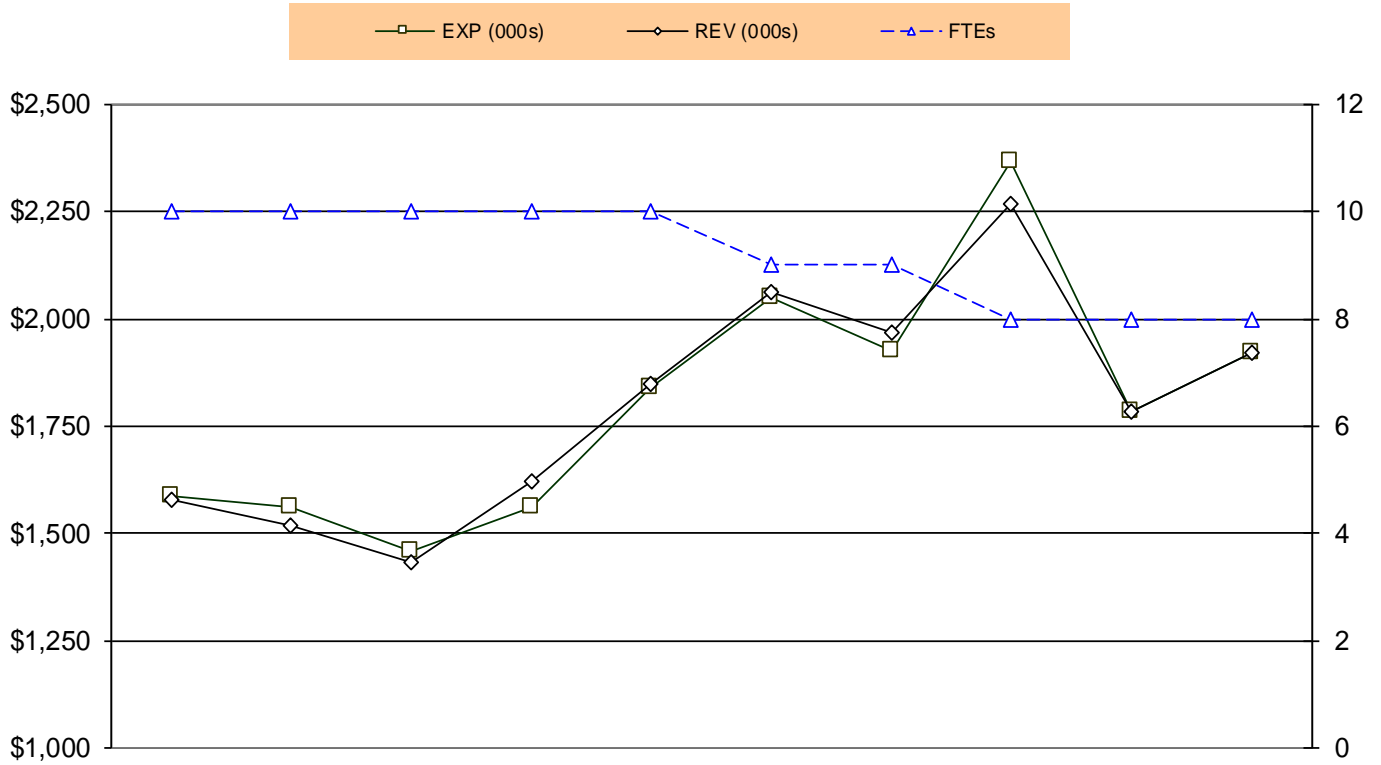
PRINTING FUND
FUND STATEMENT

	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 RE-ESTIMATE	FY 2016 ADOPTED
ADJUSTED BALANCE, JULY 1	\$157,499	\$160,449	\$55,879	\$58,829
REVENUE				
Intra-County	2,013,671	1,537,500	1,630,000	1,638,473
Outside Billings	56,406	20,000	40,000	50,000
Transfer in from General Fund	195,853	226,499	195,853	231,484
TOTAL REVENUE	2,265,930	1,783,999	1,865,853	1,919,957
TOTAL REVENUE & BALANCE	2,423,429	1,944,448	1,921,732	1,978,786
EXPENDITURES				
Printing Services & Mail Operations	2,367,550	1,782,375	1,862,903	1,918,613
TOTAL EXPENDITURES	2,367,550	1,782,375	1,862,903	1,918,613
BALANCE, JUNE 30	\$55,879	\$162,073	\$58,829	\$60,173

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 or over expenditures.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted Budget	FY 2016 Adopted Budget
EXP (000s)	\$1,589	\$1,562	\$1,457	\$1,562	\$1,839	\$2,051	\$1,926	\$2,368	\$1,782	\$1,919
REV (000s)	\$1,580	\$1,520	\$1,434	\$1,623	\$1,847	\$2,064	\$1,967	\$2,266	\$1,784	\$1,920
FTEs	10.00	10.00	10.00	10.00	10.00	9.00	9.00	8.00	8.00	8.00

Fiscal Year	Description	FTEs
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). ▪ 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)

Fiscal Year	Description	FTEs
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.	
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 \$4,985 primarily due to increases in personnel costs.	