

Our Mission: To provide County agencies a single location for cost effective services and technical advice that will meet their printing, copying, graphic design, and mail services needs

Printing and Mail Services

- Produce high volume copies for County agencies using high production digital machines that produce the best quality at the lowest price.
- Provide critical printing, graphics, and bindery services to meet the needs across the County.
- Manage all walk-up copiers and mobile printing applications for all County departments to meet their copying needs. By holding a master 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) with postage savings on large mail jobs using the latest technology and smart mail applications.
- Utilize 30 percent post-consumer recycled paper for all print jobs.

SIGNIFICANT BUDGET CHANGES

The FY 2023 proposed expenditure budget for the Department of Environmental Services' Printing Fund is \$1,961,276, a seven percent decrease from the FY 2022 adopted budget. The FY 2023 budget reflects:

- ↓ Personnel decreases primarily due to salary adjustments and staff turnover, partially offset by employee salary increases and slightly higher retirement contributions based on current actuarial projections.
- ↓ Non-personnel decreases primarily due to printer reductions (\$73,613), partially offset by adjustments to the annual expense for maintenance and replacement of County vehicles (\$1,103) and one-time funding added for the additional cost associated with replacing an internal combustion engine vehicle with an electric vehicle (EV) that is due for replacement (\$26,206).
- ↓ County revenue from departments decreases due to less demand for the purchase of paper in FY 2023 as a result of COVID-19 and increased telework (\$71,382).
- ↓ Outside revenue decreases due to less demand for the purchase of paper in FY 2023 as a result of COVID-19 and increased telework (\$85,000).
- ↑ The General Fund Transfer increases based on expenses supporting the County's mail operation (\$7,679).

PROGRAM FINANCIAL SUMMARY

	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	% Change '22 to '23
Personnel	\$852,963	\$717,241	\$615,842	-14%
Non-Personnel	1,561,522	1,392,738	1,345,434	-3%
Total Expenditures	2,414,485	2,109,979	1,961,276	-7%
County Revenue	1,676,337	1,725,000	1,653,618	-4%
Outside Revenue	55,482	130,000	45,000	-65%
General Fund Transfer	246,382	254,979	262,658	3%
Total Revenues	1,978,201	\$2,109,979	\$1,961,276	-7%
Change in Fund Balance	(\$436,284)	-	-	
Permanent FTEs	8.00	8.00	8.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	8.00	8.00	8.00	

PERFORMANCE MEASURES

Printing and Mail Services

Critical Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
Assisted copies completed by due date	98%	98%	98%	99%	99%	99%
Percent of printing orders completed by due date	98%	98%	98%	99%	99%	99%

Supporting Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
Completed jobs submitted per fiscal year	2,448	2,870	2,745	1,884	2,334	2,410
Total impressions per fiscal year	2,421,201	3,695,631	2,762,463	3,486,294	2,039,000	3,082,000

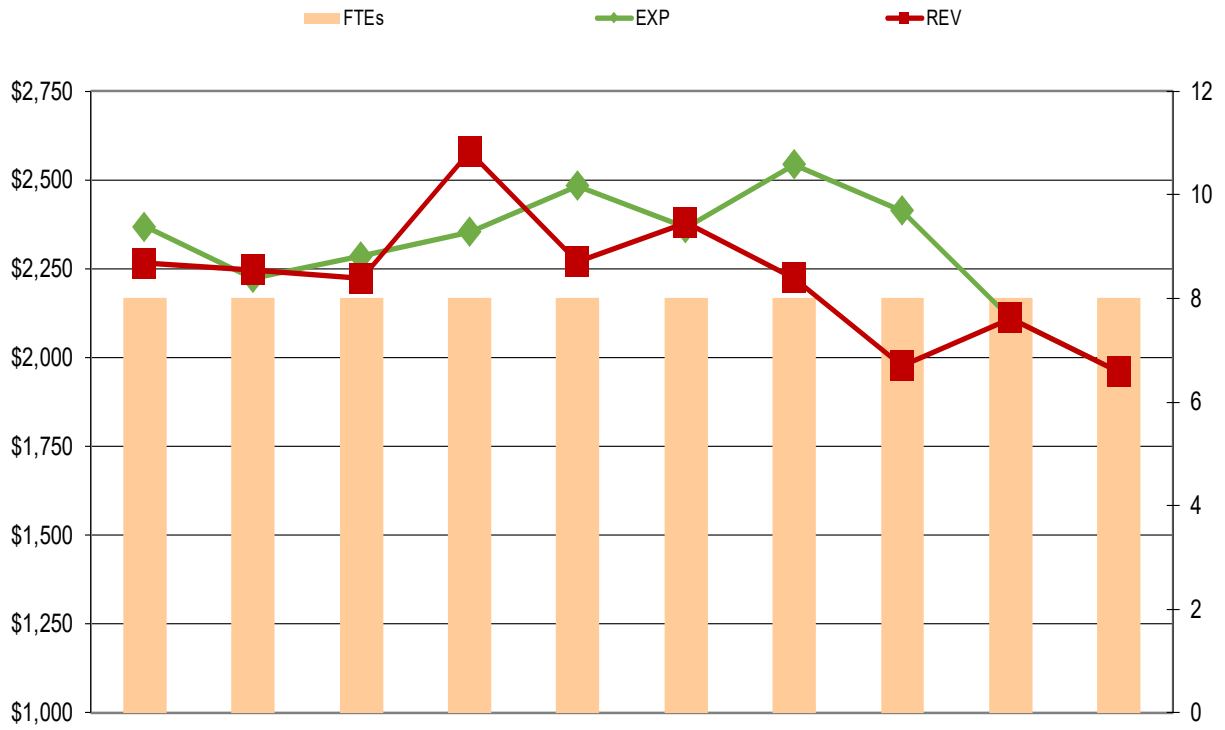
- The number of completed jobs submitted per fiscal year decreased in FY 2021 due to decreased demand primarily due to the COVID-19 pandemic.
- Impressions are copies of a publication printed at one time from the same set of type. The total amount of impressions per fiscal year are based on the amount requested in each fiscal year.

**PRINTING FUND
FUND STATEMENT**

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 RE-ESTIMATE	FY 2023 PROPOSED
ADJUSTED BALANCE, JULY 1	(\$275,035)	(\$743,825)	(\$711,319)	(\$984,444)
REVENUE				
Intra-County	1,676,337	1,725,000	1,450,000	1,653,618
Outside Billings	55,482	130,000	45,000	45,000
Transfer in from General Fund	246,382	254,979	254,979	262,658
TOTAL REVENUE	1,978,201	2,109,979	1,749,979	1,961,276
TOTAL REVENUE & BALANCE	1,703,166	1,366,154	1,038,660	976,832
EXPENDITURES				
Printing Services & Mail Operations	2,414,485	2,109,979	2,023,104	1,961,276
TOTAL EXPENDITURES	2,414,485	2,109,979	2,023,104	1,961,276
BALANCE, JUNE 30	(\$711,319)	(\$743,825)	(\$984,444)	(\$984,444)

- Fund Balance is reserved for financing encumbrances and incomplete projects carried over from a previous fiscal year, unanticipated equipment replacement or major repairs, revenue shortfalls, and over expenditures. The fund balance is currently negative due to declines in revenues from the COVID-19 pandemic. The fund balance will be replenished over a number of years through revising rate structures, managing expenditures and focusing on increasing customers.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
EXP	\$2,368	\$2,224	\$2,285	\$2,353	\$2,484	\$2,366	\$2,544	\$2,414	\$2,110	\$1,961
REV	\$2,266	\$2,247	\$2,222	\$2,581	\$2,270	\$2,381	\$2,224	\$1,978	\$2,110	\$1,961
FTEs	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00

Fiscal Year	Description	FTEs
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. 	
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). 	

Fiscal Year	Description	FTEs
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, decreased due to eligible personnel expenses (\$7,263). 	
FY 2020	<ul style="list-style-type: none"> ▪ Decreased funding for contractual obligations related to the County's contract with Xerox (\$60,000). ▪ Decreased non-personnel funding for outside print shop charges (\$40,000). ▪ County revenue decreased due to a slight decline in print production and mail services (\$135,000). ▪ General Fund Transfer increased due to an increase in eligible personnel expenses (\$4,045). 	
FY 2021	<ul style="list-style-type: none"> ▪ Non-personnel decreased primarily due to contractual obligations related to the County's contract with Xerox (\$71,000), partially offset by anticipated higher paper costs (\$6,311). ▪ County revenue increased from County departments due to the addition of a 15 percent increase to printing fees to adjust for annual inflationary increases for paper and salary increases (\$195,459), partially offset by decreases due to a slight decline in print production and mail services as County departments move to more online notifications (\$39,839) and aligning budget with actuals (\$40,161). ▪ Outside revenue increases due to aligning budget with actuals (\$80,000). 	
FY 2022	<ul style="list-style-type: none"> ▪ The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900. ▪ Reduced the County's contract cost with Xerox based on renegotiating portions of the County's printing services contract (\$175,699). ▪ Reduced printer expenses (\$6,323). ▪ County revenue from departments decreased due to less demand for the purchase of paper as a result of COVID-19 and increased telework (\$470,459). ▪ Outside revenue decreased due to less demand for the purchase of paper as a result of COVID-19 and increased telework (\$40,000). ▪ The General Fund transfer increased based on expenses supporting the County's mail operation (\$8,597). 	