



# Board Agenda Item 36

DATE: June 16, 2026  
TO: Board of Supervisors  
SUBMITTED BY: Bernice E. Seidel, Clerk of the Board  
SUBJECT: Board of Supervisors Budget Transfer

RECOMMENDED ACTION(S):

**Approve and authorize the Clerk of the Board to execute Budget Transfer No. 66 transferring FY 2025-26 appropriations in the amount of \$20,380 from Account 7295 (Professional & Specialized Services) to Account 8300 (Equipment) within the Board of Supervisors Org 0110, for the purchase of two copiers.**

There is no increase in Net County Cost associated with the recommended action, which will allow the Board of Supervisors Department to replace equipment that has been determined inefficient and inadequate to meet current operational needs and is at high risk of failure due to exceeding its useful life. The recommended budget transfer will allow for a transfer of appropriations for the purchase of capital asset equipment.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, the Department will not be able to purchase the copiers. Your Board may direct staff to pursue a lease of the copiers, which would not require a transfer of appropriations. However, a lease will likely be more expensive over the life of the asset.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Approval of the recommended action will transfer \$20,380 in budgeted appropriations from account 7295 (Professional & Specialized Services) to account 8300 (Equipment) in Board of Supervisors Org 0110.

DISCUSSION:

In February 2026, the Department evaluated current equipment and determined that both copiers had exceeded their recommended useful life and are at high risk of failure. The copiers are utilized throughout the Department to scan, print, and copy Board agenda item materials, claims for damages, and historical records. The recommended replacement schedule included the purchase of one (1) Kyocera MZ6001ci and one (1) Kyocera MZ5001ci. MD 400 requires that equipment with a total value of greater than \$5,000, including ancillary costs, shall be capitalized. With the addition of dual scan multi-feed sensors, a stapling finisher, a hole punch finisher, card authentication kids, and memory cards, the total cost of each copier requires both copiers to be capitalized.

With your Board's approval of the recommended action, the Department will have available appropriations in the appropriate capital assets account to fund the purchase of two copiers required to efficiently complete

required duties of the Department.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Budget Transfer #66

CAO ANALYST:

Paige Benavides