



View Budget Amendment: Budget  
Amendment: FY2025 - Annual Budget Detail  
on 04/28/2025 : BAT-0000126

03:22 PM  
04/22/2025  
Page 1 of 3

**Company** The County of Galveston  
**Plan Template** Annual Budget Detail : FY25 Amended Budget  
**Plan** FY25 Amended Budget  
**Organizing Dimension Type**  
**Amendment ID** BAT-0000126  
**Amendment Date** 04/28/2025  
**Description** Darrell Apffel- Budget Amendment for Sheriffs office FY25  
**Amendment Type** Budget Amendment  
**Balanced Amendment** Yes  
**Entry Type** Amended  
**Status** In Progress

Budget Amendment Entries

Period	*Ledger Account/Summary	*Fund	*Cost Center	Revenue Category	Spend Category	Program	Project	Debit Amount	Credit Amount	Memo	Exceptions
FY2025 Annual (FY25 Amended Budget)	5481000:Miscellaneous Contract Services	1101 General Fund	159100 Information Technology		Other Contract Services			\$18,500.00	\$0.00		
FY2025 Annual (FY25 Amended Budget)	5310000:Administrative Supplies	1101 General Fund	159100 Information Technology		Extraordinary Supplies			\$136,265.86	\$0.00		
FY2025 Annual (FY25 Amended Budget)	5310000:Administrative Supplies	1101 General Fund	159100 Information Technology		Extraordinary Supplies		Desktop Refresh (GF)	\$80,515.74	\$0.00		
FY2025 Annual (FY25 Amended Budget)	5700000:Capital Outlays	1101 General Fund	159100 Information Technology		Technology Hardware			\$318,035.90	\$0.00		
FY2025 Annual (FY25 Amended Budget)	5930000:Reserves - Other	1101 General Fund	920180 Fund Balance Reserves		Budgeted Reserves			\$0.00	\$553,317.50		

Request Details - IT Service Desk.pdf

**File Name** Request Details - IT Service Desk.pdf  
**Content Type** application/pdf  
**Updated By** Lauren Michaels  
**Upload Date** 04/16/2025 12:42:41 PM  
**Comment**

Budget Amendment Sponsor 04\_28\_2025.msg

**File Name** Budget Amendment Sponsor 04\_28\_2025.msg  
**Content Type** application/octet-stream  
**Updated By** Lauren Michaels



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03:22 PM

04/22/2025

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Upload Date 04/16/2025 12:42:41 PM  
Comment

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	04/16/2025 12:42:42 PM	04/17/2025	Lauren Michaels	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	04/16/2025 03:49:32 PM	04/18/2025	Misty Witmer (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Specialist	Sent Back	04/21/2025 04:46:01 PM		Christian Monterrubio (Budget Specialist)	1	Send Back Reason from Christian Monterrubio: Please provide further justification for this item on the "Description" field, and provide vendor quotes, if available. Additionally, this BA will need to be split into two—one for the Health District and one for the Sheriff's Office, as applicable. We did receive the BA within the deadline, therefore, we will proceed with processing the Sheriff Office item for the 04/28/2025 court date. The Health District item will be subject to further review from our office once received.
Budget Amendment Event	Budget Amendment Event	Submitted	04/21/2025 05:10:33 PM	04/17/2025	Lauren Michaels	1	Lauren Michaels: We currently do not have any quotes available.
Budget Amendment Event	Approval by Cost Center Manager	Approved	04/21/2025 05:15:51 PM	04/23/2025	Misty Witmer (Cost Center Manager)	1	Misty Witmer: The costs listed for things like the badge readers and installs and wiring are based on previous work done at other locations. We do not have current quotes for those specific items. The Health District item for the Sheriff's Office whose investigative staff is already located at the Health District. It is not for the Health District staff themselves.
Budget Amendment Event	Approval by Budget Specialist	Approved	04/22/2025 09:22:56 AM		Christian Monterrubio (Budget Specialist)	1	



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03:22 PM  
04/22/2025  
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Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		04/17/2025		0	
Budget Amendment Event	Approval by Accounting Operations Lead	Sent Back	04/22/2025 01:49:12 PM		Lauren Swift (Accounting Operations Lead)	1	Send Back Reason from Lauren Swift: Please correct ledger accounts for the below: Spend Category Other Contract Services - Ledger Account Miscellaneous Contract Services Spend Category Extraordinary Supplies - Ledger Account Administrative Supplies
Budget Amendment Event	Budget Amendment Event	Submitted	04/22/2025 02:51:35 PM	04/17/2025	Lauren Michaels	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	04/22/2025 02:57:23 PM	04/24/2025	Misty Witmer (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	04/22/2025 03:03:02 PM		Christian Monterrubio (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		04/17/2025		0	
Budget Amendment Event	Approval by Accounting Operations Lead	Approved	04/22/2025 03:09:34 PM		Lauren Swift (Accounting Operations Lead)	1	Lauren Swift: Thank you
Budget Amendment Event	Approval by Budget Manager	Approved	04/22/2025 03:17:44 PM	04/24/2025	Diana Huallpa Trevino (Budget Manager)	1	
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		04/24/2025	Sergio Cruz (Finance Executive)	1	

AUDITOR'S CERTIFICATION

This budget amendment has been reviewed for validity of accounts and sufficiency of account balances used for budget transfer.

Signed by County Auditor: *Sergio Cruz*

REQUEST ID- # 42760

Budget Amendment for FY25 SO technology

Requested by    Witmer, Misty on   Apr 9, 2025 01:23 PM   |   Approval Status :   Not Configured

Request Details

Request Type	Service Request	Mode	E-Mail
Status	Open	Level	Tier 2

Requester Details

Requester Name	Witmer, Misty	Assets	-
Site	Base Site	Category	Hardware
Group	Business Office	Sub Category	Maintenance/Supply
Technician	Not Assigned	Item	Not Assigned

Budget Amount	553315.5 \$	Business Need/Purpose	Budget Amendment
Fiscal Year	2025	Responded Time	Not Configured
Created Date	Apr 9, 2025 01:23 PM	Completed Time	Not Configured
Due by date	Apr 24, 2025 01:23 PM		
Response Due Date	Not Configured		

Emails to Notify	-
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Created By	System	Department	Information Technology
Template	Budget Request	Service Category	Purchasing
SLA	10 Day Resolution		

Description

We need a BA for the following, transferring funds from Budget Reserves to IT:

\$	318,035.90	Tech Hardware
\$	80,515.74	Desktop Refresh
\$	136,265.86	Extraordinary Supplies
\$	18,500.00	Other contract services
\$	553,317.50	

This will include funding for technology for Sheriff's Office vehicles including rugged laptops, Peplinks with install, body cameras, dash cams, thermal printers. This will also cover docking stations when rugged laptop is being utilized in-office for some devices, network drops for SO Records office and the Health District, and badge swipe/readers for Armory and Records.

Misty Witmer, CGCIO  
Chief Information Officer  
Facilities Director, Interim

722 Moody, 2<sup>nd</sup> floor, Galveston, TX 77550  
409.770.5409

Misty.Witmer@galvestoncountytx.gov  
galvestoncountytx.gov



OFFICE of INFORMATION TECHNOLOGY

NOTE TO OUR CUSTOMERS: To ensure your technology-related needs are being captured, all inquiries and requests should be directed to our IT Service Desk via the web portal, emailing [tickets@galvestoncountytx.gov](mailto:tickets@galvestoncountytx.gov) or calling X2685.

Book time to meet with me

Requester Details



Witmer, Misty  
misty.witmer@galvestoncountytx.gov

Employee ID E100765  
Phone +14097705409  
Mobile -  
Job Title Chief Information Officer  
Site Base Site  
Department Information Technology  
Reporting Manager -  
Test -

Assets belonging to the User

Name	Product	Product Type	Asset Type	Product Manufacturer	Warranty Expiry Date
Spare # 5	Nighthawk M6	Air Cards	Asset	Netgear	-
PHDGH05353	LaserJet Pro M404dw	Printer	Asset	HP	-
KXDLVLW2YX	14" MacBook Pro 2024	Workstation	Asset	Apple	-
FCH2049FNU6	UC Conference Phone - 8841	Desktop Phones	Asset	Cisco	-
1L86WN3	U2722D	Monitor	Component	Dell	-
0F00Q1823083BF	Surface Pro 9	Workstation	Asset	Microsoft	-

# FY25 Budget Amendment Request

Row 172

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**Commissioners'  
Court Status**

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**Fiscal Year**        2025

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**Workday BA  
Number**            BAT-0000126

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**Budget  
Amendment  
Number**            25-118-0428-D

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**Sponsor:**            Commissioner Precinct 1, Honorable Darrell Apffel

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**Department:**        Information Technology

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**Agenda Item  
Caption**            Request transfer from General Fund - Budgeted Reserves to  
Information Technology - Various line items to fund technology  
updates for Sheriff's Office vehicles.

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**Amount**            \$553,317.50

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**Notes**

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**Amount From  
General Fund  
Budgeted  
Reserves**            \$553,317.50

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**Division  
Number:**            159100

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**Department  
Head Name:**        Misty Witmer

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**Department Head Email:** misty.witmer@galvestoncountytx.gov

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**Submitted By:** Lauren Michaels

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**Contact Extension Number:**

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**Contact Email Address:** lauren.michaels@galvestoncountytx.gov

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**Associated Forms** Not Applicable

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**Budget Amendment Justification:**

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**Key Org (From):** 1101920180

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**Object Code From (Line Item):** 5930000

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**Amount (From):** \$553,317.50

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**Add an additional Key Org (From):** ☐

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**(2) Key Org (From):**

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**(2) Object Code From (Line Item):**

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**(2) Amount (From):**

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**(3) Add an additional Key** ☐

Org (From):

(3) Key Org  
(From):

(3) Object Code  
(Line Item):

(3) Amount  
(From):

(4) Add an  
additional Key ☐  
Org (From):

(4) Key Org  
(From):

(4) Object Code  
(Line Item):

(4) Amount  
(From):

Key Org (To): 1101159100

Object Code  
(Line Item): 5700000

Amount (To): \$18,500.00

Add an  
additional Key ☒  
Org (To):

(2) Key Org  
(To): 1101159100

(2) Object Code  
To (Line Item): 5700000

(2) Amount (To): \$136,265.86



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(3) Add an  
additional Key ☒  
Org (To):

---

(3) Key Org      1101159100  
(To):

---

(3) Object Code    5700000  
To (Line Item):

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(3) Amount (To): \$80,515.74

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(4) Add an  
additional Key ☒  
Org (To):

---

(4) Key Org      1101159100  
(To):

---

(4) Object Code    5700000  
To (Line Item):

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(4) Amount (To): \$318,035.90

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(5) Key Org (To)

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(5) Object Code  
To (Line Item):

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(5) Amount To:

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Total (From)      \$553,317.50

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Total (To)        \$553,317.50

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