

BUDGET ADJUSTMENT AUTHORIZATION

Commissioners= Court Action: Approved Denied Other

The Commissioners Court of Lubbock County does hereby order the FY 2026 budget adjusted as presented and authorized by Local Government Code '111.010(d).

Passed this 10th day of November 2025, on a motion by _____

and seconded by _____.

Curtis Parrish, County Judge

LUBBOCK COUNTY

REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

0110101015-500600 / Staff
Fund Name/Dept: employees Tax office

Contact: Sergio Robles

Date: 10/24/2025

It is requested that a Budget Amendment _____ Line Item Transfer _____ XX
be approved for the purpose of: To cover OT in Tax Office

Move funds from:

Move funds to:

Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
01101015-500600	Staff employees	13,000.00	01101015-500700	Overtime Compensation	13,000.00
		\$ 13,000.00			\$ 13,000.00

1. Must be on the County's approved form, found on the N Drive, in Excel format.
2. Must be typed.
3. Use whole dollars, NO cents
4. Include adequate description for the adjustment or it will not be submitted;
 - a. Phrases such as –"unanticipated expenses, to complete year or complete budget year"-do not provide sufficient information and should be avoided.
5. Funding in personnel line items cannot be transferred into operating line items and vice versa without prior consent from Commissioners' Court.
6. Line-item transfers/budget amendments must be approved prior to securing a purchase order that will place the expenditure line item into a deficit balance.
7. Budget adjustments-Line item transfers/Amendments will need to be entered in Munis, the LIT form along with any backup documentation must be attached in PDF format to your entry in Munis.

Scott, Rhonda

From: Scott, Rhonda
Sent: Thursday, October 16, 2025 5:09 PM
To: Williams, Kathy; Robles, Sergio
Subject: RE: Saturday OT

Kathy,
Sergio and I spoke on the phone earlier this afternoon, we are getting it worked out.

Thank You,
Rhonda =^.^=

-----Original Message-----

From: Williams, Kathy <KWilliams@lubbockcounty.gov>
Sent: Thursday, October 16, 2025 4:13 PM
To: Scott, Rhonda <RScott@lubbockcounty.gov>; Robles, Sergio <SeRobles@lubbockcounty.gov>
Subject: FW: Saturday OT

Rhonda,

Can you help Sergio with the LIT. They can take it from salaries but no more than \$50,000.

Thanks,
Kathy

Kathy Williams
County Auditor
Lubbock County
WK 806.775.1097
FAX 806.775.7917
Email kwilliams@lubbockcounty.gov

-----Original Message-----

From: Robles, Sergio <SeRobles@lubbockcounty.gov>

Sent: Thursday, October 16, 2025 11:48 AM

To: Williams, Kathy <KWilliams@lubbockcounty.gov>

Cc: Gomez, Mary <MGomez@lubbockcounty.gov>; Keister, Ronald (Ronnie) <RKeister@lubbockcounty.gov>

Subject: RE: Saturday OT

Hi Kathy,

Can you let me know what form to fill out for the JE and what account we are pulling from to put funds into our line item?

-----Original Message-----

From: Williams, Kathy <KWilliams@lubbockcounty.gov>

Sent: Sunday, October 12, 2025 2:41 PM

To: Gomez, Mary <MGomez@lubbockcounty.gov>; Lopez, Adriana <ALopez@lubbockcounty.gov>; Pinkert, Alecia (Michelle) <MPinkert@lubbockcounty.gov>; Personnel Action Notice <pan@lubbockcounty.gov>

Cc: Keister, Ronald (Ronnie) <RKeister@lubbockcounty.gov>; Ariaz, Linda <LAriaz@lubbockcounty.gov>; Robles, Sergio <SeRobles@lubbockcounty.gov>

Subject: RE: Saturday OT

Ladies,

I spoke to the commissioner's Friday, we will pay overtime until the office get's more positions filled. The office will have to do a JE for the next Court to put funds in the line item.

Thanks,
Kathy

Kathy Williams

County Auditor
Lubbock County
WK 806.775.1097
FAX 806.775.7917
Email kwilliams@lubbockcounty.gov

-----Original Message-----

From: Gomez, Mary <MGomez@lubbockcounty.gov>
Sent: Saturday, October 11, 2025 1:44 PM
To: Williams, Kathy <KWilliams@lubbockcounty.gov>; Lopez, Adriana <ALopez@lubbockcounty.gov>; Pinkert, Alecia (Michelle) <MPinkert@lubbockcounty.gov>
Cc: Keister, Ronald (Ronnie) <RKeister@lubbockcounty.gov>; Ariaz, Linda <LAriaz@lubbockcounty.gov>; Robles, Sergio <SeRobles@lubbockcounty.gov>
Subject: Saturday OT

The following came in on Saturday 10/11/2025; Linda Ariaz Kristy Gonzales Sally Vitela Lindsey Lowry Michael Taylor Rene Delgado Mary Moa

Mary

Sent from my iPhone

LUBBOCK COUNTY

REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

Fund Name/Dept: 020-19090 Consolidated R&B

Contact: Brent Brieger

Date: 9/11/2025

It is requested that a Budget Amendment _____ **Line Item Transfer** XXX

be approved for the purpose of: Additional funds for Upfit of a light bar considered non-capital equipment

Move funds from:

Move funds to:

Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
02019090-6405	Heavy Equipment	1,800.00	02019090-5231	Non-Capital Equipment	1,800.00

\$ 1,800.00

\$ 1,800.00

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4. Include adequate description for the adjustment or it will not be submitted;
 - a. Phrases such as –“unanticipated expenses, to complete year or complete budget year”-do not provide sufficient information and should be avoided.
5. Funding in personnel line items cannot be transferred into operating line items and vice versa without prior consent from Commissioners' Court.
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LUBBOCK COUNTY

REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

Fund Name/Dept: Dispute Resolution (075)

Contact: Kristi Thompson

Date: 10/22/2025

It is requested that a Budget Amendment _____ Line Item Transfer _____ X
be approved for the purpose of: renewing notary for Leticia Prado.

Move funds from:

Move funds to:

Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
07507525-520100	Supplies	75.00	07507525-580100	Insurance and Bonds	75.00
		\$ 75.00			\$ 75.00

1. Must be on the County's approved form, found on the N Drive, in Excel format.
2. Each line you are moving from or to should only be listed ONCE with a TOTAL amount you are increasing/decreasing from that line, and it must be typed.
3. Use whole dollars, NO cents
4. Include adequate description for the adjustment or it will not be submitted;
 - a. Phrases such as –“unanticipated expenses, to complete year or complete budget year”-do not provide sufficient information and should be avoided.
5. Funding in personnel line items cannot be transferred into operating line items and vice versa without prior consent from Commissioners' Court.
6. Line-item transfers/budget amendments must be approved prior to securing a purchase order that will place the expenditure line item into a deficit balance.
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BUDGET AMENDMENT AUTHORIZATION

Commissioners= Court Action: Approved Denied Other

The Commissioners= Court of Lubbock County does hereby authorize an emergency expenditure as an amendment to the original budget and order the FY 2026 budget amended as presented and authorized by Local Government Code '111.010(c).

Passed this 10th day of November 2025, on a motion by _____

and seconded by _____.

Curtis Parrish, County Judge

LUBBOCK COUNTY

REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

Fund Name/Dept: Permanent Improvement/Maintenance

Contact: _____ Nick Hill

Date: 10/23/2025

It is requested that a Budget Amendment XX Line Item Transfer _____

be approved for the purpose of: These were prior year projects and remaining funds will roll to fund balance when FY is closed

Move funds from:

Move funds to:

Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
			04106140 621100	P916MAIN-95061-FANAHU-CONSTR	30,300.00
			04106140 622300	PCENPLNT-95061-CONDEN-CONSTR	38,620.00
		\$ 68,920.00			