

2025-000,458

ORDER OF THE DISTRICT JUDGES OF LUBBOCK COUNTY, TEXAS

Approving Assistant County Auditor Appointments and Salaries and

Certifying Same to the Commissioners Court

(Local Government Code §§ 84.021 & 152.905)

WHEREAS, on September 12, 2025, the undersigned district judges held a public hearing on the annual compensation of the County Auditor, Assistant Auditors, and official court reporters, after notice was published in the Lubbock Avalanche Journal on August 29, 2025, which was not earlier than the 30th day before the hearing and not later than the 10th day before the hearing, with opportunity for interested persons to be heard.

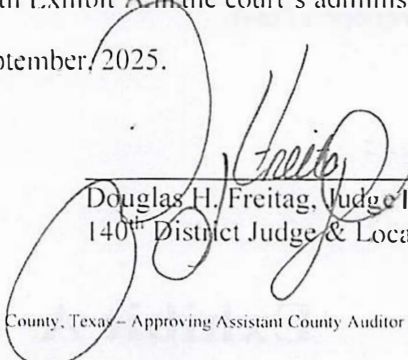
AND WHEREAS, the County Auditor certified to the district judges a list of assistant auditor positions and appointees stating, for each appointee, the name, position, duties (by job description), and qualifications/experience; salaries for these positions were set within the FY26 budget process by the Lubbock County Commissioner's Court and totaled \$12,405,100; that certified list, titled "Application for Appointment of the Assistant Auditors," is incorporated by reference as Exhibit A.

AND WHEREAS, after inquiry into the qualifications, experience, and reasonableness of the proposed compensation for each appointee, the district judges approve the appointments and compensation as reflected by position in Exhibit A and the adopted FY26 salaries. (Tex. Loc. Gov't Code § 84.021.)

IT IS THEREFORE ORDERED:

- A. **Approval of Appointments and Salaries.** The persons identified in Exhibit A are to be appointed as assistant county auditors for Lubbock County, Texas, in the positions listed, with the duties stated in their job descriptions and compensation set by the adopted FY26 county budget for each appointee, effective October 1, 2025 (FY26), subject to lawful budget appropriation and employment onboarding requirements. The aggregate amount for the Auditor's Office was set by the Commissioner's Court within the FY26 budget process and totals \$12,405,100.
- B. **Certification to Commissioners Court.** Pursuant to Tex. Loc. Gov't Code § 84.021, the undersigned judges hereby certify the approved list of assistant auditors and the compensation for each as determined by the adopted FY26 county budget, which, for the Auditor's Office, totals \$12,405,100 as set by the Commissioner's Court. The Lubbock County Commissioner's Court shall order the compensation to be paid upon performance of services and shall appropriate an adequate amount of money for this purpose.
- C. **Record of Action.** The District Clerk (or Court Administrator, as applicable) shall maintain this Order with Exhibit A in the court's administrative records.

Signed this 12th day of September, 2025.



Douglas H. Freitag, Judge Presiding
140th District Judge & Local Administrative Judge

LUBBOCK COUNTY

Kathy Williams
County Auditor

Rhonda Scott
First Assistant Auditor



P.O. Box 10536
916 Main, Suite 700
Lubbock, Texas 79408-3536
Phone: (806) 775-1097
Fax: (806) 775-7917

September 12, 2025

Lubbock County Board of Judges
Honorable Douglas Freitag
237th District Court
904 Broadway, Suite 606
Lubbock, TX 79401

RE: Application for Appointment of the Assistant Auditors

Pursuant to Local Government Code Sec. 84.021(a), I hereby certify the following list of assistant auditors, currently employed at the Lubbock County Auditor's Office, to the Lubbock County District Judges and request your consideration for appointment.

Mackinzie Bender – Internal Auditor
Melissa Cantu – Accounts Payable Clerk
Cynthia Conklin – Staff Accountant
Richard Cooper – Internal Auditor, Grants
Kelly Cortez – Payroll Assistant
Kristi Goswick – Accounts Payable Manager
Lisa Hernandez – Staff Accountant
Malerie Johnston – Office Coordinator
Lauren Jones – Grant Financial Reporter
Heather Kaplan – Payroll Assistant

Rebecca Kibitlewski - Grant Administrator
Adriana Lopez - Payroll Manager
Diana Lopez – Accounts Payable Clerk
Maggie Pinion – Financial Systems Analyst
Rhonda Scott - First Assistant
Catie Wall - Internal Audit Manager
Michelle Pinkert – Part time
Braeden Salzwedel – Temporary
Johnathan Walulu - Temporary

Enclosed are the attached name, position, duties as outlined in their job descriptions/ qualifications, and years of experience for each appointee as well as myself. Salaries set within the FY26 Budget process by the Lubbock County Commissioners Court totaled \$12,405,100. All salaries pursuant to Local Government Code Sec. 111.044 are denoted (*) and have been approved by the Lubbock County Commissioners Court.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Williams".

Kathy Williams
Lubbock County Auditor

Exhibit A

Lubbock County Auditor's Office
Staff for FY26

LAST NAME	FIRST NAME	MI	JOB CLASS	LOCATION	GROUP BU	EDUCATION LEVEL	HIRE DATE	YEARS OF SERVICE
BENDER	MACKINZIE		INTERNAL AUDITOR	AUDITOR	PROFESSIONAL	MASTERS DEGREE	10/03/2022	3
CANTU	MELISSA	D	ACCOUNTS PAYABLE CLERK	AUDITOR	CLERICAL	HIGH SCHOOL	04/16/2018	7
CONKLIN	CYNTHIA	T	STAFF ACCOUNTANT	AUDITOR	PROFESSIONAL	BACHELORS DEGREE	01/02/2024	1
COOPER	RICHARD	A	INTERNAL AUDITOR - GRANTS	AUDITOR	PROFESSIONAL	MASTERS DEGREE	10/07/2025	NEW HIRE
CORTEZ	KELLY	K	PAYROLL ASSISTANT	AUDITOR	CLERICAL	BACHELORS DEGREE	09/02/2025	>month
GOSWICK	KRISTI	I	ACCOUNTS PAYABLE MANAGER	AUDITOR	PROFESSIONAL	BACHELORS DEGREE	09/02/2008	17
HERNANDEZ	LISA	M	STAFF ACCOUNTANT	AUDITOR	PROFESSIONAL	BACHELORS DEGREE	02/22/2022	3
JOHNSTON	MALERIE	K	OFFICE CORDINATOR	AUDITOR	CLERICAL	HIGH SCHOOL	12/06/2023	1
JONES	LAUREN		GRANT FINANCIAL ANALYST	AUDITOR	PROFESSIONAL	BACHELORS DEGREE	09/16/2025	>month
KAPLAN	HEATHER	A	PAYROLL ASSISTANT	AUDITOR	CLERICAL	MASTERS DEGREE	09/09/2025	>month
KIBITLEWSKI	REBECCA	G	GRANT ADMINISTRATOR	AUDITOR	ADMINISTRATIVE	BACHELORS DEGREE	01/06/2025	>1 YR
LOPEZ	ADRIANA		PAYROLL MANAGER	AUDITOR	PROFESSIONAL	BACHELORS DEGREE	06/10/2013	12
LOPEZ	DIANA	G	ACCOUNTS PAYABLE CLERK	AUDITOR	CLERICAL	HIGH SCHOOL	04/02/2007	18
PINION	MAGGIE	C	FINANCIAL SYSTEM ANALYST	AUDITOR	PROFESSIONAL	BACHELORS DEGREE	07/15/2019	6
PINKERT	MICHELLE		PART -TIME	AUDITOR	CLERICAL PT	HIGH SCHOOL	01/02/2024	1
SALZWEDEL	BRAEDEN	N	TEMPORARY	AUDITOR	TEMP	HIGH SCHOOL	06/15/2023	2
SCOTT	RHONDA	L	FIRST ASSISTANT	AUDITOR	ADMINISTRATIVE	ASSOCIATES DEGREE	01/27/2003	22
WALL	CATHERINE	E	INTERNAL AUDITOR MANAGER	AUDITOR	PROFESSIONAL	MASTERS DEGREE	10/24/2017	5

Lubbock County Auditor's Office
Staff for FY26

WALULU	JONATHAN	M	TEMPORARY	AUDITOR	TEMP	BACHELORS DEGREE	04/04/2025	>1 YR
WILLIAMS	MARI	K	AUDITOR	AUDITOR	APPOINTED OFFICIAL	BACHELORS DEGREE	01/31/2008	15

See job descriptions attached for qualifications

> Eligible for 90 day salary increase during FY26

Total Budgeted salaries \$12,405,100

All staff may be eligible for merit raises in 2026

** Wall worked for LBK CO since 2007 in various positions, full and part time.

*** Williams - 5 yrs 9 months as County Auditor, 12 years as Internal Auditor/Internal Audit Manager.

Scott, Rhonda

From: Williams, Kathy
Sent: Wednesday, October 8, 2025 3:29 PM
To: Smith, Sammy
Cc: Scott, Rhonda
Subject: FW: Order of District Judges FW: TAT
Attachments: TAT FILE.pdf

*I will have Rhonda put it on for the next court.
KW*

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

From: Smith, Sammy <sasmith@lubbockcounty.gov>
Sent: Monday, October 6, 2025 4:50 PM
To: Williams, Kathy <KWilliams@lubbockcounty.gov>
Subject: Order of District Judges FW: TAT

Kathy – please see attached. What do you recommend doing with it now? It is recorded in the DC office, for record-keeping purposes in their TAT files, which is where we file other orders of the district court/admin/local...etc.

From: Gongora, Alexandra <AGongora@lubbockcounty.gov>
Sent: Monday, October 6, 2025 3:38 PM
To: Smith, Sammy <sasmith@lubbockcounty.gov>
Subject: RE: TAT

Here you go.
Please let me know if you need anything else.

Thank you.

From: Smith, Sammy <sasmith@lubbockcounty.gov>
Sent: Monday, October 6, 2025 1:21 PM
To: Gongora, Alexandra <AGongora@lubbockcounty.gov>
Cc: Smith, Sara <slsmith@lubbockcounty.gov>
Subject: TAT

Hey Alex – can you type a TAT number on this, and file-mark for me, and email back? I think this is the first time we have ever done this.