

AGENDA  
GILLESPIE COUNTY COMMISSIONERS COURT  
REGULAR MEETING  
MONDAY, SEPTEMBER 8, 2025  
GILLESPIE COUNTY COURTHOUSE  
FREDERICKSBURG, TEXAS  
9:00 O'CLOCK A.M.

Invocation and Pledges of Allegiance.

1. Call meeting to order.
2. Consent Agenda - routine business items that the Court will act upon collectively in single motion, unless an item is requested to be removed from the Consent Agenda by any member of the Commissioners Court, in which case the removed item will be considered, discussed, and acted upon separately as a regular agenda item.
  - a. Consider approval of Bills & Claims and payments via electronic fund transfers.
  - b. Consider approval of Journal Entries & Budget Amendments (Line-Item Transfers).
  - c. Consider approval of payroll claims & related expenses.
  - d. Consider approval of Departmental Reports.
  - e. Consider approval of Fees of Office.
3. Receive public comments regarding Rogers Draw Energy Storage Project (aka Harper BESS).
4. Approve job descriptions and/or posting for positions in:
  - a. Veterans Service Office
5. Consider approval of promotions, transfers, payroll changes, and/or hiring for positions in:
  - a. Communications Center
  - b. County Sheriff's Office

6. Consider approval of County Clerk minutes for Commissioners Court meetings.
7. Consider approval of an agreement with Hopdox for electronic recording services in the County Clerk's Office.
8. Consider approval and ratification of letter supporting the variance request by Harper Volunteer Fire Department, seeking a variance from the minimum staffing standards for the provision of emergency medical services in their service area, per Texas Health & Safety Code § 773.052.
9. Consider approval of an interlocal agreement between Gillespie County and Harris County Department of Education (HCDE) for participation in the HCDE Cooperative Purchasing Program.
10. Consider approval of Gillespie Central Appraisal District (GCAD) proposed budgets for 2025-2026.
11. Consider approval of revisions to Gillespie County Personnel Policy Manual.
12. Consider approval of a line-item transfer from General Fund to Eminent Domain custodial account in the District Clerk's office.
13. Consider approval of payment to Hazard Dynamics for on-call engineering services, per previously approved contract.
14. Consider approval of Resolution Authorizing County Grant for the Gillespie County Committee on Aging Home-Delivery Meal Program, and authorization for execution of documents.
15. Consider approval of submitting the FY 2025-26 applications for the Rural Sheriff's Office Salary Assistance Grant Program for the Gillespie County Sheriff's Office, and for the Rural Prosecutor's Office Salary Assistance Grant Program for the Gillespie County Attorney's Office.
16. Consultation with attorney to receive and discuss legal advice regarding cease-and-desist letter received by County, and discuss pending or contemplated litigation related to same (Executive Session - 551.071).

17. Deliberation concerning the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the following public officers or employees, and consider taking appropriate action related thereto (Executive Session - 551.074):
  - a. County Administrator
  - b. County Human Resources Director
  - c. County Library Director
  - d. County Engineer
  - e. County Indigent Health/Court Collections Director
  - f. County Information Technology (IT) Director
  - g. County Elections Administrator
  - h. County Airport Manager
  - i. County Facilities Maintenance Director
  - j. County Veterans Service Officer
  - k. County Sanitation Office Director
  
18. Review and discuss security audit for the County Courthouse and Annex 1 building, and consider taking appropriate action related thereto (Executive Session - 551.076).



## ELECTRONIC RECORDING AGREEMENT

This AGREEMENT, dated \_\_\_\_\_, is between Hopdox, LLC, a Utah Limited Liability Company, with an office located at 497 Quail Hollow Lane, Alpine, UT 84004 ("Hopdox") and \_\_\_\_\_ ("County") with an \_\_\_\_\_ address \_\_\_\_\_ of \_\_\_\_\_.

Hopdox offers a national electronic recording (eRecording) service that functions as a trusted third party for title insurance companies, attorneys, full-service banks and other legitimate entities to submit recordable documents electronically to government official records offices for recording.

County desires to offer eRecording in addition to their current paper-based documents processes. Additionally, the County wishes to have confidence that electronic document submissions are secure, accurate, and timely through the use of available electronic technologies for the mutual benefit of the parties of the transactions.

### Program Eligibility

eRecording requires a business relationship and mutual trust between the Recorder, the submitting entity, and a third-party vendor transmitting electronic records. All parties to the eRecording transaction desire to operate and maintain a secure recording system that safeguards parties to recordation from deceit, fraud, and forgery. This Agreement outlines the procedures and rules for the trusted relationship between Hopdox and the Recording Office to facilitate a safe and secure eRecording relationship.

Participation in the eRecording program is voluntary and the decision to do so is a business judgment.

Neither party shall be liable for any failure to perform processing of the electronic documents where such failure results from any act of God or other cause beyond the party's reasonable control (including, without limitation, any mechanical, electronic or communications failure which prevents the parties from transmitting or receiving the eRecording transactions).

### County Responsibilities

#### Section 1 – Process Integrity

County will attempt to protect the integrity of the recording process through ongoing monitoring of documents received and recorded through eRecording

[www.hopdox.com](http://www.hopdox.com)



means. County, however, shall be held harmless and not liable for any damages resulting from software or equipment failure and assumes no contractual liability for any damages whatsoever via any part of this document.

If the County system causes delays or power failures that interfere with the normal course of business, the County will notify Hopdox with an estimated time of resolution and alternatives to eRecording until the problem is resolved.

#### Section 2 – Diligence

County will apply the same level of diligence in handling documents submitted electronically as those submitted through the manual process.

#### Section 3 – Business Information

County acknowledges responsibility to provide the necessary business information as summarized below and detailed in supplements to this Agreement.

- County Recording contact(s) names and information
- County processing schedules and hours of operation for the eRecording Program.
- Document types accepted and indexing requirements ☐ Payment requirements.

#### Hopdox Responsibilities

##### Section 1. Original Documents

Hopdox acknowledges that eRecording allows submitters to prepare, sign and/or transmit documents and business records in electronic formats. The electronically transmitted documents will be considered the “original” record of the transaction in substitution for, and with the same intended effect as paper documents. In the case that such electronic documents bear a digitized or electronic signature they will be treated with the same legal effect as paper documents bearing handwritten signatures.

##### Section 2. Technical Coordination

Hopdox shall be responsible for coordinating all technical problems and issues between Receiver and Hopdox and/or its customers.





### Section 3. Requirement Changes

Hopdox agrees to make best efforts to comply with any changes in specifications that may occur. Compliance will begin within the time period specified in the notice of such changes that will be sent out by the County.

### General Terms

#### Section 1. Liability Disclaimers/Waivers

By County - The County will not incur any liability for the information electronically transmitted by Hopdox and/or its licensees. Should a dispute or legal action arise concerning an electronic transaction, the County will be held harmless and not liable for any damages which may be awarded against Hopdox. Hopdox does not agree to indemnify County for actions or inactions of the County, including any damages awarded against the County for its own acts or omissions. Further, Hopdox does not agree to provide legal representation for the County for any actions brought against the County related to any eRecording. County shall not incur any liability for the information electronically transmitted by Hopdox to County. County shall not incur any liability for any breach of security, fraud or deceit as a result of Electronic Recording. Neither the County nor Hopdox, shall be liable to the other for any special, incidental, exemplary or consequential damages arising from or as a result of any delay, omission or error in the Electronic Recording transmission or receipt; provided, however, this Paragraph shall not be interpreted or construed in any way or to any extent to affect the Hopdox's liability to County under the Memorandum including any and all amendments and modifications thereto.

By Both Parties - Neither Hopdox nor the County shall be liable to the other for any special, incidental, exemplary or consequential damages arising from or because of any delay, omission or error in the eRecording transmission or receipt.

#### Section 2. Disputes

Hopdox and the County will attempt in good faith to resolve any controversy or claim arising out of or relating to eRecording through either negotiation or mediation prior to initiating litigation.

The County recognizes in many eRecording transactions, the Hopdox licensees will be utilizing the Hopdox eRecording solution and Hopdox will not be the actual entity recording the document or record. In the case of a dispute related to the authenticity of a document or record presented in an eRecording transaction by one of the Hopdox licensees, the County agrees to not suspend or disable all of the Hopdox access to the eRecording Program, but, rather, agrees to notify Hopdox of the issue so the access of the licensee may be suspended or disabled as



required by the County. Hopdox will not be liable for defective documents or records recorded by its licensees while utilizing the eRecording Program.

### Section 3. Severability

The terms of this agreement are governed by, and subject to any changes in any applicable State or Federal laws, rules and regulations. If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein

The sole venue for any dispute arising under this Memorandum shall be in the courts of appropriate jurisdiction in Gillespie County, Texas, exclusively. Any right, action, suit or other proceeding arising under this Memorandum shall be brought exclusively in the federal or state courts in Gillespie County, Texas and, the parties hereby consent to personal jurisdiction and venue therein.

These Choice of Law and Venue provisions are intended by the parties hereto to be mandatory and not permissive in nature, and to preclude the possibility of litigation between the parties in any jurisdiction other than that of a court of appropriate jurisdiction in Gillespie County, Texas. Each party hereto waives any right it may have to assert the doctrine of forum non convenience or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this Paragraph.

### Section 4. Termination

Either party may terminate this Agreement for any reason by providing thirty (30) days written notice of termination.

Agreed and Accepted:

Hopdox

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

[www.hopdox.com](http://www.hopdox.com)



Title: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

County of: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# COUNTY OF GILLESPIE

COMMISSIONERS:

DANIEL JONES  
County Judge

LINDSEY BROWN  
County Clerk



CHARLES OLFERS  
Precinct No. 1

KEITH KRAMER  
Precinct No. 2

CHUCK JENSCHKE  
Precinct No. 3

DON WEINHEIMER  
Precinct No. 4

101 W. Main, Unit 9  
FREDERICKSBURG, TEXAS 78624  
830-997-7502  
Fax: 830-992-2608

August 27, 2025

ATTN: Texas Department of State Health Services

To whom it may concern:

EMS Chief Terry Fritz of the Harper Volunteer Fire Department met with Gillespie County Commissioner Keith Kramer to discuss the need for a variance as outlined in Texas H.S. Sec. 773.052, regarding EMS staffing. The Department is facing challenges in providing adequate ambulance services to this remote area of the county due to difficulties in recruiting and retaining volunteer and staff personnel.

The Department is seeking a variance to allow them to operate with one Emergency Medical Technician (EMT) and a Department-approved driver, rather than the required EMT and Emergency Care Attendant (ECA) combination. Without the requested variance, response times for ambulance services would be approximately 25 minutes.

Harper Volunteer Fire Department is actively recruiting volunteers and implementing a training program to increase staffing levels. This includes plans to recruit volunteers that have current DSHS certification and provide opportunities for current volunteer members to attend training sessions to become certified at a minimum level of ECA. These efforts are expected to positively impact staffing levels over time.

Sincerely,

Daniel Jones  
County Judge  
Gillespie County, Texas

**Interlocal Agreement**  
**between Harris County Department of Education**  
**& GILLESPIE COUNTY**

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and Chapter 271, Subchapter F of the Texas Local Government Code, and other similar, applicable laws of other states, this Interlocal Agreement ("Agreement") is made and entered into by and between Harris County Department of Education ("HCDE"), located in Houston, Texas, and GILLESPIE COUNTY, a local governmental entity and/or political subdivision ("LGE"), located in FREDERICKSBURG (city), TX (state), for the purpose of contracting for the performance of governmental functions and services. The undersigned may be referred to in this Agreement individually as a "Party" and collectively as the "Parties."

**Preamble**

HCDE is a local governmental entity established to promote education in Harris County, Texas and is duly authorized to provide programs and services in the State of Texas. Both HCDE and LGE desire to set forth, in writing, the terms and conditions of their agreement.

**General Terms and Conditions**

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. Term. The term of this Agreement shall commence on the date of the first signature of this Agreement ("Effective Date") and shall automatically renew annually, unless either Party gives thirty (30) days prior written notice of non-renewal.
2. Agreement. The terms of this Agreement shall apply and will be considered a part of any addendum, purchase order, or contract for programs and services delivered by HCDE. This Agreement and the attached and incorporated addenda, purchase orders, or exhibits, if any, contain the entire agreement of the parties, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Parties to this Agreement other than those set forth in this Agreement and duly executed in writing.
3. Purpose and Scope of Work.
  - A. **HCDE agrees to:**
    - Provide LGE with descriptive offerings of each of the programs and services that HCDE provides.
    - Provide programs and services upon LGE's submission of independent contracts or purchase orders to HCDE and HCDE's acceptance thereof. HCDE's obligations to provide programs and services is contingent on HCDE acquiring and maintaining sufficient staffing through reasonable efforts to satisfy HCDE's obligations under this Agreement and all similar obligations under its contracts with other local governmental entities.
    - Conduct, at a minimum, an annual audit or survey, as appropriate, for each of the programs and services that HCDE delivers.
  - B. **LGE agrees to:**
    - Participate in any or all of the programs and services that HCDE offers, in LGE's sole discretion.

- Submit purchase order(s) or independent contract(s) for each of the HCDE programs and/or services that LGE desires to purchase and/or collaborate.
  - Agree to follow the terms and conditions of each independent contract or purchase order.
  - Designate a person to act as LGE's representative to each respective HCDE program and/or service delivered.
4. As is. HCDE makes this Agreement available to HCDE participating entities "as is" and is under no obligation to revise the terms, conditions, scope, prices, and/or any requirements of the Agreement for the benefit of LGE.
  5. Master Contract. This Agreement can be utilized as a Master Contract. The general terms and conditions in this Agreement will serve to outline the working relationship between HCDE and LGE.

LGE agrees to adhere to the specific terms and conditions set forth for the HCDE programs and/or services as contracted by LGE. In the case of a conflict between this Agreement and any addendum, purchase order, or individual contract for a specific HCDE program or service, the provisions of the addendum, purchase order, or individual contract will govern.

6. Payments. The Parties agree that all payments made under this Agreement will be in an amount that fairly compensates the performing Party for the services or functions performed under this Agreement. The Parties further agree that each Party paying for the performance of governmental functions or services pursuant to this Agreement must make those payments from current revenues available to the paying Party.
7. Invoices. HCDE will invoice LGE for the HCDE programs and services that LGE purchases from HCDE. LGE agrees to remit payment to HCDE within thirty (30) days after the later of the following: (1) the date LGE receives the goods; (2) the date the performance of the service is completed; or (3) the date LGE receives an invoice for the goods or service. If LGE makes a payment to HCDE with a credit card, LGE agrees to pay to HCDE a surcharge fee consisting of any applicable credit card fees and/or costs incurred by HCDE, including, without limitation, the processing fee(s) charged to HCDE by the credit card company(ies).
8. Participation in HCDE's Cooperative Purchasing Program. If LGE elects to participate in HCDE's cooperative purchasing program, Choice Partners, LGE shall be permitted to purchase goods and services using the contracts competitively procured by HCDE. HCDE does not assess a fee to LGE for participation in Choice Partners. LGE shall make payments directly to vendors. LGE shall be responsible for ordering, inspecting, and accepting the goods and services purchased through Choice Partners. LGE shall further be responsible for the vendors' compliance with provisions relating to the specific quality of goods and services delivered and terms of delivered, as set forth between LGE and the vendor. HCDE is not responsible or liable for the performance of any vendor used by LGE as a result of this Agreement or LGE's participation in Choice Partners.
9. Compliance with Laws. Each Party is responsible for complying with applicable laws and regulations relating to this Agreement and any purchase made under this Agreement.

10. Termination. This Agreement may be terminated prior to the expiration of the Term hereof as follows:

- By either Party, with or without cause, upon thirty (30) days' prior written notice;
- By mutual written agreement of the Parties; or
- By either Party immediately if the other Party commits a material breach of any of the terms of this Agreement and no remedial action can be agreed upon by the Parties.

Termination of this Agreement by a Party shall not terminate an existing purchase order or individual contract between HCDE and LGE or between LGE and an HCDE cooperative purchasing program vendor. In the event of termination of this Agreement or any purchase order or individual contract, LGE shall be responsible for compensating HCDE for programs and services provided by HCDE up to the effective date of termination.

11. Assignment. Neither this Agreement nor any duties or obligations entered in subsequent contracts because of this agreement shall be assignable by either party without the prior written acknowledgment and authorization of both parties.
12. Conflict of Interest. During the Term of HCDE's service to LGE, LGE, its personnel and agents, shall not, directly or indirectly, whether for LGE's own account or with any other person or entity whatsoever, employ, solicit or endeavor to entice away any person who is employed by HCDE.
13. Contract Amendment. This Agreement may be amended only by the mutual agreement of all Parties, in writing, to be attached to and incorporated into this Agreement.
14. Notice. Any notice provided under the terms of this Agreement by either party to the other shall be in writing and shall be sent by **certified mail, return receipt requested**. Notice to shall be sufficient if made or addressed as follows:

Harris County Department of Education  
Attn: James Colbert, Jr.  
County School Superintendent  
6300 Irvington Blvd.  
Houston, Texas 77022  
713-694-6300

GILLESPIE COUNTY ("LGE")  
Attn: MARCIE SCHNEIDER  
Title: COUNTY AUDITOR  
Address: 101 W MAIN ST STE #4  
City, State, Zip: FREDERICKSBURG, TX 78624  
Phone: 830-997-6777  
Email: AUDITOR@GILLESPIECOUNTY.ORG

15. Relation of Parties. It is the intention of the parties that LGE is independent of HCDE and not an employee, agent, joint venturer, or partner of HCDE and nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee, agent, joint venturer or partner, between HCDE and LGE or HCDE and any of LGE's representatives.
16. Non-Exclusivity of Services. Nothing in this Agreement may be construed to imply that HCDE has exclusive right to provide LGE with programs or services. During the Term of this Agreement, LGE reserves the right to use all available resources to procure other programs and services as needed and, in doing so, will not violate any rights of HCDE.



17. Disclaimer. HCDE DOES NOT WARRANT THAT THE OPERATION OR USE OF HCDE PROGRAMS AND/OR SERVICES WILL BE UNINTERRUPTED OR ERROR FREE. HCDE HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT, PROGRAM, OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
18. Limitation of Liability. Without waiver of the Disclaimer in Article 17 of this Agreement, the Parties agree that:
  - Neither Party waives any immunity afforded to it under applicable law; and
  - Neither Party shall be liable to the other Party for special, incidental, or exemplary damages with regard to any lawsuit or formal adjudication arising out of or relating to this Agreement.
19. Severability. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegality, or unenforceable provision had never been contained in it.
20. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Houston, Harris County, Texas.
21. No Waiver. Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or equity to a Party, including the defense(s) of immunity. No failure on the part of either Party at any time to require the performance by the other Party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such Party's right to enforce such term, and no waiver on the part of either Party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by duly authorized representatives of the Parties hereto.
22. Benefit for Signatory Parties Only. Neither this Agreement, nor any term or provisions hereof, not any inclusion by reference, shall be construed as being for the benefit of any party not in signatory hereto.
23. Authorization. Each party acknowledges that the governing body of each Party to the Agreement has authorized and approved this Agreement.
24. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original constituting one and the same instrument.

In witness whereof, HCDE and LGE have executed this Agreement to be effective on the date specified in Article 1. Term above:



GILLESPIE COUNTY

Harris County Department of Education

\_\_\_\_\_  
Name of Local Governmental Entity

\_\_\_\_\_  
Authorized Signature

DANIEL JONES

James Colbert, Jr.

\_\_\_\_\_  
Printed Name

COUNTY JUDGE

County School Superintendent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Type of Local Governmental Entity (*select one*):

- ☐ School District      ☐ Charter School  
☐ County                ☐ City/Municipality  
☐ University            ☐ College  
☐ State Entity  
☒ Governmental entity/other: \_\_\_\_\_

Once completed please email signed ILA to [ila@choicepartners.org](mailto:ila@choicepartners.org). ILA will be presented at our next HCDE Board meeting. After signing, a copy will be emailed to address listed on this form.



**Choice Partners** is a division of **Harris County Department of Education** (HCDE), a political subdivision (governmental entity) of the state of Texas.

## THE CHOICE PARTNERS PROCUREMENT PROCESS\*

### 1. Determine the Need for a Service and/or Product

The need for new products and/or services is identified through innovative thinking and communication with members and potential vendor partners. Members' needs are determined in various ways, including formal surveys and informal conversations. Choice Partners staff meet with vendor partners and potential proposers to determine what is state of the art for a product or service, then gather information about company capabilities and assess if there are contract opportunities for products and services that would benefit Choice Partners members. Ideas are discussed at contract managers meetings and viable ideas are followed up with additional investigation and market research.

### 2. Develop the Draft RFP Document

- a. Upon assignment, the contract manager creates a project timeline, predicting a future HCDE Board of Trustees meeting to propose a contract award that allows sufficient time for the development and review process.
- b. Choice Partners staff conducts research to determine proposal specifications. Staff might contact cooperative members and/or potential vendors for background information, knowledge and product specifications. If applicable, past specifications from the library of archived proposal solicitations may be considered.
- c. Choice Partners utilizes standard templates, which are reviewed and updated by HCDE legal counsel to comply with procurement law requirements, as appropriate, specified in Texas Educ. Code § 44, Texas Local Gov't. Codes § 252, 262 and 271, Title 2 CFR 200 and in the case of job order contracts, Texas Government Code § 2269, and Fed'l. Regulations Code 24 CFR 85.36.
- d. Once the RFP is completed, it is reviewed by HCDE senior administrative staff.

### 3. Solicitation

Choice Partners adheres to procurement law for notification and solicitation; e.g. Choice Partners advertises in various publications for two successive weeks: *The Houston Chronicle*, *LA Informacion* (Minority-focused publication), *Forward Times* (Minority-focused publication), and *USA Today* (or a similar national publication), in addition to a list of twenty-six organizations in twenty-five states that manage and facilitate HUB/MWBE programs, as required by Texas Education Code § 44. The solicitation is posted at [www.choicepartners.org](http://www.choicepartners.org), [www.hcde-texas.org](http://www.hcde-texas.org), [www.bidcrawl.com](http://www.bidcrawl.com) and, if applicable, the electronic bidding system, Ionwave ([www.ionwave.com](http://www.ionwave.com)).

**Providing the RFP Document:** Interested companies can access Choice Partners RFP solicitation documents by registering as a supplier at the website database under the appropriate product/service category then either downloading the documents, submitting a written request for hardcopy via email or letter or by calling 1-877-696-2122 to request the solicitation document from Choice Partners. Solicitations are issued and submitted electronically in the eBid system.

**Proposer Questions:** Questions are submitted online through the Choice Partners website. The contract manager for the RFP, assisted by other staff, will monitor the website and will answer questions within 24 hours of receipt and post the answers on-line, so that all potential proposers have the same access to the Q&As. Questions are not answered by phone or email.

**Addenda:** If there are modifications to the RFP solicitation, an addendum will be issued. Addenda are sent to all potential proposers who have already registered and downloaded a copy of the RFP solicitation. Notification of addenda will be posted to the Choice Partners website: [www.choicepartners.org](http://www.choicepartners.org).

**Pre-proposal Conference:** A pre-proposal conference will be scheduled for questions to be asked.

**Notice:** All items in this packet are working drafts and contingent upon Commissioners Court approval

**4. Proposer Responses**

The date, time and place for responses to solicitations are specified in the proposal document, the solicitation advertisements and the Choice Partners website. Responses will require an online response.

A proposal opening will be held at a specified time and virtually as written in the document. Proposers who submit a proper proposal will be publicly announced and recorded by Choice Partners staff at the proposal opening. Further information will not be disclosed nor will public review of the responses be allowed at this time. Once the contract has been awarded at a public meeting by the HCDE Board of Trustees, the document becomes subject to public open records law, as applicable.

**5. Evaluate Proposer Responses**

- a. Submissions deemed responsive according to time stamps and being a complete and acceptable response, will be moved forward to the next step in the process. Non-responsive submissions are rejected and not considered for an award.
- b. An evaluation team is formed; members evaluate/score each response according to the published evaluation criteria in the proposal document. Additionally, at this step, submissions may be deemed responsive or non-responsive. Submissions deemed responsive will be moved forward to the next step in the process. Non-responsive submissions are rejected and not considered for an award.

**b-1. Evaluation Criteria**

The evaluation criteria meets or exceeds the requirements of the procurement laws specified in number 2 above, and may include some or all of the following, as specified in the proposal document:

- purchase price;
  - experience and reputation of the vendor and of the vendor's products/services;
  - quality of the vendor's products/services;
  - extent to which the goods or services meet the member's needs;
  - vendor's past relationship with Choice Partners and/or cooperative members;
  - impact on the ability of the member to comply with laws and rules relating to historically underutilized businesses (HUB/MWBE/SBE);
  - total long-term cost to the member to acquire the vendor's products or services;
  - whether the vendor or the vendor's ultimate parent company or majority owner: (a) has its principal place of business in Texas; or (b) employs at least 500 persons in Texas (applies to contracts for goods and services, other those related to telecommunications and information services, building construction and maintenance, or instructional materials);
  - proposer's marketing plan;
  - any other relevant factors specifically listed in the requests for proposal.
- c. During the evaluation process, negotiations and/or discussions may be held with proposers, and a final and best offer is submitted upon request, if necessary.
  - d. The Choice Partners staff tabulates the scores of the qualified responses.
  - e. The evaluation committee makes contract award recommendations.

**6. Contract Awards**

Contracts are solely awarded by the HCDE Board of Trustees at a public meeting. All awarded proposers will be notified via an award letter. More than one vendor may receive an award letter ('multiple awards'). An announcement is made to Choice Partners members and vendor partners via multiple methods, including but not limited to, a press release posted on the Choice Partners website and in *The Leader's Choice* monthly e-newsletter.

Contracts may be awarded for a one- or two-year initial award, with subsequent annual renewals for a total contract term not to exceed five years. Each awarded vendor must submit required documentation each year (after the term of the initial award period) and be in good standing with Choice Partners and our members to be offered the annual renewal.

**7. Public Review of Choice Partners RFPs Issued and/or Contracts Awarded**

Choice Partners provides contracts and supporting documentation on the Choice Partners website in the 'Due Diligence' section on the contracts page for each awarded vendor. Choice Partners staff assists members as needed to review those documents.

\*HCDE awarded contracts may be used by other governmental agencies; in Texas, an interlocal agreement (ILA) is required to be executed, as specified in Government Code 791. Outside of Texas, members will register with Choice Partners, and subsequently follow the local state statutes and guidelines.



## **GILLESPIE CENTRAL APPRAISAL DISTRICT**

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1159 S. Milam St.  
Fredericksburg, TX 78624  
(830) 997-9807

August 19, 2025

Gillespie County  
Daniel Jones, County Judge  
101 West Main Street #9  
Fredericksburg, TX 78624

RE: 2026 Gillespie CAD Approved Budgets

Dear Judge Jones,

The Gillespie Central Appraisal District Board of Directors met in regular session on August 19, 2025 and approved the enclosed 2026 budgets.

Within the next 30 days your taxing unit can, by resolution, vote to approve or disapprove each of these budgets or take no action on these budgets. Unless a majority of the five voting taxing units disapprove the budgets by the deadline of September 19, 2025, they will go into effect for 2026.

As always, if you should have any questions or wish that I and/or a member of our board attend any of your entity meetings then please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Scott Fair".

Scott Fair, RPA RTA CCA  
Chief Appraiser  
chief@gillcad.org

## **2026 Approved Appraisal and Collections Budgets**

**Gillespie Central Appraisal District  
1159 S Milam St  
Fredericksburg, TX 78624**

**Gillespie Central Appraisal District  
Board Members**

Don Davis, Chairman  
James McAfee, Vice Chairman  
Todd Bierschwale, Secretary  
Peter Ganis  
Graham Pearson

**Chief Appraiser**  
Scott Fair, RPA

Draft presented to the Gillespie CAD Board of Directors on May 20, 2025  
Proposed budget submitted to the Gillespie CAD Board of Directors on June 10, 2025  
Proposed budget submitted to Taxing Units on June 13, 2025  
Budget approved by the Gillespie CAD Board of Directors on August 19, 2025



This packet includes two separate budgets, details of all employee positions and their compensation, and estimates of budget allocations to the taxing units. This is provided to the taxing units and the public for their information and to promote transparency in the appraisal district appraisal and property tax collection operations. The budgets have been approved by the Gillespie Central Appraisal District board of directors and are being submitted to the voting taxing entities participating in the district in accordance with the Texas Property Tax Code.

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# GILLESPIE CENTRAL APPRAISAL DISTRICT

## 2026 Approved Appraisal Budget

	2025 Appraisal Services	2026 Appraisal Services	Dollar Difference	Percentage Difference
<b>ENTITY FUNDED BUDGET</b>				
<b>PAYROLL</b>				
Payroll - 12 Positions + 75% Chief Appraiser	\$ 639,200	\$ 725,400	\$ 86,200	13.49%
Employee Medical Insurance	\$ 147,520	\$ 167,800	\$ 20,280	13.75%
Retirement	\$ 67,440	\$ 76,530	\$ 9,090	13.48%
Disability Insurance	\$ 4,470	\$ 5,080	\$ 610	13.65%
Medicare	\$ 9,270	\$ 10,520	\$ 1,250	13.48%
Unemployment Insurance	\$ 1,590	\$ 1,720	\$ 130	8.18%
<b>TOTAL PAYROLL</b>	<b>\$ 869,490</b>	<b>\$ 987,050</b>	<b>\$ 117,560</b>	<b>13.52%</b>
<b>OPERATIONS</b>				
<b>Professional Services</b>				
Appraisal Guides & Tools	\$ 5,000	\$ 5,000	\$ -	0.00%
Contracted Appraisal Services	\$ 155,000	\$ 158,475	\$ 3,475	2.24%
Computer - IT Maintenance & Data Backup	\$ 18,630	\$ 22,775	\$ 4,145	22.25%
Computer - CAMA Software Maintenance	\$ 57,100	\$ 64,715	\$ 7,615	13.34%
Mapping - Pictometry & Changefindr	\$ 41,800	\$ 41,800	\$ -	0.00%
Mapping - GIS Services	\$ 18,450	\$ 26,815	\$ 8,365	45.34%
Legal Expense	\$ 63,000	\$ 63,000	\$ -	0.00%
Binding Arbitration	\$ 2,500	\$ 2,500	\$ -	0.00%
<b>Appraisal Review Board Operations</b>				
Appraisal Review Board	\$ 18,300	\$ 18,300	\$ -	0.00%
Appraisal Review Board Legal	\$ 3,000	\$ 3,000	\$ -	0.00%
<b>Facilities</b>				
Rent	\$ 54,000	\$ 54,000	\$ -	0.00%
Janitorial Supplies & Service	\$ 8,000	\$ 8,000	\$ -	0.00%
Maintenance & Security	\$ 2,400	\$ 2,500	\$ 100	4.17%
Utilities & Waste Disposal	\$ 3,750	\$ 4,750	\$ 1,000	26.67%
<b>Office Operations and Supplies</b>				
Automotive Expense	\$ 11,500	\$ 11,500	\$ -	0.00%
Vehicle Purchase Reserve Fund	\$ 20,000	\$ 20,000	\$ -	0.00%
Communication Equipment	\$ 2,800	\$ 5,300	\$ 2,500	89.29%
Education & Travel	\$ 15,000	\$ 15,000	\$ -	0.00%
Equipment Lease	\$ 7,000	\$ 5,750	\$ (1,250)	-17.86%
Equipment Purchase	\$ 5,000	\$ 5,000	\$ -	0.00%
Financial Audit	\$ 5,500	\$ 5,500	\$ -	0.00%
Liability & Board Insurance	\$ 7,000	\$ 8,250	\$ 1,250	17.86%
Miscellaneous and Software	\$ 1,500	\$ 1,500	\$ -	0.00%
Office Supplies	\$ 9,500	\$ 10,000	\$ 500	5.26%
Postage	\$ 25,000	\$ 27,500	\$ 2,500	10.00%
Printing & Publications	\$ 22,500	\$ 23,500	\$ 1,000	4.44%
Registration & Dues	\$ 2,600	\$ 2,600	\$ -	0.00%
<b>TOTAL OPERATIONS</b>	<b>\$ 585,830</b>	<b>\$ 617,030</b>	<b>\$ 31,200</b>	<b>5.33%</b>
<b>TOTAL BUDGET</b>	<b>\$ 1,455,320</b>	<b>\$ 1,604,080</b>	<b>\$148,760</b>	<b>10.22%</b>
<b>NONENTITY BUDGETED FUNDS</b>				
Operating Reserve Fund	\$ 268,613			
Vehicle Purchase Reserve Fund	\$ 20,000			
Capital Fund Reserve	\$ 75,000			
Legal Defense Fund Reserve	\$ 150,000			

# GILLESPIE CENTRAL APPRAISAL DISTRICT

## 2026 Approved Tax Collections Budget

	2025 Collections Services	2026 Collections Services	Dollar Difference	Percentage Difference
<b>PAYROLL</b>				
Payroll - 3 Positions + 25% Chief Appraiser	\$ 184,250	\$ 190,600	\$ 6,350	3.45%
Employee Medical Insurance	\$ 40,800	\$ 42,775	\$ 1,975	4.84%
Retirement	\$ 19,440	\$ 20,110	\$ 670	3.45%
Disability Insurance	\$ 1,290	\$ 1,330	\$ 40	3.10%
Medicare	\$ 2,670	\$ 2,760	\$ 90	3.37%
Unemployment Insurance	\$ 440	\$ 440	\$ -	0.00%
<b>TOTAL PAYROLL</b>	<b>\$ 248,890</b>	<b>\$ 258,015</b>	<b>\$ 9,125</b>	<b>3.67%</b>
<b>OPERATIONS</b>				
Professional Services				
Computer - IT Maintenance & Data Backup	\$ 11,000	\$ 15,675	\$ 4,675	42.50%
Computer - CAMA Software Maintenance	\$ 39,250	\$ 48,475	\$ 9,225	23.50%
Tax Collections Guides & Tools	\$ 300	\$ 300	\$ -	0.00%
Facilities				
Rent	\$ 18,000	\$ 18,000	\$ -	0.00%
Janitorial Supplies & Service	\$ 2,450	\$ 2,450	\$ -	0.00%
Maintenance & Security	\$ 800	\$ 850	\$ 50	6.25%
Utilities & Waste	\$ 1,250	\$ 1,600	\$ 350	28.00%
Office Operations				
Automotive Expense	\$ 1,800	\$ 1,800	\$ -	0.00%
Communication Equipment	\$ 400	\$ 350	\$ (50)	-12.50%
Education & Travel	\$ 5,500	\$ 5,600	\$ 100	1.82%
Equipment Leased	\$ 2,600	\$ 2,150	\$ (450)	-17.31%
Equipment Purchase	\$ 3,000	\$ 3,000	\$ -	0.00%
Financial Audit	\$ 5,500	\$ 5,500	\$ -	0.00%
Liability & Bond Insurance	\$ 3,500	\$ 3,800	\$ 300	8.57%
Miscellaneous & Software	\$ 1,000	\$ 1,000	\$ -	0.00%
Office Supplies	\$ 3,200	\$ 3,500	\$ 300	9.38%
Postage	\$ 18,300	\$ 20,150	\$ 1,850	10.11%
Printing & Publications	\$ 8,400	\$ 8,850	\$ 450	5.36%
Registration & Dues	\$ 300	\$ 550	\$ 250	83.33%
<b>TOTAL OPERATIONS</b>	<b>\$ 126,550</b>	<b>\$ 143,600</b>	<b>\$ 17,050</b>	<b>13.47%</b>
<b>TOTAL BUDGET</b>	<b>\$ 375,440</b>	<b>\$ 401,615</b>	<b>\$ 26,175</b>	<b>6.97%</b>
<b>NONENTITY BUDGETED FUNDS</b>				
Operating Reserve Fund	\$ 89,537			
Capital Fund Reserve	\$ 25,000			

## 2026 Appraisal and Tax Collections Budgets Narrative

### ENTITY FUNDED BUDGET

#### PAYROLL

##### Appraisal Payroll and Positions:

Retaining well qualified employees is a priority of the Chief Appraiser and Board of Directors. Registration with the Texas Department of Licensing and Registration and completion of the RPA designation is **required** by the State of Texas for all appraisal district appraisers. The Gillespie Central Appraisal District (GCAD) currently has three employees (including the chief appraiser and deputy chief appraiser) that have met the requirements and maintain the Registered Professional Appraiser (RPA) designation. Four appraisers are working towards their RPA. The district also has two employees who have attained the Registered Texas Assessor/Collector designation (the chief appraiser and collection manager) and one employee working towards the Registered Texas Collector designation.

The 2026 budget for appraisal salaries is a 13.49% increase from the 2025 budget. The district is adding an appraisal manager position. Basically, that is the difference between the 2025 cost and 2026 cost. Several appraisers will also receive a step increase for moving to higher levels of licensing. Each existing employee will receive a cost-of-living adjustment for 2026.

Summary of Proposed 2026 Employee Salary and Benefits				
Position	Years in Profession	Years at Position	2025 Salary	2026 Salary
Chief Appraiser *	28	10	\$121,250	\$124,400
Deputy Chief Appraiser	19	10	\$83,500	\$86,000
Appraisal Manager				\$85,000
Appraiser (Agriculture) RPA	22	21	\$73,750	\$75,700
Appraiser III	2	2	\$47,750	\$49,500
Appraiser II	1	1	\$45,000	\$47,000
Appraiser II	1	1	\$45,000	\$47,000
Appraiser (BPP) III	2	2	\$47,000	\$49,500
Deed Abstractor			\$38,000	\$39,000
Data Entry	3	1	\$39,000	\$40,000
Administrative Assistant	1	1	\$37,000	\$38,000
Administrative Assistant	5	3	\$38,500	\$39,500
Receptionist	1	1	\$35,000	\$35,900
Tax Collections Manager	11	11	\$75,400	\$77,400
Tax Collections Deputy	8	2	\$43,000	\$44,100
Tax Collections Clerk	1	1	\$37,000	\$38,000

\*Salary and benefits split between Appraisal and Tax Collections budgets.

*Each employee receives medical, dental, and life insurance at a cost of approximately \$1,097 monthly. Each employee is covered by long term disability insurance at an average cost of approximately \$34 monthly. Each employee contributes part of their salary to retirement (TCDRS) and the district contributes 10.55% of the employee's salary.*

### **Employee Medical Insurance:**

Gillespie CAD provides health and dental insurance to its employees through the Texas Association of Counties. The 2026 premiums are increasing 4.83% over the 2025 costs.

### **Retirement:**

Gillespie CAD participates in the Texas County and District Retirement System. All employees are required to participate in this retirement plan. The employee's contribution portion is 7% of their salary with GCAD matching at 10.55%. The district does not participate in Social Security and has no other retirement plan.

### **Disability Insurance:**

Due to the district opting out of social security decades ago the employees do not have access to social security disability if they were to become disabled. The district provides long term disability insurance for its employees. The premium for this insurance is based on a percentage of employee wages.

### **Medicare:**

Gillespie CAD is responsible for the Medicare tax on each of the employee's wages.

### **Unemployment Insurance:**

Gillespie CAD is responsible for the payment of each employee's unemployment tax through the Texas Workforce Commission. Gillespie CAD is grouped with other small governments in Texas. This tax fluctuates greatly without any action or cause from the district.

## **OPERATIONS**

### ***Professional Services***

#### **Guides & Tools:**

Gillespie CAD purchases and subscribes to several appraisal guides for residential real estate, commercial real estate, and business vehicles. The district also subscribes to a national cost guide for most types of structures. Gillespie CAD also subscribes to a service to find current contact information on taxpayers. This service is critical for finding good mailing addresses for taxpayers when mail parcels are returned to our office as undeliverable. This service cost is allocated between the appraisal and tax collections budgets. The appraisal line item remains at \$5,000 and the tax collections line item remains at \$300 for 2026.

#### **Industrial Appraisal Services**

Gillespie CAD contracts for the appraisals on utilities, minerals, pipelines, and industrial properties with an industrial appraisal firm. The appraisal of these complex properties in-house is difficult for an appraisal district of our size. The district has a multi-year contract with an appraisal firm for the valuation and defense of these properties.

The district also began utilizing this appraisal firm for the appraisal of most commercial properties in the district beginning in 2025. The district lost our commercial appraiser to retirement and was unable to attract someone with commercial appraisal experience. The district plans for this arrangement to be temporary (several years) until we have appraisers with enough experience to take on the commercial appraisals. This appraisal line item increased \$3,475 for 2026.

#### **Computer – IT Maintenance &, Data Backup:**

Computer security and maintenance of the computers and network is complex. No one employed by the district has the knowledge to adequately protect, maintain, and fix computers. The district contracts with BIS Consulting to monitor and maintain security and maintain or fix computer systems. The company also



manages the local and off-site backup of computer files and our email service. BIS also maintains the district's website, truth in taxation website and the property tax payment website. They also control the interaction of data between our appraisal software and our websites. Legislative changes have increased requirements for data to be available on the website or electronically. Due to an expanding role and increased costs this line item increased greatly for 2026. The appraisal line item increased 22.25% and the tax collections increased 42.50% for 2026.

#### **Computer – CAMA Software Maintenance:**

The district's computer-assisted mass appraisal (CAMA) system for appraisal and tax collections is contracted through Harris Govern; this line item includes support and licensing fees for the use of the PACS computer system, online appeals system, and GIS mapping system within the CAMA system. The appraisal software maintenance amount will increase 13.34% for 2026 while the tax collections maintenance amount will increase 23.50%.

#### **Mapping – Pictometry & ChangeFinder**

The appraisal district entered into a six-year contract with Pictometry starting in 2025. The contract locks in costs, includes new aerial photography in 2025 and 2028, and includes the ChangeFinder package. The photography includes both orthogonal and oblique (side-angle) imagery. This photography is very useful in locating new structures and also in measuring structures located behind locked gates and difficult properties. The appraisal expense for 2026 is \$41,800, and will be the first installment of a three-year payout of the 2025 flight purchase.

Requirements from the Texas Comptroller's Property Tax Division state that every property must be physically inspected every three years. In order for the district to adequately do that it would require the hiring additional field appraisers. The Comptroller accepts the ChangeFinder technology that works in conjunction with the CAD's Pictometry imagery as a property being inspected. This technology compares new photography with older photography and "finds" new structures, additions to structures, and demolished structures. This product brings GCAD into compliance at a substantial discount to hiring and training additional employees.

#### **Mapping – GIS Services**

Parcel mapping is a specialized function and not a full-time position for the district; however, it is a function required by the Texas Property Tax Code and is very important to our appraisal work. To save money the district contracted with BIS Consulting for this service beginning in 2017. The annual cost for contracting is far less than the cost of an employee. The amount for 2026 increased to \$26,815.

#### **Legal Expense:**

The district retains a law firm for legal services. The law firm provides legal guidance to the appraisal district and board of directors through the year and also handle the legal end of valuation lawsuits for the appraisal district. The district has pending lawsuits that have been filed by property owners concerning property values and/or the denial of certain special valuations. Over the last several years the district has twenty to thirty new lawsuits filed each year. Although the district regrets the litigation, it is an expected expense, especially with today's property tax climate. This appraisal item remains at \$63,000 for 2026. If multiple lawsuits proceed to trial and the line-item is inadequate then the district would rely on the legal defense reserve fund for the remainder of 2026.

#### **Binding Arbitration:**

Binding Arbitration is an option for property owners to appeal Appraisal Review Board decisions, in lieu of proceeding to District Court. If the value decided by the arbitrator is closer to the taxpayer's predetermined value, the taxpayer is refunded the deposit minus \$50 and the district is required to pay the arbitration fee.

This form of appeal is popular with a few property tax consultants. Recently the district has received five to seven arbitrations a year. This appraisal line item remains at \$2,500 for 2026.

## ***Appraisal Review Board Operations***

### **Appraisal Review Board:**

The Gillespie County Appraisal Review Board (ARB) is independent of the Gillespie Central Appraisal District; however, the district is responsible for the expenses of the appraisal review board. Expenses in this line item include ARB member education expenses and stipends. This stipend is based on the rate of \$125 per day and \$75 per half day. The ARB meets twenty-five to thirty times each year. This appraisal line item remains at \$18,300 for 2026.

### **Appraisal Review Board Legal:**

Property tax law requires that the ARB have its own legal counsel separate from the appraisal district council. The ARB has retained council. This line item remains at \$3,000 for 2026.

## ***Facilities***

### **Rent:**

The district leases our office building from Fredericksburg ISD. The monthly rent for the office is \$6000, allocated between the appraisal and collections budgets. The lease includes the building and parking lot, as well as internet and telephone service. The appraisal and tax collection costs remain the same for 2026.

### **Janitorial Supplies & Service:**

Gillespie CAD has a custodial service for the office. The budget for service and supplies remains the same as 2025 for appraisal and tax collections.

### **Maintenance & Security:**

The district is responsible for some of the maintenance of the interior of the office. Maintenance costs are allocated between appraisal and collections budgets. The district subscribes to a security alarm and video camera service. The total for maintenance and security for 2026 increased slightly, 4.17% for appraisal and 6.25% for tax collections.

### **Utilities & Waste Disposal:**

Office utilities include electricity, water, sewer and garbage service. Utilities are allocated between the appraisal and collections budgets. This line item is being increased by \$1,000 for appraisal and \$350 for tax collections for 2026.

## ***Office Operations and Supplies***

### **Automotive Expense:**

The district owns five vehicles (four dedicated primarily to appraisal and one to tax collections). The vehicles are utilized for property inspections, education travel, bank deposits, and errands. Mileage reimbursement is utilized in the rare occasion when an employee utilizes their personal vehicle for appraisal related functions and no company vehicle is available. Mileage will be calculated using the most current IRS schedule. The budgeted amount for vehicle maintenance, repairs, and fuel remains at the 2025 level for both appraisal and tax collections.

### **Vehicle Purchase Reserve Fund:**

The district has a fleet of five vehicles. The vehicles are retained for many years, but the district does need to have a schedule and fund for updating vehicles. This reserve fund allows the district to replace a vehicle

2026 Approved Gillespie CAD Budgets

about every three years. The budgeted amount for 2026 remains at \$20,000 for appraisal.

#### **Communication Equipment:**

This covers the cost of cellular data and vehicle telemetry. The district is adding cell phone for appraisers to increase productivity and safety. The appraisal line item increased \$2,500 for 2026 while the tax collections line item decreased by \$50.

#### **Education & Travel:**

According to the Property Tax Code, Section 5.04, an appraisal district shall reimburse an employee for all actual and necessary expenses, tuition, other fees, and costs of materials incurred in attending a course or training program. Appraisers are required to obtain their Registered Professional Appraiser designation. Those employees who have attained the designation must complete continuing education hours. Other employees attend trainings to stay up to date on legislative, appraisal and CAMA matters. For 2026 the appraisal line item remained the same. The tax collections line item increased \$100 for 2026.

#### **Equipment Leases:**

The district leases three copy machines and a postage meter machine. Due to newer, better leases the costs have decreased. The amount budgeted for 2026 dropped 17.86% for appraisal and 17.31% for tax collections.

#### **Equipment Purchase:**

This item includes the maintenance and purchase of PC computers, peripherals, hardware and networks. The line item for appraisal and tax collections remains the same as 2025.

#### **Financial Audit:**

Section 6.063 of the Property Tax Code requires the district to have an annual audit by a Certified Public Accountant. The audit cost is shared between appraisal and tax collections. The amount for 2026 remains at \$5,500 for each budget.

#### **Liability, Board, & Bond Insurance:**

This is the workers compensation, general liability, automotive liability, errors and omissions, real and personal property insurance, and cyber liability and data breach response coverage for the district. This insurance is through the Texas Municipal League Intergovernmental Risk Pool (TML-IRP). Additionally, the Chief Appraiser is bonded as required by the Texas Property Tax Code. The 2026 appraisal amount increased \$1,250 to \$8,250. The tax collections amount increased \$300 to \$3,800 for 2026.

#### **Miscellaneous/Software:**

This item includes the purchase of software and other miscellaneous expenses. This line item remains at \$1,500 for appraisal and \$1,000 for tax collections for 2026.

#### **Office Supplies:**

All office supplies used in the appraisal office fall in this category. These items include paper, writing utensils, batteries, toner cartridges, and other supplies, as well as small equipment items such as digital cameras, printers and scanners. The district's payroll and financial program costs are also in this line item. The amount budgeted for 2026 increased \$500 for appraisal and \$300 for tax collections.

### **Postage:**

This includes all postage costs for the district for mailing letters, notices, ARB letters, exemptions, renditions, statements, and delinquent notices. It also includes the postage for mass mailings done by our print vendor. The line increased \$2,500 to \$27,500 for appraisal and increased \$1,850 to \$20,150 for tax collections for 2026.

### **Printing & Publications:**

Required newspaper advertisements and newspaper notices are in this line item. Printing the notices of appraised value, personal property renditions, and tax statements by our print vendor are included here as well. Due to increased costs for posting in the newspaper and increased costs of postage this item has been increased. The appraisal line item increased \$1,000 and the tax collections line item increased \$450 for 2026.

### **Registration & Dues:**

This line item is devoted to the registrations and annual dues of the district. The registration with the Texas Department of Licensing and Registration is required for appraisers. There are also two assessor/collector licensees and one collector licensee. Affiliation with the Texas Association of Assessing Officers and the Texas Association of Appraisal Districts allows GCAD to enroll in state classes for reduced tuition and keeps the district apprised of industry news and issues. The budgeted amount for appraisal remained at \$2600 while the tax collections increased to \$550 for 2026.

## ***NON-ENTITY BUDGETED FUNDS***

Non-entity budgeted funds are funds that are part of the budget, but outside of the budget that is funded by the taxing units. These funds are in the appraisal district's reserve funds and the board of directors must approve use of these funds. If placed in the budget then the appraisal district does not have to amend the budget to use the funds. If these funds are not spent during the budget year they remain in the reserve funds for future years.

### **Operating Reserve Fund**

The operating reserve fund represents three months of operating costs. These funds would be used under catastrophic circumstances.

### **Vehicle Purchase Reserve Fund**

The vehicle purchase reserve fund is restricted for the purchase of vehicles.

### **Capital Fund Reserve**

The capital fund reserve is maintained for large and/or unexpected capital purchases. It has primarily been used to fund computer asset purchases, such as the server for the office.

### **Legal Defense Fund Reserve**

The legal defense fund reserve is maintained so that the appraisal district would not have to approach the taxing units for money during the year if the district were to encounter larger than usual legal expenses. If the appraisal district were to have multiple trials in a calendar year, then that cost would be more than the amount of the budgeted legal expense.

## 2026 Estimated Appraisal Budget Allocations

The following chart is an *estimate* of the allocation costs for the taxing units for 2026. Actual allocation costs will be calculated and delivered to taxing entities after 2025 levies are created.

GILLESPIE CENTRAL APPRAISAL DISTRICT ESTIMATED 2026 Appraisal Budget Allocation					
Entity	2024 Allocation Refund Estimate	2025 Levy Estimate	2026 % Allocation Estimate	2026 Allocation Estimate	2026 Allocation Less 2024 Refund
CITY OF FREDERICKSBURG	\$4,294.99	\$8,227,879.56	8.1160%	\$130,187.84	\$125,892.85
DOSS CCSD	\$265.95	\$500,779.58	0.4940%	\$7,923.72	\$7,657.77
FREDERICKSBURG ISD	\$31,678.01	\$60,667,512.05	59.8429%	\$959,928.07	\$928,250.06
GILLESPIE COUNTY	\$14,101.85	\$26,708,700.56	26.3457%	\$422,605.62	\$408,503.77
GILLESPIE COUNTY MUD #1	\$44.60	\$373,374.29	0.3683%	\$5,907.82	\$5,863.22
GILLESPIE WCID	\$9.64	\$18,358.90	0.0181%	\$290.49	\$280.85
HARPER ISD	\$2,195.14	\$4,178,694.26	4.1219%	\$66,118.52	\$63,923.38
HILL COUNTRY UWCD	\$266.14	\$506,452.38	0.4996%	\$8,013.48	\$7,747.34
STONEWALL WCID	\$103.68	\$196,201.31	0.1935%	\$3,104.45	\$3,000.77
TOTALS	\$52,960.00	\$101,377,952.89	100.0000%	\$1,604,080.00	\$1,551,120.00
<i>*Based on 2025 certified appraisal totals and 2024 tax rates in Gillespie County</i>					



## 2026 Estimated Tax Collections Budget Allocation

The following chart is an *estimate* of the allocation costs for the taxing units for 2026. Actual allocation costs will be calculated and delivered to taxing entities after 2025 levies are created.

GILLESPIE CENTRAL APPRAISAL DISTRICT					
ESTIMATED 2026 Tax Collection Budget Allocation					
2026 Collection Budget:			\$401,615		
Less Estimated Interest Earned in 2025:			\$2,900		
	2025 Levy <sup>1</sup>	2026 Allocation (at 3%)			
Gillespie WCID	\$18,358.90	\$550.77			
Hill Country UWCD	\$506,452.38	\$15,193.57			
Stonewall WCD	\$196,201.31	\$5,886.04			
		\$21,630.38			
Total allocation to remaining taxing units:			\$377,084.62		
Parcels Assessed and Collected					
	In Gillespie County <sup>2</sup>	Out of Gillespie County <sup>2</sup>	Total	Percentage of Parcels	2026 Allocation Estimate
City of Fredericksburg	9,908	0	9,908	11.5104%	\$43,403.79
Doss CCSD	1,023	176	1,199	1.3929%	\$5,252.44
Fredericksburg ISD	30,651	273	30,924	35.9251%	\$135,468.17
Gillespie County	36,796	0	36,796	42.7468%	\$161,191.53
Harper ISD	5,122	2,130	7,252	8.4248%	\$31,768.70
	83,500	2,579	86,079	100.0000%	\$377,084.62
<sup>1</sup> Levy based on 2025 certified appraisal totals and 2024 tax rates					
<sup>2</sup> Count based on 2025 certified totals					



**TEXAS DEPARTMENT OF AGRICULTURE  
TEXANS FEEDING TEXANS: HOME-DELIVERED MEAL  
GRANT PROGRAM**

**RESOLUTION AUTHORIZING COUNTY GRANT  
PROGRAM YEAR 2026**

A resolution of the County of Gillespie (County) Texas certifying that the County has made a grant to The Gillespie County Committee on Aging, Inc. (The Golden Hub Community Center (Organization), an organization that provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability, and certifying that the County has approved the Organization's accounting system or fiscal agent.

*WHEREAS*, the Organization seeks to apply for grant funds from the Texas Department of Agriculture to supplement and extend existing services for homebound persons in the County who are elderly and/or have a disability pursuant to the Home-Delivered Meal Grant Program (Program);

*WHEREAS*, the Program rules require the County in which an Organization is providing home-delivered meal services to make a grant to the Organization in order for the Organization to be eligible to receive Program grant funds; and

*WHEREAS*, the Program rules further require the County approve the Organization's accounting system or fiscal agent in order for the Organization to be eligible to receive Program grant funds;

***BE IT RESOLVED BY THE COUNTY:***

SECTION 1: The County hereby certifies that it has made a grant to the Organization in the amount of \$\_\_\_\_\_to be paid and used between the:

1 of October 2025 and the 30 of September 2026

SECTION 2: The County hereby certifies that the Organization provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability.

SECTION 3: The County hereby certifies that it has approved the Organization's accounting system or fiscal agent which meets financial management system requirements as set forth in the Texas Grant Management Standards promulgated by the Texas Comptroller of Public Accounts.

Introduced, read, and passed by the affirmative vote of the County on this \_\_\_\_\_ day of September, 2025.

*~*

*Signature of Authorized Official of the County*

Daniel Jones, Gillespie County Judge

*Typed Name and Title*

**NOTE:** All information shown in this resolution must be included in the resolution passed by the County.

**Updated May 2025**  
**Notice: All items in this packet are working drafts and contingent upon Commissioners Court approval**