

**NOTICE OF REGULAR MEETING
BOARD OF DIRECTORS
HARRIS COUNTY APPRAISAL DISTRICT**

**STATE OF TEXAS
COUNTY OF HARRIS**

NOTICE is hereby given of a regular meeting of the Board of Directors of the Harris County Appraisal District, Harris County, State of Texas, to be Wednesday, December 16, 2015 at 9:30 a.m., at 13013 Northwest Freeway, 7th Floor, Houston, Texas, for the purpose of considering and acting upon the following:

AGENDA ITEMS

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Review and approve minutes of the regular meeting of November 18, 2015.
5. Recognition of Leadership Academy graduates.
6. Presentation of employee service awards.
7. Recognition of Employees of the Month.
8. Presentation for outgoing ARB chairman Charles Holley.
9. Comments from members of the public.

1. 3 minutes

A speaker whose subject matter as submitted relates to an identifiable item of business on this agenda will be requested by the chair to come to the podium where they will be limited to three (3) minutes. A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda will be limited to three (3) minutes if they have not appeared at any of the four preceding board meetings.

2. 1 minute

A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda and who has appeared at any of the four preceding board meetings will be limited to one (1) minute.

ACTION ITEMS

10. Review bids and award a contract for the purchase of custom envelopes.
11. Review bids and award a contract for the purchase of janitorial products.

12. Review and approve third year contract renewal purchase of Enterprise License Agreement for Geographic Information Systems software from ESRI (Environment Systems Research Institute, Inc.).
13. Authorize the chief appraiser to review and approve a one-year contract with Apartment Data Services, LLC (ADS), and the ADS Market-TRAC Online Service to provide software/database containing current and historical rent and occupancy data for use in apartment valuation.
14. Authorize the chief appraiser to review and authorize contract renewal with CoStar Realty Information, Inc. to provide software/database containing industrial, office market, tenant and comparable sales data.
15. Consider, advise, and consent to the chief appraiser's reappointment of three existing members to the Agricultural Appraisal Advisory Board of Harris County Appraisal District.
16. Review and approve updates to the Employee handbook.
17. Consider the establishment of an operating reserve and other disposition of 2015 excess funds.
18. Authorize payment of bills and payroll and transfer of funds as necessary between line items.

DISCUSSION ITEMS

19. Report on results of the board of director election.
20. Report on homestead exemption confirmation cards.
21. Report on protests and hearings, including iFile and iSettle activities.
22. Receive the district's monthly financial reports.
23. Report from the Taxpayer Liaison Officer concerning the status of all complaints filed with the board under Section 6.04(g), Tax Code.
24. Report from the Appraisal Review Board Chairman concerning the progress of hearings, attendance by members of the appraisal review board at hearings, and activities of the executive office and the board's attorney.

25. Executive session for the purpose of: (a) private consultation with the board's attorney regarding (i) pending and potential litigation, (ii) settlement of pending appeals to the State Office of Administrative Hearings, (iii) settlement of pending arbitrations under Texas Tax Code Chapter 41A, and (iv) settlement of pending litigation under Texas Tax Code Chapter 42; (b) considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer, or employee, including the duties and appointment of the chief appraiser ; (c) considering the deployment, or specific occasions for implementation of security personnel or devices; and (d) deliberating the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person, as permitted by the Open Meetings Act, Chap. 551, Government Code (e) interviewing applicants for the Appraisal Review Board chair and secretary positions, as permitted by the Open Meetings Act, Chap. 551, Government Code.

OTHER MATTERS AND ADDITIONAL ACTION ITEMS

26. Consider and approve settlement of pending litigation, pending appeals to the State Office of Administrative Hearings, and pending arbitrations.
27. Consider authorization of appeals under Sec. 42.02, Tax Code.
28. Review and approve Resolution 2015-08, appointing officers to the Appraisal Review Board.
29. Performance review of the chief appraiser.
30. Adjournment.

WITNESS MY HAND AND OFFICIAL SEAL of the district this 11th day of December 2015. CONTACT 713/957-5299



Ray C. Holtzapfle
Ray Holtzapfle, Secretary