

**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, January 15, 2014 at 9:30 a.m., at 13013 Northwest Freeway, 7<sup>th</sup> 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 December 18, 2013.
5. Administer Oath of Office to member of the board of directors.
6. Elect a board chair, secretary, and assistant secretary for 2014.
7. Presentation of service awards.
8. Recognition of Employees of the Month.
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. Authorize the chief appraiser to exercise the first renewal option on a contract with Questmark Information Management, Inc. for mailing services.
11. Authorize the chief appraiser to exercise the second renewal option on a contract with Mail Services of Houston for alternative mailing services.
12. Appoint a voting delegate and an alternate to the Texas Association of Appraisal Districts Annual Conference.
13. Approve travel for the board members who plan to attend the Texas Association of Appraisal Districts Annual Conference February 09 through February 12, 2014 in Fort Worth, Texas.
14. Review and approve contract renewal through Texas Department of Information Resources with Verizon Wireless for jetpack/aircard monthly services.

15. Authorize payment of bills and payroll and transfer of funds as necessary between line items.

### **DISCUSSION ITEMS**

16. Update of appraisal activities.
17. Report on mailing dealer inventory reporting materials.
18. Report on protests and hearings, including iFile and iSettle activities.
19. Report on updated employee satisfaction survey.
20. Receive the district's monthly financial reports.
21. Report from the Taxpayer Liaison Officer concerning the status of all complaints filed with the board under Section 6.04(g), Tax Code.
22. 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.
23. 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; (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.

### **OTHER MATTERS**

24. Discussion of appraisal matters as provided by Sec. 6.15, Tax Code, including a presentation on the basis for the 2013 value of Sawyer Heights Lofts, Acct 128-260-001-0001.
25. Consider and approve settlement of pending litigation, pending appeals to the State Office of Administrative Hearings, and pending arbitrations.
26. Report on corrections under Sec. 25.25(b), Tax Code.
27. Consider authorization of appeals under Sec. 42.02, Tax Code.
28. Adjournment.

WITNESS MY HAND AND OFFICIAL SEAL of the district this 9<sup>th</sup> day of January 2014.  
CONTACT 713/957-5299



*Toni Trumbull*

Toni Trumbull, Secretary