

**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 held Wednesday, December 19, 2018 at 9:30 a.m., at 13013 Northwest Freeway, 7th Floor, Houston, Texas.

Doors will be open to the public 15 minutes prior to the scheduled meeting time.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below.

AGENDA ITEMS

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Presentation of Service Awards.
5. Recognition of Employees of the Month.
6. Comments from members of the public.

a. 3 minutes

A speaker whose intended comment as submitted relates to an identifiable item 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 intended comment as submitted does not relate to an identifiable item on this agenda will be limited to three (3) minutes if they have not appeared at any of the four preceding board meetings.

b. 1 minute

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

CONSENT AGENDA

7. *“All matters listed under consent agenda are considered to be routine and will be enacted by one motion, there will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.”*
 - a. Review and approve minutes of the special meeting of November 14, 2018.

- b. 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. (The cost of this contract for 2019 is \$141,840, which represents an approximate 7% increase from 2018.)
- c. Authorize the chief appraiser to review and approve a one-year contract renewal 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. (The annual cost of this software/database license for 2019 is \$35,000, which represents an approximate 8% increase from 2018.)
- d. Authorize the chief appraiser to exercise the first renewal option on a contract for the purchase of janitorial services with Alanton Group, Inc. (Cost for 2019 of \$191,600 remains the same as 2018.)
- e. Receive the district's monthly financial reports.
- f. Authorize payment of bills and payroll and transfer of funds between line items.

ACTION ITEMS

- 8. Authorize additional funds for the roof replacement project.
- 9. Review and approve the purchase of a 3-year agreement for Mimecast software for email security, archiving, and continuity.
- 10. Review and approve changes to the Board of Directors' Policy Manual by updating the district's mission statement and making other minor revisions.
- 11. Review and approve changes to the Employee Handbook.
- 12. Consider, advise, and consent to the chief appraiser's reappointment of two existing members to the Agricultural Appraisal Advisory Board of Harris County Appraisal District.
- 13. Consider the disposition of 2018 excess funds.

DISCUSSION ITEMS

- 14. Report on 2018 Litigation and Arbitration activity.
- 15. Report on homestead exemption confirmation cards.
- 16. Report on the 2017 Disaster Mass Appraisal Report.

17. Report on Equal & Uniform Evidence for ARB Hearings.
18. Report on protests and hearings, including iFile and iSettle activities.
19. Report from the Taxpayer Liaison Officer concerning the status of all comments, suggestions, and complaints in accordance with Sec. 6.052(c), Tax Code.
20. 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.
21. Discussion between members of the Board of Directors and the Chief Appraiser regarding matters covered by Sec. 6.15, Tax Code.
22. 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; (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 AND ADDITIONAL ACTION ITEMS

23. Consider and approve settlement of pending litigation, pending appeals to the State Office of Administrative Hearings, and pending arbitrations.
24. Consider authorization of appeals under Sec. 42.02, Tax Code.
25. Performance review of the chief appraiser.
26. Adjournment.

WITNESS MY HAND AND OFFICIAL SEAL of the district this 13th day of December 2018. CONTACT 713/957-5299




Glenn E. Peters, Secretary