

**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, October 16, 2019 at 9:30 a.m., at 13013 Northwest Freeway, 7<sup>th</sup> 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 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. (If the speaker is addressing the board through a translator, they will be limited to six (6) 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. (If the speaker is addressing the board through a translator, they will be limited to six (6) minutes.)*

b. 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. (If the speaker is addressing the board through a translator, they will be limited to two (2) minutes.)*

**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 regular meeting of September 18, 2019.

- b. Declare certain furniture and equipment as surplus and approve for sale or disposal.
- c. Authorize the chief appraiser to exercise a renewal option on a contract with PropertyInfo, Inc. for property transaction information. The cost will remain the same at \$27,000 per month.
- d. Authorize the chief appraiser to exercise a renewal option on a contract with CourthouseDirect.com for on-line ownership information. The cost will remain the same \$4,000 a month.
- e. Authorize the chief appraiser to exercise the second renewal option on a contract with Colliers Property Management Service LLC for property management services. Cost for 2020 will be \$208,912, an increase of \$5,400 or 2.65% from the 2019 cost.
- f. Authorize the chief appraiser to exercise the first of four renewal options on a contract for the purchase of janitorial services with Alanton Group, Inc. (Cost for 2020 of \$201,000 which includes the first increase for the contract of 5 %.)
- g. Authorize the chief appraiser to exercise a one-year renewal option on a contract with Eccentex Corp. for VisiFLOW software and services support. The maintenance contract remains the same as last year \$145,350.
- h. Receive the district's monthly financial reports.
- i. Authorize payment of bills and payroll and transfer of funds between line items.

## **ACTION ITEMS**

- 8. Review and approve purchase of replacement switches for the access layer of the district's network.
- 9. Review and approve the contract for Software as a Service (SaaS) with Immix Technology, Inc. to upgrade Kronos Workforce Central to Kronos Workforce Dimensions. (Note: this contract was approved last month but is being resubmitted to clarify that the service is "Cloud" based).
- 10. Review and approve specifications for replacement of the Human Resources (HR) management system and authorize publication of the invitation for bids.
- 11. Authorize contract renewals of Employee Insurance Plans and Programs.
- 12. Review and approve a supplemental lump sum contribution to the district's TCDRS (Texas County & District Retirement) account and maintain other TCDRS plan provisions for Plan Year 2020.

**DISCUSSION ITEMS**

13. Report on 2019 jurisdiction valuation estimates.
14. Update on board of director election.
15. Report on protests and hearings, including iFile and iSettle activities.
16. Report from the Taxpayer Liaison Officer concerning the status of all comments, suggestions, and complaints in accordance with Sec. 6.052(c), Tax Code.
17. 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.
18. Discussion between members of the Board of Directors and the Chief Appraiser regarding matters covered by Sec. 6.15, Tax Code.
19. 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**

20. Consider and approve settlement of pending litigation, pending appeals to the State Office of Administrative Hearings, and pending arbitrations.
21. Report on corrections under Sec. 25.25(b), Tax Code.
22. Consider authorization of appeals under Sec. 42.02, Tax Code.
23. Adjournment.

WITNESS MY HAND AND OFFICIAL SEAL of the district this 9<sup>th</sup> day of October 2019.  
CONTACT 713/957-5299.



  
Glenn E. Peters, Secretary