

Sec. 2-241. Appointment of appraisers.

(a) The director of public works and engineering and the director of general services shall allow council members to submit the names of appraisers to be evaluated for inclusion in list of qualified appraisers. The director of public works and engineering and the director of general services shall jointly develop and maintain policies and procedures (i) for obtaining and maintaining a list of qualified appraisers who have applied to receive appraisal engagements from the city, and (ii) for appraisals of city owned real estate. Appraisers with repeated performance violations including refusal of engagements, untimely delivery of appraisals, inadequate documentation, inadequately supported market values, and similar performance issues may be removed from the list of qualified appraisers for no less than one year or more than three years.

(b) The director of public works and engineering or director of general services who is selling or leasing city real estate or an interest therein shall make recommendations of qualified appraisers for council appointment under subsection (c) or engage appraisers under subsection (e) on a rotating basis to the next appraiser(s) on the city maintained list of appraisers with (i) appraisal qualifications for the type of real estate or interest therein being sold or leased (such as residential, commercial, or industrial) and of the size and complexity of the appraisal, and/or (ii) appraisal experience in the locality of the subject real estate.

(c) In any sale of real estate or interest therein for which the value is estimated to exceed \$1,000,000.00 or in any lease in which the value of the fee estate is estimated to exceed \$1,000,000.00, the director of public works and engineering or director of general services shall recommend qualified appraisers and request council to appoint a minimum of two qualified appraisers, and one alternate appraiser if appropriate under applicable policies and procedures, for the purpose of determining fair market value.

(d) An alternate appraiser who has been appointed under subsection (c) shall not be engaged to perform an actual appraisal or be entitled to any compensation therefor, unless the director making the appointment recommendation to council substitutes the alternate for one of the regularly appointed appraisers after finding that the regularly appointed appraiser has declined to accept the engagement, has not been located, is unable or unwilling for any reason to accept the engagement, or is unable or unwilling to complete the engagement within a reasonable period of time that is consistent with the scope of the work and the city's need to complete the transaction. When the alternate appraiser is substituted for one of the regularly appointed appraisers, the director making the substitution will notify council in writing of the substitution.

(e) In any sale of real estate or interest therein for which the value is estimated to not exceed \$1,000,000.00, the director of public works and engineering or director of general services, as applicable, shall receive a minimum of one appraisal report from a qualified appraiser for the purpose of determining fair market value. In any sale of real estate or interest therein for which the value is estimated to not exceed \$50,000.00, an appraisal report may be provided by a city employee with professional appraisal qualifications.

(f) In any transactions involving the Houston Airport System, the director of the Houston Airport System shall have the responsibilities of and be substituted for the director of public works and engineering and director of general services in subsections (b), (c), (d) and (e) hereof.

(Ord. No. 04-338, § 2, 4-21-04; Ord. No. 08-664, § 3, 7-23-08)

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