

Memorandum of Understanding

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Between

Williamson Central Appraisal District (WCAD)

and

Williamson County Tax Assessor/Collector

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Williamson Central Appraisal District, identified as WCAD, and the Williamson County Tax Assessor/Collector, identified as Tax Assessor, to allow the utilization of the WCAD facilities and certain equipment by a limited number of personnel from the Tax Assessor's Office in the event that a catastrophe event disables the Tax Assessor's office responsibilities and duties from proceeding.

Background

The WCAD and the Tax Assessor work together in the property tax arena in that the WCAD appraises property and the Tax Assessor collects taxes.

Purpose

This MOU will allow the Tax Assessor to continue operations in collecting property tax payments in the event that a catastrophic event has disabled any or all of the Tax Assessor's offices.

The above goals will be accomplished by undertaking the following activities:

The WCAD Chief Appraiser will assign areas that the Tax Assessor's Action Team will be allowed to utilize during the catastrophic event in order to process property tax payments. The WCAD will provide the basic equipment i.e. telephone, desk/counter area, seating, pens, paper, access to a copy machine and internet access. The designated Implementation Team will provide the calculators and other unforeseen equipment needed to complete a transaction. The Action Team members will monitor the equipment to ensure all are working correctly.

Reporting

The WCAD and the Tax Assessor will review, on an annual basis, the needs and necessity of the MOU.

Funding

No commitment of funds necessary.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from WCAD and the Tax Assessor. This MOU shall become effective upon signature by the authorized officials from the WCAD and the Tax Assessor and will remain in effect until modified or terminated by

Nancy E. Rister
Williamson County Clerk