

Memorandum of Understanding

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Between

Williamson County Tax Assessor/Collector

and

Williamson Central Appraisal District (WCAD)

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

Background

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

Purpose

This MOU will allow the WCAD to continue operations in appraising property in the event that a catastrophic event has disabled any or all of the WCAD office.

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

The Tax Assessor/Collector will assign areas that the WCAD Chief Appraiser's Action Team will be allowed to utilize during the catastrophic event in order to appraise property. The Tax Assessor 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 Tax Assessor and the WCAD 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 the Tax Assessor and WCAD. This MOU shall become effective upon signature by the authorized officials from the Tax Assessor and the WCAD and will remain in effect until modified or terminated by

Nancy E. Rister
Williamson County Clerk