

THE STATE OF TEXAS                   §  
  §  
COUNTY OF FORT BEND               §

**INTERLOCAL COOPERATION AGREEMENT FOR**  
**THE COLLECTION OF TAXES**

This Agreement ("Agreement") is made and entered into by and between the County of Fort Bend, Texas, with the agreement, consent, and participation of the Fort Bend County Tax Assessor/Collector (singularly or collectively referred to as "County" or "County Tax Assessor/Collector"), and Willowfork Drainage, a taxing entity in the State of Texas.

**RECITALS**

WHEREAS, Section 6.24 of the Texas Property Tax Code and the Interlocal Cooperation Act, Chapter 791, Texas Government Code, as amended, authorize political subdivisions of the State of Texas to enter into interlocal contracts for the provision of tax assessing and collecting services; and

WHEREAS, Fort Bend County acting by and through its Commissioner's Court with the approval of the County Tax Assessor-Collector, hereinafter referred to as the "County," has agreed to provide tax assessing and collecting services for Willowfork Drainage; and

WHEREAS, Willowfork Drainage acting by and through its governing body, having authorized their President to execute this Agreement has agreed to authorize the County to provide tax assessing and collecting services for it in the form and manner most efficient and economical to it and its taxpayers; and

WHEREAS, Willowfork Drainage has the authority to authorize the County to act as its tax assessor and collector, and the County has the authority to act in that capacity;

NOW, THEREFORE, for and in consideration as hereinafter expressed and the mutual condition set out herein, it is agreed by and between the County and Willowfork Drainage as follows:

**ARTICLE I**  
**PURPOSE**

The purpose of this Agreement is to designate and allow the Fort Bend County Tax Assessor/Collector as the Tax Assessor/Collector for Willowfork Drainage for the collection of ad valorem taxes, including penalties, interest and attorney's fees for the collection of taxes owed Willowfork Drainage in Fort Bend County.

ARTICLE II  
TERM

- 2.01 This Agreement shall be effective as of date executed by both Parties and shall terminate on September 30, 2022.
- 2.02 This Agreement shall automatically renew each October 1 for up a one (1) year term thereafter and through September 30, 2026, unless sooner terminated as provided herein.
- 2.03 Willowfork Drainage may terminate this agreement at any time by providing ninety (90) days advanced written notice to County.
- 2.04 County may terminate this agreement without cause by providing written notice to Willowfork Drainage no later than six (6) months in advance of the expiration of the initial term of this Agreement or any renewal term.
- 2.05 In the event of termination of this Agreement by Willowfork Drainage, Willowfork Drainage shall assume all contractual obligations entered into with County for services rendered to Willowfork Drainage for the duration of the term of the Agreement and any renewal, and County shall be relieved of all contractual obligations under this agreement.
- 1.02 As soon as practicable after the date of termination or the expiration of this Agreement, the County shall submit a final report containing the information set forth in Article III. At that time, distribution of the amount due to Willowfork Drainage shall be made or Willowfork Drainage shall be invoiced for any amounts due from Willowfork Drainage pursuant to the terms of this Agreement. Payment by Willowfork Drainage shall be due and payable, no later than thirty (30) days after receipt of an invoice. Copies of all reports and all records of Willowfork Drainage shall be delivered to Willowfork Drainage when and if this Agreement is terminated or upon its expiration if not sooner terminated.

ARTICLE III  
OBLIGATION OF COUNTY

- 3.01 For the purposes and consideration herein stated and contemplated, County shall provide tax collection services by and through the Tax Assessor for Willowfork Drainage for tax accounts within the jurisdiction of Willowfork Drainage, limited to Fort Bend County accounts.
- 3.02 Willowfork Drainage hereby designates the County Tax Assessor/Collector as its Tax Assessor/Collector for purposes of compliance with Chapter 26 of the Texas Property Tax Code, as amended, for Fort Bend County accounts.
- 3.03 County shall perform all the duties required by law of the Tax Assessor-Collector of Willowfork Drainage with regard to assessing and collection of ad valorem taxes.
- 3.04 Willowfork Drainage shall adopt a tax rate in accordance with Tax Code 26.05 (a).
- 3.05 Willowfork Drainage hereby expressly authorizes County to do and perform all acts necessary and proper to collect taxes for Willowfork Drainage, including but not limited to:

- A. Calculation of taxes, preparation of current and delinquent tax rolls, proration of taxes, correction of clerical errors in tax rolls, collection of current liabilities, collection of delinquent taxes, issuance of refunds.
  - B. County shall assess and collect the ad valorem property taxes owing to the Willowfork Drainage. The term "assess" does not include those functions defined as "appraisal" by the Property Tax Code.
  - C. The county shall produce a consolidated tax statement for both County and Willowfork Drainage taxes.
  - D. County shall prepare consolidated tax statements for each parcel on the tax rolls of Willowfork Drainage.
  - E. County shall mail statements.
  - F. County shall mail notices of delinquent service charges in accordance with Section 33.07, 33.08 and 33.11 of the Texas Property Tax Code.
  - G. County shall perform for Willowfork Drainage all duties provided by law of the State of Texas for the collection of taxes.
  - H. County shall perform any additional, reasonable services, which may be requested by Willowfork Drainage. County shall bill all additional services to Willowfork Drainage at actual costs.
- 3.06 County shall provide the following reports, upon request, by Willowfork Drainage:
- A. Report of the current year tax levy, showing taxable value, exemptions, abatements, net taxable values, tax rate, and tax levy for each parcel of property;
  - B. Remittance report with each remittance to Willowfork Drainage showing the taxes paid by year, amount paid, principal and interest paid, service charge paid, etc.;
  - C. Monthly report of tax activity showing the amount of initial levy, collections during month for both current and delinquent taxes, adjustments during the month, and the year-to-date collections percentage of current levy; and
  - D. Any additional reports, which may be requested by the Willowfork Drainage.
- 3.07 The taxes collected by County for Willowfork Drainage shall be remitted as follows:
- A. a credit/debit memo within same depository bank; or
  - B. by ACH; or
  - C. by wire to Willowfork Drainage's designated depository or agent; or
  - D. By check mailed to Willowfork Drainage.
- 3.08 Willowfork Drainage shall provide written notification to County of the manner in which taxes shall be remitted, as described in Section 3.07 above.
- 3.09 The taxes collected by County shall be remitted to Willowfork Drainage on a daily basis for the period beginning December 15<sup>th</sup> and ending February 15<sup>th</sup> of each year. Remittance at other times during the year shall be made at least once per week.
- 3.10 Wire transfers shall incur a charge of five dollars (\$5.00) for each transfer.
- 3.11 Refunds to taxpayers and taxpayer checks returned from banks shall be deducted from the County's remittance to Willowfork Drainage.

ARTICLE IV  
OBLIGATIONS OF WILLOWFORK DRAINAGE

- 4.01 Willowfork Drainage agrees to promptly deliver to County all records necessary to perform its duties under the terms of this Agreement.
- 4.02 For services rendered pursuant to this Agreement, Willowfork Drainage agrees to pay County for the actual costs incurred, for assessing or collecting taxes for Willowfork Drainage in accordance with Tax Code Section 6.27. The Parties acknowledge and agree that these amounts as of the date of this Execution are as follows:
- A. Forty cents (\$0.40) per parcel per year;**
  - B. One dollar (\$1.00) per account to add delinquent accounts to County's records; and**
  - C. Other costs for which Willowfork Drainage will reimburse the County for actual costs incurred for any additional services requested by Willowfork Drainage or mandated by state statute.**
- 4.03 County will review actual costs annually and advise Willowfork Drainage of any cost change in advance of the auto renewal. The Agreement will then renew at those rates without need to amend this document unless otherwise terminated by the Parties.
- 4.04 Willowfork Drainage shall pay to County the cost of assessment and collection as provided in Section 4.02. The payment shall be remitted to County after the mailing of consolidated tax statements and no more than 30 days after receipt of County invoice.

ARTICLE V  
ADMINISTRATIVE PROVISIONS

- 5.01 All records necessary to be maintained by County for the assessment and collections of taxes shall be kept clearly on the books and records of County, and a designated representative of Willowfork Drainage, including Willowfork Drainage's TY'S auditors, is authorized to examine the records maintained by County at such reasonable time and interval as Willowfork Drainage deems necessary. Such books and records will be kept in the offices of County.
- 5.02 Willowfork Drainage shall maintain a Public Fidelity Bond covering all offices, officials and employees for one hundred thousand dollars (\$100,000.00).
- 5.03 Willowfork Drainage shall transfer to the possession and control of County, without charge, copies of all records necessary for the performance of the duties and responsibilities of County pursuant to this Agreement, which shall include all tax records, including the delinquent tax rolls.
- 5.04 County shall not be legally responsible to Willowfork Drainage for any failure to collect taxes, nor shall the County Tax Assessor-Collector be legally responsible unless the failure to collect taxes results from failure to perform the duties imposed by law and by this Agreement.
- 5.05 Willowfork Drainage reserves the right to institute such suits for the collection of delinquent taxes, as Willowfork Drainage deems necessary and to contract with an attorney for collection of delinquent taxes.
- 5.06 County shall comply with all provisions of the Texas Property Tax Code, as

amended, and any policies and procedures regarding collection of ad valorem property taxes which Willowfork Drainage may adopt.

- 5.07 In the event County waives any penalty and/or interest on any parcel, pursuant to Section 33.011 of the Property Tax Code, Willowfork Drainage consents to the waiver of the penalty and/or interest on the same parcel(s), and hereby authorizes County to waive such penalty and/or interest on behalf of Willowfork Drainage.
- 5.08 Willowfork Drainage's performance under this Agreement is conditioned on the appropriation of funds by Willowfork Drainage on a yearly basis for payment of the Collection Fee, and shall constitute a commitment of current revenues only. The failure by Willowfork Drainage's governing body to appropriate funds sufficient for payment of such Collection Fee shall be grounds for termination of this Agreement.

## ARTICLE VI LIABILITY

Each party to this Agreement agrees that it shall have no liability whatsoever for the actions or omissions of an individual employed by another party, regardless of where the individual's actions occurred. Each party is solely responsible for the actions and/or omissions of its employees and officers.

## ARTICLE VII MISCELLANEOUS

- 7.01 This Agreement shall be governed by and constructed in accordance with the laws of the State of Texas.
- 7.02 No assignment of this Agreement or of any right accrued hereunder shall be made, in whole or in part, by either party without the prior written consent of the other party. Venue shall be in Fort Bend County, Texas.
- 7.03 The undersigned officer and/or agents of the parties hereto are the properly authorized officials of the party presented and have the necessary authority to execute this Agreement on behalf of the parties hereto and each party hereby certifies to the other that any necessary approvals have been duly passed and approved and are now in full force and effect.
- 7.04 The parties to this Agreement do not intend by this Agreement that any specific third party may obtain a right by virtue of the execution of performance of this Agreement.
- 7.05 In the event that any one or more of the terms, provisions or conditions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the other terms, provisions or conditions; and the Agreement shall be construed as if such invalid, illegal, or unenforceable term, provision or condition had never been contained in it.
- 7.06 The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.





**FORT BEND COUNTY:**

\_\_\_\_\_  
KP George  
County Judge

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Laura Richard, County Clerk

**WILLOWFORK DRAINAGE:**

Wendy Duncan  
\_\_\_\_\_

Date: December 9, 2021.

Attest:

[Signature]  
\_\_\_\_\_

Reviewed:

[Signature]  
\_\_\_\_\_  
Carmen P. Turner, MPA  
Tax Assessor-Collector

i:\michelle\tax assessor-collector\agreements\template collection interlocal 11.3.21.doc