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I propose to the Newcastle Fire Protection District Board of Directors that I will be responsible for handling the Special Tax Direct Charges for the District under measures 'F' and 'B' for tax year 2017/2018. This will include both Secured and Unsecured taxes. I will do this for \$2,000.

For this amount I will be responsible for the following:

Determining the correct cost of living for this year & present that to the Board for their determination as to whether it should be applied or not.

Requesting the necessary data files from the County for processing the direct charges.

Process the necessary data for the Unsecured Businesses & assessing the appropriate tax for each business.

Preparing the Direct Charge data file for Unsecured parcels as necessary to be sent to the County by the Unsecured deadline.

Process the necessary data for the Secured parcels & assessing the appropriate tax for each parcel.

Preparing the Direct Charge data file for Secured parcels as necessary to be sent to the County before the Secured deadline.

Preparing the necessary Resolutions, which must accompany these submissions and presenting them to the Board for their approval.

Authorize placing my phone number on the tax bills for handling of any questions

I will handle all reviews requested by taxpayers for these Direct Charges, review their requests and present those with my recommendations to the Board of Directors.

I will assist in gathering the necessary data for the District to comply with AB2109, GC 12463.2 reporting.

The Newcastle Fire District will be directly responsible to the County for the costs associated with the gathering of data from the Assessors Office for these tasks.