



November 21, 2019

**CITY OF MANHATTAN BEACH
UNDERGROUND UTILITY ASSESSMENT DISTRICT NO. 19-4**

Assessor Parcel Number: **XXXX-XXX-XXX**

Situs: Property Street Address, 90266

PROPERTY OWNER'S NAME
PROPERTY OWNER'S MAILING ADDRESS
CITY, STATE ZIP CODE

**Proposed Parcel Underground
Utility Assessment:
\$XX,XXX.XX**

This Assessment Ballot is for the use of the property owner of the parcel identified herein, which parcel is subject to the Proposed Underground Utility Assessment. The ballot may be used to express either support for or opposition to the assessment. In order to be counted, this ballot must be signed in the space provided below by an owner or, if the owner is a partnership or a corporation, by an authorized representative of the owner. The ballot should then be placed in the enclosed envelope, sealed and must be delivered to the City Clerk, whether by mail or in person, as follows.

If you elect to have the Proposed Underground Utility Assessment identified above financed through the issuance of bonds and paid over 20 years, there would be an additional increase to your annual property taxes. The ESTIMATED annual installment for assessments not paid in cash is: \$65.75 per \$1000 of Assessment.

Mail Delivery: If by mail, place the ballot in the mail with sufficient time to be received no later than 5:30 pm on January 7, 2020. If your ballot is not received by this time, it will not be counted.

If you elect to pay the Proposed Underground Utility Assessment identified above in full during the Cash Collection Period ending February 14, 2020, the ESTIMATED cash payment amount is: \$xxxx.xx (representing a reduction of approximately \$xxxx.xx from the Proposed Underground Utility Assessment).

Personal Delivery: If in person, deliver to the City Clerk at any time up to the close of the Public Hearing on January 7, 2020, in the City Council Chamber, 1400 Highland Avenue, Manhattan Beach.

For additional information regarding the Proposed Assessment, please see the enclosed legal notice and additional information notice.

THIS IS NOT A BILL

Please cut along this line, place the ballot below in the enclosed envelope, seal the envelope and return to the City Clerk.

OFFICIAL PROPERTY OWNER ASSESSMENT BALLOT



Assessor's Parcel Number: **XXXX-XXX-XXX**

Ballot Reference #: xxxx

Owner Name: PROPERTY OWNER'S NAME

Situs Address: PROPERTY ADDRESS, MANHATTAN BEACH, CA 90266

Proposed Maximum Assessment Amount: **\$XX,XXX.XX**

Yes, I SUPPORT the formation of the Underground Utility Assessment District No. 19-4 and the levying of the Proposed Underground Utility Assessment

No, I am OPPOSED to the formation of the Underground Utility Assessment District No. 19-4

Date

Printed Owner's Name

Owner's Signature

Mail or Hand Deliver To: City Clerk, 1400 Highland Ave., City of Manhattan Beach, CA 90266

PROPERTY OWNER ASSESSMENT BALLOT PROCEDURES

Record property owners may submit the enclosed Property Owner Assessment Ballot to the City to express support or opposition to the proposed Underground Utility Assessment. Record property owner generally means the owner of a parcel whose name and address appears on the last equalized secured property tax assessment roll. Please follow the instructions below to complete and return your ballot.

1. Register your vote on the enclosed assessment ballot in support of or in opposition to the Assessment by placing an "x" on the corresponding line.
2. Sign and date your ballot. **Ballots received without a signature will not be counted.** If the record owner is a public entity, partnership, corporation, trust, or limited liability company, the ballot must be signed by an authorized representative.
3. Place your ballot in an envelope and seal it (a return envelope has been provided for your use). State law requires that the ballots remain unopened until the public hearing is closed at which time all ballots received will be opened and tallied.
4. Mail or personally delivery your ballot to the City Clerk for the City of Manhattan Beach, 1400 Highland Ave, Manhattan Beach, CA 90266.
5. **Ballots must be received by the City Clerk of the City of Manhattan Beach prior to the close of the public hearing to be held on the Assessment at 6:00 p.m. on January 7, 2020,** at the City of Manhattan Beach Council Chamber, 1400 Highland Avenue, Manhattan Beach. You may withdraw your ballot, and if you choose, change your vote at any time up to the close of the public hearing. To do so, contact the City Clerk. Any ballots received after the close of the public hearing cannot legally be counted.
6. Following the close of the public hearing on the Assessment District, the Clerk will tabulate all of the ballots received. The ballots will be tabulated electronically. The ballots will be weighed according to the proportionate financial obligation of the affected property with respect to paying the Assessment. (Simplified, this means 1 vote for each dollar of assessment.) If more than one record owner returns a ballot, each ballot shall be weighed in accordance with the proportional ownership interest as such interest appears on the last equalized assessment roll or from evidence submitted by property owners to the satisfaction of the City.
7. The Assessment will be confirmed unless majority protest exists or the City Council decides, based on testimony received, not to confirm the Assessment. A majority protest exists if, upon the close of the public hearing, the value of the ballots submitted in opposition to the Assessment exceeds the value of the ballots submitted in favor of the Assessment.
8. **If a majority protest exists based upon the weighed assessment value of the ballots received by the City Clerk prior to the close of the public hearing, the Assessment will not be imposed.** If the Assessment is not imposed, the Underground Utility improvements will not be constructed and the Assessment District will be dissolved.
9. Assuming the Assessments are levied as intended, property owners will be provided an opportunity to pay all or any part of such Assessments in cash, without interest, prior to the issuance of bonds. Following the close of the Cash Collection Period, the City Council intends to provide for issuance of the improvement bonds in the amount of the unpaid assessments. The period of repayment for the bonds will establish the duration of annual installments on account of unpaid assessments. The duration of annual installments is presently estimated not to exceed 20 years or until the bonds issued to represent the unpaid assessments are fully paid, whichever occurs first.