



RECEIVED
CITY CLERK'S OFFICE

2016 DEC 21 PM 4:35

December 21, 2016

RE: Transient Occupancy Tax Hearing

Dear City of Manhattan Beach Council Members,

Please consider this Shade Hotel's formal notice of appeal in the recent TOT audit and the corresponding letter dated December 8, 2016 from the City of Manhattan Beach Department of Finance. Shade Hotel is exercising its right to be heard in front of council at the next available hearing.

Please give us advance warning on when this hearing will be scheduled so we can properly prepare our case.

Sincerely,



Michael Zislis
Owner

1221 N. Valley Drive
Manhattan Beach, CA 90266
(p) 310.546.4995
(f) 310.546.4985