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August 7, 2019
Property Owner
Underground Utility Assessment District 19-XX
Manhattan Beach, California

PACKAGE CONTENTS

Enclosed in this package you will find the following documents to assist you as the record owner in exercising your right to submit an assessment ballot regarding this proposed assessment:

1. Notice of Public Hearing
2. Official Property Owner Assessment Ballot (the **OFFICIAL BALLOT**)
3. Assessment Ballot Procedures
4. Self-addressed Return Envelope
5. Boundary Map

RE: CITY OF MANHATTAN BEACH PROPOSED UNDERGROUND UTILITY ASSESSMENT DISTRICT NO. 19-XX

Dear Property Owner:

The City of Manhattan Beach works cooperatively with property owners who wish to form special assessment districts to create improvement projects in their neighborhoods. At the request of property owners within your neighborhood, the City Council of the City of Manhattan Beach has initiated proceedings to consider the formation of an assessment district, designated as Underground Utility Assessment District No. 19-XX (the "Assessment District"), to finance conversion of the overhead electrical and communication facilities to underground locations with appurtenant work in connection therewith (the "Project"). These improvements will specially benefit the properties within the boundaries of the proposed Assessment District.

As part of these proceedings, the City Council will hold a public hearing and conduct an assessment ballot procedure on the formation of the assessment district (i.e., count all returned ballots received by the deadline and determine whether the Assessment District can be formed). If the Assessment District is formed and assessments levied, the Assessment District will finance the conversion of the overhead electrical and communication utilities to underground locations (the "Project").

Property owned by you is specially benefited by the improvements and is within the boundaries of the Assessment District. The amount of the proposed assessment for your parcel is shown on the enclosed ballot. If the Assessment District is formed, you will be given the opportunity to pay your assessment as a lump sum by November 5, 2019, or annually plus interest over a twenty-year period.

Please note that the assessment amount does not include the undergrounding work necessary to connect the utilities from the public right-of-way to your home or structure. You will be responsible for such cost in addition to the assessment amount. The assessment only covers the public right-of-way portion of the project.

The City Council has scheduled a public hearing to receive testimony either in favor of or in opposition to the proposed assessment. The public hearing will be

PUBLIC HEARING

**October 1, 2019
6:00 p.m.**

City Council Chamber
1400 Highland Ave.
Manhattan Beach, CA 90266

BALLOTS MUST BE RETURNED TO

City Clerk
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

and
RECEIVED BY

October 1, 2019,
prior to the close of the Public
Hearing

INFORMAL PUBLIC MEETING

Joslyn Community Center
1601 Valley Drive,
Manhattan Beach, CA 90266

Tuesday, August 27, 2019
6:30 pm – 8:30 pm

held at the City Council Chambers, 1400 Highland Avenue, Manhattan Beach, California on Tuesday, October 1st, at 6:00 pm in the City Council Chamber.

Enclosed with this letter you will find a copy of the formal legal notice of this public hearing. This notice contains important information regarding the rights of the record owners of property located within the proposed Assessment District to be heard regarding the formation of the proposed Assessment District and the imposition of assessments, and to register their support for or opposition to the assessments. **It is recommended that you read the notice carefully.**

In addition to the public hearing, the record owners of property subject to the imposition of an assessment also have the right to express their support of or opposition to the proposed assessment through an assessment ballot procedure. In order to comply with this assessment ballot procedure, an OFFICIAL PROPERTY OWNER ASSESSMENT BALLOT is being provided to you as one of the record owners within the Assessment District to enable you as such an owner to exercise your right to submit your assessment ballot pertaining to the proposed assessment. **The enclosed Notice of Public Hearing contains important information regarding the procedure for submitting an assessment ballot.**

The City will be authorized to form the Assessment District and impose the assessments only if a majority of the assessment ballots submitted are in favor of the levy of the assessments. The assessment ballots will be weighted based upon the amount of the assessment proposed to be levied against individual parcels. **THEREFORE, WHETHER YOU ARE IN FAVOR OF OR OPPOSED TO THE ASSESSMENT, IT IS EXTREMELY IMPORTANT THAT ALL RECORD OWNERS COMPLETE AND SUBMIT THEIR ASSESSMENT BALLOTS TO THE CITY SO THAT YOUR SUPPORT OF OR OPPOSITION TO THE ASSESSMENT WILL BE TABULATED.**

In order for your assessment ballot to be tabulated, it must be completed as described on the official ballot and **RECEIVED** either by mail, or in person, at the address of the City Clerk, on or prior to 5:30 p.m. on October 1, 2019 or at the Public Hearing to be held on October 1, 2019 at the address set forth in the enclosed notice prior to the conclusion of the public hearing.

POSTMARKED PROPERTY OWNER ASSESSMENT BALLOTS NOT RECEIVED BY THE CLOSE OF THE PUBLIC HEARING WILL NOT BE ACCEPTED AND COUNTED.

The Public Works Department and the public utility companies have scheduled an informational Public Meeting (see sidebar) at which time detailed questions may be asked about the assessment calculations, the project in general or about your specific property.

Should you have any questions regarding this letter, the assessment ballot, or the assessment ballot procedures, you may contact Anastasia Seims, Senior Civil Engineer, of the City at (310) 802-5361.

Very truly yours,



Stephanie Katsouleas, Director of Public Works
City of Manhattan Beach