

PROCEDURES FOR COMPLETION, RETURN, AND
TABULATION OF THE ASSESSMENT BALLOT

The property owner should complete the attached assessment ballot. An explanation of who may complete the assessment ballot on behalf of the property owner is provided below.

To complete the assessment ballot process, property owners must complete the following steps:

- Verify that the parcel number(s), legal owner's name, legal owner's address, and site address listed on the assessment ballot are correct. If any of these items are not correct, please contact the City Clerk at (559) 621-7650.
- Review the two assessment ballot options to approve or disapprove the Downtown Fresno Property and Business Improvement District assessment.
- Mark your option to approve or disapprove the proposed assessment.
- Sign the assessment ballot.
- Place the completed assessment ballot in the return envelope.
- Submit return envelope with assessment ballot inside to the City Clerk, City of Fresno.

Assessment ballots may be submitted in the following manner:

- By Mail: City Clerk, City of Fresno, 2600 Fresno Street, Fresno, CA 93721.
- In Person: City Clerk, City of Fresno, 2600 Fresno Street, Fresno, CA 93721. Clerk's office hours are from 8:00 AM to 5:00 PM, Monday through Friday. Please note: Ballot must be submitted prior to the close of the public hearing scheduled to consider this matter. The hearing is scheduled for June 18, 2015 at 1:30 PM.

The assessment shall not be imposed if the ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. Ballots will be weighted according to the financial obligation of the owners of the affected properties.

WHO MAY COMPLETE THE ASSESSMENT BALLOTS

Assessment Ballots may be signed by the following parties:

1. If the property is owned by an individual, the individual may sign.
2. If the property is owned by a corporation, the ballot may be signed for the corporation by any officer or officers authorized to make contracts by the corporate by-laws or by resolution of the corporation's Board of Directors.
3. If the property is owned by a partnership, any general partner may sign.
4. If two or more persons own the property as tenants-in-common, any one tenant-in-common may sign for all.
5. If two or more persons own the property in joint tenancy, any one joint tenant may sign for all.