



CITY OF GLENDALE

Notice of Changes Affecting Montrose Business Improvement District Special Business Assessments

On October 26, 2004, the City of Glendale City Council adopted Ordinance #5431 amending Ordinance #4790. The new Ordinance provided modifications and additions to certain provisions affecting the Assessments on the Businesses located in the Montrose Shopping Park Area (B.I.D.). Eight of the most significant modifications and changes to the existing ordinance are summarized as follows:

1. One-time catch up CPI adjustment was made to the minimum and maximum assessments. The minimum assessment set was \$160.00 and the maximum was \$3,200 for most of the businesses. This was the first such adjustment since 1987.
2. The minimum and maximum assessment rates have been adjusted annually through the applicable Consumer Price Index (CPI). This process has allowed the Montrose I.D. to keep pace with inflation and to continue to meet membership needs.
3. The annual reporting period was changed to the traditional calendar year of January 1st to December 31st from the old October 1st to September 30th fiscal year.
4. Independent Contractors' participation has been clarified in the new ordinance. This clarification will help ensure Independent Contractors have the necessary information to properly report their assessment.
5. Delinquent assessments will be subject to reimbursement of administrative costs for collection efforts by the Finance Department and legal action, including prosecution, by the City Attorney's office.
6. The definition of a new business has been developed to provide clarification. A new business is defined as a business whose start-up period does not exceed three months from the date commencing operation within the Montrose B.I.D.

7. Businesses seeking an exemption from assessments must now file an annual application with a non-refundable processing fee of \$50. Upon review of the application, the Director of Administrative Services will determine the degree of benefit ranging from 0% to 49% for purposes of reassessment based on the information and supporting documents provided by the applicant. Such businesses will then be required to file an assessment return based upon the reassessment rate provided.
8. Property owners and lessees are now required by ordinance to advise their successors in interest, leasers, renters, and business owners of the assessment requirements and to direct their successors to contact and register with the Finance Department.

These changes were made in order to help improve the reporting requirement in the amended Ordinance. A new assessment return has been developed along with detailed instructions to assist in reporting.

All businesses located in the Montrose Shopping Park Area are now required to participate in annual reporting. Those businesses that have been declared exempt in the past must now provide proof of such status on an annual basis. A new Special Business Assessment Exemption Application has been developed for those seeking an exemption to determine the appropriate assessment rate. The Special Business Assessment Exemption Application form and instructions are available on the City's website at www.glendaleca.gov.

If you have any questions, please feel free to contact the Finance Department at (818) 548-2085.