



**CITY OF GLENDALE**  
City Clerk's Office

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**Notice of Changes**  
**Affecting Montrose Business Improvement District**  
**Special Business Assessments**

November 8, 2004

To Whom It May Concern:

On October 26, 2004, the City of Glendale City Council adopted Ordinance #5431 amending Ordinance #4790. The new Ordinance provides 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 has been made to the minimum and maximum assessments. The minimum assessment is now \$160.00 and the maximum is \$3,200 for most of the businesses. This is the first such adjustment since 1987.
2. The minimum and maximum assessment rates will now be adjusted annually through the applicable Consumer Price Index (CPI). This will allow the Montrose B.I.D. to keep pace with inflation and to continue to meet membership needs.
3. The annual reporting period has been changed to the traditional calendar year of January 1<sup>st</sup> to December 31<sup>st</sup> from the old October 1<sup>st</sup> to September 30<sup>th</sup> 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 City Clerk's office 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 City Clerk's office.

Some changes have been 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. According to the new calendar reporting period, the City Clerk's office will be mailing out the new assessment forms and instructions for calendar year 2004 during the first week of December. The new filing date is January 1, 2005 with the assessment becoming delinquent if not postmarked or received by February 1, 2005.

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 at City Clerk's office upon request.

For more information, please visit the City's website at [www.ci.glendale.ca.us](http://www.ci.glendale.ca.us).

If you have any questions, please feel free to contact the City Clerk's Office at (818) 548-2090.

Sincerely,

Doris Twedt, CMC  
City Clerk