

**CITY OF GRASS VALLEY  
 NOTICE OF BUSINESS IMPROVEMENT DISTRICT ASSESSMENT DUE  
 SELF-COMPUTATION FORM FOR ASSESSMENT  
 ZONE 1**

Your annual Business Improvement District Assessment is due by January 1<sup>st</sup> (you have the option to pay 50% by January 1<sup>st</sup> and the remaining 50% by June 1<sup>st</sup>). If you are no longer in business in the Downtown District, please notify the City of Grass Valley so we can update our records and avoid further notification. If you need assistance completing this form, please contact the City at (530) 274-4300.

Please direct any other questions to the Grass Valley Downtown Association at (530) 272-8315.

**MAILING ADDRESS:**

**BUSINESS ADDRESS:**

The Grass Valley Downtown Association administers the assessment funds through its economic development program which includes Design, Economic Restructuring, Promotions and an Organizational Structure headed by a nine-member Board of Directors made up of business owners and/or employees within the District.

**Computation of Assessment**

<u>Type of Business</u>	<u>Basic Rate (from rate schedule on reverse)</u>	<u>Multiply by</u>	<u>Amount Due</u>
Retail	\$ _____	x 8 =	\$ _____
Bars, Restaurants, Theaters or Amusements	\$ _____	x 4 =	\$ _____
Professional, Services, Financial Lending, Hotels or Other	\$ _____	x 3 =	\$ _____

Total Assessment Due **(Minimum assessment in Zone 1 is \$100.00):** \$ \_\_\_\_\_

If applicable, add delinquent Penalties of \_\_\_\_\_ % (See Reverse): \$ \_\_\_\_\_

**TOTAL PAYMENT:** \$ \_\_\_\_\_

I declare that the foregoing is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
 SIGNATURE TITLE DATE

**To insure proper credit, mail this form with your check payable to: CITY OF GRASS VALLEY  
 125 E. MAIN ST.  
 GRASS VALLEY, CA 95945**

## INSTRUCTIONS FOR DETERMINING NUMBER OF EMPLOYEES

NUMBER OF EMPLOYEES: All persons engaged in the operation or conduct of any business.

“**Employees**” include, but are not limited to, any of the following: owners, any members of the owner’s family, partners, agents, managers, solicitors, students/interns, apprentices, or salespeople. An employee is anyone who participates in and receives any form of compensation for working for a business within this zone.

In order to determine the number of employees: add the total hours worked by all employees during the previous year and divide that total by 2,000. Any remainder or fraction shall not be considered.

Any employee who is paid for working away from the business location for more than 50% of the time for which they are paid during a fiscal year shall be deemed an exempt employee, and their time shall not be included in the computation above.

Businesses whose employees qualify for the exemption shall pay a tax using one (1) employee as a basis for computing the tax due.

### BASIC RATE SCHEDULE - ZONE 1

<u>Number of Employees</u>	<u>Rate</u>	<u>Number of Employees</u>	<u>Rate</u>	<u>Number of Employees</u>	<u>Rate</u>
1	\$22.50	10	\$168.00	19	\$264.00
2	39.00	11	180.00	20	273.00
3	57.00	12	192.00	21	279.00
4	75.00	13	204.00	22	285.00
5	93.00	14	216.00	23	291.00
6	108.00	15	228.00	24	297.00
7	123.00	16	237.00	25	303.00
8	138.00	17	246.00	Over 25	303.00+
9	153.00	18	255.00		

+ \$2.00 per each add ‘1 employee

### DUE DATES / PENALTIES

**Due Dates:** A minimum of half (50%) of the assessment is due by January 1<sup>st</sup>, and the remaining balance is due by June 1<sup>st</sup> of every year.

**Delinquent Penalties:** For payments received by the City more than 30 days after the due date (after January 31<sup>st</sup> & June 30<sup>th</sup> of every year), a 10% penalty will be charged against the total assessment due on a monthly basis.

**Failure to File:** Any business which has not filed its Self-Computation Form for Assessment and/or paid the first half of its assessment by March 30<sup>th</sup> (and the second half of its assessment by July 31<sup>st</sup>) will be charged a minimum of the 10-employee rate in addition to delinquent penalties and charges.

The collection of the assessment may be referred to a collection agency or may be pursued through an action in small claims court.

