

CITY OF PACIFIC GROVE, CALIFORNIA

COUNCIL POLICY

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Transient Occupancy Tax Reimbursements for Emergency Housing	400-3	November 5, 1997	1 of 1

The City will provide reimbursements of any Transient Occupancy Tax (TOT) paid by a non-profit organization in the course of providing emergency temporary housing to victims of emergencies requiring such housing.

Reimbursements will be processed by the Administrative Services Director or his designate. To receive a reimbursement for taxes paid, a non-profit organization must provide the following information, in writing, to the Administrative Services Department:

1. Satisfactory evidence of non-profit status of the organization. This is not required of requests from known non-profits, such as the Red Cross.
2. Detail of the taxes paid, including the names of facilities used, the dates and number of rooms used, and total amounts paid for lodging at each facility. Receipts of payments are helpful but not required.
3. Certification that the facility use was the result of a need for emergency housing, citing the specific event or circumstances that prompted the need. If the event was a declared disaster, reference to the name of the disaster declaration should be included.

The City will process reimbursement requests promptly and will expedite processing if requested. If there is a need for urgent cash reimbursement, a statement to that effect should be included in the reimbursement request.

Passed and Adopted: November 5, 1997

Resolution No.: 7-058