



City of Fairburn Work Session Agenda

July 14, 2025
6:00 PM

The Honorable Mayor Mario Avery

The Honorable Mayor Pro-Tem Alex Heath
The Honorable Samantha Hudson
The Honorable Ulysses J. Smallwood

Mr. Tony Phillips
Mr. Rory Starkey
Ms. Brenda B. James

I. Meeting Called to Order:
II. Roll Call:

III. Agenda Items:

1. Presentation on Hotel Motel Tax Increase: Mandated Creation of Destination Marketing Organization **(Economic Development)**

IV. Adjournment:

The Honorable Linda J. Davis
The Honorable Hattie Portis-Jones
The Honorable James Whitmore

City Administrator
City Attorney
City Clerk

The Honorable Mayor Avery
City Clerk

When an Executive Session is required, one will be called for the following Issues:
(1) Personnel (2) Real Estate or (3) Litigation



CITY OF FAIRBURN WORK SESSION AGENDA ITEM

SUBJECT: Presentation on Hotel Motel Tax Increase: Mandated Creation of Destination Marketing Organization

ITEM TYPE: Presentation

SUBMITTED: 07/09/2025 **WORK SESSION:** 07/14/2025 **COUNCIL MEETING:** N/A

DEPARTMENT: Economic Development

BUDGET IMPACT: N/A

PUBLIC HEARING: No

PURPOSE:

To identify a plan of action in implementing the newly approved Hotel Motel Tax Increase: ensuring compliance with state guidelines and effective utilization of funds through the establishment of a Destination Marketing Organization (DMO).

HISTORY:

Mayor and City Council adopted Resolution No. 2023-19 on December 11, 2023, seeking local legislation to increase the hotel/motel tax rate. HB534 was introduced by State Representatives Derrick Jackson and Lydia Glaize during the 2024-2025 legislative session, and was passed by both chambers and signed by Governor Brian Kemp on May 13, 2025.

In recent years, the City of Fairburn has taken significant steps to bolster its tourism and economic development strategies. A pivotal move in this direction was the city's decision to increase its hotel-motel tax rate from 3% to 8%. This change aligns Fairburn with many other Georgia municipalities that have raised their hotel-motel tax rates to maximize tourism-related revenues. The additional 5% increase is specifically guided by Georgia state law (O.C.G.A. § 48-13-51 (b)), which allows cities to levy up to 8% in hotel-motel tax, provided that the additional revenue is dedicated to promoting tourism, conventions, and special events.

This increase in tax revenue represents a substantial opportunity for the City of Fairburn to elevate its visibility as a destination and stimulate local economic growth through tourism. However, Georgia law also outlines specific administrative and operational requirements for how these new funds must be utilized—primarily through a designated Destination Marketing Organization (DMO). The City of Fairburn's Finance Director and Economic Development Director met with the Georgia Department of

Community Affairs (DCA) regional three regional representatives and a policy and data analyst to review the mandated compliance regulations.

FACTS AND ISSUES:

To comply with state guidelines and effectively utilize the hotel-motel tax funds, Fairburn has two primary options:

1. Create a New Destination Marketing Organization (DMO)

Creating a city-specific DMO would give Fairburn complete control over branding, strategy, and operations. However, this path involves:

- Establishing a governing board and bylaws
- Hiring and maintaining professional marketing and administrative staff
- Developing a comprehensive tourism strategy
- Fulfilling complex state filing, reporting, and compliance requirements
- Securing a budget capable of sustaining competitive marketing efforts

While this option provides autonomy, it also requires significant time, financial investment, and administrative infrastructure. For a single city, the burden of establishing and maintaining a fully compliant and effective DMO can be substantial.

2. Partner with an Existing DMO – Atlanta Airport District Alliance

Alternatively, Fairburn can enter into an agreement with an existing, certified DMO—such as the **Atlanta Airport District Alliance**—to manage the promotion and marketing of the city as a tourism destination. The Atlanta Airport District already serves multiple municipalities in the region and offers:

- Established administrative infrastructure that satisfies state reporting and compliance obligations
- An experienced board and governance model are already in place
- A robust marketing budget supported by contributions from multiple cities, allowing for more expansive regional promotion
- Proven results through targeted advertising, trade show participation, event sponsorship, and digital campaigns that elevate the visibility of member cities

FUNDING SOURCE:

N/A

RECOMMENDED ACTION:

N/A

ATTACHMENTS:

1. Project Destination Point - Moving Fairburn Forward
2. HMT Presentation 5-19-25

PROJECT DESTINATION POINT MOVING FAIRBURN FORWARD

PREPARED FOR:
DOWNTOWN DEVELOPMENT AUTHORITY OF FAIRBURN
6/25/2025





Situated to Succeed

Fairburn stands at a pivotal crossroads—not just geographically, but economically and strategically. As major real estate developments surge around the City—reshaping South Fulton and Metro Atlanta—Fairburn is no longer just adjacent to opportunity; but embedded within it. The question is not if Fairburn can benefit from this momentum, but how swiftly and strategically can the City position itself to lead, partner, and grow alongside it.



The pace and scale of development happening around Fairburn is accelerating—and with it comes both unprecedented opportunity and serious risk. If the Development Authority of Fairburn does not take a proactive role in shaping the city's growth, others will make those decisions. Investors, developers, and neighboring jurisdictions are already moving fast—and unless the DDA asserts control over your strategic vision, land use, and economic priorities, you run the risk of becoming a pass-through community rather than a planned destination. The future of Fairburn should not be something that simply happens—it should be something that is deliberately created, managed, and owned."



Proactively Shaping Fairburn's Future

Strategic Steps to Moving the vision forward

Getting Clear on the Vision

Establish a unified, forward-looking vision that reflects Fairburn's identity, values, and long-term goals. This clarity will guide decision-making, align stakeholders, and ensure all development serves a shared purpose.

Take Ownership of Critical Properties & Strengthen Development tools and incentives

Ownership provides direct control of what gets developed. Not having ownership puts the DDA at the mercy of private developers.

Identifying Critical Properties

Pinpoint key parcels of land—downtown anchors, gateway properties, and underutilized assets—that will have the greatest impact on future growth. Prioritizing these properties allows for targeted engagement, strategic acquisition, and influence over how pivotal areas are developed.

Build Strategic Partnerships

Engage early with developers, regional planners, transit authorities, and investors to shape projects before they break ground. Proactive collaboration gives Fairburn a seat at the table and leverages outside resources to achieve city goals





Proposed Path Forward

Creation of a Land Bank

Why a Land Bank is a Smart Strategy & How to Get Started

1. **Control the Narrative**: A land bank gives the DDA control over what gets built, where, and when—aligning development with the city's long-term vision.
2. **Prevent Speculative Development**: By acquiring and holding key properties, the DDA can stop outside investors from flipping or misusing land for short-term gain.
3. **Catalyze Targeted Growth**: Owning land allows the DDA to initiate strategic development projects that anchor growth in underperforming areas.
4. **Create Leverage for Better Deals**: Public ownership of key parcels gives the DDA negotiating power when issuing RFPs, attracting higher-quality developers and proposals.
5. **Encourage Equitable Development**: A land bank enables the city to set conditions around affordability, mixed use, public space, or local hiring in future developments.
6. **Streamline Redevelopment**: It can cut through red tape on blighted or tax-delinquent properties, speeding up acquisition and reuse.
7. **Support Local Visionaries**: By issuing RFPs, the DDA can give local and minority developers a fair shot at participating in the city's growth.
8. **Build Long-Term Revenue**: Strategic redevelopment of land bank properties can lead to stronger tax revenues and commercial activity over time.
9. **Establish a Pipeline of Opportunity**: Instead of reacting to outside proposals, the DDA can set its own timeline and portfolio of development-ready sites.
10. **Start Small and Scale**: Launch with a few strategic parcels. Use existing legal frameworks (via the Georgia Land Bank Act) and collaborate with the county to form a joint land bank authority or reactivate dormant structures, if applicable.



Legal Precedent for Land Banks

Georgia Land Bank Act (O.C.G.A. § 48-4-100 to § 48-4-112)

Purpose:

To give local governments and development authorities the power to:

1. Acquire problem properties (especially tax-delinquent or abandoned parcels)
2. Hold and manage land until the right development opportunity arises
3. Return properties to productive use in a way that aligns with local priorities

Key Features:

1. **Creation of Land Bank Authorities:**

- Can be formed by a single local government or jointly by multiple jurisdictions (e.g., city + county).
- Governed by a board of directors with public accountability.

2. **Property Acquisition Powers:**

- Can acquire properties through tax foreclosures, donations, purchases, or transfers.
- Can hold land tax-free while preparing it for reuse.

3. **Disposition Flexibility:**

- Can sell, lease, or transfer land through RFPs with conditions (affordability, mixed use, local business, etc.).
- Can bundle or subdivide parcels to encourage strategic redevelopment.

4. **Focused on Blight Elimination and Strategic Development:**

- Primary goal is to eliminate blight, increase local tax base, and support economic revitalization.

5. **Partnership Potential:**

- Land banks can work with local development authorities (like Fairburn's DDA), nonprofits, or private developers.

Why This Matters for Fairburn?

- It gives the DDA legal authority and tools to control development at the parcel level.
- It allows for long-term planning—holding property tax-free while creating development strategies.
- It provides a transparent, public mechanism for shaping growth rather than reacting to it.

Property Inventory List

Urban Pulse has identified 34 properties starting at the intersection of B Engram Rd and Roosevelt Hwy down past Main Street that will play an integral part in the future development of the City. These parcels are currently owned by private owners; therefore making them prime land bank opportunities.



426 Broad Street

Currently under contract by the DDA. Has been under contract for a year. It is my understanding that the DDA is not ready to close on the property, so an extension of the contract needs to be executed promptly. There is a \$10,000 fee to extend the contract.



25 W Broad Street

Was listed on the market for \$550,000. This is significantly lower than the original list price. This building is located in the heart of the downtown district and would be a critical property for the City to own.

Appendix - Property List

25 SW Broad St	216 NW Broad St	41 SW Broad St
26 W Campbellton St	188 W Broad St	37 SW Broad St
40 W Campbellton St	180 W Broad St	29 SW Broad St
51 Smith St	168 W Broad St	14 NW Broad St
40 Washington St	160 NW Broad St	238 W Broad St + Elder St
52 NW Broad St	38 NW Broad St	111 W Broad St
42 NW Broad St	85 W Broad Street	7 NW Broad St
33 SW Broad St	152 W Broad St	20 NW Broad St
4 NW Broad St	136 W Broad St	24 NW Broad St
10 NW Broad St	122 W Broad St	284 NW Broad St
25 Smith St	98 & 110 West Broac St	80 NW Broad St
268 Roosevelt Hwy		

Questions?



Urban Pulse Commercial Group



Hotel/Motel Tax

Tax Background and Logistics



Office of Research

**Creates and collects several required reports and surveys from
Local Governments and Local Government Authorities**

Report of Local Government
Finance (RLGF)

Government Management
Indicators Survey (GOMI)

Debt Issuance Report

Annual Authority Registration
and Financial Report (AARF)

Hotel/Motel Tax

The Role of DCA



Repository

Maintain records of all ordinances and enabling legislation



Reporting

Promulgate an annual report on the tax rate, contracted entities, revenue, and expenditures



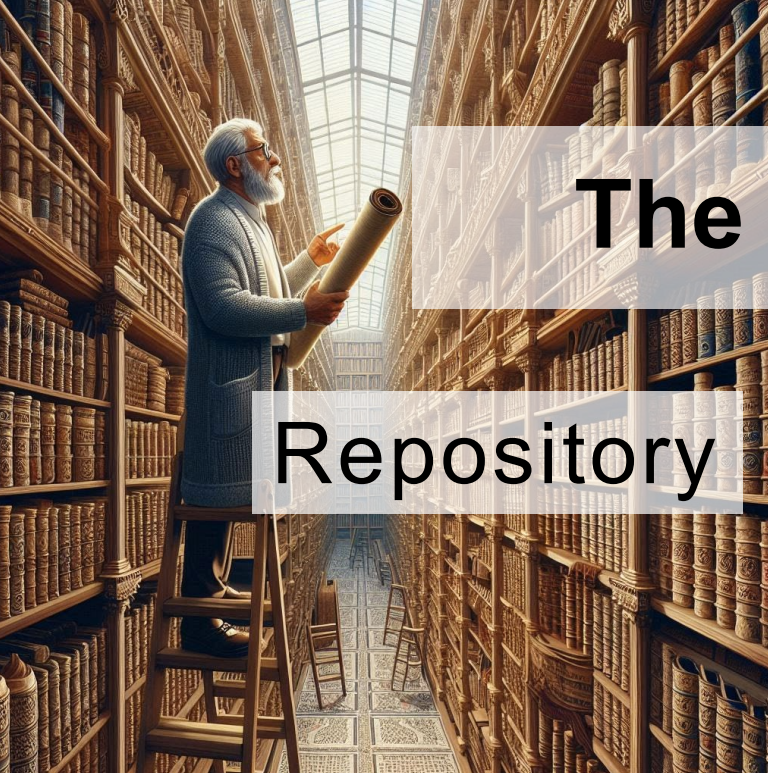
PRB

Convene the Performance Review Board annually to review bona fide HMT complaints



Logistics

Assist local governments with questions, though *not* with legal guidance. Provide information and training programs



The Role of DCA

Repository



PRB



Reporting



Logistics

The Lodging Receipt



History

1975

HB248 in the 1975 legislative session permitted counties and municipalities to impose a Hotel/Motel tax

1976

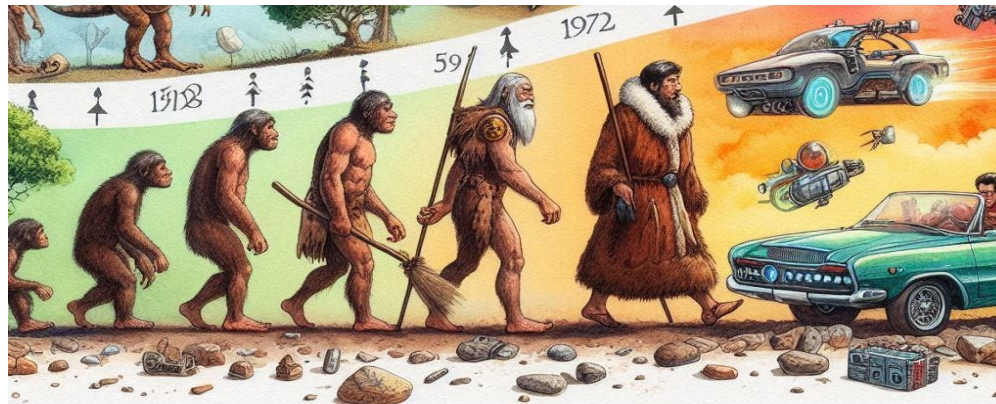
The City of Brunswick adopts Georgia's first Hotel/Motel Tax

2008

There were 24 different HMT authorization paragraphs, so HB 1168 reduced the number of authorizations for newly or changed HMT to three (3) options

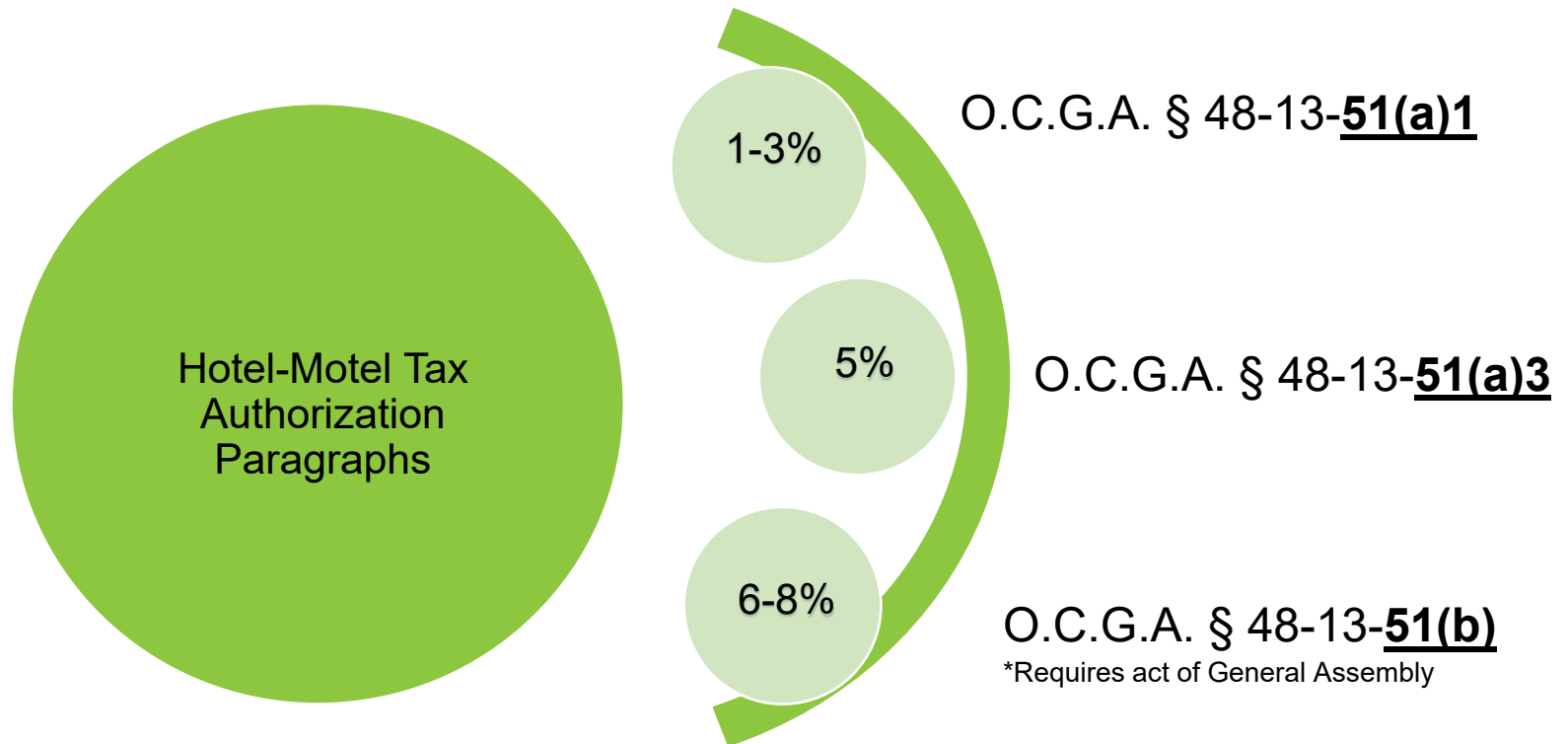
2021

HB317 changed the definition of an innkeeper to include marketplace facilitators such as Airbnb, VRBO, and HomeAway



Current Authorization Paragraphs

Hotel-Motel Tax Law addressed in OCGA Title 48, Chapter 13, Article 3 (Ch. 13 Paragraphs 50-56)



Legacy Authorization Paragraphs

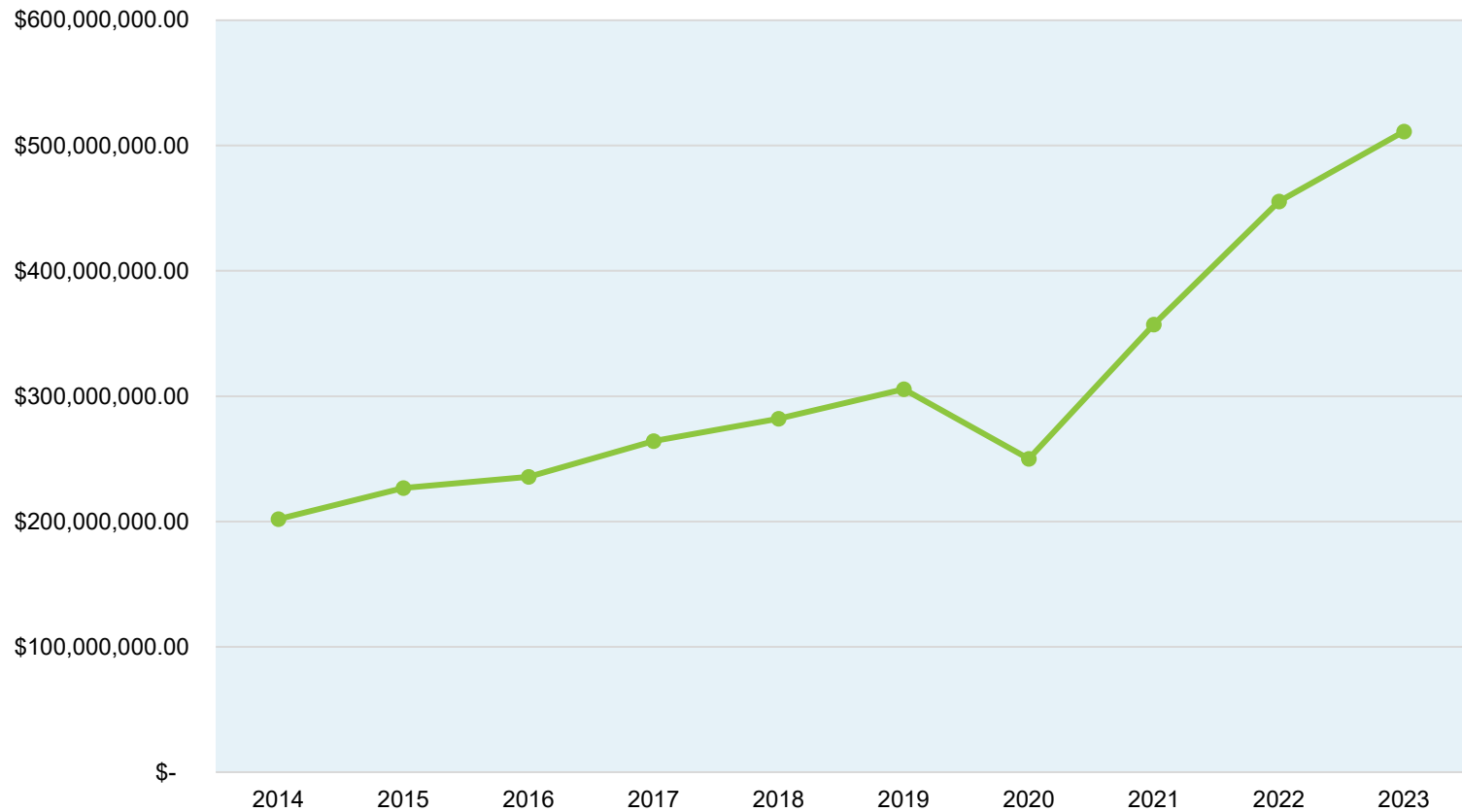
40 governments still on the
20 Legacy paragraphs

This presentation focuses on
the “Main” three paragraphs

Reach out to DCA for questions on Legacy paragraphs

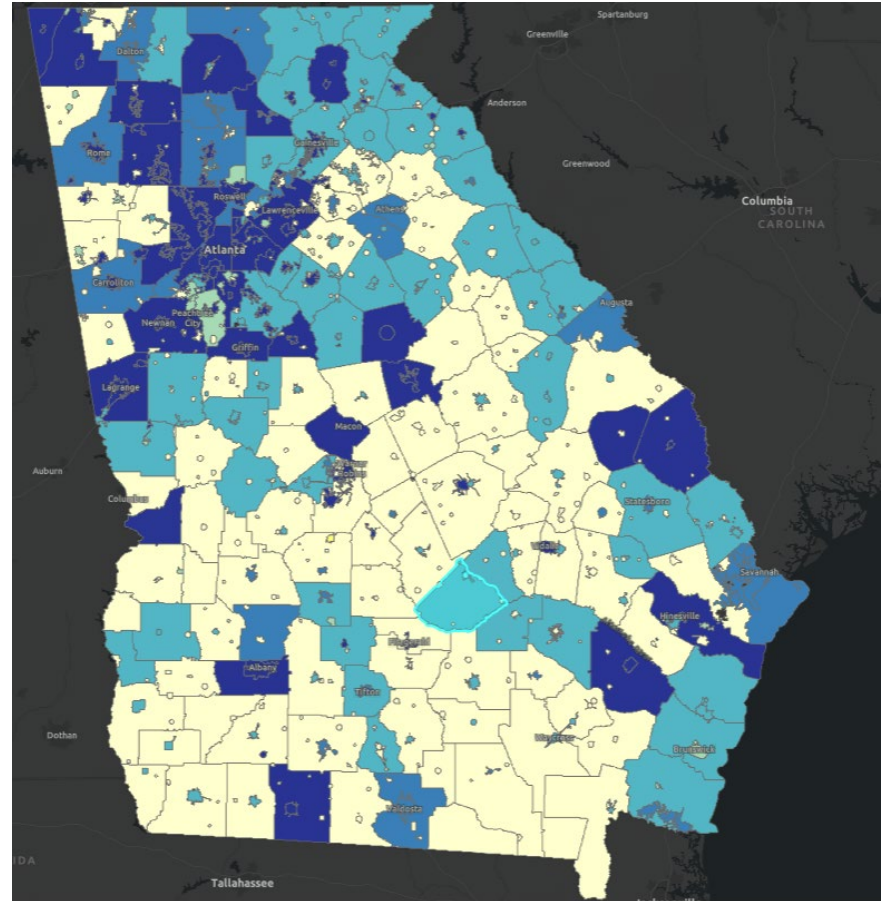
Hotel Motel Tax in Georgia

Hotel/Motel Tax Collections Per Year



Hotel Motel Tax in Georgia

Tax Rates	Governments
2%	1
3%	23
5%	114
6%	25
7%	22
8%	123
Grand Total	308



Adopting or Changing a Tax: 1-5%

- ❑ A city or county can adopt a 1-3%, or 5% tax by local ordinance without any action needed from the state
- ❑ Ordinance guidance is provided on DCA's Hotel-Motel Tax Webpage
- ❑ Earliest day to collect is the first day of the second month after adoption
- ❑ After the ordinance is passed, email it to research@dca.ga.gov (As required by Rule 110-3-3-.02(2))



Adopting or Changing a Tax: 6-8%

Resolution

- Request the enactment of a local act by the General Assembly
 - *Specify tax rate*
 - *Identify Tourism Product Development projects*
 - *Specify allocation of proceeds*

Local Act

- Member of your legislative delegation introduces local act; it passes and is signed by the Governor

Ordinance

- Ordinance is passed establishing additional details and effective date and tax rate
- Send that ordinance to DCA by emailing it to research@dca.ga.gov.





Mechanics of Restricted Spending

Only 3%, 5% and 8% distributions are shown. If your government has a different tax rate or is under a Legacy authorization paragraph your distribution may be different

Overview

- ❑ **Types of Restricted Spending:**
 - ❑ Tourism, Conventions, and Tradeshow (TCT)
 - ❑ Tourism Product Development (TPD)
- ❑ **Governments collecting at 5% or above must spend money on TCT**
- ❑ **Governments collecting at 6% or above have the option to spend money on TPD**



Tourism, Conventions, and Tradeshow (TCT)

Definition:

Planning, conducting, or participating in **programs of information and publicity** designed to attract or advertise tourism, conventions, or trade shows.

O.C.G.A. § 48-13-50.2(4)

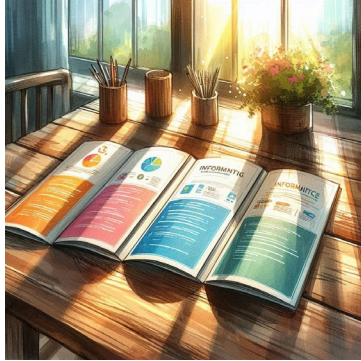
Expended by the *Destination Marketing Organization (DMO)*

Must be spent in the fiscal year in which it was collected

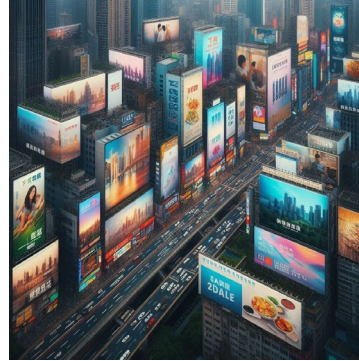
For questions on the appropriateness of expenditures, **always ask the city or county attorney**

What Qualifies as TCT?

Brochures



Billboards



Magazines



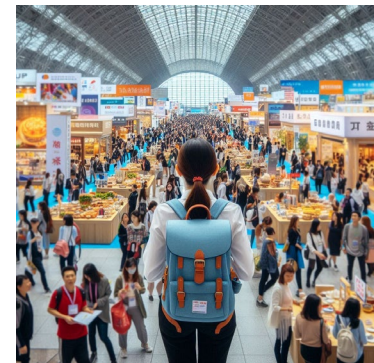
Social Media or
Internet
Marketing



Radio and
Television
Commercials



Attracting
Conventions and
Tradeshows



What Qualifies as TCT?

Brochures



Billboards



Magazines



“programs of information and publicity”

Social Media or
Internet
Marketing



Television
Commercials



Conventions and
Tradeshows



The background of the slide is a composite image. The top half shows a night sky filled with colorful fireworks in shades of red, blue, and white. The bottom half shows a large crowd of people at a festival, with their arms raised, watching the fireworks. In the background, a city skyline with illuminated buildings is visible across a body of water.

What doesn't Qualify?

Anything that is not “programs of information and publicity”

Paying for the events themselves instead of just advertising them

Paying for fireworks, concerts, or festivals

**When unsure, review the definitions in O.C.G.A. 48-13-50.2,
and ask your city or county attorney**

Destination Marketing Organization (DMO)



Definition:

A private sector non-profit organization or other private entity which is exempt...under **Section 501(c)(6)** of the IRS Code of 1986...

...Primary responsibilities of which are to “encourage travelers to visit their destinations, encourage meetings and expositions in the area, and provide visitor assistance and support as needed”

O.C.G.A. § 48-13-50.2(1)

Private Sector Non-Profit Definition:

A chamber of commerce, a convention and visitors bureau, a regional travel association, or any other private group organized for similar purposes which is exempt from federal income tax under **Section 501(c)(6)** of the Internal Revenue Code of 1986

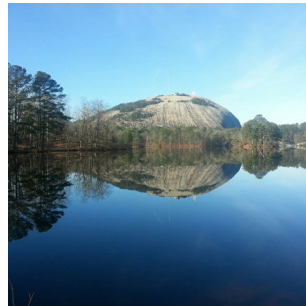
O.C.G.A. § 48-13-50.2(3)

Alternative Recipients

The State



State authority



Department of state government

EXPLORE
GEORGIA



CVB authority created through
Local Act of the General
Assembly for a municipality



**Any combination of these
entities**

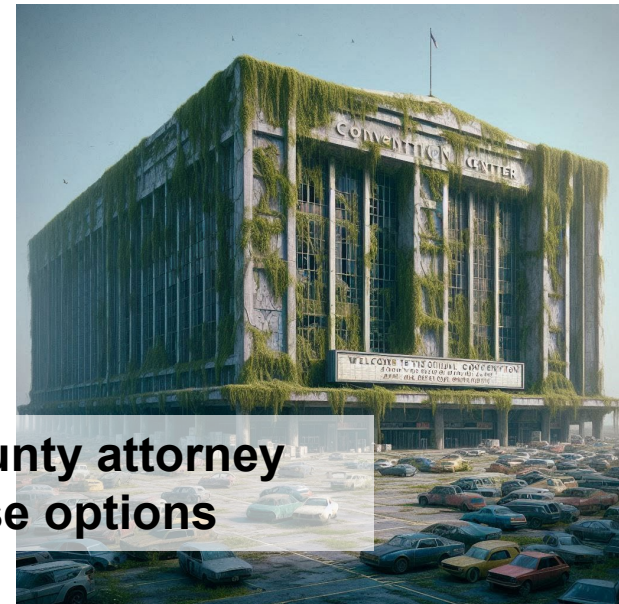
Alternative Purposes

In rare cases you can spend
TCT restricted dollars on these:

Supporting a facility owned or operated by a **state authority** for convention and trade show purposes



Supporting facilities owned by local governments **if agreements were in place by certain dates**



**Consult your city or county attorney
before pursuing these options**



DDAs and Main Street

- Local authorities are public entities and not eligible for TCT funds
- Main streets must be a stand-alone non-profit with 501(c)6 status

Tourism Product Development (TPD)

Definition:

“Creation or expansion of physical attractions which are available and open to the public and which improve destination appeal to visitors, support visitors' experience, and are used by visitors. Such expenditures **may include capital costs and operating expenses.**”

O.C.G.A. § 48-13-50.2(6)

No restrictions on the expender as there is with TCT

For governments under a 51(b)-tax rate, a percentage of revenue **can** be restricted for TPD. Otherwise, is restricted for TCT.

What Qualifies as TPD?

As identified in O.C.G.A. § 48-13-50.2(6)(A-P), *Tourism Product Development* may include...

- (A) **Lodging** for the public for no longer than 30 consecutive days to the same customer;
- (B) Overnight or short-term sites for recreational vehicles, trailers, campers, or tents;
- (C) **Meeting, convention, exhibit**, and public assembly facilities;
- (D) Sports **stadiums**, arenas, and complexes;
- (E) **Golf courses** associated with a resort development that are open to the general public on a contract or fee basis;
- (F) Racing facilities, including dragstrips, motorcycle racetracks, and auto or stock car racetracks or **speedways**;
- (G) Amusement centers, amusement parks, theme parks, or amusement piers;
- (H) Hunting preserves, trapping preserves, or **fishing preserves or lakes**;
- (I) Visitor information and **welcome centers**;
- (J) **Wayfinding signage**;
- (K) Permanent, nonmigrating carnivals or fairs;
- (L) Airplanes, helicopters, buses, vans, or boats for excursions or sightseeing;
- (M) Boat rentals, boat party fishing services, rowboat or canoe rentals, horse shows, natural wonder attractions, picnic grounds, **river-rafting services**, scenic railroads for amusement, aerial tramways, rodeos, water slides, or wave pools;
- (N) **Museums**, planetariums, art galleries, botanical gardens, aquariums, or zoological gardens;
- (O) **Parks, trails**, and other recreational facilities; or
- (P) **Performing arts facilities**.



STRANGER THINGS



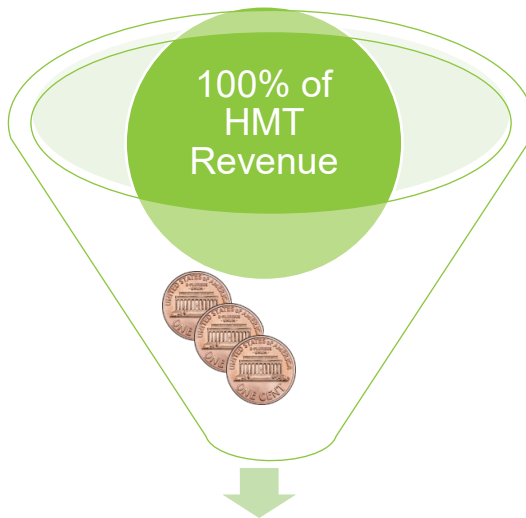
Back Alley Fight Scene

TPD Continued

- TPD Funds should be budgeted to be spent in the Fiscal Year in which they were collected
- Project should be identified as TPD in jurisdiction's annual budget
- TPD funds can be used to secure debt for larger projects
- Often used for facilities your residents will enjoy, but make sure they are open to and used by visitors

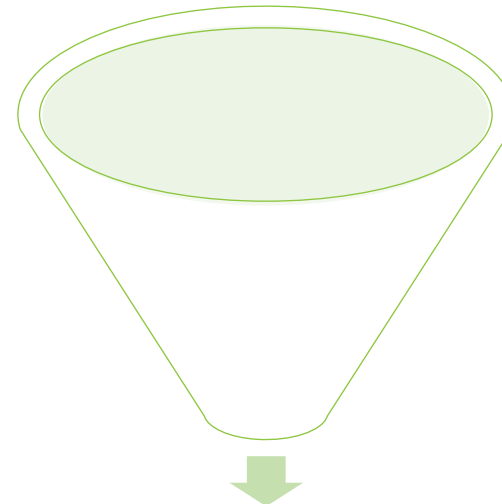


O.C.G.A. § 48-13-51(a)(1) – 1-3%



Non-Restricted

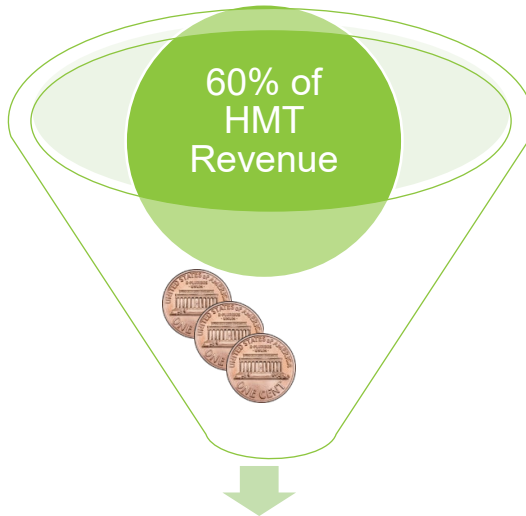
Proceeds can be used for any *legal* general fund purpose in the city, county, or consolidated government



Restricted

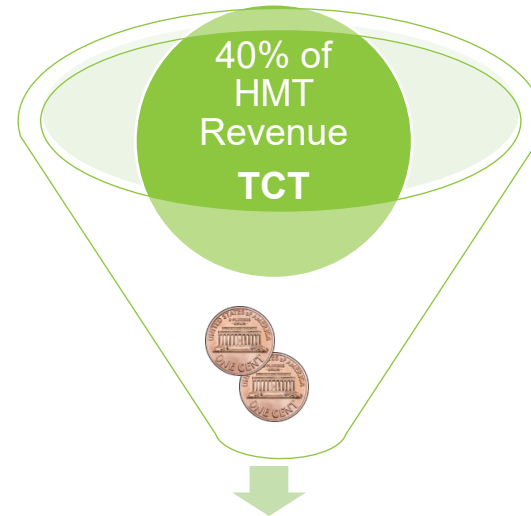
None, or not less than the percentage of such tax collections expended for TCT during the immediately preceding fiscal year

O.C.G.A. § 48-13-51(a)(3) – 5%



Non-Restricted

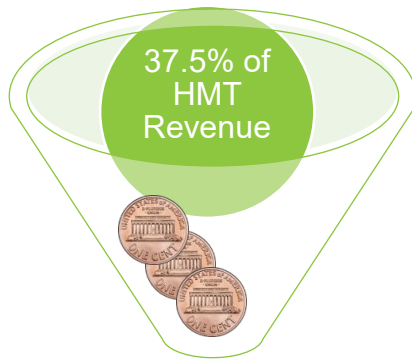
Proceeds can be used for any *legal* general fund purpose in the city, county, or consolidated government



Tourism, Conventions, and Tradeshow

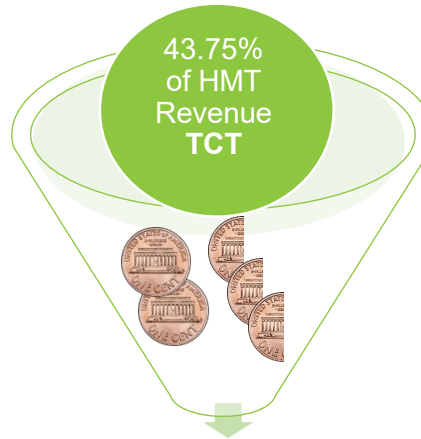
In each fiscal year, at least 40% of the HMT revenue must be used for TCT

O.C.G.A. § 48-13-51(b) – 8%



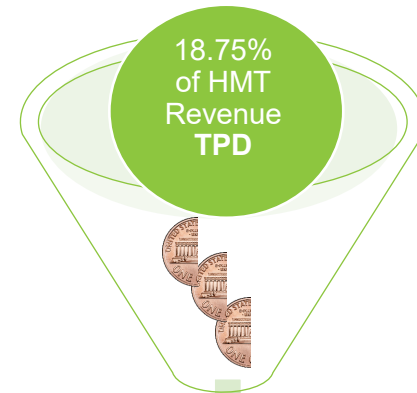
Non-Restricted

Proceeds can be used for any *legal* general fund purpose in the city, county, or consolidated government



Tourism, Conventions, and Tradeshows

In each fiscal year, at least 43.75% of the HMT revenue must be used for TCT



Tourism Product Development

In each fiscal year, at least 18.75% of the HMT revenue must be used for TPD, Otherwise to be used for TCT

Working with Other Governments



Working with Other Governments

Each county is a special district for the purpose of the HMT, excluding “territory located within the boundaries of any municipality which imposes an excise tax”

O.C.G.A. § 48-13-50.2(1)

Cities and counties may jointly contract with the same DMO to promote the broader area and maximize marketing dollars





Working with DMOs

- If your community collects a tax of 5% or more, you are working with a DMO
- The local government is responsible for ensuring appropriate usage of the tax
- Build and maintain a healthy relationship:
 - **Develop a contract or MOU** every year
 - Specify amounts as a percent of total HMT collections

Special Topics and Reporting



Short Term Vacation Rentals, State Parks and Annual Requirements

State Parks and the HMT

- ❖ State parks operated by DNR are required to collect HMT if it has rooms and meeting facilities or has a minimum of 20 cabins
- ❖ Collected at same rate as the jurisdiction the park is in
- ❖ 100% of the revenue shall be expended for development, promotion, and advertising of such rooms, facilities or cabins of the state park

O.C.G.A. § 48-13-54



Short Term Vacation Rentals (STVR)

- ❑ HB317 went into effect July 1, 2021
- ❑ This requires “marketplace facilitators” – AirBnB, VRBO, HomeAway, and other STVR platforms - to collect and remit both the *local* Hotel-Motel Excise Tax and the *state* \$5 Transportation Fee
- ❑ For most jurisdictions, this has resulted in new HMT revenue
- ❑ For some jurisdictions who had been collecting the HMT from property owners, STVRs may be remitting the HMT differently



Short Term Vacation Rentals

At its core, HB317 changes the definition of “innkeeper” to include STVR platforms in OCGA § 48-13-50.2



Collections from STVR platforms are subject to the **same spending restrictions** as other HMT collections



Short Term Vacation Rentals

No impact on “front end” regulation of STVR properties:

Facilitators are not required to share data or personal information



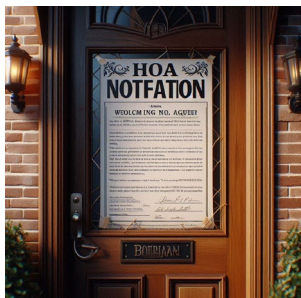
Limiting number of STVR in area/jurisdiction



Requiring annual registration



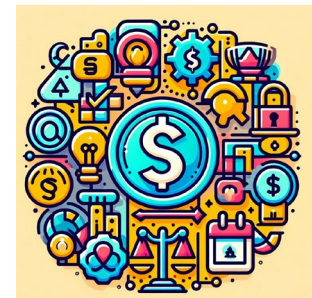
Neighbor/HOA Notification



Insurance Requirements



Licensing/Registration Fees



Short Term Vacation Rentals

For issues with the rate being collected,
here are DCA's recommended steps:

1) Make sure your ordinance is up to date with DCA

2) Make sure your ordinance is up to date on
Municode (or equivalent)

3) Reach out to the platforms directly

Hotel-Motel Tax Report

Required by O.C.G.A. 48-13-56 as “as a condition of continuing authorization to impose the tax”



- ❑ Due within six months of the end of a government’s fiscal year
- ❑ Uses the same login as DCA’s other web-based reports
- ❑ Components of the Report
 - ❑ Confirm rate and ordinance
 - ❑ Revenues (SR Fund 275)
 - ❑ Expenditures (% of revenue allocated to TCT and TPD)
 - ❑ Project Contractor Information Schedule (PCIS)

FY2024 Hotel/Motel Tax Report

* Please log in.

ID

Password

Next page >

Department of Community Affairs

Project Contractor Information Schedule (PCIS)

Hotel-Motel Excise Tax Restricted Spending Project-Contractor Information Schedule (PCIS)

To submit, save as: DOC (Microsoft Word) or .PDF (Adobe) file and provide to your local government point of contact

Revised April 2020

Reporting of Promotion of Tourism, Conventions & Trade Shows (TCT) Restricted Spending

To be completed by DMO staff and returned to Local GO

Part I: Local Government Information

Local Government (Using Entity): Choose an item.

Jurisdiction's HMT Authorization Paragraph: Choose an item.

Part II: DMO/Contracted Entity Information

DMO/Contracted Entity Name: Click or tap here to enter text.

Executive Director's Name: Click or tap here to enter text.

Preparer's Name: Click or tap here to enter text.

Preparer's Email Address: Click or tap here to enter text.

DMO/Contracted Entity is a (Select One):
 State Authority (not local)

Other

Part III: Restricted Spending - TCT Expenditure - Reporting

Event, Site, or Activity Promoted: Description of Promotional Act

ex. Monthly Farmer's Market: Social media marketing via Facebook & television commercials, and billboard

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Hotel-Motel Excise Tax Restricted Spending Project-Contractor Information Schedule (PCIS)

To submit, save as: DOC (Microsoft Word) or .PDF (Adobe) file and provide to your local government point of contact

Revised April 2020

Reporting of Tourism Product Development (TPD) Restricted Spending

Only for use in jurisdictions collecting 6%, 7%, or 8% under OCGA § 48-13-1(b)

To be completed by the Local Government, Local Authority, DMO, or other entity expending funds restricted to TPD spending and returned to Local Government official completing Annual HMT Report

Part I: Local Government Information

Local Government (Using Entity): Choose an item.

Report for Fiscal Year (Based on L.G. Fiscal Year):

Choose an item.

Jurisdiction's HMT Rate: Choose an item.

*If your local government is not on this list, DCA does not have record of a current ordinance for HMT being collected under authorization paragraph OCGA § 48-13-1(b) and does not have restricted funds available for TPD. If you believe to be an error, please contact the DCA Office of Research at DCA_Research@dca.ga.gov.

Part II: Expending Organization/Entity Information

Organization/Entity Name: Click or tap here to enter text.

Executive Director's Name: Click or tap here to enter text.

Preparer's Name: Click or tap here to enter text.

Preparer's Email Address: Click or tap here to enter text.

Preparer's Title: Click or tap here to enter text.

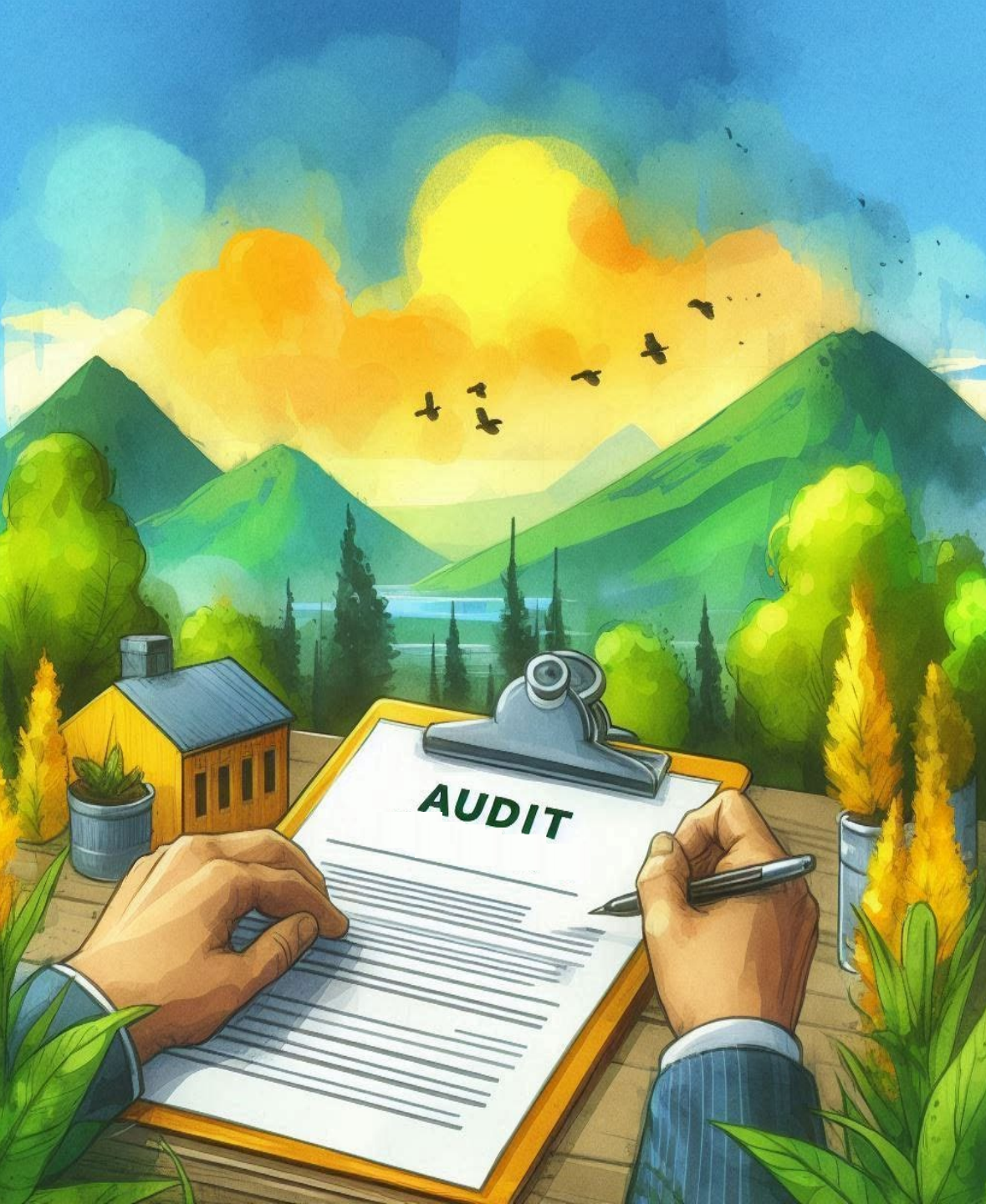
Preparer's Telephone Number: Click or

Required by O.C.G.A. § 36-81-8(b)(1)(B)

“Such schedule shall identify both the project or projects involved and the contracted entity involved in each such expenditure”

For TCT form, have contracting entity (DMO) complete form and submit to local government

For TPD form, have the expending entity complete the form and submit to local government



Additional Finance Requirements

HMT Audit Disclosure

- 48-13-51(a)(9)(B) requires the annual audit disclose:
 - Amount of funds expended during the fiscal year
 - Amount of tax receipts during the fiscal year
 - Expenditures as a percentage of tax receipts
 - Determination of compliance with the spending requirements

Additional Finance Requirements

Contractor Audit Verification

- County or municipality must require their contractor (DMO or other) to obtain “audit verification” that the expenditure requirements were met





Additional Finance Requirements

Budget Plan

- Both the contractor and the government must annually adopt a budget plan specifying how the funds must be spent (O.C.G.A. 48-13-51 (e)(1))
- Compliance with such budget plan satisfies the requirement that funds be spent in the fiscal year they are collected (O.C.G.A. 48-13-51 (j))

Performance Review Board (PRB)

- ❑ Complaint must be received by June 1st, on the proper form with the filing fee to be considered.
- ❑ Complaint can come from anyone, addressing a local government or DMO, regarding the current **or** most recently completed fiscal year
- ❑ Bona fide complaints will be heard by the 11 member PRB, who make recommendations to the Commissioner for remedial action



Georgia Department of Community Affairs Hotel/Motel Tax Complaint Form

Directions

Please complete the questions below. Your answers should be as detailed and descriptive as possible. Your complaint will be evaluated based on the information you provide. Failure to provide adequate information could result in your complaint not being processed.

1. What local government imposes the Hotel/Motel Tax related to your complaint concerning inappropriate expenditures of these revenues?
2. What Hotel/Motel Tax rate does this government impose?



Thanks!

Any questions?

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404.679.3105

[**dca.ga.gov**](http://dca.ga.gov)