



# City of Denton

City Hall  
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Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Finance

**ACM:** Christine Taylor

**DATE:** May 2, 2025

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding the Hotel Occupancy Tax (HOT) Program Year 2026 for Fiscal Year 2025-26.

### **BACKGROUND**

Program guidelines based on Tax Code Section 351.001 have been established to guide the administration of the HOT Program. To support this process, an application form and budget template have been developed to assist the Community Partnership Committee in evaluating applicants' capacity to meet or exceed the goals of the program.

Each year, the Committee reviews the existing program structure and updates the guidelines and application as needed. For the upcoming program year, the application has been revised to reflect current dates and requirements for special events.

Once the updated guidelines and application are approved, notification of the application period will be sent via email to current and past recipients, as well as to other interested organizations. The documents will also be made available on the City's website.

The application period is scheduled to open on May 12, 2025, and close on June 13, 2025. An application workshop is tentatively planned for Wednesday, May 14, 2025, to provide guidance and answer questions regarding the new web-based application process.

Staff is requesting direction from the Committee regarding the proposed updates to the program and application process.

### **EXHIBITS**

Exhibit 1 - Agenda Information Sheet

Exhibit 2 - PY 2026 HOT Guidelines Redlines

Respectfully submitted:  
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Prepared By:  
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