City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Finance

ACM: Christine Taylor

DATE: May 2, 2025

SUBJECT

Receive a report and hold a discussion regarding the Special Event Permitting Application and the restructuring of the Special Event Review Committee meetings.

BACKGROUND

On January 30, 2025, Parks and Recreation and Finance staff hosted the City's second annual Special Event Permitting Workshop. This workshop provided event organizers with an overview of the special event permitting process and an opportunity to engage directly with staff regarding application requirements and expectations.

As part of ongoing improvements, the special event application has transitioned to a fully web-based format, streamlining the review process and status tracking for both city staff and event organizers. The internal Special Event Review Committee meets monthly to review past and upcoming special events, monitor the status of current applications, and identify and address challenges related to special event coordination.

In addition, the committee meets individually with each event organizer approximately 30 days prior to their event to review final logistics, identify outstanding documentation, and facilitate direct communication with city departments involved in providing services to the event.

Staff has identified areas where the process could be improved and is seeking input from the committee regarding potential adjustments to the structure and workflow of the Special Event Review Committee meetings.

EXHIBITS

Exhibit 1 - Agenda Information Sheet
Exhibit 2 – Presentation

Respectfully submitted:
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Chief Financial Officer

Prepared By:
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