



# City of Denton

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

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Finance

**ACM:** Cassey Ogden

**DATE:** April 26, 2024

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding the Hotel Occupancy Tax (HOT) Program Year 2025 for fiscal year 2024-25.

### **BACKGROUND**

Program guidelines based on Tax Code 351.001 have been created to guide the administration of the HOT Program. An application and budget template have also been developed to assist the Community Partnership Committee in determining an applicant's ability to meet or exceed the purpose of the program.

Each year, the Committee reviews the current program and makes any necessary changes to the guidelines and application. The application has been updated to reflect current year dates, grammatical editing, and requirements for special events. Once the guidelines and application are approved, current and past recipients will be notified of the application period by email, as well as any other interested organizations. The guidelines and application are also placed on the City's website. The application schedule is planned to open on May 6, 2024, and close on May 24, 2024.

### **EXHIBITS**

Exhibit 1 Agenda Information Sheet  
Exhibit 2 PY 2025 HOT Guidelines Redlines  
Exhibit 3 PY 2025 HOT Application Redlines

Respectfully submitted:  
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