

TOWN OF COTTAGE CITY  
RESOLUTION 2025-01

**A RESOLUTION OF THE COTTAGE CITY COMMISSION ESTABLISHING A BUDGET  
CALENDAR FOR THE FISCAL YEAR 2026 BUDGET PROCESS**

Introduced by: Town of Cottage City Commission

**WHEREAS**, Section 39 of the Town of Cottage City Charter States, “The budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures. Before adopting the budget the commission shall hold a public hearing thereon after two weeks' notice thereof in some newspaper or newspapers having general circulation within the municipality. The commission may insert new items or may increase or decrease the items of the budget. If the commission increases the total proposed expenditures it shall also increase the total anticipated revenues in an amount at least equal to the total proposed expenditures. The budget shall be prepared and adopted in the form of an ordinance”; and

**WHEREAS**, the Commissioners must adopt a budget for the Town of Cottage City that includes revenues and expenditures for Fiscal Year 2026, beginning July 1, 2025, and ending June 30, 2026;and

**WHEREAS**, the deadline for the Commissioners to adopt a Town Budget for Fiscal Year 2026 is June 30, 2025; and

**WHEREAS**, it is necessary to inform the public about the proposed budget, conduct a public hearing on the proposed budget, and allow citizens to review and comment on the proposed budget before final adoption of the budget ordinance; and

**WHEREAS**, the Commissioners must also take into consideration the constant yield tax rates (“CYTR”) for the classes of real property in the Town, and depending on tax rate proposed the Board may have to provide notice and a special hearing under the CYTR law prior to levying a tax rate; and

**WHEREAS**, the Commissioners desire to establish a budget calendar for the FY 2026 budget preparations and adoption processes; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDAINED** that the Cottage City Commission hereby adopts the following budget calendar for the preparation and adoption of the Town of Cottage City Budget for Fiscal Year (“FY”) 2026:

Date	Meeting Type	Topic
Wed, Jan 8, 2025	Regular Town Meeting	Preliminary Budget Calendar Discussion
Wed, Jan 8, 2025	Regular Town Meeting	Budget Calendar Approval Res 2025-01

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Tue, Feb 4, 2025	Commission Work Session	Listening Session 7:00 PM until 7:30 PM Commissioner Priorities & Goal Setting
Wed, Feb 12, 2025	Regular Town Meeting	Commission Budget Priorities Discussion
Tue, March 4, 2025	Commission Work Session	Anticipated Revenue, Expenses, Town Tax Rate Discussion
Tue, March 12, 2025	Regular Town Meeting	Anticipated Revenue, Expenses, Departmental & CIP Discussion
Tue, April 1, 2025	Commission Work Session	Public Comment – Proposed Town Tax Rates Schedule (CYTR Hearing, if applicable)
Wed, April 9, 2025	Regular Town Meeting	Draft Budget Ordinance, Budget Book & Public Comment
Tue, May 6, 2025	Commission Work Session	Introduce Budget Ordinance & Public Comment
Wed, May 14, 2025	Regular Town Meeting	Approval of Budget Ordinance & Budget Book
Tue, July 1, 2025		FY 2026 Budget In Effect

**INTRODUCED** by the Cottage City Commission at a Meeting held on Wednesday, January 8, 2025.

**PASSED** by the Cottage City Commission at a Meeting held on January 8, 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

\_\_\_\_\_  
John Hoatson, Town Manager

By: \_\_\_\_\_  
Wanda Wheatley, Commissioner-Chair

**CERTIFICATION**

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th Day of January, 2025 with \_\_\_ Aye votes and \_\_\_ Nay votes, the aforesaid Resolution 2025-01 passed.

\_\_\_\_\_  
John Hoatson, Town Manager