



The Town of Cottage City
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MEMORANDUM

To: Cottage City Commission

From: John Hoatson

Date: May 1, 2026

Subject: Request for Approval – Town Manager Attendance at Maryland Municipal League Summer Conference

I am requesting approval for the Town Manager to attend the upcoming Maryland Municipal League (MML) Summer Conference. This conference provides valuable training, networking opportunities, and access to current best practices in municipal management that directly benefit the Town's operations and strategic initiatives.

At present, the General Government Staff Training Line Item (5175) has an actual expenditure of **\$5,548.89**, which exceeds the originally budgeted amount of **\$4,000.00**. This overage is primarily due to the Town Manager's attendance at the ICMA Conference in Tampa, Florida, in October.

Despite this budget overage, attendance at the MML Summer Conference remains important for maintaining professional development, staying informed on legislative updates, and engaging with other municipal leaders across the state.

Approval is requested to authorize the Town Manager's participation in this conference. If approved, staff will identify appropriate budget adjustments or cost-saving measures to accommodate the additional expense.