

TOWN OF COTTAGE CITY  
RESOLUTION 2025-12

**A RESOLUTION OF THE COTTAGE CITY COMMISSION ESTABLISHING A BUDGET CALENDAR FOR THE FISCAL YEAR 2027 BUDGET PROCESS**

Introduced by: Town of Cottage City Commission

**WHEREAS**, the Commissioners must adopt a budget for the Town of Cottage City that includes revenues and expenditures for Fiscal Year 2027, beginning July 1, 2026, and ending June 30, 2027, and since the fiscal year for each municipality and county is established by §16-101 of the LG Article as July 1 through June 30, the deadline for the Commissioners to adopt a Town Budget for Fiscal Year 2027 is June 30, 2026; and

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

**WHEREAS**, Section 39 of the Town of Cottage City Charter states, “[t]he 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 [and] [t]he total of the anticipated revenues shall equal or exceed the total of the proposed expenditures [and] [b]efore 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 [and] [t]he commission may insert new items or may increase or decrease the items of the budget [and] [i]f 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 [and] [t]he budget shall be prepared and adopted in the form of an ordinance;” and

**WHEREAS**, like most local governments, the Commissioners find it useful to consider the Constant Yield Tax Rates (“CYTR’s”) for the classes of real property established in the Town to see what rate may be set to yield the same amount of revenues and determine how much assessments have changed proposed revenues from the real property tax, and should the Cottage City Commission wish to propose increasing the tax rate higher than the previous year’s rate that was levied, under the State’s CYTR statute, the Commission must then provide notice and a special rate setting hearing separate from the local charter’s normal budget notice and hearing requirements prior to levying a higher tax rate for a given class of real property; and

**WHEREAS**, the CYTR’s for the designated classes (i.e., residential, commercial, etc.) of real property are calculated by Md. SDAT for each taxing authority (i.e., county or municipality) in Maryland, and it represents the Real Property Tax Rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year because of the fact that as property assessments (i.e., estimated values) increase, the Constant Yield Tax Rate decreases; and

**WHEREAS**, when a taxing authority plans to impose a Real Property Tax Rate that is higher than the current year’s Real Property Tax Rate, it must advertise the tax rate increase and hold a separate public hearing; however, it is important to understand that the Constant Yield Tax Rate is no longer part of this determination but if the taxing authority plans to set a Real Property Tax Rate that is equal to or less than the current year’s Real Property Tax Rate, then the statute does not require notice or a hearing; and

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**WHEREAS**, according to § 6-308(e) of the Tax - Property Article, the hearing on the proposed county or municipal corporation real property tax rate increase (if needed or required) must be held on or before June 17<sup>th</sup> provided the notices are advertised at least 7 days but no more than 21 days before the hearing is held; and

**WHEREAS**, due to the various notice and hearing requirements and other deadlines stated above, the Commissioners desire to establish a budget calendar for the FY 2027 budget preparations and adoption processes.

**NOW, THEREFORE, BE IT RESOLVED** that the Cottage City Commission hereby adopts the following budget calendar, consistent with the Town Charter and State Law, for the preparation and adoption of the Town of Cottage City Budget for Fiscal Year (“FY”) 2027:

Date	Meeting Type	Topic
Tue, Dec 02, 2025	Commission Work Session	Preliminary Budget Calendar Discussion
Wed, Dec 10, 2025	Regular Town Meeting	Budget Calendar Approval Res. 2025-12
Tue, Jan 6, 2026	Commission Work Session	Listening Session 7:00 PM until 7:30 PM Commissioner Priorities & Goal Setting
Wed, Jan 14, 2026	Regular Town Meeting	Commission Budget Priorities Discussion
Tue, Feb 3, 2026	Commission Work Session	Expenses, Town Tax Rate Discussion
Wed, Feb 11, 2026	Regular Town Meeting	Expenses, Departmental & CIP Discussion Anticipated Revenue
Tue, Mar 3, 2026	Commission Work Session	Public Comment – Proposed Town Tax Rates Schedule by Class (CYTR Hearing, if applicable, notice )
Wed, Mar 11, 2026	Regular Town Meeting	Draft Budget Ordinance & Public Comment
Wed, April 8, 2026	Regular Town Meeting	Introduce Budget Ordinance & Public Comment (Budget Hearing)
Wed, May 13, 2026	Regular Town Meeting	Approval of Budget Ordinance
Wed, June 10, 2026	Regular Town Meeting	Backup Date (Approval of Budget Ordinance, if needed)
Wed, June 17, 2026	n/a	Real Property Tax Rate Increase Hearing Statutory Deadline (June 10 notice publication deadline)
Wed, July 1, 2026	n/a	<b>FY 2027 Budget In Effect</b>

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**INTRODUCED** by the Cottage City Commission at a Meeting held on Wednesday, December 10, 2025.

**PASSED** by the Cottage City Commission at a Meeting held on December 10, 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 10th Day of December 2025 with \_\_ Aye votes and \_\_Nay votes, the aforesaid Resolution 2025-12 passed.

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