

**TOWN OF SAN ANSELMO  
STAFF REPORT  
July 2, 2012**

For the Meeting of July 10, 2012

TO: Town Council

FROM: Debra Stutsman, Town Manager

SUBJECT: Summer Meeting Schedule

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**RECOMMENDATION**

That Council provide direction to staff on the Town Council summer meeting and budget hearing schedule.

**BACKGROUND**

Council has traditionally cancelled the second meeting in August due to vacation schedules. In order to schedule our regular budget hearing this year, we need to review our meeting schedule for the summer.

**DISCUSSION**

Mayor McInerney will be absent the second meeting in July, so staff had hoped to bring forward the draft budget at the first meeting in August. Councilmember Lopin will be absent the first meeting in August, and would like to be present for the budget hearing.

Options include scheduling a special meeting on August 7 to hear the budget, or delaying the budget hearing to August 28, which is considerably later than usual for moving on the budget.

Should Council choose to schedule the budget for either of the above dates, staff would suggest cancelling the August 14 meeting.

Respectfully submitted,

*Debra Stutsman*

Debra Stutsman  
Town Manager