

---

---

**CITY OF AUBURN - DEPARTMENTAL CORRESPONDENCE**

---

---

**MEMO DATE:      APRIL 8, 2014**  
**FROM:            TOM BEROLA**  
**RE:               ADMINISTRATION COMMITTEE MEETING**

---

There will be **Administration Committee Meeting** on **Wednesday, April 16, 2014 at 7:00 p.m.** in the Council Chambers for the purpose of discussing the following items:

- 1.)     *Utility Billing Clerk position*
- 2.)     *Policy proposals for consideration*
  - a.) Bad check policy and notification to residents
  - b.) Shut off after hours
  - c.) Employee job descriptions
  - d.) Employee Evaluations
- 3.)     *2014-2015 Fiscal Year budget*
- 4.)     *Fee change proposals:*
  - a.) Tap Fees
  - b.) Zoning variance and rezoning
  - c.) Waste Haulers license
  - d.) Liquor Licenses
  - e.) Amusement
  - f.) Utility deposit fees
  - g.) Construction Permits
  - h.) General building permits