



Administrative Services Committee Commission Chamber- 1/30/2012- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve contract with Automatic Data Processing (ADP). ☐ [Attachments](#)
2. Fix and Publish the 2012 Qualifying Fees for Local Offices. ☐ [Attachments](#)
3. Recommendation from the Administrator regarding solutions to pay disparities created among Senior Executive Service Employees resulting from the 43 pay increases effective May 2, 2011. Additional information should be provided to demonstrate that policies have been implemented to prevent such a recurrence. (Requested by Commissioner Lockett) (Referred from January 9 Administrative Services Committee) ☐ [Attachments](#)

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**Administrative Services Committee Meeting
1/30/2012 1:05 PM
ADP Contract**

Department: Clerk of Commission

Caption: Motion to approve contract with Automatic Data Processing (ADP).

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
1/30/2012 1:05 PM
Fix and Publish the 2012 Qualifying Fees for Local Offices

Department: Board of Elections

Caption: Fix and Publish the 2012 Qualifying Fees for Local Offices.

Background: Each local governing authority is required by law to fix and publish the qualifying fees for local elective office not later than February 1 of the year in which the election is to be held. The qualifying fee is generally based on 3% of the base or total gross salary of the office for the preceding calendar year. The computed fees have been listed on the attached document. The Board of Elections Office will publish the required legal advertisement.

Analysis: Required by law

Financial Impact: \$30.00 to publish legal advertisement

Alternatives: N/A

Recommendation: Set qualifying fees as required.

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

NOTICE TO THE RESIDENTS OF
AUGUSTA-RICHMOND COUNTY, GEORGIA

YOU are hereby notified that, pursuant to O.C.G.A. 21-2-131(a)(1), the qualifying fees for the various local offices appearing on the 2012 Election ballot have been set by the Augusta-Richmond County Commission-Council as follows:

Partisan Offices:

Probate Court	\$2533.76
Clerk of Court	2533.76
Sheriff	2597.17
Tax Commissioner	2533.76
Coroner	1950.00
Chief Judge, Civil and Magistrate Court	3557.83
Presiding Judge, Civil and Magistrate Court	3501.20
Solicitor of State Court	2910.00

Non Partisan Offices:

Judge of the State Court	4221.23
Civil Court Marshal	2876.52
Augusta Commission Districts 1, 3, 5, 7, and 9	360.00
Board of Education Districts 1, 4, 5, 8, and 10	100.00

The qualifying period for all offices will commence on Wednesday, May 23, 2012 at 9:00 AM and will end on Friday, May 25, 2012 at 12:00 NOON. Qualifying for all partisan offices will be conducted by the respective parties at a location to be announced. Qualifying for all nonpartisan offices will be conducted by the Board of Elections at its Main Office located at 530 Greene Street, Room 104, Augusta, Georgia.

This 26th day of January, 2012.



Lynn Bailey, Executive Director
for the Board of Elections, Superintendent



**Administrative Services Committee Meeting
1/30/2012 1:05 PM
Solutions to Pay Disparities among SES Employees**

Department: Clerk of Commission

Caption: Recommendation from the Administrator regarding solutions to pay disparities created among Senior Executive Service Employees resulting from the 43 pay increases effective May 2, 2011. Additional information should be provided to demonstrate that policies have been implemented to prevent such a recurrence. (Requested by Commissioner Lockett) (Referred from January 9 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY: