



Administrative Services Committee Meeting Committee Room- 10/12/2009- 12:40 PM

ADMINISTRATIVE SERVICES

1. Consider a request from Dapper and Company Men's Grooming Lounge to place posters in the Municipal Building and for permission to use the city logo on publications for the "Suited for Success" event as an "Event Partner". ☐ [Attachments](#)

2. Discuss Nepotism Policy. (Requested by Commissioner Johnson) ☐ [Attachments](#)

www.augustaga.gov



**Administrative Services Committee Meeting
10/12/2009 12:40 PM
Dapper and Company Men's Grooming Lounge**

Department: Clerk of Commission

Caption: Consider a request from Dapper and Company Men's Grooming Lounge to place posters in the Municipal Building and for permission to use the city logo on publications for the "Suited for Success" event as an "Event Partner".

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

The United States of America



CERTIFICATE OF REGISTRATION PRINCIPAL REGISTER

The Mark shown in this certificate has been registered in the United States Patent and Trademark Office to the named registrant.

The records of the United States Patent and Trademark Office show that an application for registration of the Mark shown in this Certificate was filed in the Office; that the application was examined and determined to be in compliance with the requirements of the law and with the regulations prescribed by the Director of the United States Patent and Trademark Office; and that the Applicant is entitled to registration of the Mark under the Trademark Act of 1946, as Amended.

A copy of the Mark and pertinent data from the application are part of this certificate.

To avoid CANCELLATION of the registration, the owner of the registration must submit a declaration of continued use or excusable non-use between the fifth and sixth years after the registration date. (See next page for more information.) Assuming such a declaration is properly filed, the registration will remain in force for ten (10) years, unless terminated by an order of the Commissioner for Trademarks or a federal court. (See next page for information on maintenance requirements for successive ten-year periods.)



Director of the United States Patent and Trademark Office

REQUIREMENTS TO MAINTAIN YOUR FEDERAL TRADEMARK REGISTRATION

Attachment number 1
Page 2 of 4

Requirements in the First Ten Years*

What and When to File:

- First Filing: A Declaration of Continued Use (or Excusable Non-use), filed between the 5th and 6th years after the registration date. (See 15 U.S.C. §1058; 37 C.F.R. §2.161.)
- Second Filing: A Declaration of Continued Use (or Excusable Non-use) **and** an Application for Renewal, filed between the 9th and 10th years after the registration date. (See 15 U.S.C. §1058 and §1059; 37 C.F.R. §2.161 and 2.183.)

Requirements in Successive Ten-Year Periods*

What and When to File:

- A Declaration of Continued Use (or Excusable Non-use) **and** an Application for Renewal, filed between each 9th and 10th-year period after the date when the first ten-year period ends. (See 15 U.S.C. §1058 and §1059; 37 C.F.R. §2.161 and 2.183.)

Grace Period Filings*

There is a six-month grace period for filing the documents listed above, with payment of an additional fee.

The U.S. Patent and Trademark Office (USPTO) will **NOT** send you any future notice or reminder of these filing requirements. Therefore, you should contact the USPTO approximately one year prior to the deadlines set forth above to determine the requirements and fees for submission of the required filings.

NOTE: *Electronic forms for the above documents, as well as information regarding current filing requirements and fees, are available online at the USPTO web site:*

www.uspto.gov

**YOUR REGISTRATION WILL BE CANCELLED IF YOU DO NOT
FILE THE DOCUMENTS IDENTIFIED ABOVE DURING THE
SPECIFIED TIME PERIODS.**

*Exception for the Extensions of Protection under the Madrid Protocol:

The holder of an international registration with an extension of protection to the United States must file, under slightly different time periods, a Declaration of Continued Use (or Excusable Non-use) at the USPTO. See 15 U.S.C. §1141k; 37 C.F.R. §7.36. The renewal of an international registration, however, must be filed at the International Bureau of the World Intellectual Property Organization, under Article 7 of the Madrid Protocol. See 15 U.S.C. §1141j; 37 C.F.R. §7.41.

Int. Cls.: 35, 36, 37, 39, 41, 42, 43, 44 and 45

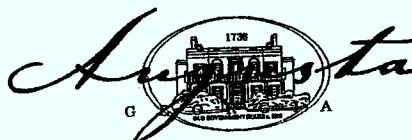
Prior U.S. Cls.: 100, 101, 102, 103, 105, 106 and 107

United States Patent and Trademark Office

Reg. No. 3,115,752

Registered July 18, 2006

**SERVICE MARK
PRINCIPAL REGISTER**



AUGUSTA-RICHMOND COUNTY, GEORGIA
(GEORGIA CONSOLIDATED LOCAL GOVERNMENT), AKA AUGUSTA, GEORGIA
530 GREENE STREET
AUGUSTA, GA 30911

FOR: MUNICIPAL SERVICES, NAMELY, ADVERTISING, TAX ASSESSMENT, ECONOMIC FORECASTING AND ANALYSIS, PROVIDING INFORMATION REGARDING POLITICAL ISSUES, KNOWING HOW TO VOTE AND KNOWING HOW TO REGISTER TO VOTE, AND PROMOTING THE ECONOMIC DEVELOPMENT IN THE CITY OF AUGUSTA, GEORGIA, IN CLASS 35 (U.S. CLS. 100, 101 AND 102).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, FINANCIAL MANAGEMENT, FINANCIAL VALUATION OF PERSONAL PROPERTY AND REAL ESTATE, EVALUATION OF REAL PROPERTY, HOME APPRAISAL SERVICES, RISK MANAGEMENT, AND TAX PAYMENT PROCESSING SERVICES, IN CLASS 36 (U.S. CLS. 100, 101 AND 102).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, ANIMAL CONTROL SERVICES AND PLANNING AND LAYING OUT OF RESIDENTIAL COMMUNITIES, IN CLASS 37 (U.S. CLS. 100, 103 AND 106).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, PUBLIC UTILITY SERVICES AND RESCUE SERVICES, IN CLASS 39 (U.S. CLS. 100 AND 105).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, RECREATIONAL PARK SERVICES, EDUCATIONAL SERVICES, NAMELY, PROVIDING COURSES OF INSTRUCTION AT THE PRIMARY AND SECONDARY LEVEL, AND PROVIDING PUBLIC SWIMMING POOLS, IN CLASS 41 (U.S. CLS. 100, 101 AND 107).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, LEGAL SERVICES, ENGINEERING SERVICES, AND ELECTRICITY AND NATURAL GAS SERVICES, NAMELY METERING, METER READING, AND METER DATA MANAGEMENT AND ANALYSIS, IN CLASS 42 (U.S. CLS. 100 AND 101).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, PUBLIC HOUSING SERVICES, EMERGENCY SHELTER SERVICES, NAMELY PROVIDING TEMPORARY HOUSING, PROVIDING ASSISTED LIVING FACILITIES, AND PROVIDING COMMUNITY CENTERS FOR SOCIAL GATHERINGS AND MEETINGS, IN CLASS 43 (U.S. CLS. 100 AND 101).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, EMERGENCY MEDICAL ASSISTANCE, IN CLASS 44 (U.S. CLS. 100 AND 101).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, POLICE AND CIVIL PROTECTION SERVICES, FIREFIGHTING, AND PROVIDING CONSULTATION AND INFORMATION IN THE FIELD OF EMERGENCY RESPONSE FOR COMMUNITIES, IN CLASS 45 (U.S. CLS. 100 AND 101).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

SER. NO. 76-625,335, FILED 12-21-2004.

NO CLAIM IS MADE TO THE EXCLUSIVE
RIGHT TO USE "1736," AND "AUGUSTA," AND
"GEORGIA," AND "OLD GOVERNMENT HOUSE C.
1800", APART FROM THE MARK AS SHOWN.

GEORGIA CARTY, EXAMINING ATTORNEY

Lena Bonner

From: dapperncompany@gmail.com on behalf of Daryl Rolle [drolle@dapperandcompany.com]
Sent: Thursday, September 24, 2009 5:10 PM
To: Lena Bonner
Subject: Fwd: Suited for Success
Attachments: Suited-Poster (1).JPG

----- Forwarded message -----

From: **Daryl Rolle** <drolle@dapperandcompany.com>
Date: Mon, Sep 21, 2009 at 1:05 PM
Subject: Suited for Success
To: mayordeke@augustaga.gov
Cc: knixon@augustaga.gov

Mayor Copenhaver,

It is of great pleasure that you (City of Augusta) is interested in the upcoming event "Suited for Success" on November 8th and 9th.

Our goal is to provide these gentlemen with the necessary tools to face the current job market, with a since of confidence. The event will be sponsored by

Dapper & Company Men's Grooming Lounge with a host of other local businesses as "Event Partners".

What we would like from the City of Augusta:

- Allow posters for the event to be posted in the Municipal Building
- If your schedule permits a special appearance from you or any of the commissioners during the event
- Permission to use the city logo on publications for the event as an "Event Partner".

Please send any correspondence if the City of Augusta can assist with any portion of the event.

Thanks for all your prompt assistance.

--

Daryl Rolle
Owner
Dapper & Co. LLC - Augusta, Ga
(706) 364-0128 Shop
(706) 364-0127 Fax

drolle@dapperandcompany.com

dapperandcompany.com

" GENERATION OF THE GENTLEMAN"

--

Daryl Rolle

Owner

Dapper & Co. LLC - Augusta, Ga

(706) 364-0128 Shop

(706) 364-0127 Fax

drolle@dapperandcompany.com

dapperandcompany.com

" GENERATION OF THE GENTLEMAN"



**Administrative Services Committee Meeting
10/12/2009 12:40 PM
Nepotism Policy**

Department: Clerk of Commission

Caption: Discuss Nepotism Policy. (Requested by Commissioner Johnson)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

Application for Leave: To request assistance, an employee must submit a leave form request to his Department Director, who forwards the request and appropriate medical verification to Human Resources. The Department Director may request that members within the department donate vacation leave, and may request that other Department Directors request the same of their employees. The prospective donor must submit a written request to the department head or designee, indicating the amount to be donated (8 hours or more) and the name and department of the recipient. The request should also state that the donor understands that the donation is voluntary and will not be returned if unused. Donation forms should be forwarded to Human Resources. Upon approval/denial of the request, Human Resources will forward all necessary paperwork to the Payroll department. Upon return to work the employee will maintain the donated hours in their sick leave bank, however, no further hours can be donated to the employee upon their return to work.

1.K ✓ NEPOTISM

Nepotism is defined as "the favoritism or patronage granted to relatives."

Members of an employee's family, household or relatives (including a person for whom an employee has legal responsibility, a parent, step-parent, child, step-child, son-in-law, daughter-in-law, brother, sister, spouse, aunt, uncle, niece, nephew, grandparent, grandchild, brother-in-law, sister-in-law, or persons living in the employee's household) will not be considered for employment when:

1. their position or your position would exercise supervisory, appointment, grievance adjustment, dismissal or disciplinary authority or influence
2. if you or the employee would audit, verify, receive or be entrusted with this government's money or property
3. where Augusta must limit hiring to avoid conflict of interest with customers, agencies, or others with whom Augusta conducts business
4. where Augusta must limit hiring to avoid employment discrimination, personnel policy conflicts or related problems.

The Human Resources Department will not knowingly place an employee in a situation where he/she is supervised by a member of his/her family, immediate household or relative, or where favoritism, interpersonal conflict, lack of productivity, efficiency or other adverse employment conditions may occur.

BECOMING RELATED DURING THE COURSE OF EMPLOYMENT

If the situation occurs where an employee marries or becomes related by marriage (as defined above) to another individual in the department, the employees will have 30 days to decide which one of them will leave. If the employees do not decide, then Human Resources will arrange for a transfer of the employee who was last hired to a comparable position in another department within 60 days. If the transfer is offered and declined by the employee, all continued rights of employment shall cease and such employee will be separated.

This policy shall not be retroactive, unless any of the above adverse conditions are being practiced. This policy will be applied in accordance with applicable state and federal law and any employee who violates the policy will be subject to discipline up to and including termination.

No smoking is permitted in any Augusta building or facility. Smoking outside of the building in designated areas will be allowed as long as trash receptacles are consistently used and areas are kept thoroughly clean.

1.L ✓ POLYGRAPHS

This policy is to be followed in the utilization of polygraph examinations whenever they are used as part of an investigation of alleged impropriety or misconduct by officers, employees, or agents of Augusta. All Augusta employees or agents are required to cooperate with supervisors and investigators in the process of conducting investigations of, incidents of, and reports alleging impropriety or misconduct on the part of any officer, employee, or agent including, but not limited to, the providing of written or oral testimony under oath and submission to an examination by polygraph.

Supervisory personnel investigating impropriety or misconduct by employees, investigators employed by Augusta-Richmond County Commission, or investigative agents of other organizations and agencies specifically approved and commissioned to undertake an internal investigation of any Augusta operated or funded activity, are authorized to employ polygraph examinations. Polygraph examinations may be administered to as few

or as many employees as deemed necessary by the investigating personnel.

Polygraph examinations may be administered only by persons employed as polygraph examiners by a law enforcement agency or by persons licensed by the Georgia Board of Polygraph Examiners or licensed in some other state to conduct such examinations. The questions asked in any polygraph examination must relate narrowly and directly to the subject's participation in the alleged impropriety or misconduct under investigation or to his/her knowledge of information pertaining to such impropriety or misconduct.

Refusal of an order to submit to a polygraph examination under the circumstances covered in this policy shall be considered to be refusal to follow a direct order and shall constitute cause for initiation of adverse action based upon insubordination.

1.M ✓ SMOKING

It is the policy of Augusta to provide employees with a work environment that is both safe and healthy.

The Restricted Smoking Policy of Augusta will, when feasible, ensure the protection of the health of all individual employees involved.

Every prominent health study conducted during the past two decades has linked smoking with a variety of major health complaints. By the simple acknowledgment that smoking is both a recognized health hazard and is controllable, the adoption of a restricted smoking policy is a demonstration by Augusta of a commitment to the well being of the employee.

Therefore, in an effort to provide a more healthful work environment, Augusta has implemented the following policy regarding restricted smoking in the work place of all Augusta employees:

No smoking is permitted in any Augusta building or facility. Smoking outside of the building in designated areas will be allowed as long as trash receptacles are consistently used and areas are kept thoroughly clean.

It is the responsibility of all employees of Augusta to adhere to strict enforcement of this restricted smoking policy. All supervisors are responsible for enforcing this policy in their areas of responsibility.

Employees are encouraged to assist in the implementation of this policy by informing the visiting public of smoking restrictions and providing directions to designated smoking-permitted areas outside your building. Any noncompliance with this smoking policy by employees may be grounds for disciplinary action.