



# COLLIN COUNTY

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Date: February 11, 2013  
To: Judge Self and Commissioners' Court  
From: Jon Kleinheksel, Director of Public Works  
Re: Collin County Policy Procedure Manual for the Operation and Maintenance of County Vehicles and Equipment Amendment

Public Works requests Commissioners' Court consideration to amend the Motor Pool Fleet section of the Collin County Vehicle Usage and Take Home Policy. The amended item will be listed on page 22, Paragraph XII, section A of the policy.

The Collin County Auditor's Office has requested the amendment to the policy to clarify the use of Motor Pool vehicles for grant funded departments. This currently applies to WIC and to most grants for Homeland Security.

**Section A will now read as follows:**

EXCEPTION: Motor Pool Fleet vehicles should not be used for travel in which a grant will reimburse the employee for the usage of a personal vehicle but will not reimburse the County for use of a Motor Pool vehicle.

The attached page 22 reflects the requested revisions.

Should you require additional information, please contact me and I will respond accordingly.