

THE STATE OF TEXAS

POLICY  
ADOPT COUNTY  
LOGO POLICY  
PUBLIC INFORMATION

COUNTY OF COLLIN

On **March 11, 2004**, the Commissioners Court of Collin County, Texas, met in **regular session** with the following members present and participating, to wit:

**Ron Harris  
Phyllis Cole  
Jerry Hoagland  
Joe Jaynes  
Jack Hatchell**

**County Judge, Presiding  
Commissioner, Precinct 1  
Commissioner, Precinct 2  
Commissioner, Precinct 3  
Commissioner, Precinct 4**

During such session the court considered a request for approval to adopt the County Logo Policy.

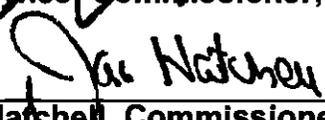
Thereupon, a motion was made, seconded and carried with a majority vote of the court for approval to adopt the County Logo Policy. Same is hereby approved in accordance with the attached documentation.

  
\_\_\_\_\_  
Ron Harris, County Judge

  
\_\_\_\_\_  
Phyllis Cole, Commissioner, Pct. 1

  
\_\_\_\_\_  
Jerry Hoagland, Commissioner, Pct. 2

  
\_\_\_\_\_  
Joe Jaynes, Commissioner, Pct. 3

  
\_\_\_\_\_  
Jack Hatchell, Commissioner, Pct. 4



**ATTEST:**

  
\_\_\_\_\_  
**Brenda Taylor, Ex-Officio Clerk  
Commissioners' Court  
Collin County, T E X A S**

# COMMISSIONERS' COURT AGENDA REQUEST FORM

REQUESTS MUST BE RECEIVED NO LATER THAN 9:00 AM

ON THE TUESDAY PRIOR TO THE TUESDAY MEETING.

This space for Court Clerk  
**RECEIVED**  
COMMISSIONER'S COURT

2004 MAR -1 PM 2:04

**AGENDA NUMBER:** \_\_\_\_\_

**REGULAR** \_\_\_\_\_  
**CONSENT** \_\_\_\_\_

## REQUESTING DEPARTMENT

Date: 2/27/04 Court Date: 3/11/04 Phone/Ext: 4772 Department: Public Information

Description of Agenda Item: Adoption of County Logo Policy and  
notification of intent to enforce trademark protections.

### BUDGET RELATED INFORMATION

*MUST COMPLETE FOR ALL EXPENDITURES/RFP'S*

This item is part of the current budget:        Yes  
       No

Amount Budgeted: \_\_\_\_\_  
(or needed)

Account Number: \_\_\_\_\_

DEPARTMENT HEAD  
SIGNATURE: M. J. [Signature]

## PURCHASING DEPARTMENT ACTION & COMMENTS

Enter "not to exceed" cost estimate(s) for the requested item(s): \_\_\_\_\_

CHECK TWO OF THE BELOW			
ADVERTISE	<input type="checkbox"/>	BIDS	<input type="checkbox"/>
AWARD	<input type="checkbox"/>	PROPOSALS	<input type="checkbox"/>

BOND REQUIRED: \_\_\_\_\_  
ANNUAL ACTION: \_\_\_\_\_  
AD DATES: \_\_\_\_\_

INS. REQ'D: \_\_\_\_\_  
EFFECTIVE: \_\_\_\_\_  
OPEN DATE/TIME: \_\_\_\_\_

Item Description for Agenda: \_\_\_\_\_

Remarks: \_\_\_\_\_

PURCHASING AGENT  
SIGNATURE: \_\_\_\_\_

## AUDITOR'S OFFICE ACTION & COMMENTS

BUDGET/FUNDING VERIFICATION			
BUDGETED	<input type="checkbox"/>	FUNDS AVAILABLE	<input type="checkbox"/>
UNBUDGETED	<input type="checkbox"/>	ACCOUNT NUMBER FOR AVAILABLE FUNDS	<input type="checkbox"/>
FUNDS NOT AVAILABLE	<input type="checkbox"/>	(Needed for Agenda Submission)	

BUDGET AMENDMENT REQUIRED	
NON-EMERGENCY, Sec 111.011 LGC	<input type="checkbox"/>
EMERGENCY, Sec 111.010 LGC	<input type="checkbox"/>

### FUNDS TRANSFER RECOMMENDATION

AMOUNT		DEPARTMENT NAME	ACCOUNT NUMBER
\$ _____	From	_____	_____
\$ _____	From	_____	_____
\$ _____	To	_____	_____
\$ _____	To	_____	_____

Remarks: \_\_\_\_\_

COUNTY AUDITOR  
SIGNATURE: \_\_\_\_\_

## BUDGET DEPARTMENT ACTION & COMMENTS

COMMENTS RELATED TO BUDGET AMENDMENT JUSTIFICATION SUBMITTED BY DEPARTMENT

KSS

BUDGET OFFICER  
SIGNATURE: \_\_\_\_\_



Public Information Office  
210 S. McDonald St. Suite 636  
McKinney, TX 75069

**TO: Commissioners Court, Bill Bilyeu**  
**FROM: Leigh Hornsby**  
**RE: County Logo Policy**  
**DATE: February 27, 2004**

An application to trademark the Collin County logo has now been filed. Although the application usually takes about a year to process, we can enforce the trademark while it is on file.

As a result, I am recommending the attached policy:



The Collin County logo was created in the late 1970's by an architectural firm. It was first used when the McDonald Street courthouse was constructed, and County leaders have maintained its use for the past 26 years. Therefore, residents of Collin County and North Texas are familiar with the logo and what it represents. In February, 2004, an application was filed for trademark protection of the logo. In an effort to utilize the logo responsibly, the following policy has been developed:

1. County employees may use the Collin County logo for internal correspondence.
2. County employees may use the Collin County logo when representing the County in an official capacity. Approved uses include, but are not limited to, PowerPoint presentations, road and building signs, flags, letterhead, envelopes, faxes, brochures, pamphlets and email.
3. All external use of the County logo is limited to non-commercial organizations. Use of the logo for commercial gain is prohibited.
4. Any additional use of the logo must be approved by the County Administrator, Public Information Officer or a Court designee.