

#9

TOM GREEN COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

DATE OF SUBMISSION: 3/27/2019

SUBMITTED BY: **Jill Donegan**

SUPPORTING INFORMATION:

- Already Submitted to Individual Commissioners' Court Members
- Original Submitted to Judge. Judge's Office to make copies for Commissioners.

REQUEST PLACING THIS ITEM ON 4/2/2019 AGENDA

ITEM REQUESTED IS: <input checked="" type="checkbox"/> FOR ACTION/CONSIDERATION	<input type="checkbox"/> DISCUSSION/REPORT ONLY
<input type="checkbox"/> FOR CONSENT AGENDA	<input type="checkbox"/> PUBLIC WORKSHOP
<input type="checkbox"/> FOR EXECUTIVE SESSION	<input type="checkbox"/> ANNOUNCEMENT

ITEM: (Please state how the item should appear on the agenda.)

Consider approving the security plan for the lunar and meteorite sample disks public programs as part of the NASA@ My Library and Universe of Stories summer reading program.

BACKGROUND INFORMATION: (Details of request)

TGCL is working with the Tom Green County Sheriff's Department to provide security and storage for the lunar and meteorite sample disks as part of the Universe of Stoires summer reading program. The cost of the security detail, \$315.00, will be paid through the library's NASA grant.

OPTIONS/ACTION PROPOSED:

WILL A BUDGET AMENDMENT [funds from another department or county reserve fund] or LINE ITEM TRANSFER [funds from another line item within your department] BE NECESSARY?

If so, please specify which transaction will be necessary and state the amount needed.
Please attach completed Budget Amendment or Line Item Transfer to the back of this document.

WAS THERE ANY PREVIOUS COURT ACTION REGARDING THIS ITEM?

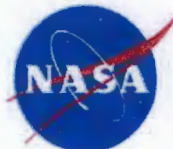
If yes, Date of Action: ANY ATTACHMENTS THEN?

ITEM RECEIVED BY: _____ TITLE _____

DATE: _____ TIME: _____

Note: This form is required for agenda requests. Forms should be returned to the Office of the County Judge (122 W. Harris, San Angelo, TX 76903-5877) accompanied by any backup materials or attachments concerning the item for inclusion on the agenda. Agenda Items MUST be submitted no later than 4 PM. on the 1ST and 3RD MONDAYS for inclusion on the next meetings agenda. Commissioners' Court meets in Regular Session on the 2nd and 4th Tuesday of each month at 8:30 a. m. in Commissioners' Court Room, (2nd Floor, 113 W. Beauregard, San Angelo, TX 76903-5887).

#19



Sample Education Disk Security Plan

Sample Education Disk Certified and Trained Educator

Name Wanda Green
 Home Telephone Number 325-212-3967 Cell Phone Number 325-212-3967
 E-mail Address wanda.green@co.tom-green.tx.us

Authorized Institution Official

Name Judge Stephen C. Floyd
 Home Telephone Number 325-653-3318 Cell Phone Number
 E-mail Address steve.floyd@co.tom-green.tx.us

School/Institution

Name Tom Green County Library System
 Address 33 West Beauregard
 City, State San Angelo Texas Zip Code 76903
 Telephone Number 325-655-7321

This security checklist plan sets forth the minimum standards which must be met for the protection of lunar and meteorite samples. The use of additional security measures such as alarms, locked storage rooms, special access requirements, etc. is desirable and encouraged.

1. When in use, the disk(s) will be under the immediate control of:

Educator Name Wanda Green
 Educator Title Assistant Director

2. When not in use, the disk(s) will be stored in a

- Safe, with built-in combination lock
- Steel cabinet, with lock bar and combination lock
- Vault, with combination lock
- Police Station
- Safety Deposit Box/Bank

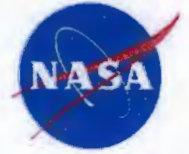
(Initial one)

X

3. The combination of the above container is known by:

Full Names NA

4. Procedures preclude the storage of the disk with money, precious stones, or minerals as items of high theft value. The samples will not be stored with any of the above valuables. Please initial. WS



5. Location of security container where education disk(s) will be stored when not in use (address, building, room number, etc.). REMINDER: SAMPLES ARE NEVER ALLOWED TO BE STORED AT A PRIVATE RESIDENCE.
Tom Green County Sheriff's Department Evidence Room; 222 W Harris Ave, San Angelo, TX 76903

6. The institution security organization will be advised of the presence and location of the education disk(s).
Yes WJ (Please initial.)

7. During non-operating hours, the security organization has agreed to check the integrity of the disk storage container. This is recommended but not required. Yes WJ (Please initial.)

8. Special comments on supplementary controls, alarmed areas, special access procedures, special guard for public display, etc.
Lt. Keith Muncey with the Tom Green County Sheriff's Department will provide security for the public program. Lt. Muncey will accompany Wanda Green to the Sheriff's Department after each program and secure the disks in the Sheriff's Department evidence locker.

9. List all planned events including school, museum, community events, etc. (Attach a separate sheet for additional events.)

Date/Time 6/1/2019 8-10:00PM Attendance Estimate 200

Location Address Stephens Central Library, 33 West Beauregard, San Angelo, TX 76903

Purpose Summer reading event and Star Party for Universe of Stories, NASA@ My Library.

Special Security for Large Public Events or Any Advertised Events, including any mention on Social Media prior to your events (Websites, Facebook, Twitter, WordPress, Snap Chat).

Lt. Keith Muncey with the Tom Green County Sheriff's Department will provide security for the public program. Lt. Muncey will accompany Wanda Green to the Sheriff's Department after each program and secure the disks in the Sheriff's Department evidence locker.

10. If additional trained certified educators from your institution will have access to the disk(s), attach a separate sheet and provide use, date, time, location, contact information, and signatures from each trained certified user. Please have the Authorized Institutional Official also sign the attached sheet. Additionally, the requestor should enclose a copy of the lunar and/or meteorite certificates for all educators listed as disk users. The Education Sample Curator will carefully consider this request.

11. Agreement to Return: Notwithstanding any other provision of this agreement, the Educator agrees to immediately return the disk to NASA upon request.

I, Wanda Green, understand that I am the person responsible for the security of the education sample disks at all times during this loan period.

Wanda J Green

Signature of Certified Educator requesting materials

3/27/2019

Keith Muncey

Signature of Authorized Institution Official

4-2-19

Date

Date