

**TOWN OF HERNDON, VIRGINIA
PUBLIC HEARING AGENDA
HERNDON COUNCIL CHAMBERS BUILDING
765 LYNN STREET
September 28, 2021
7:00 PM**

CALL TO ORDER

1. Pledge of Allegiance to the Flag of the United States of America
2. Roll Call & Determination of Quorum

APPROVAL OF MINUTES

June 1, 2021	Town Council Work Session Draft Minutes
June 8, 2021	Town Council Public Hearing Draft Minutes

COMMENTS

3. Comments from the Town Manager
4. Comments from the Town Council
5. Comments from the Audience

PUBLIC HEARINGS

6. Ordinance 21-O-10, to amend Chapter 46 (OFFENSES), Article II (Firearms, Crossbows, and Pneumatic Guns), to amend definitions and to create a new Section 46-60 (Possession of Firearms on Town Property), to prohibit the possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof on Town property, in Town buildings or on certain other areas owned by the Town

GENERAL

7. Resolution 21-G-78, to accept the State of the Town Report, Fiscal Year 2021

CONSENT

8. Resolution 21-G-79, to establish the Herndon Town Council meeting schedule for January 1, 2022 to December 31, 2022

Future Town Council Meetings

October 5, 2021	Town Council Work Session	7:00 PM
October 12, 2021	Town Council Public Hearing	7:00 PM
October 19, 2021	Town Council Work Session	7:00 PM
October 26, 2021	Town Council Public Hearing	7:00 PM
November 4, 2021	Town Council Strategic Planning Meeting	7:00 PM

STAFF REPORT

Town Council
September 28, 2021

Title:

Ordinance, to amend Chapter 46 (OFFENSES), Article II (Firearms, Crossbows, and Pneumatic Guns), to amend definitions and to create a new Section 46-60 (Possession of Firearms on Town Property), to prohibit the possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof on Town property, in Town buildings or on certain other areas owned by the Town.

Staff Contact:

Lesa J. Yeatts, Town Attorney
(703) 787-7370
lesa.yeatts@herndon-va.gov

Description:

The 2020 Virginia General Assembly adopted legislation which took effect on July 1, 2020 authorizing localities to adopt ordinances prohibiting firearms in certain circumstances.

The topic of adopting an ordinance prohibiting firearms has come before Town Council several times:

- **September 15, 2020 Work Session:** A presentation was made wherein the Town Attorney detailed the provisions of the legislation and answered Councilmembers' questions.
- **April 6, 2021 Work Session:** A draft firearms ordinance was presented.
- **April 13, 2021 Public Hearing:** The ordinance was deferred indefinitely to allow consideration of the fiscal impacts of adoption.
- **May 6, 2021 Strategic Planning Meeting:** Initiative #35 regarding the Gun Ordinance was presented by Scott Robinson, DPW Director (copy attached).
- **June 1, 2021 Work Session:** There was a general discussion which resulted in consensus to move forward in September to hold up to two public hearings on a draft ordinance.
- **September 7, 2021 Work Session:** A draft firearms ordinance was presented

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- **September 14, 2021 Public Hearing:** Public hearing held and public comment received.
- **September 21, 2021 Work Session:** Discussion followed by request for alternate language ordinance at September 28th public hearing.

§15.2-915 of the Code of Virginia authorizes, but does not require any locality to prohibit the possession, carrying or transportation of firearms, ammunition, or components or any combination thereof in (i) any building, or part thereof, owned or used by the locality, or by any authority or local governmental entity created or controlled by the locality, for governmental purposes; (ii) in any public park owned or operated by the locality, or by any authority or local governmental entity created or controlled by the locality; (iii) in any recreation or community center facility operated by the locality, or by any authority or local governmental entity created or controlled by the locality; or (iv) in any public street, road, alley, or sidewalk or public right-of-way or any other place of whatever nature that is open to the public and is being used by or is adjacent to a permitted event or an event that would otherwise require a permit.

The enabling legislation also allows for increased security measures, such as security guards or metal detectors, to prevent unauthorized access to those areas. The legislation further mandates that notice of the ordinance be posted at entrances to the areas where the prohibition is in effect, including at all building and park entrances, as well as appropriate places of ingress and egress to official town-sponsored events.

A violation would be punishable as a class one misdemeanor.

There are two proposed ordinances presented for your consideration. Option A is the ordinance originally presented at the September 7th Work Session and the September 14th public hearing. At the September 21st work session, following council discussion the Town Attorney was directed to bring forward an Option B ordinance for consideration at the September 28th Public Hearing meeting.

Option A

The “Option A” ordinance utilizes the enabling authority broadly to prohibit firearms, ammunition, components or combination thereof in

- Town buildings,
- Town parks,
- Town recreation and community centers owned or used by the Town, and
- “Official town sponsored events”, which take place on a public street, road, alley, sidewalk or public right-of-way, or any other place that is open to the public. (For the purposes of the ordinance “official town-sponsored events” means an event designated by the Town Manager.)

Appropriate signage must be posted in order to enforce the prohibition.

Exemptions are provided for

- Sworn law enforcement personnel.
- Security personnel hired as employees or contracted by the town
- Active-duty military personnel acting within the scope of their official duties.
- Individuals who are authorized to carry a concealed firearm pursuant to the Law Enforcement Officers Safety Act, 18 U.S.C. §§ 926B and 926C, as amended.
- Private security officers licensed by the Virginia Department of Criminal Justice Services providing security for an official town-sponsored event.
- The possession and carrying of weapons in a town building operating as a courthouse which is governed by the provisions of Va. Code § 18.2-283.1, as amended.
- Lawfully possessed firearm, ammunition, components or combination thereof that is stored out of sight in a locked private motor vehicle that is lawfully parked on town property or a public street.
- Training and other activities of certain identified groups including Senior Reserve Officers' Training Corps program and intercollegiate programs.
- Activities of educational programs and events, including static displays and historical reenactments otherwise permitted.
- Private security officers licensed by the Virginia Department of Criminal Justice Services providing security for an official town-sponsored event.
- The lawful possession of a concealed handgun pursuant to a valid concealed handgun permit.

Option B

The "Option B" ordinance provides necessary definitions and limits the prohibition of firearms, ammunition, components or combination thereof to the following town buildings only:

- Herndon Council Chambers – 765 Lynn Street
- Herndon Municipal Center - 777 Lynn Street
- Old Town Hall - 730 Elden Street
- Herndon Community Center - 814 Ferndale Avenue
- Herndon Golf Course Club House - 909 Ferndale Avenue
- Herndon Golf Course Maintenance Facility - 909 Ferndale Avenue
- Public Works Town Shop - 1479 Sterling Road
- Public Works Operations/Water and Sewer - 1481 Sterling Road

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- Herndon Police Department - 397 Herndon Parkway
- Cemetery Offices - 831 Dranesville Road
- Cemetery Maintenance Shop - 831 Dranesville Road

Appropriate signage must be posted in order to enforce the prohibition.

Exemptions are provided for

- Statutorily required groups including Senior Reserve Officers' Training Corps program operated at a public or private institution of higher education, intercollegiate athletics programs operated by a public or private institution of higher education and governed by the National Collegiate Athletic Association or any club sports team recognized by a public or private institution of higher education.
- Sworn law enforcement personnel.
- Security personnel hired as employees or contracted by the town, when such personnel are present and working in any building or other location set forth in Paragraph (1) and who are authorized to carry firearms as part of their duties.
- Town buildings operating as a courthouse

Fiscal Impact:

No appropriations are requested with the adoption of this ordinance however please see the attached **Impact Assessment** which addresses potential costs associated with signage and security measures in general.

Costs include those associated with installation, hardware, and expenses related to posting and removal of both permanent and temporary signage required under the ordinance.

Enhancements to physical security, including, but not limited to, security guards and metal detectors, may also be made based on threat assessments and staff recommendations to the Town Manager. If necessary, budgetary adjustments may be recommended at a later point.

Town Council Alternatives:

1. Adopt one of the proposed ordinances, as presented:
 - **Option A:** Provides for the broader prohibition of the possession of firearms in Town buildings, Town parks and official town-sponsored events with multiple exemptions
 - **Option B:** Provides for a more directed prohibition of the possession of firearms in Town buildings with fewer exemptions.
2. Continue the public hearing to October 12, 2021, to allow more public input.
3. Other direction.

Attachments:

Draft Ordinance Options A and B
Impact Assessment

Prepared and Approved by:



Lesa J. Yeatts, Town Attorney

TOWN OF HERNDON, VIRGINIA

ORDINANCE

SEPTEMBER 28, 2021

Ordinance— to amend Chapter 46 (OFFENSES), Article II (Firearms, Crossbows, and Pneumatic Guns), to amend definitions and to create a new Section 46-60 (Possession of Firearms on Town Property), to prohibit the possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof on Town property, in Town buildings or on certain other areas owned by the Town.

BE IT ORDAINED by the Town Council for the Town of Herndon, Virginia that:

1. Chapter 46 (OFFENSES), Herndon Town Code (2000), is amended as follows:

CHAPTER 46 – OFFENSES

ARTICLE II. – FIREARMS, CROSSBOWS, AND PNEUMATIC GUNS

Sec. 46-56. Definitions

Ammunition means a cartridge, pellet, ball, missile or projectile adapted for use in a firearm.

Sec. 46-60. Possession of Firearms on Town Property

(a) Firearms, ammunition, or components or combination thereof prohibited in certain areas:

(1) The possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof is prohibited in the following areas:

a. In any building, or part thereof, owned or used by the town, or by any authority or local government entity created or controlled by the town, for governmental purposes.

- 34 b. *In any public park owned or operated by the town, or any authority*
35 *or local government entity created or controlled by the town.*
- 36
- 37 c. *In any recreation or community center facility operated by the*
38 *town, or any authority or local government entity created or*
39 *controlled by the town.*
- 40
- 41 d. *In any public street, road, alley, or sidewalk or public right-of-way*
42 *or any other place of whatever nature that is open to the public and*
43 *is being used for an official town-sponsored event [For purposes of*
44 *this Section, official town-sponsored event means an event as*
45 *designated by the Town Manager]*
- 46
- 47 e. *In buildings not owned by the town, or any authority or local*
48 *government entity created or controlled by the town, this Section*
49 *shall apply only to the part of the building used for a governmental*
50 *purpose and when such building, or part thereof, is being used for*
51 *a governmental purpose.*
- 52
- 53 f. *In parks located in the town that are owned or operated by or in*
54 *conjunction with one or more other localities, provided that all*
55 *participating localities enact an ordinance containing a prohibition*
56 *substantially similar to that imposed by Paragraph (1)b. above and*
57 *the governing body passes a resolution or other measure agreeing*
58 *to the application of each such ordinance within the parks located*
59 *in each such locality.*
- 60

61 (2) *Pursuant to this Section, the Town Manager is authorized to implement*
62 *security measures that are designed to reasonably prevent the*
63 *unauthorized access of such buildings, parks, recreation or community*
64 *center facilities, or public streets, roads, alleys, or sidewalks or public*
65 *rights-of-way or any other place of whatever nature that is open to the*
66 *public and is being used for an official town-sponsored event, by a person*
67 *with any firearms, ammunition, or components or combination thereof,*
68 *such as the use of metal detectors and increased use of security personnel.*

69

70 (3) *The provisions of this Section shall not apply to the following:*

- 71
- 72 a. *The activities of (i) a Senior Reserve Officers' Training Corps*
73 *program operated at a public or private institution of higher*
74 *education in accordance with the provisions of 10 U.S.C. § 2101 et*
75 *seq., or (ii) any intercollegiate athletics program operated by a*
76 *public or private institution of higher education and governed by*

77 the National Collegiate Athletic Association or any club sports team
78 recognized by a public or private institution of higher education
79 where the sport engaged in by such program or team involves the
80 use of a firearm. Such activities shall follow strict guidelines
81 developed by such institutions for these activities and shall be
82 conducted under the supervision of staff officials of such
83 institutions.

84
85 b. Sworn law enforcement personnel.

86
87 c. Security personnel hired as employees or contracted by the town,
88 or other local government entity created or controlled by the town
89 in whole or in part, when such personnel are present and working
90 in any building or other location set forth in Paragraph(1) and who
91 are authorized to carry firearms as part of their duties.

92
93 d. The activities of educational programs and events, including static
94 displays and historical reenactments, conducted or permitted by
95 the town or local government entity created or controlled by the
96 town, when such educational programs and events involve the use
97 or display of firearms that are not loaded with projectiles.

98
99 e. Individuals who are authorized to carry a concealed firearm
100 pursuant to the Law Enforcement Officers Safety Act, 18 U.S.C. §§
101 926B and 926C, as amended.

102
103 f. Active duty military personnel acting within the scope of their
104 official duties.

105
106 g. The possession and carrying of weapons in a town building
107 operating as a courthouse shall be governed by the provisions of Va.
108 Code § 18.2-283.1, as amended.

109
110 h. An otherwise lawfully possessed firearm, ammunition, components
111 or combination thereof that is stored out of sight in a locked private
112 motor vehicle that is lawfully parked on town property or a public
113 street.

114
115 i. Private security officers licensed by the Virginia Department of
116 Criminal Justice Services providing security for an official town -
117 sponsored event.

118

j. *The lawful possession of a concealed handgun pursuant to a valid concealed handgun permit.*

(4) Notice of ordinance.

a. *Notice of this ordinance shall be posted (i) at all entrances of any building, or part thereof, owned or used by the town, or any authority or local governmental entity created or controlled by the town, for governmental purposes; (ii) at all entrances of any public park owned or operated by the town, or any authority or local governmental entity created or controlled by the town; (iii) at all entrances of any recreation or community center facilities operated by the town, or any authority or local governmental entity created or controlled by the town; and (iv) at all entrances or other appropriate places of ingress and egress to any public street, road, alley, or sidewalk or public right-of-way or any other place of whatever nature that is open to the public and is being used for an official town-sponsored event.*

b. *Notice of this ordinance shall be posted at all entrances of any public park owned or operated by a park authority that was created or is controlled by the town in conjunction with one or more other localities, provided that all participating localities have enacted an ordinance containing a prohibition substantially similar to that imposed by Paragraph (1)b. above and the governing body has passed a resolution or other measure agreeing to the application of each such ordinance within the parks located in each such locality.*

(5) Violation of this section (46-60) shall constitute a class 1 misdemeanor.

2. This ordinance shall be effective on and after the date of its adoption.

TOWN OF HERNDON, VIRGINIA

ORDINANCE

September 28, 2021

Ordinance— to amend Chapter 46 (OFFENSES), Article II (Firearms, Crossbows, and Pneumatic Guns), to amend definitions and to create a new Section 46-60 (Possession of Firearms on Town Property), to prohibit the possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof in Town buildings or in certain other areas owned by the Town.

Whereas, the Town Council desires to adopt legislation to prevent the possession, carrying, or transportation of any firearms, ammunition or components or combination thereof in town buildings; and

Whereas, the Town Council desires to provide security measures to protect the people and places where the legislative and statutory decisions of the town are made; and

Whereas, the Town Council authorizes and directs the Town Manager to take immediate and necessary steps to implement security measures to affect these desires and protect the public officials, citizens, staff and others from the effects of firearms in these places, therefore,

BE IT ORDAINED by the Town Council for the Town of Herndon, Virginia that:

- Chapter 46 (OFFENSES), Herndon Town Code (2000), is amended as follows:

CHAPTER 46 – OFFENSES

ARTICLE II. – FIREARMS, CROSSBOWS, AND PNEUMATIC GUNS

Sec. 46-56. Definitions

Ammunition means a cartridge, pellet, ball, missile or projectile adapted for use in a firearm.

Statutory Decision-Making Body means any of the following: Town Council (Herndon Town Charter 3.1), Planning Commission (Code of Virginia 15.2-2210), Board of Zoning Appeals (Code of Virginia 15.2-2308), Architectural Review Board (Herndon Town Charter 7.4:1), Historic District Review Board (Code of Virginia 15.2-2306)

Town Building means any building, or part thereof, owned or used by the Town, or any authority or local government entity created or controlled by the Town, for a governmental purpose.

Sec. 46-60. Possession of Firearms on Town Property

(a) *Firearms, ammunition, or components or combination thereof prohibited in certain areas:*

(1) *The possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof is prohibited in the following Town buildings:*

- *Herndon Council Chambers – 765 Lynn Street*
- *Herndon Municipal Center - 777 Lynn Street*
- *Old Town Hall - 730 Elden Street*
- *Herndon Community Center - 814 Ferndale Avenue*
- *Herndon Golf Course Club House - 909 Ferndale Avenue*
- *Herndon Golf Course Maintenance Facility - 909 Ferndale Avenue*
- *Public Works Town Shop - 1479 Sterling Road*
- *Public Works Operations/Water and Sewer - 1481 Sterling Road*
- *Herndon Police Department - 397 Herndon Parkway*
- *Cemetery Offices - 831 Dranesville Road*
- *Cemetery Maintenance Shop - 831 Dranesville Road*

(2) *Pursuant to this Section, the Town Manager is authorized to implement security measures in accordance with the legislative intent reflected in Ordinance 21-O-10 and that are designed to reasonably prevent the unauthorized access of Herndon Council Chambers, town buildings being used for meetings of statutory decision-making bodies of the town or any other identified town building, by a person with any firearms, ammunition, or components or combination thereof, such as the use of metal detectors and increased use of security personnel.*

(3) *The provisions of this Section shall not apply to the following:*

- a. *The activities of (i) a Senior Reserve Officers' Training Corps program operated at a public or private institution of higher*

education in accordance with the provisions of 10 U.S.C. § 2101 et seq., or (ii) any intercollegiate athletics program operated by a public or private institution of higher education and governed by the National Collegiate Athletic Association or any club sports team recognized by a public or private institution of higher education where the sport engaged in by such program or team involves the use of a firearm. Such activities shall follow strict guidelines developed by such institutions for these activities and shall be conducted under the supervision of staff officials of such institutions.

b. Sworn law enforcement personnel.

c. Security personnel hired as employees or contracted by the town, when such personnel are present and working in any building or other location set forth in Paragraph (1) and who are authorized to carry firearms as part of their duties.

d. The possession and carrying of weapons in a town building operating as a courthouse shall be governed by the provisions of Va. Code Sec. 18.2-283.1, as amended.

(4) Notice of ordinance.

a. Notice of this ordinance shall be posted at all entrances to

- Herndon Council Chambers - 765 Lynn Street
- Herndon Municipal Center - 777 Lynn Street
- Old Town Hall - 730 Elden Street
- Herndon Community Center - 814 Ferndale Avenue
- Herndon Golf Course Club House - 909 Ferndale Avenue
- Herndon Golf Course Maintenance Facility - 909 Ferndale Avenue
- Public Works Town Shop - 1479 Sterling Road
- Public Works Operations/Water and Sewer - 1481 Sterling Road
- Herndon Police Department - 397 Herndon Parkway
- Cemetery Offices - 831 Dranesville Road
- Cemetery Maintenance Shop - 831 Dranesville Road

(5) Violation of this section (46-60) shall constitute a class 1 misdemeanor.

This ordinance shall be effective on and after January 1, 2022.

IMPACT ASSESSMENT - Herndon Town Council Initiatives

CATEGORY		NUMBER	35
INITIATIVE NAME	Gun Ordinance	DATE CREATED	4/23/2021
LEAD DEPARTMENT	DPW	DATE REVISED	

STATE OF EVENT / ACTION / JURISDICTIONAL COMPARISON	
DESCRIPTION – NOTES from STRATEGY SESSION	Article II (Firearms, Crossbows, and Pneumatic Guns), to amend definitions and to create a new Section 46-60 (Possession of Firearms on Town Property), to prohibit the possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof on Town property, in Town buildings or on certain other areas owned by the Town. To make this change to the Code raises questions regarding enforcement, and Council and staff security. This form and the accompanying spreadsheets focus solely on potential costs to implement the prohibition and to address security and enforcement concerns that may arise from it.
CURRENT STATE	Currently there are no prohibitions against carrying firearms on town property. During non-Covid-19 times, the Herndon Municipal Center, Herndon Community Center, and Police lobby and community room are open to the public. During meetings, the Herndon Council Chambers is also open to the public. The public may enter these buildings without going through any security check point.
RESULTING STATE POST-CHANGE	The public would be restricted from carrying firearms on town property. This analysis and the attached cost spreadsheets look at what is required to secure Council and staff from the discharge of firearms; provide them security to perform their jobs if firearms are produced; and provide a means by which HPD can enforce the Code change.
KEY RISKS	• Individuals “testing” ordinance and attempting to bring weapons into town buildings or to town events. • Not being able to enforce the ordinance until after the firearm is produced and used. • Council, staff, and public being placed in harms way.
JURISDICTIONAL COMPARISON	Still being conducted.

IMPACT OVERVIEW

OPERATIONAL IMPACT STATEMENT

If the goal of the firearms prohibition is to protect Council, staff, and the public from a firearms discharge on town property, then steps would be required to ensure security:

- 1) Signage will be required at all ingress points into town buildings and parks.

- 2) Magnetometer may be required at several locations. Two employees or contract employees would be needed at each magnetometer. 2 FT at HMC. 2 evenings PT at Council Chambers, 4FT and 4PT at HCC. Public entry restricted to 1 entrance/ building. There may be a need to reduce visitor hours to reduce personnel costs.
- 3) Additional facility hardening may be required to protect Council, staff and the public.

ADDITIONAL PERSONNEL REQUIRED

Position	FTE/PT	Total Cost (Salary/Benefit)
2 contract security employees at each magnetometer/ Xray station	10FT	
	12PT	
	Total Cost	\$744,600

CAPITAL / TECHNOLOGY REVIEW

Description of Purchase	Estimated Purchase Cost	Annual Cost of Ownership
Security Modifications to Town Buildings (detailed estimate attached)	\$2,795,000	
Install Signs at Town Parks and Trails	\$6,000	
Install Magnetometers	\$157,700	
Staff Magnetometers		\$744,600
Total Cost	\$2,958,000	\$744,600

COMMENTS / DESCRIPTION OF ITEMS LISTED ABOVE: The costs reflected on this sheet demonstrate total cost to implement and harden public facilities and place the appropriate signage at all facilities. The costs reflected about are a not to exceed. See attached spreadsheets for a detailed breakdown. The sheets are broken out by facility and measure creating an option for an ala carte selection.

FISCAL IMPACT

	YEAR 1	ANNUAL
PERSONNEL (contract)		\$744,600
CAPITAL	\$2,795,000	
OPERATIONS AND MAINTENANCE	163,700	TBD
TOTAL	\$2,958,700	\$744,600

COMMENTS / DESCRIPTION OF ITEMS LISTED ABOVE: The costs reflected on this sheet demonstrate total cost to implement and harden public facilities and place the appropriate signage at all facilities. The costs reflected about are a not to exceed. See attached spreadsheets for a detailed breakdown. The sheets are broken out by facility and measure creating an option for an ala carte selection.

LEGAL REVIEW

Legal review to be handled separately.

RISK / UNINTENDED CONSEQUENCES REVIEW

Signage and the ordinance is ignored and is not easily enforced leading to an incident that places Council, staff, and the public at risk.

RISK MITIGATION ALTERNATIVES

This form and the accompanying spreadsheets outline steps to mitigate the risk.

TIMEFRAME TO IMPLEMENT

Modifications to town buildings will require design and then construction. Estimate 18 months from funds available.

Installation of signs requires ordering custom signs and installing. Estimate 3-6 months to install all signs.

MAJOR SECURITY CONSULTING DESIGN
Critical Physical Security Item Summary

FACILITY	RISK ITEM	ACTION	COST	
HMC	Finance Counter	Modifications to counter to include ballistic protection	\$100,000	
HMC	Water Counter	Close in counter and reconfigure space	\$50,000	
HMC	2nd Floor Counter	Modify and add ballistic protection	\$100,000	
HMC	Parking Garage	Add cameras, license plate readers, gate	\$150,000	
HMC	Parking Garage Lighting	Paint garage walls to enhance lighting coverage	\$50,000	
HMC	Exterior Windows	Add ballistic film to windows	\$100,000	
HMC	Elevator	Install access controls to upper floors	\$25,000	
HMC	Un-monitored entrances	Install CCTV and electronic access controls	\$50,000	
HMC	Access Controls	Install "lock down" capability	\$25,000	
HMC	Exterior Doors	Install door position indicator devices	\$25,000	
HMC	No way to detect unauthorized after hours entry	Install motion detection alarms connected to access controls	\$50,000	
HMC	Exterior door handles can be blocked closed preventing ingress/egress	Replace door handles	\$10,000	
			\$735,000	:TOTAL
Town Hall	Lack of CCTV	Install cameras at each entrance and building corner	\$50,000	
Town Hall	Exterior doors provide inadequate security	Replace and add door position switches	\$55,000	
Town Hall	Exterior windows easily broken	Replace with more robust windows with one way viewing	\$150,000	
Town Hall	Basement fire escape inadequate with no handicap egress capability	Repair and/or replace fire escape	\$25,000	
Town Hall	Access Controls	Install "lock down" capability	\$25,000	
Town Hall	Exterior doors	Install door position indicator devices	\$25,000	
Town Hall	No way to detect unauthorized after hours entry	Install motion detection alarms connected to access controls	\$15,000	
			\$345,000	:TOTAL

MAJOR SECURITY CONSULTING DESIGN

Critical Physical Security Item Summary

HCC	Cash on hand from payments patrons to enter facility	Install CCTV and signage stating CCTV coverage and Active Security Alarms present	\$25,000	
HCC	Lobby allows access to without registration	Install new doors in central hallway restricting access to paid visitors	\$50,000	
HCC	Front counters	Install bullet resistant material under counter	\$50,000	
HCC	Front counters	Install 2 duress alarm	\$15,000	
HCC	Exterior Doors	Install electronic access granted to visitors from front counter	\$25,000	
HCC	No way to secure facility in and emergency	Install "lock down" capability	\$25,000	
HCC	Exterior doors provide inadequate security	Install door position indicator devices	\$25,000	
HCC	No way to detect unauthorized after hours entry	Install motion detection alarms connected to access controls	\$25,000	
HCC	Exterior door handles can be blocked closed preventing ingress/egress	Replace door handles	\$10,000	
HCC	Emergency notification in fitness areas, pools & tennis bubble	Install duress alarms	\$25,000	
			\$275,000	:TOTAL
Shop	Gates	Replace and include CCTV and intercoms for delivery access and public access	\$350,000	
Shop	Fencing	Repair and bury bottom of fences or install tension wire	\$25,000	
Shop	Yard	Install additional CCTV to increase viewing coverage	\$150,000	
Shop	Interior	Install CCTV throughout building	\$50,000	
Shop	Exterior windows	Install ballistic film with outbound viewing only	\$100,000	
Shop	Yard	Install gunshot detection equipment	\$50,000	
Shop	No way to secure facility in and emergency	Install "lock down" capability	\$25,000	
Shop	Exterior doors	Install door position indicator devices	\$25,000	
Shop	Exterior door handles can be blocked closed preventing ingress/egress	Replace door handles	\$15,000	

MAJOR SECURITY CONSULTING DESIGN
Critical Physical Security Item Summary

Shop	No way to detect unauthorized after hours entry	Install motion detection alarms connected to access controls	\$25,000	
			\$815,000	:TOTAL
1481	Exterior Doors	Install CCTV and electronic access controls	\$25,000	
1481	Exterior Doors	Install door position indicator devices	\$15,000	
1481	Exterior Windows	Install ballistic film with outbound viewing only	\$50,000	
1481	Counter Area	Secure or remove counter area at entrance	\$50,000	
			\$140,000	:TOTAL
HPD	Ballistic entrance door to interior spaces	Add bullet resistant material to sheet rock walls adjacent to door	\$50,000	
HPD	Communications Area	Add bullet resistant material to sheet rock walls	\$50,000	
HPD	Exterior Doors	Install door position indicator devices	\$25,000	
HPD	Exterior Doors	Install peep holes on solid exterior doors	\$10,000	
HPD	Exterior Lobby Doors	Install CCTV inside and outside doors	\$25,000	
HPD	Exterior Glass	Install appropriate bullet resistant materials, masonry material in mission critical areas, and one	\$250,000	
HPD	Interior Doors	Install peep holes or one way ballistic film on doors with glass	\$50,000	
HPD	Parking Lot	Install gunshot detection with lockdown capability	\$25,000	
			\$485,000	:TOTAL
	Grand Total:		\$2,795,000	

Magnetometer Costs

Herndon Municipal Center

Item	Initial Cost	Annual Cost	Notes
Magnetometer	\$5,500		1 Magnetometer
Hand Held Devices	\$300		2 hand held devices
Staffing		\$102,492	2 personnel, 9 hours/ day 5 days/ week. Contract cost \$21.90/ hour
Xray Scanner	\$35,000		
Total:	\$40,800	\$102,492	

Council Chambers

Item	Initial Cost	Annual Cost	Notes
Magnetometer			Assume use of existing magnetometer
Hand Held Devices	\$300		2 hand held devices
Staffing		\$19,272	2 personnel, 110 meetings/ year. 4 hrs/ meeting, contract cost \$21.90
Xray Scanner	\$35,000		
Total:	\$35,300	\$19,272	

Herndon Community Center

Item	Initial Cost	Annual Cost	Notes
Magnetometer	\$5,500		1 Magnetometer
Hand Held Devices	\$300		2 hand held devices
Staffing		\$239,148	2 personnel, 105 hours/ week. Contract cost \$21.90/ hour
Xray Scanner	\$35,000		
Total:	\$40,800	\$239,148	

Bldg 397 Herndon Police Department

Item	Initial Cost	Annual Cost	Notes
Magnetometer	\$5,500		1 Magnetometer
Hand Held Devices	\$300		2 hand held devices
Staffing		\$383,688	2 personnel, 24 hours/ day 7 days/ week. Contract cost \$21.90/ hour
Xray Scanner	\$35,000		
Total:	\$40,800	\$383,688	

Grand Total: **\$157,700** **\$744,600**

TOWN OF HERNDON, VIRGINIA

RESOLUTION

SEPTEMBER 28, 2021

Resolution- to accept the State of the Town Report, Fiscal Year 2021.

WHEREAS, pursuant to Sec. 4.2 (d) of the Town of Herndon Charter, the Town Manager is required to prepare for publication and to submit to the Town Council each September at a regular meeting in September a concise, comprehensive report of the financial transactions and administrative activities of the Town government during the immediately preceding fiscal year; and

WHEREAS, following the Town's annual audit, a Comprehensive Annual Financial Audit report of the Town is presented to the Town Council in December; and

WHEREAS, the Town Manager has prepared a report of the administrative activities of the Town government titled "*Town of Herndon Annual Report FY 2021*"; and

WHEREAS, a copy of the report is posted on the Town's Web site and is available to citizens at the Herndon Fortnightly Library and the Herndon Municipal Center'; and

WHEREAS, a brochure highlighting the report will be sent to every household in Herndon; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby accepts the "*Town of Herndon Annual Report FY 2020.*"

TOWN OF HERNDON, VIRGINIA

RESOLUTION

SEPTEMBER 28, 2021

Resolution- to establish the Herndon Town Council meeting schedule for January 1, 2022 to December 31, 2022.

BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby:

1. Incorporates the meeting schedule set out in Section 2-1 of the Herndon Town Code (2000), as amended, and establishes the meeting schedule for January 1, 2022 to December 31, 2022, modified as follows:
 - Reschedule the town council work session on Tuesday, August 2 **TO** Wednesday, August 3, to allow council participation in National Night Out;
 - Reschedule the town council public hearing on Tuesday, November 8 **TO** Tuesday, November 15, in recognition of the 2022 Herndon Town Council election; and
 - Forgo a second town council work session and town council public hearing in November to accommodate Thanksgiving holiday travel.
2. Directs staff to reflect the modified meeting schedule in the 2022 annual town calendar.

January 2022						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					Town closed	1 New Year's Day
2	3	4 TCWS	5	6	7	8
9	10	11 TCPH	12	13	14	15
16	17 Martin Luther King Jr./ Town closed	18 TCWS	19	20	21	22
23	24	25 TCPH	26	27	28	29
30	31					

February 2022						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 TCWS	2	3	4	5
6	7	8 TCPH	9	10	11	12
13	14	15 TCWS	16	17	18	19
20	21	22 TCPH	23	24	25	26
27	28					

March 2022						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 TCWS	2	3	4	5
6	7	8 TCPH	9	10	11	12
13 _s	14	15 TCWS	16	17	18	19
20	21	22 TCPH	23	24	25	26
27	28	29	30	31		

April 2022						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 TCWS	6	7	8	9
10	11	12 TCPH	13	14	15	16
17	18	19 TCWS	20	21	22	23
24	25	26 TCPH	27	28	29	30

May 2022						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 TCWS	4	5	6	7
8	9	10 TCPH	11	12	13	14
15	16	17 TCWS	18	19	20	21
22	23	24 TCPH	25	26	27	28
29	30 Memorial Day/ Town closed	31				

June 2022						
◀ May					July ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 TCWS	8	9	10	11
12	13	14 TCPH	15	16	17	18
19 Juneteenth	20 Town closed	21	22	23	24	25
26	27	28	29	30		

July 2022						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Independence Day/ Town closed	5 TCWS	6	7	8	9
10	11	12 TCPH	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 National Night Out	3 TCWS	4	5	6
7	8	9 TCPH	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Reschedule TCWS to Wednesday, August 3 to allow Council participation in National Night Out activities.

September 2022						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day/ Town closed	6 TCWS	7	8	9	10
11	12	13 TCPH	14	15	16	17
18	19	20 TCWS	21	22	23	24
25	26	27 TCPH	28	29	30	

October 2022						
◀ September					November ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 TCWS	5	6	7	8
9	10	11 TCPH	12	13	14	15
16	17	18 TCWS	19	20	21	22
23	24	25 TCPH	26	27	28	29
30	31					

November 2022						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 TCWS	2	3	4	5
6	7	8 Election Day	9	10	11 Veterans Day/ Town closed	12
13	14	15 TCPH	16	17	18	19
20	21	22	23	24 Thanksgiving Day/ Town closed	25 Town closed	26
27	28	29	30			

Reschedule the TCPH on November 8 TO Tuesday, November 15 in recognition of the Herndon Town Council election. Forgo a second town council work session and town council public hearing in November to accommodate Thanksgiving holiday travel.

◀ November December 2022 January ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 TCWS	7	8	9	10
11	12	13 TCPH	14	15	16	17
18	19	20	21	22	23 1/2 Day Town closed	24
25 Christmas	26 Town closed	27	28	29	30	31