



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Kirk W. Kincannon, Executive Director

FROM: Todd Brown, Director
Park Operations Division

DATE: November 9, 2018

Agenda

Park Operations Committee
Wednesday, November 14, 2018 – 5 p.m.
Boardroom – Herrity Building
Chairman: Linwood Gorham
Vice Chair: Michael Thompson
Members: Kiel Stone, Timothy Hackman, Faisal Khan

1. Bruin Park - Mastenbrook Volunteer Matching Fund Grant Program Request - Herndon Environmental Network - Action*

*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

Board Agenda Item
November 14, 2018

ACTION

Bruin Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Herndon Environmental Network (Dranesville District)

ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Herndon Environmental Network in the amount of \$20,000 for the development of community garden plots at Bruin Park.

RECOMMENDATION:

The Park Authority Director recommends approval of the Mastenbrook Volunteer Matching Fund Grant Program request from Herndon Environmental Network in the amount of \$20,000 for the development of community garden plots at Bruin Park.

TIMING:

Board action is requested on November 14, 2018, in order to award the grant.

BACKGROUND:

In January 2014, the Master Plan for Bruin Park was amended to allow for community garden plots. In April 2017, a Memorandum of Agreement was entered into between the Herndon Environmental Network (HEN), Town of Herndon (owner of Bruin Park), and the Park Authority (maintains Bruin Park), that authorized HEN to develop, manage and maintain community garden plots at Bruin Park. HEN is now requesting funding to assist with the development of the garden plots on the west side of the tennis courts at Bruin Park (Attachment 1). The community garden plot project will consist of 40 plots, fencing to protect the plots, and ADA compliant trails. The improvements are all being built to Park Authority standards.

HEN is requesting \$20,000 from the Mastenbrook Volunteer Matching Fund Grants Program to help fund the completion of the project (Attachment 2). If approved, the \$20,000 from the Mastenbrook Volunteer Matching Fund Grants Program, along with a \$7,966.06 contribution in the form of cash and \$14,530.16 in the form of in-kind donations from HEN, will provide the funds sufficient to complete the project. The total project budget is \$42,496.22.

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HEN is non-profit organization, established in 2012, who serves the community by bringing awareness of the environment through education, initiatives and advocacy in the Herndon area.

The Park Authority Board Member for the Dranesville District supports approval of the Grant request. Staff from the Park Operations and Resource Management Divisions will manage the project, which is scheduled to be completed by the spring of 2019. Matching funds are available to complete this project.

FISCAL IMPACT:

The estimated total project cost is \$42,496.22. Funds are currently available in the amount of \$20,000 in WBS PR-000078, Park Renovations and Upgrades - 2016, in Fund 300-C30040, Park Bond Construction Fund; and \$22,496.22 from HEN, resulting in the total available funding of \$42,496.22. Operational expenses will be managed by HEN.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$188,944.95.

ENCLOSED DOCUMENTS:

Attachment 1: Aerial Showing Grant Project Area at Bruin Park

Attachment 2: Mastenbrook Volunteer Matching Fund Grant Program Request –
Herndon Environmental Network

STAFF:

Kirk W. Kincannon, Executive Director

Sara Baldwin, Deputy Director/COO

Aimee L. Vosper, Deputy Director/CBD

Todd Brown, Director, Park Operations Division

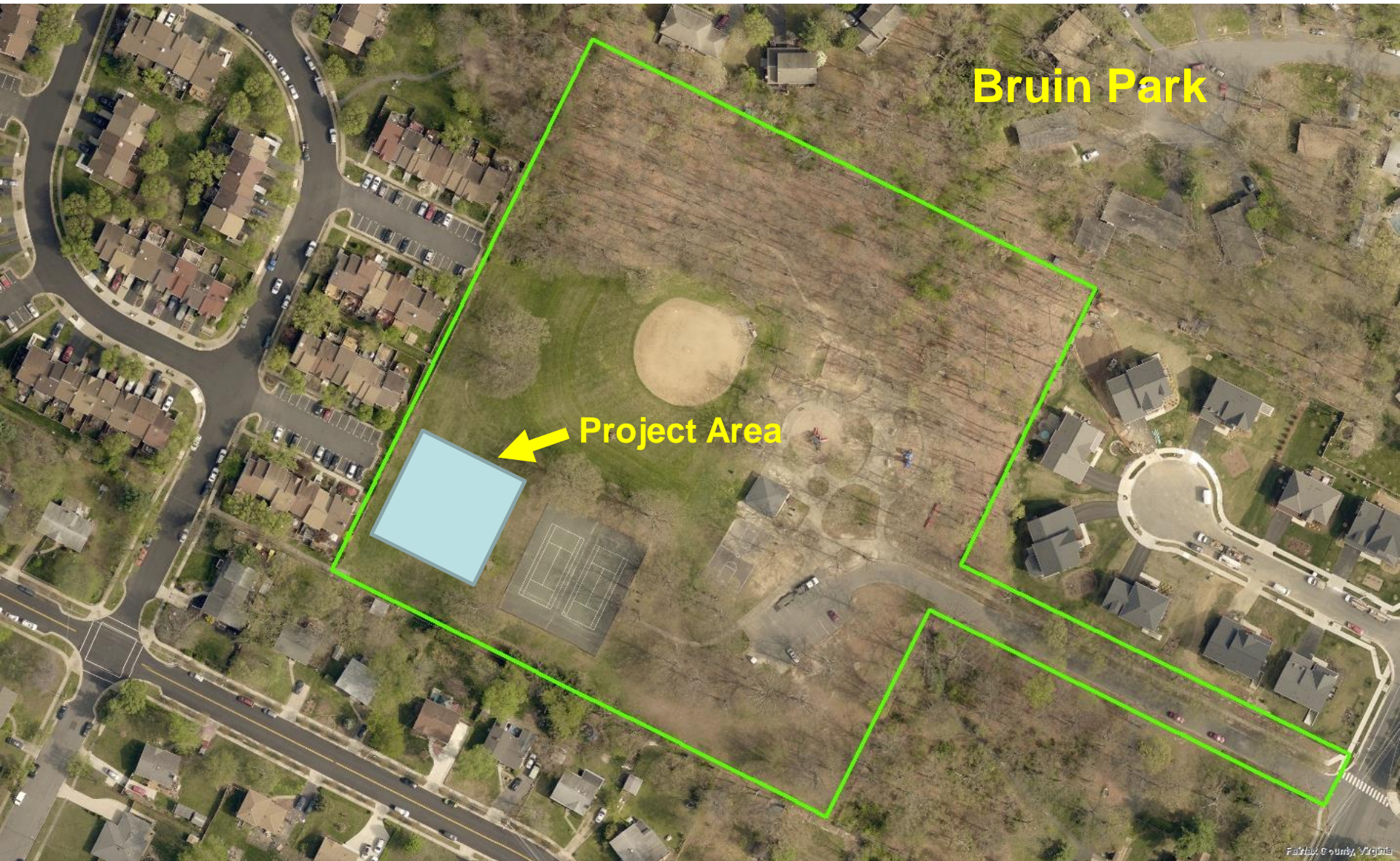
Barbara Nugent, Director, Resource Management Division

Dan Sutherland, Manager, Park Management Branch, Park Operations Division

Mary Olien, Manager, Operations Branch, Resource Management Division

Janet Burns, Senior Fiscal Manager

Michael P. Baird, Manager, Capital and Fiscal Services



Bruin Park

Project Area



Mastenbrook Volunteer Matching Fund Grants Program Application Form

PLEASE PRINT. Please provide all information requested. You may attach additional sheets and/or materials to support your request.

1. Grantee Information

Name of Individual or Organization: HERNDON ENVIRONMENTAL NETWORK

Contact Person: Cristina Lewandowski

Mailing Address: 13500 Martha Jefferson Pl, Herndon, VA 20171

Phone: () 703.467.0188

Fax: () n/a

2. Project

Title: Community Garden at Bruin Park, Herndon, VA

3. Funding Requested

Amount \$ 20,000

(Applicant may request more than one project per fiscal year, the combined total not to exceed \$20,000.)

4. Project Description

Provide a description of your project. (Attach drawings or specification of *materials*/proposed for purchase. If *educational materials* are proposed, provide a mock up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock up of your project and what the finished product will look like.) Provide as much detail as you can to help evaluators clearly understand your project.

See "HEN Mastenbrook Grant - Attachment"

5. Public Benefits

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? If your project provides for people with disabilities, in what way?

See "HEN Mastenbrook Grant - Attachment"

6. Sponsor Commitment

What experience do you or the organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? What is your plan, if any, for long-term maintenance of your project after it is completed?

See "HEN Mastenbrook Grant - Attachment"

7. Proposed Budget

You will need to provide a detailed and complete budget. Provide enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds.

See "HEN Mastenbrook Grant - Budget"

The Park Authority prefers to reimburse grantees after the work is completed. Please check one of the following:

- We understand payment by the Park Authority will occur after we complete the project.
 We must have Park Authority grant funds prior to beginning the project.



Signature

4/8/2018

Date

Herndon Environmental Network (HEN)

Mastenbrook Grant Application - Attachment

4. Project Description

The project is to institute the Community Garden at Bruin Park in Herndon, Virginia.

- Fairfax County Park Authority (FCPA) and the Town of Herndon (TOH) have approved this project.
- The FCPA Master Plan for Bruin Park has been amended to allow for the Community Garden. <https://www.fairfaxcounty.gov/sites/parks/files/Assets/documents/plandev/master-plans/Bruin-Park-2014.pdf>
- The Memorandum of Understanding (MOU) between HEN, TOH, and FCPA, has been signed.
- The total budget for the project is estimated at \$42,729. HEN has raised \$20,000 towards this project.

5. Public Benefits

Establishing a Community Garden at Bruin Park is important as it will provide benefits to a diverse group of users (community gardeners, park visitors, nearby residents, food pantry clients).

- Despite growing demand for community garden plots in the County, FCPA is unable to take on any additional gardens because of personnel and budget limitations. HEN is providing a service that would not otherwise be available to the community and is relieving the County of the burden to provide a garden in the Herndon area.
- HEN is the first community organization that has entered into a private-public partnership with FCPA to provide a community garden. The completion of this project would prove that this model can be successful and provide a model for other partnerships of this kind.
- The Community Garden will increase access to affordable, healthy food for residents, and will create an opportunity to engage residents in taking a hands-on approach in improving their community. The garden will help to engage residents in physical activity through garden plot maintenance. The garden will serve as a way for residents to grow their own food and to interact with both the land and their neighbors.
- The Community Garden will provide opportunities for informal gatherings that help build a sense of community and pride. The Community Garden will increase safety by providing more eyes on the area.
- The Community Garden will become a catalyst for neighborhood engagement. Residents who live adjacent to the Community Garden will have an opportunity to witness various food growing techniques and to implement these techniques in their own home gardens.
- Once the garden is operational, HEN will work with local food pantries in order to supply them with fresh produce that will enhance the canned and highly processed foods generally provided by food pantries. The model provided by The Gardeners' Share (associated with Share of McLean) is a highly desirable one and HEN is committed on implementing this model at the

Bruin Park Community Garden <http://www.shareofmclean.org/how-you-can-help/volunteer-time/>

- Future collaborations with organizations such as the Herndon Neighborhood Resource Center (<https://www.cornerstonesva.org/services/community-resource-centers/herndon-neighborhood-resource-center/>), Food for Neighbors (<http://www.foodforneighbors.org/>), A Simple Gesture (<http://www.coolgreenbag.org/>), FAITH (<https://faithus.org/>) offer opportunities for developing successful programs that will incorporate the triple-bottom line goal of sustainability - to provide benefits that combine the environment, economic development, and social equity.

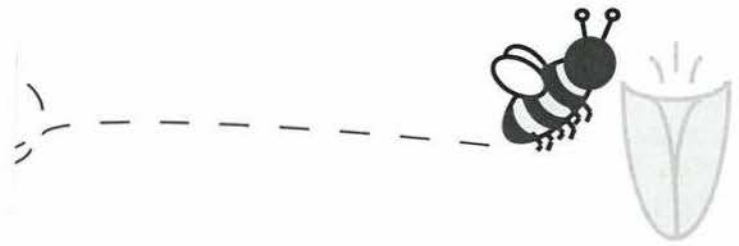
6. Sponsor Commitment

Prior to undertaking the Community Garden project, HEN organized several community initiatives, including:

- **The Battle of the Bottles:** a multi-year campaign that drew together residential neighborhoods in a competition to increase recycling rates in Herndon; hundreds of people and two commercial firms were involved
- **Hens for Herndon:** a campaign that canvassed Herndon residents and marshaled support, resulting in a town ordinance change that allows backyard chickens
- **e-Cycling:** a series of electronic recycling events in the community, gaining sponsorship from a local homeowners' association and reclaiming hundreds of electronic items for responsible disposal
- **Habitat Heroes:** convening volunteers on a regular basis to remove trash and invasive plants from Stanton Park in Herndon
- **Environmental Film Series:** HEN is sponsoring an annual film series at the Herndon Community Center; the film series presented 2 environmental films each year since the series' inception in 2013

As far as the Community Garden project is concerned:

- HEN has formed a planning committee to establish this garden. The committee is holding public monthly meetings at the Herndon Fortnightly Library. The team includes volunteers (including master gardeners) who are committed to seeing this project to fruition.
- HEN will document the project via photographs, a website, and social media (Facebook: <https://www.facebook.com/BruinParkCommunityGarden/>).
- HEN will manage the project according to the terms of the Memorandum of Agreement between HEN, FCPA and TOH.
- Through HEN's partnership with Fairfax Food Council's Urban Agriculture Group (<http://www.fairfaxcounty.gov/hd/fairfax-food-council/>), we are looking forward to sharing lessons learned with other organizations/volunteers interested in starting similar projects.



Bruin Park Community Garden

A Herndon Environmental Network pilot project for healthy, homegrown food in cooperation with the Town of Herndon and the Fairfax County Park Authority

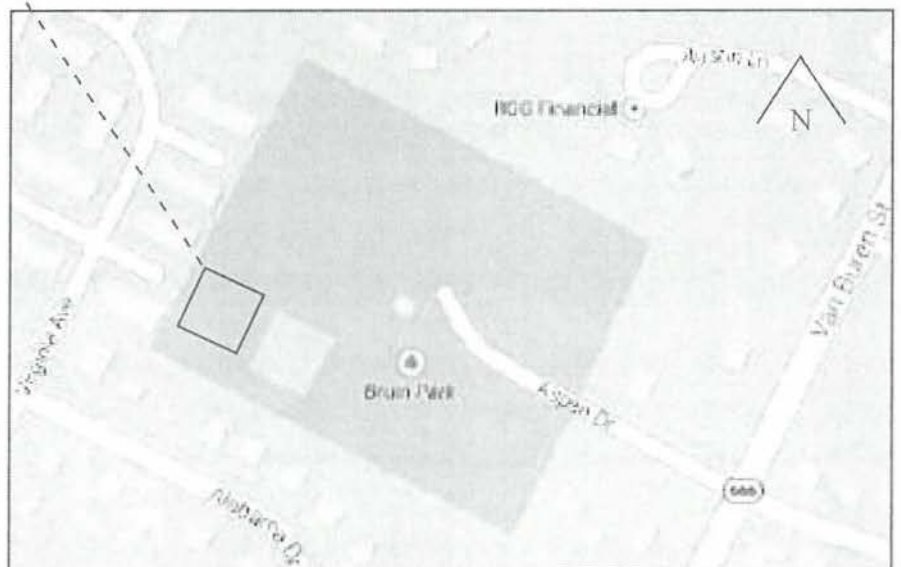
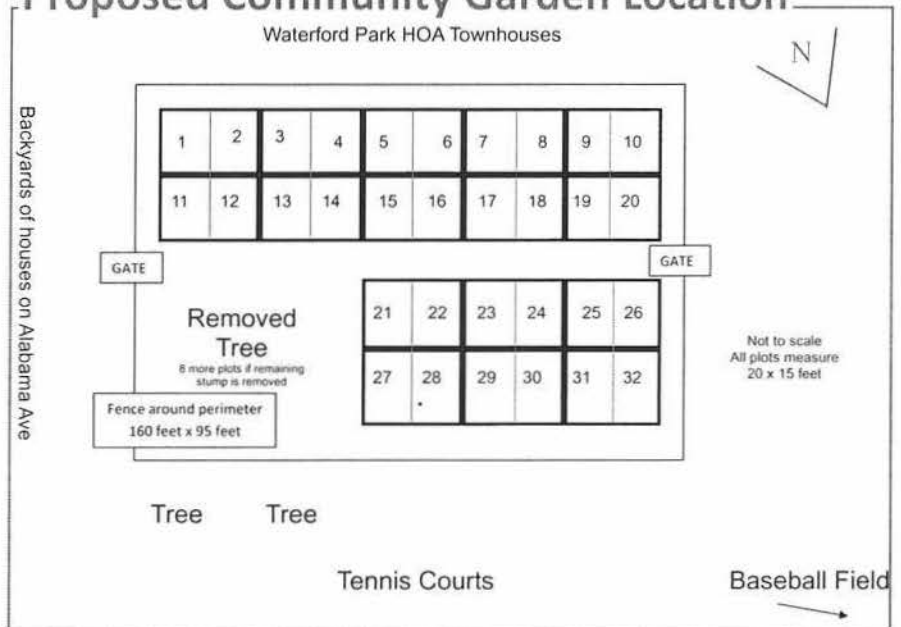
About the Herndon Environmental Network

Herndon Environmental Network is a nonprofit founded by a small group of Herndon-area residents concerned about the state of the planet. Our activities began in 2012 and are all organized and led by volunteers. We are committed to improving awareness about environmental issues through education, projects, and events in and around the Herndon area.

Our mission is to establish a presence in the community and give voice to important issues affecting our lives and the environment. We believe a cleaner, healthier Earth starts with action and awareness right here in our own community.

Visit us online at www.herndonenvironment.org to find out more information about HEN projects, or how to get involved.

Proposed Community Garden Location




Bruin Park is located on Van Buren Drive, bounded by Alabama Drive and Virginia Avenue in the Town of Herndon. It includes two tennis courts, a tot play area, a youth baseball field, a basketball court, a picnic shelter, and parking. The community garden would occupy the undeveloped western corner of the park.

HERNDON ENVIRONMENTAL NETWORK (HEN)
Community Gardens at Bruin Park

		Expenses	
		Services and Materials To Be Paid	In Kind Services and Materials Contribution
Town of Herndon	5/8" Water Meter and Permitting	\$ 10,811.98	
	Water Line Installation	\$ 4,676.64	
	Equipment costs	\$ 1,032.24	
	Other associated costs	\$ 3,674.20	
	Tilling and preparation of site		\$ 1,104.00
	ADA Path - Performed by VA Paving		\$ 12,287.16
	Sub-Total	\$ 20,195.06	\$ 13,391.16
HEN	Cardinal Fence - Materials and Installation	\$ 4,900.00	
	Garden Carts and Hose		\$ 439.00
	Hose Nozzles	\$ 45.00	
	Chain and Locks	\$ 60.00	
	Information Kiosk - Purchase and Install	\$ 1,000.00	
	Wood stakes	\$ 66.00	
	JL Tree Service - Stump Removal		\$ 700.00
	ADA compliant hydrants	\$ 1,700.00	
Sub-Total	\$ 7,771.00	\$ 1,139.00	
Total	\$ 27,966.06	\$ 14,530.16	
Project Cost	\$ 42,496.22		
Funding			
	In Kind Donations	\$ 14,530.16	
	HEN Cash	\$ 7,966.06	
	Mastenbrook Grant	\$ 20,000.00	
	Total Funding	\$ 42,496.22	

MEMORANDUM

To: Dan Sutherland, Park Management Branch Manager
Fairfax County Park Authority

From: 
Cindy S. Roeder, Director, Parks and Recreation

Subject: Expense Details Bruin Park Community Garden

Date: July 5, 2018

T (703) 787-7300
F (703) 318-8652
herndon-va.gov

Physical Address:
814 Ferndale Ave.
Herndon, VA 20170-4602

Mailing address:
777 Lynn Street
Herndon, VA 20170

In regards to the Mastenbrook grant submitted by the Herndon Environmental Network (HEN), the town of Herndon offers the following details on the expenses related to costs associated with the water availability fees, installation of the water line, meter, tilling of the ground and associated items.

<i>Description</i>	<i>Cost</i>
Plumbing permit w/ 2% state levy	\$ 86.70
5/8" water meter	\$ 125.28
Water availability for 5/8 meter	\$ 7,800.00
Connection fee	<u>\$2,800.00</u>
TOTAL	\$10,811.98

<i>Employee</i>	<i>Hours</i>	<i>Cost</i>
Employee	24	\$1,034.88
Employee	24	\$1,112.64
Employee	24	\$1,069.92
Employee	24	<u>\$1,459.20</u>
TOTAL		\$4,676.64

<i>Description</i>	<i>Hours</i>	<i>Cost</i>
02 GMC Dump	16	\$236.80
Backhoe	24	\$287.52
1987 Compressor	16	\$320.00
2002 Utility Truck	24	<u>\$187.92</u>
TOTAL		\$1,032.24

<i>Description</i>	<i>Units</i>	<i>Cost</i>	<i>Source</i>
1" 60' k copper	3	\$1,409.85	USA Bluebook
1" k copper	1	\$1,409.85	USA Bluebook
meter setter	1	\$256.95	USA Bluebook
corporation stop	1	\$92.95	USA Bluebook
yard hydrant	1	\$147.95	USA Bluebook
lid & frame	1	\$66.95	USA Bluebook
box	1	\$59.95	USA Bluebook
1" couplings	5	\$229.75	USA Bluebook
	TOTAL	\$3,674.20	

Total estimated cost to install a new 1" service, includes main line tap, excavation, material, yard hydrant, meter, & installation **\$9,383.08**

<i>Description</i>	<i>Units</i>	<i>Cost</i>
cut sod and till	1	\$1,104.00
	TOTAL	\$1,104.00

GRAND TOTAL **\$20,195.06**

Please let us know if you have any questions or need further information.

xc: Todd Brown, Park Operations Manager, FCPA
Wayne Brissey, Region 6 Manager, FCPA
Tammy Chastain, Deputy Director, Public Works, Town of Herndon

Estimate for Bruin Park Asphalt Trail/Garden Grading 10/10/18

Scope of Work:

Removal of some of the old asphalt trail and topsoil where the new trail is to be installed. Place the dirt base on grade and lay 2.5" to 3.0" of hot mix asphalt, compact in place. Backfill the edge of the asphalt with dirt, seed and straw the area.

The area where the Community Garden will go will have to be tilled up and put on grade so that the area will have positive drainage to the closest outfall. The garden fence should be installed after this work is complete.

Labor

6 men (32 Hrs. Ea.) Total \$6,497.16

Equipment

892 Dump Truck	16 hrs.	\$560.00
896 Dump Truck	16 hrs.	\$560.00
Paver	8 hrs.	\$520.00
Asphalt roller	8hrs.	\$140.00
824 one ton truck	16 hrs.	\$320.00
Bobcat loader	20 hrs.	<u>\$360.00</u>
	Total	\$2,460.00

Material

Grass Seed (50 lbs.)	\$70.00
Straw Bales (10 Ea.)	\$60.00
Asphalt (50 tons)	<u>\$3,200.00</u>
Total	\$3,330.00

Grand Total \$ 12,287.16

Proposal



CARDINAL FENCE CORP.

39919 Bucksville Lane
Aldie, Va 20105
PHONE: 703-327-7747
FAX: 703-542-2474

Page 1 of 1

No. **012505**

Date 8/22/2017

PROPOSAL SUBMITTED TO Eric Kephart Bruin Park Garden Herndon		PHONE 703-435-0772	OTHER PHONE
ADDRESS HEN Member		E-MAIL ADDRESS ekepha@hotmail.com	FAX NUMBER
CITY STATE AND ZIP CODE Herndon, Va		JOB NAME Bruin Park Community Garden	
ARCHITECT	DATE OF PLANS	JOB LOCATION Herndon	

<p>We hereby submit specifications and estimates for:</p> <p>Cardinal Fence proposes to furnish and install approx 518' lf of 7' high black vinyl chain link with (1) 4' walk gate and (1) 8' double gate and to trench area around garden to bury fencing in ground; same fencing as used in Town of Leesburg Garden area; top tension wire and top rail braces</p> <p>If Cardinal Fence pours concrete under the gates-additional \$400.00</p>	<p>4,500.00</p> <p>400.00</p>
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We Propose hereby to furnish material and labor complete in accordance with the above specifications, for the sum of:

FOUR THOUSAND NINE HUNDRED DOLLARS dollars (\$ 4,900.00)

Payment to be made as follows

Deposit is 50% of whichever option(s) is chosen from above-balance due upon substantial completion

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

CARDINAL FENCE CORP./Lidio/703-675-3653

Note: This proposal may be withdrawn by us if not accepted within 15 days

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature: _____