

# LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 05/20/25

☒ Resolution ☐ Ordinance

Contact/Prepared By: Alan Enzo

Date Prepared: 04/14/25

Title (Caption): FOWP Staffing FY26 grant. This grant from Friends of Warner Parks provides reimbursement for staffing and copier

rental for the Warner Parks HQ. The new FY26 grant period begins July 1, 2025 and ends June 30, 2026.

Submitted to Planning Commission? ☒ N/A ☐ Yes-Date: \_\_\_\_\_ Proposal No: \_\_\_\_\_

Proposing Department: Parks and Recreation Requested By: Monique Horton Odom

Affected Department(s): Parks and Recreation Affected Council District(s): 34

**Legislative Category (check one):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bonds                | <input type="checkbox"/> Contract Approval           | <input type="checkbox"/> Intergovernmental Agreement   |
| <input type="checkbox"/> Budget - Pay Plan    | <input type="checkbox"/> Donation                    | <input type="checkbox"/> Lease                         |
| <input type="checkbox"/> Budget - 4%          | <input type="checkbox"/> Easement Abandonment        | <input type="checkbox"/> Maps                          |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Easement Accept/Acquisition | <input type="checkbox"/> Master List A&E               |
| <input type="checkbox"/> Capital Outlay Notes | <input checked="" type="checkbox"/> Grant            | <input type="checkbox"/> Settlement of Claims/Lawsuits |
| <input type="checkbox"/> Code Amendment       | <input type="checkbox"/> Grant Application           | <input type="checkbox"/> Street/Highway Improvements   |
| <input type="checkbox"/> Condemnation         | <input type="checkbox"/> Improvement Acc.            | <input type="checkbox"/> Other: _____                  |

<b>FINANCE</b> Amount +/-: \$ <u>\$ 61,223.49</u> <b>Funding Source:</b> <u>Capital Improvement Budget</u> <u>Capital Outlay Notes</u> <u>Departmental/Agency Budget</u> <u>Funds to Metro</u> <u>General Obligation Bonds</u> <u>Grant</u> <u>Increased Revenue Sources</u>	<b>Match: \$</b> <u>\$ 0.00</u> <u>Judgments and Losses</u> <u>Local Government Investment Project</u> <u>Revenue Bonds</u> <u>Self-Insured Liability</u> <u>Solid Waste Reserve</u> <u>Unappropriated Fund Balance</u> <u>4% Fund</u> <u>Other: _____</u>
Approved by OMB: <u>Aaron Pratt</u> <b>DH</b> Approved by Finance/Accounts: _____ Approved by Div Grants Coordination: <u>Juanita Paulsen</u>	Date to Finance Director's Office: _____ <b>APPROVED BY</b> <b>FINANCE DIRECTOR'S OFFICE:</b> _____

<b>ADMINISTRATION</b>	
Council District Member Sponsors: _____	
Council Committee Chair Sponsors: _____	
Approved by Administration: _____	Date: _____

<b>DEPARTMENT OF LAW</b>	
Date to Dept. of Law: _____	Approved by Department of Law: _____
Settlement Resolution/Memorandum Approved by: _____	
Date to Council: _____	For Council Meeting: _____
<input type="checkbox"/> All Dept. Signatures <input type="checkbox"/> Copies <input type="checkbox"/> Backing <input type="checkbox"/> Legislative Summary <input type="checkbox"/> Settlement Memo <input type="checkbox"/> Clerk Letter <input type="checkbox"/> Ready to File	

Department of Law – White Copy

Administration –Yellow Copy

Finance Department - Pink Copy

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## GRANT SUMMARY SHEET

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**Grant Name:** Friends of Warner Parks Staffing 26

**Department:** PARKS & RECREATION

**Grantor:** FRIENDS OF WARNER PARKS

**Pass-Through Grantor  
(If applicable):**

**Total Award this Action:** \$61,223.49

**Cash Match Amount** \$0.00

**Department Contact:** Alan Enzo  
862-8400

**Status:** CONTINUATION

**Program Description:**

This grant from Friends of Warner Parks provides reimbursement for staffing and copier rental for the Warner Parks HQ. The FY26 grant period begins July 1, 2025 and ends June 30, 2026.

**Plan for continuation of services upon grant expiration:**

This grant is recurring and is expected to continue indefinitely. Should funds become unavailable the Parks Department will evaluate the availability of other resources for funding.

## Grants Tracking Form

## Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input type="radio"/>		<b>Award Acceptance</b> <input checked="" type="radio"/>		<b>Contract Amendment</b> <input type="radio"/>	
<b>Department</b>	<b>Dept. No.</b>	<b>Contact</b>				<b>Phone</b>	<b>Fax</b>
PARKS & RECREATION ▼	040	Alan Enzo				862-8400	862-8414
<b>Grant Name:</b>	Friends of Warner Parks Staffing 26						
<b>Grantor:</b>	FRIENDS OF WARNER PARKS ▼					<b>Other:</b>	
<b>Grant Period From:</b>	07/01/25	(applications only) <b>Anticipated Application Date:</b>					
<b>Grant Period To:</b>	06/30/26	(applications only) <b>Application Deadline:</b>					
<b>Funding Type:</b>	FOUNDATION ▼	<b>Multi-Department Grant</b>		<input type="checkbox"/>		If yes, list below.	
<b>Pass-Thru:</b>	▼	<b>Outside Consultant Project:</b>		<input type="checkbox"/>			
<b>Award Type:</b>	OTHER ▼	<b>Total Award:</b>		\$61,223.49			
<b>Status:</b>	CONTINUATION ▼	<b>Metro Cash Match:</b>		\$0.00			
<b>Metro Category:</b>	Est. Prior. ▼	<b>Metro In-Kind Match:</b>		\$0.00			
<b>CFDA #</b>	N/A	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>			
<b>Project Description:</b>	<b>Applic. Submitted Electronically?</b> <input type="checkbox"/>						

This grant from Friends of Warner Parks provides reimbursement for staffing and copier rental for the Warner Parks HQ. The FY26 grant period begins July 1, 2025 and ends June 30, 2026.

**Plan for continuation of service after expiration of grant/Budgetary Impact:**

This grant is recurring and is expected to continue indefinitely. Should funds become unavailable the Parks Department will evaluate the availability of other resources for funding.

**How is Match Determined?**

**Fixed Amount of \$**  **or**  **% of Grant**  **Other:** ☐

**Explanation for "Other" means of determining match:**

N/A

**For this Metro FY, how much of the required local Metro cash match:**

<b>Is already in department budget?</b>	N/A	<b>Fund</b>	<b>Business Unit</b>
<b>Is not budgeted?</b>		<b>Proposed Source of Match:</b>	

**(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)**

<b>Other:</b>				
<b>Number of FTEs the grant will fund:</b>	1.26	<b>Actual number of positions added:</b>	0.00	
<b>Departmental Indirect Cost Rate</b>	17.91%	<b>Indirect Cost of Grant to Metro:</b>	\$10,965.13	
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>% Allow.</b>	0.00%	<b>Ind. Cost Requested from Grantor:</b>	\$0.00	<b>in budget</b>

\*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)

**Draw down allowable?** ☐

**Metro or Community-based Partners:**

## Part Two

## Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY26			\$61,223.49				\$61,223.49	\$10,965.13	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$0.00	\$61,223.49	\$0.00		\$0.00	\$61,223.49	\$10,965.13	\$0.00
Date Awarded:		04/15/25			Tot. Awarded:	\$61,223.49	Contract#:	LETTER		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					



Resolution No. \_\_\_\_\_

A resolution accepting a grant from the Friends of Warner Parks to the Metropolitan Government, acting by and through the Metropolitan Board of Parks and Recreation, to continue funding staff positions and copier costs.

WHEREAS, the Friends of Warner Parks have awarded a grant in the amount of \$61,223.49 with no cash match required to the Metropolitan Government, acting by and through the Metropolitan Board of Parks and Recreation, to continue funding staff positions and copier costs; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that the grant be accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That the grant by and between the Friends of Warner Parks, in the amount of \$61,223.49, and the Metropolitan Government, acting by and through the Metropolitan Board of Parks and Recreation, to continue funding staff positions and copier costs, a copy of which is attached hereto and incorporated herein, is hereby approved.

Section 2. That the amount of this grant be appropriated to the Metropolitan Nashville Parks Department based on the revenues estimated to be received and any match to be applied.

Section 3. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY  
OF FUNDS:

Jenneen Reed/mjr  
Jenneen Reed, Director  
Department of Finance

INTRODUCED BY:

\_\_\_\_\_  
\_\_\_\_\_

APPROVED AS TO FORM AND  
LEGALITY:

Courtney Mohan  
Assistant Metropolitan Attorney

\_\_\_\_\_  
Member(s) of Council



February 27, 2025

Metropolitan Board of Parks and Recreation  
511 Oman St.  
Nashville, TN 37203

RE: Friends of Warner Parks – FOWP Staffing FY26 grant

Dear Parks Board Members,

I am writing to request that the Metropolitan Board of Parks and Recreation accept a **Staffing grant** from Friends of Warner Parks to be included on the agenda of the April 2025 board meeting.

GRANT TO BE DISTRIBUTED VIA QUARTERLY REIMBURSEMENT TO METRO PARKS

Naturalist 1 – part-time – Step 3	Elyse Dilks	\$ 24,065.47
Naturalist 1 – part-time – Step 5	Will Chamberlain	\$ 25,569.52
Seasonal Worker 7 – Step 1	Nature Center Aide	\$ 4,844.25
Seasonal Worker 7 – Step 1	Nature Center Aide	\$ 4,844.25
Copier – Ricoh		<u>\$ 1,900.00</u>
<b>FOWP Staffing Grant Total – All FY26:</b>		<b>\$ 61,223.49</b>

Please see calculations attached. Note that Quarterly Grant Reimbursements will reflect actual salaries and hours worked. If the grant total stated above is exceeded due to hourly wage changes or COLA, etc., it is understood that Friends of Warner Parks will reimburse these amounts.

Thank you once again for the opportunity to work in partnership with the Board of Parks and Recreation for the benefit of Warner Parks. If you have any questions about this request, please do not hesitate to call me at 615-370-8053.

Sincerely,

Jenny Hannon  
President

ID Description	Name / Functional Title	Description	Calculated hours	FTE	Hourly (Annual/ 2080)	Regular Pay Position budget calculated from total hourly rate	OASDI Social Security tax (6.2%)	SSN Med Medicare tax (1.45%)	Total FY26 Grant Budget
FOWP STAFFING GRANT - ALL FY26									
Naturalist 1 - part-time - Step 3	Elsie Dilks returning for year 3 - moving up to Step 3 for FY26	19 hours per week X 52 weeks	988	0.48	\$ 22.63	\$ 22,355.29	\$ 1,386.03	\$ 324.15	\$ 24,065.47
Naturalist 1 - part-time - Step 5	Will Chamberlain returning for 5th year - moving up to Step 5 for FY26	19 hours per week X 52 weeks	988	0.48	\$ 24.04	\$ 23,752.46	\$ 1,472.65	\$ 344.41	\$ 25,569.52
Seasonal Worker 7 - Step 1	Nature Center Aide	30 hours per week end of May for 10 weeks	300	0.15	15.00	\$ 4,500.00	\$ 279.00	\$ 65.25	\$ 4,844.25
Seasonal Worker 7 - Step 1	Nature Center Aide	30 hours per week end of May for 10 weeks	300	0.15	15.00	\$ 4,500.00	\$ 279.00	\$ 65.25	\$ 4,844.25
TOTAL:				Total FTE - FY26:	1.26	\$ 55,107.75	\$ 3,416.68	\$ 799.06	\$ 59,323.49
Copier - Ricoh									\$ 1,900.00
FOWP STAFFING GRANT TOTAL - ALL FY26:									\$ 61,223.49

FREDDIE O'CONNELL, MAYOR

## METROPOLITAN BOARD OF PARKS AND RECREATION

Centennial Park Office  
Park Plaza at Oman Street  
Nashville, TN 37201



(615) 862-8400  
Fax (615) 862-8414  
[www.nashville.gov/parks](http://www.nashville.gov/parks)

Monique Horton Odom, Director

April 1, 2025

Ms. Jenny Hannon, Executive Director  
Friends of Warner Parks  
50 Vaughn Road  
Nashville, Tennessee 37221

Dear Ms. Hannon:

The Parks Board, at its meeting held Tuesday, April 1, 2025, accepted a Staffing Grant, for Fiscal Year 2026 in the amount of \$61,223.49, from the Friends of Warner Parks, for the purpose of the continuation of the funding of staff positions, as itemized below:

- FOWP Staffing salaries in the amount of \$59,323.49
- Copier - Rioch in the amount of \$1,900.00

As per your letter quarterly grant reimbursements will reflect actual salaries and hours worked. If the grant total stated above is exceeded due to hourly wage changes or COLA, Friends of Warner Parks will reimburse the amounts.

If further information is needed regarding the grant process, please contact Ms. Chinita White of my staff; she may be reached at 615 862-8400. On behalf of Metro Parks, thank you for this generous contribution and we look forward to the continuation of this successful partnership.

Sincerely,

Monique Horton Odom, Director  
and Secretary to the Board

c: Chinita White  
Alan Enzo  
Jim Hester

*"It is the mission of Metro Parks and Recreation to sustainably and equitably provide everyone in Nashville with an inviting network of parks and greenways that offer health, wellness and quality of life through recreation, conservation and community"*



FOR ADA ACCOMMODATIONS, PLEASE CONTACT 615-862-8400

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

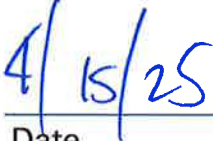
**SIGNATURE PAGE  
FOR**

**GRANT NO. FOWP Staffing FY26**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

  
Department

  
Date

**APPROVED AS TO AVAILABILITY  
OF FUNDS:**

  
Director of Finance

4/29/2025 | 11:15 AM CDT  
Date

**APPROVED AS TO RISK AND INSURANCE:**

  
Director of Insurance

4/30/2025 | 8:41 AM CDT  
Date

**APPROVED AS TO FORM AND  
LEGALITY:**

  
Metropolitan Attorney

4/30/2025 | 8:33 AM CDT  
Date

**FILED:**

\_\_\_\_\_  
Metropolitan Clerk

\_\_\_\_\_  
Date