

# LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 06/17/25

☒ Resolution ☐ Ordinance

Contact/Prepared By: Alan Enzo

Date Prepared: 05/09/25

Title (Caption): Shelby Park Signs 2025 Grant. This in-kind grant from the Friends of Shelby Park and Bottoms provides for installation of

new way-finding signage and native plants at Shelby Park and Bottoms. The value of the in-kind grant is approximately \$30,000.00.

No match or other obligations to Metro Parks or Metro Government. No money will be coming to Parks.

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

Proposing Department: Parks & Recreation Requested By: Monique Odom

Affected Department(s): Parks & Recreation Affected Council District(s): 6

**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: _____                  |

**FINANCE** Amount +/-: \$ \$ 0.00

Funding Source: Capital Improvement Budget  
Capital Outlay Notes  
Departmental/Agency Budget  
Funds to Metro  
General Obligation Bonds  
Grant  
Increased Revenue Sources

Match: \$ \$ 0.00

Judgments and Losses  
Local Government Investment Project  
Revenue Bonds  
Self-Insured Liability  
Solid Waste Reserve  
Unappropriated Fund Balance  
4% Fund  
Other: \_\_\_\_\_

Approved by OMB: Aaron Pratt

Approved by Finance/Accounts: \_\_\_\_\_

Approved by Div Grants Coordination: Quantia Paulsen<sup>DH</sup>

Date to Finance Director's Office: \_\_\_\_\_

**APPROVED BY**

**FINANCE DIRECTOR'S OFFICE:** \_\_\_\_\_

## ADMINISTRATION

Council District Member Sponsors: \_\_\_\_\_

Council Committee Chair Sponsors: \_\_\_\_\_

Approved by Administration: \_\_\_\_\_ Date: \_\_\_\_\_

## DEPARTMENT OF LAW

Date to Dept. of Law: \_\_\_\_\_ Approved by Department of Law: \_\_\_\_\_

Settlement Resolution/Memorandum Approved by: \_\_\_\_\_

Date to Council: \_\_\_\_\_ For Council Meeting: \_\_\_\_\_ ☐ E-mailed Clerk

☐ All Dept. Signatures ☐ Copies ☐ Backing ☐ Legislative Summary ☐ Settlement Memo ☐ Clerk Letter ☐ 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:** Shelby Park Signs 25

**Department:** PARKS & RECREATION

**Grantor:** FRIENDS OF SHELBY PARK & BOTTOMS

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

**Total Award this Action:** \$0.00

**Cash Match Amount** \$0.00

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

**Status:** NEW

**Program Description:**

Shelby Park Signs 2025 Grant. This in-kind grant from the Friends of Shelby Park and Bottoms provides for installation of new way-finding signage and native plants at Shelby Park and Bottoms. The value of the in-kind grant is approximately \$30,000.00. No match or other obligations to Metro Parks or Metro Government. No money will be coming to Parks.

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

N/A.

Grants Tracking Form

Part One

Pre-Application <input type="radio"/>					Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>	
Department		Dept. No.	Contact				Phone	Fax		
PARKS & RECREATION		040	Alan Enzo				862-8400	862-8414		
Grant Name:		Shelby Park Signs 25								
Grantor:		FRIENDS OF SHELBY PARK & BOTTOMS					Other:			
Grant Period From:		06/17/25		(applications only) Anticipated Application Date:						
Grant Period To:				(applications only) Application Deadline:						
Funding Type:		FOUNDATION		Multi-Department Grant		<input type="checkbox"/>	If yes, list below.			
Pass-Thru:				Outside Consultant Project:		<input type="checkbox"/>				
Award Type:		OTHER		Total Award:		\$0.00				
Status:		NEW		Metro Cash Match:		\$0.00				
Metro Category:		New Initiative		Metro In-Kind Match:		\$0.00				
CFDA #		N/A		Is Council approval required?		<input checked="" type="checkbox"/>				
Project Description:				Applic. Submitted Electronically?		<input type="checkbox"/>				
Shelby Park Signs 2025 Grant. This in-kind grant from the Friends of Shelby Park and Bottoms provides for installation of new way-finding signage and native plants at Shelby Park and Bottoms. The value of the in-kind grant is approximately \$30,000.00. No match or other obligations to Metro Parks or Metro Government. No money will be coming to Parks.										
Plan for continuation of service after expiration of grant/Budgetary Impact:										
N/A.										
How is Match Determined?										
Fixed Amount of \$		\$0.00	or	0.0%	% of Grant		Other:	<input type="checkbox"/>		
Explanation for "Other" means of determining match:										
For this Metro FY, how much of the required local Metro cash match:										
Is already in department budget?				N/A		Fund		Business Unit		
Is not budgeted?				\$0.00		Proposed Source of Match:		N/A		
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)						Requested from Cont. Match Fund:		N/A		
Other:										
Number of FTEs the grant will fund:				0.00	Actual number of positions added:		0.00			
Departmental Indirect Cost Rate				17.91%	Indirect Cost of Grant to Metro:		\$0.00			
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No				% Allow.	0.00%	Ind. Cost Requested from Grantor:		\$0.00	in budget	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)										
Draw down allowable? <input type="checkbox"/>										
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	FY25			\$0.00				\$0.00	\$0.00	\$0.00
Yr 2	FY26			\$0.00				\$0.00	\$0.00	\$0.00
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Date Awarded:			05/12/25	Tot. Awarded:	\$0.00	Contract#:	LETTER		
	(or) Date Denied:				Reason:					
	(or) Date Withdrawn:				Reason:					

JP

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

A resolution accepting an in-kind grant from the Friends of Shelby Park and Bottoms to the Metropolitan Government, acting by and through the Metropolitan Board of Parks and Recreation, for directional signage, informational signage, map kiosks, invasive plant management, and native plant installation.

WHEREAS, the Friends of Shelby Park and Bottoms have awarded an in-kind grant with an estimated value not to exceed \$30,000 with no cash match required, to the Metropolitan Government, acting by and through the Metropolitan Board of Parks and Recreation, for directional signage, informational signage, map kiosks, invasive plant management, and native plant installation, and,

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

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

Section 1. That the in-kind grant by and between the Friends of Shelby Park and Bottoms, with an estimated value not to exceed \$30,000, and the Metropolitan Government, acting by and through the Metropolitan Board of Parks and Recreation, for directional signage, informational signage, map kiosks, invasive plant management, and native plant installation, a copy of which in-kind grant is attached hereto and incorporated herein, is hereby approved.

Section 2. That this in-kind 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/mjw  
Jenneen Reed, Director  
Department of Finance

INTRODUCED BY:

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

APPROVED AS TO FORM AND  
LEGALITY:

Courtney Mohan  
Assistant Metropolitan Attorney

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

Metropolitan Board of Parks & Recreation  
2565 Park Plaza  
Nashville, TN 37203  
May 10, 2023

Metro Parks Board Members,

Friends of Shelby Park and Bottoms requests board approval of an in-kind grant with an estimated total value of \$30,000.00 to improve Shelby Park and Bottoms.

The following Projects will be paid for directly by Friends of Shelby with no match is needed from Metro Parks.

1. Installation of directional wayfinding signs in Shelby Bottoms in coordination with the Shelby Bottoms Nature Center Staff - \$7,500
2. Installation of park information signs in approximately 10 locations across the park - \$2,500
3. Installation of three additional park map kiosks in Shelby Park and Bottoms. Estimated value - \$15,000
4. Invasive plant management and native plant installation - \$5,000

Total estimated value of all improvements: \$30,000.00

No money will be sent to Parks. All projects will be paid for directly by Friends of Shelby Park and Bottoms. We are in communication with Metro Parks staff on all proposed projects and will continue to work with them on the details of plans, materials, and schedule as projects move forward. Friends will not proceed with projects until final written approval is provided by appropriate Parks staff.

Please see examples below representing what the signs and kiosks will look like.

Thank you for your consideration and support of Shelby Park and Bottoms and our organization.

Best Regards,



Rebecca Ratz  
Executive Director  
Friends of Shelby Park and Bottoms



*Working to preserve, enhance and promote Shelby Park and Bottoms  
for everyone to appreciate and protect.*



## Shelby Park Signs and Kiosks 2025 Grant

Supporting Documentation:

Example of signage to be installed:



Example of map kiosks to be installed:



# 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

May 6, 2025

Ms. Rebecca Ratz  
Friends of Shelby Parks and Bottom  
P.O. Box 68499  
Nashville, TN 37206

Dear Ms. Ratz:

The Parks Board, at its meeting held Tuesday, May 6, 2025, accepted an in-kind grant, valued at approximately \$30,000.00, for improvements of new wayfinding signs, 10 park information signs, 3 park map kiosks, and invasive plant management and native plant installation at Shelby Park and Bottoms.

Please note there is no required match by Metro Parks associated with this grant. No money will be sent to Metro Parks. This project will be paid for directly by the Friends of Shelby Park and Bottoms. The Friends of Shelby Park will work closely with Parks staff to place signs to make the wayfinding clear for the public. The FOSP will not place sign without the appropriate Park staff present.

If further information is needed regarding the donation 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.

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. Shelby Park Signs 2025**

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

6/1/2025 | 5:35 PM CDT  
\_\_\_\_\_  
Date

**APPROVED AS TO RISK AND INSURANCE:**

  
\_\_\_\_\_  
Director of Insurance

6/3/2025 | 7:01 AM PDT  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM AND  
LEGALITY:**

  
\_\_\_\_\_  
Metropolitan Attorney

6/2/2025 | 9:36 AM CDT  
\_\_\_\_\_  
Date

**FILED:**

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

\_\_\_\_\_  
Date