

LEGISLATIVE TRACKING FORMFiling for Council Meeting Date: 02/03/26☒ Resolution ☐ Ordinance

Contact/Prepared By: _____

Date Prepared: _____

Title (Caption): A resolution approving an agreement between the Tennessee Department of Environment and Conservation ("TDEC"),
by and through the Tennessee State Parks ("TN State Parks") and the Office of the Metropolitan Public Defender ("Public Defender"),
to hold a multi-day trial skills workshop for the Nashville and the Memphis Public Defender offices.

Submitted to Planning Commission? ☐ N/A ☐ Yes-Date: _____ Proposal No: _____

Proposing Department: _____ Requested By: _____

Affected Department(s): _____ Affected Council District(s): _____

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 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 +/-: \$ _____

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

Match: \$ _____

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

Approved by OMB: _____

Approved by Finance/Accounts: _____

Approved by Div Grants Coordination: _____

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

Resolution No. _____

A resolution approving an agreement between the Tennessee Department of Environment and Conservation ("TDEC"), by and through the Tennessee State Parks ("TN State Parks") and the Office of the Metropolitan Public Defender ("Public Defender"), to hold a multi-day trial skills workshop for the Nashville and the Memphis Public Defender offices.

WHEREAS, the agreement between the Tennessee State Parks and the Office of the Metropolitan Public Defender, attached hereto and incorporated herein, provides the terms to reserve space at the Lodge at Montgomery Bell for Public Defender training workshops; and,

WHEREAS, it is to the benefit of the citizens of the Metropolitan Government of Nashville and Davidson County that this agreement be approved.

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

Section 1. That the agreement by and between the Tennessee Department of Environment and Conservation, the Tennessee State Parks and the Office of the Metropolitan Public Defender, to hold a multi-day trial skills workshop for the Nashville and the Memphis Public Defender offices, a copy of which is attached hereto and incorporated herein, is hereby approved.

Section 2. That this resolution shall take effect from and after its final passage, the welfare of the Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY
OF FUNDS:

Signed by:

02377A2A8742409...
Jenneen Reed, Director
Department of Finance

INTRODUCED BY:

APPROVED AS TO FORM AND
LEGALITY:

Signed by:

6A5D7C9494743F...
Assistant Metropolitan Attorney

Member(s) of Council



**DEPARTMENT OF ENVIRONMENT AND CONSERVATION
TENNESSEE STATE PARKS
STATE GROUP CONTRACT**

Lodge Name: Lodge at Montgomery Bell	Group Sales Contact: Diana Burfield
1000 Hotel Ave Burns, TN 37029	Email: diana.burfield@tn.gov Phone: 615-797-1650
Contact: Martesha Johnson Moore 150 2nd Avenue North Suite 400, Nashville, TN, 37201	Organization: (Group): Office of the Metropolitan Public Defender Event Name: OMPD 2026 Trial College
Contact Phone: 615-862-5730	Email: marteshajohnson@jnsnashville.gov
Booking Number: 5293	Reservation Number: 178847
Reservation Dates: Monday June 1, 2026- Friday June 5, 2026	

Signed Contract Due: Tuesday December 23, 2025

Room List: Office of the Metropolitan Public Defenders shall submit a rooming list to the Lodge by Wednesday April 15, 2026. Please be sure to include name of attendees, arrival and departure dates, and if available, the times of arrival and departure.

Cut-off Date of Accommodations: Wednesday April 15, 2026

GUEST ROOM COMMITMENTS

Lodge agrees that it will provide, and Office of the Metropolitan Public Defender agrees that it will be responsible for utilizing room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

	May 31, 2026	Jun 1, 2026	Jun 2, 2026	Jun 3, 2026	Jun 4, 2026
King Bed	4Rooms@ \$110.00	23Rooms@ \$110.00	23Rooms@ \$110.00	23Rooms@ \$110.00	11Rooms@ \$110.00
King Bed ADA	Rooms@ \$	2Rooms@ \$110.00	2Rooms@ \$110.00	2Rooms@ \$110.00	2Rooms@ \$110.00
Single Queen ADA	Rooms@ \$	3Rooms@ \$110.00	3Rooms@ \$110.00	3Rooms@ \$110.00	3Rooms@ \$110.00
Two Queen Beds	4Rooms@ \$110.00	23Rooms@ \$110.00	23Rooms@ \$110.00	23Rooms@ \$110.00	29Rooms@ \$110.00
Studio	4Rooms@ \$250.00	4Rooms@ \$250.00	4Rooms@ \$250.00	4Rooms@ \$250.00	4Rooms@ \$250.00

Lodge room rates are subject to applicable local occupancy taxes at the time of check-out.

There is a \$5.00 Reservation fee per accommodation per Stay. Room rates are based on single occupancy. No-Shows will be charged. If Government lodging per diem rates are available and listed on the contract, the prevailing per diem will apply at the time of stay. If Government lodging per diem rates are not available, the group agrees to pay the best available group rate listed on the contract.

CUT OFF DATE

Reservations by attendees must be received on or before Wednesday April 15, 2026, (the "Cutoff Date"). At the Cutoff Date, Lodge will review the reservation pickup for the Event and release the unreserved rooms for general sale. If additional rooms are needed after the "Cutoff Date" by Office of the Metropolitan Public Defender, they will be based on a current availability and rate.

Initial: *mgm* Date: *12/16/25*

NO ROOM TRANSFER BY GUEST

Office of the Metropolitan Public Defender agrees that neither Office of the Metropolitan Public Defender nor attendees of the Event nor any Intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with Office of the Metropolitan Public Defender reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

Initial: *mgm* Date: *12/16/25*

METHOD OF PAYMENT:

The method of payment of the Master Account will be established upon approval of the Group's credit. If credit is approved, the outstanding balance of the Group's Master Account less any advance deposits and exclusive of disputed charges will be due and payable upon receipt of invoice.

Office of the Metropolitan Public Defender has indicated that it has elected to use the following form of payment:

- ☐ Cash, money order, or other guaranteed form of payment. Estimated event balance due day of arrival
- ☐ Credit card (we accept all major credit cards)
- ☒ Company check or EFT
- ☐ Journal Voucher (Speedcharts due prior to arrival)

Office of the Metropolitan Public Defender may not change this form of payment.

Organization Pays (check all that apply): ☒ Rooms ☒ Meals ☒ Venues/Mtg Space

State Tax Exemption (check one): ☐ On File ☒ Including Copy with this Contract

RENTAL OPTIONS / SPACES:

Event Date	Event Hours	Function	Function Room Space	Set Up	Attendees	Price
Jun 1, 2026	08:00am 10:00pm	Catering	Woodhaven C	Conference	75	\$800.00
Jun 2, 2026	08:00am 10:00pm	Catering	Woodhaven C	Conference	75	\$800.00
Jun 3, 2026	08:00am 10:00pm	Catering	Woodhaven C	Conference	75	\$800.00
Jun 4, 2026	08:00am 10:00pm	Catering	Woodhaven C	Conference	75	\$800.00
Jun 5, 2026	08:00am 10:00pm	Catering	Woodhaven C	Conference	75	\$800.00

TERMS/CONDITIONS & GENERAL POLICIES**Service Charge**

There is a 21% service charge applicable to all catering fees including, but not limited to, meeting room rental, audio visual, labor fees, and food and beverage.

Initial: *mgm* Date: *12/16/25*

MENU

A complete menu selection for banquets shall be presented to the lodge TWO weeks prior to the group arrival date. If menus are not provided, then the menu selection will be determined at the discretion of lodge management. A final guaranteed head count is due TWO weeks prior to group arrival*. If not received, the last head count given will be the head count used. Changes made to attendee numbers after this time must receive prior written approval by management. Outside food and beverage are not allowed in any of the public areas or meeting spaces of the Lodge.

There is a minimum Food and Beverage catering charge per day for a minimum total of \$ 12500.00

* Special menu items require a final guaranteed head count TWO weeks prior to group arrival

Initial: *mgm* Date: *12/16/25*

RESERVATIONS

Reservations will be accepted on a "first come first serve basis". A completed Group Sales Contract must be submitted before the group block of rooms is confirmed and rooms are made available for reservations. Failure to return a signed contract may result in cancellation of your group room block.

Reservations for pavilions and other Park venues require a 100% deposit plus applicable taxes. Pavilions and other Park venues will be billed separately from the Lodge invoice.

Initial: *mgm* Date: *12/16/25*

ADDITIONAL CHARGES

Mantesha Johnson Moore

12/16/25

DL Bevilacqua 12/16/25