



Advancing Excellence and Inclusiveness in Local Government

Agenda
August 2, 2024
9:00 am PT/Noon ET

Board of Directors

Samantha Tavares

President

Marcus Steele

President-Elect

Aaron Zavala

Vice President

for Membership

Ramiro Inguanzo

Vice President for

Professional

Development

Mario Diaz

Vice President for

Career Advancement

At-Large Directors:

Carlos Baia

Past ICMA Board

Member

Noel Bernal

Mariana Bojorquez

Vacant (6/14/24)

Alejandra Lopez

Matt Rivera

Ramiro Salazar

Hazel Wetherford

Vacant (7/12/24)

Board Liaisons

Jorge Gonzalez

ICMA Liaison

Gabe Rodriguez

NACA Liaison

Deanna Santana

A. Call to Order/Roll Call/Welcome

B. APPROVAL: Consent Agenda – Receive and Approve

1. Board Meeting Zoom Recording Link of July 12, 2024 (see password in the meeting appointment invitation)
2. Board Meeting Attendance Report for 2023/2024
3. Financial Reports of July 29, 2024*

C. DISCUSSION/APPROVAL:

1. Review and Approve the Mesa Convention Center Contract and First Deposit for the LGHN Conference, January 27 through 29, 2025*
2. Review and Approve the Delta Hotel Contract for the LGHN Conference, January 27 through 29, 2025*

D. DISCUSSION:

1. Board of Directors' Sponsorship Engagement Training ***Samantha Tavares***
 - ***Meetings scheduled with each board member in one on one with Sam and Marcus week of 8/5***
2. LGHN Board Committee Updates (*verbal*)
 - a. International Committee – ***Noel Bernal***
 - ***Experiencia Puerto Rico August 25-28, 2024 (Delegation includes Florida Chapter, Oregon member, Juntos member)***
 - ***Part II of the International Webinar Series – October 2024***
 - b. Conference Planning Committee – ***Ramiro Inguanzo and Marcus Steele***
 - ***Conference session submissions open – July through August***
 - c. Career Advancement Committee – ***Mario Diaz***
 - ***Mentorship program includes close to 100 and kickoff planned 9/19***
 - d. Membership and Chapters Meetings – ***Aaron Zavala***
 - ***On pause through September 2024 and next Chapter Leaders meeting scheduled 8/16***
 - e. LGHN Conference Subcommittee Update – ***Mario Diaz***
 - ***Draft to be shared with the Board in September 2024***
 - f. Board 2024 – 2026 Goals Subcommittee Update – ***Hazel Wetherford***

E. Informational Items:

1. Follow Up Meetings with Board to Discuss Sponsorship Program Implementation – ***Samantha Tavares***
2. LGHN Board Liaison Reports

- a. ICMA Board and ICMA International Committee – **Jorge Gonzalez**
- b. MissionSquare – **Deanna Santana**
- c. NACA – **Gabe Rodriguez**
3. Emerging Leader Applications Due August 2, 2024
4. LGHN Programming and Schedule 2024 and 2025*
 - a. LGHN Chapters' Webinar Schedule
 - b. Review LGHN 2024 Affiliates Collaborative Webinar Schedule
5. LGHN *Legacy Leaders' Oral History Webinar* September 2024
6. LGHN's September 2024 PM Magazine article. *The article will highlight 23/24 Madrinas y Padrinos participants: Consuello Arguilles (Illinois), Ernesto Chavez (Colorado), Marisol Gomez (California) and Laura Castillo (Ohio)*

F. Future Board Meeting Agenda Items

1. Review and Discuss Baker Tilly Contract for Executive Director Services with LGHN – *Summer 2024*
 - a. Executive committee to review information in August and September
 - b. Board of directors to review in October
2. Updated Affiliate Agreement with ICMA – On hold until ICMA governance project and review is complete. Likely in mid-2025

G. Future Meeting Dates and LGHN 2024 Events

1. August 2, 2024 – LGHN Board Meeting
2. August 25 – 28, 2024 – **Experiencia Puerto Rico**. LGHN International Committee members will attend, present and exhibit at the conference with ICMA and NLC
3. September 6, 2024 – LGHN Board Meeting
4. *September 21 – 25, 2024 – **ICMA Annual Conference**, Pittsburgh, PA. The Affiliates' will lead four collaborative sessions at the conference. Look for the 2024 LGHN Itinerary in September.*
5. *September 22, 2024 – **LGHN Dinner** at ICMA in Pittsburgh, PA (Music and LACC 15-minute overview and complimentary ticket)*
6. *September 23, 2024 – **Affiliates' Reception (LGHN, NFBPA, NACA and I-NAPA)** at ICMA in Pittsburgh, PA*
7. October 4, 2024 – LGHN Board Meeting
8. November 1, 2024 – LGHN Board Meeting
9. December 6, 2024 – LGHN Board Meeting
10. January 10, 2025 – LGHN Board Meeting – **date change**
11. *January 26, 2025 - LGHN Board Retreat, Mesa, AZ*
12. **January 27 – 29, 2025 - LGHN 2025 Annual Conference, Mesa, AZ**
13. **April 2025 - NFBPA Forum Conference**, Hyatt Regency, San Francisco, CA (Christine lead with CA emerging chapter members)

H. Adjournment

LGHN Account List as of July 29, 2024

Full name	Description	Total balance
US Bank - checking	Bank	\$ 268,696.49
US Bank - checking:Frances Gonzalez Scholarship		\$ 22,333.99
US Bank - checking:Joel Valdez		\$ 428.03
US Bank - checking:LGHN Conference		\$ 0.00
US Bank - checking:Operating Cash		\$ 170,934.47
US Bank - checking:Operating Reserves		\$ 75,000.00
Central TX Chapter Payable	LGHN owes to the CTX Chapter.	-\$ 4,538.95
Colorado Chapter Payable	LGHN owes to the Jutos Colorado chapter	-\$ 750.00
Florida Chapter Payable	LGHN owes to the LFLG chapter	-\$ 3,699.10
Illinois Chapter Payable	LGHN owes to the IL-LGHN chapter	-\$ 643.72
Michigan Chapter Payable	LGHN owes to the Michigan Chapter	-\$ 500.00
Actual Operating Cash		160,802.70

Local Government Hispanic Network

Budget vs. Actuals: Budget_FY2024

January - December 2024

	Total	
	Actual	Budget
Income		
43400 Direct Public Support		
43455 Corporate Support	55,000.00	65,000.00
43457 Scholarship	2,273.95	4,000.00
Total 43400 Direct Public Support	\$ 57,273.95	\$ 69,000.00
46400 Other Types of Income		
46410 Advertising Sales	96,950.00	191,250.00
46430 Miscellaneous Revenue	400.00	1,959.00
Total 46400 Other Types of Income	\$ 97,350.00	\$ 193,209.00
47200 Program Income		
47209 Annual Meeting Sponsorship		2,000.00
47230 Membership Dues		
47231 Local Chapters	10,000.00	11,000.00
47233 Individual	7,897.50	5,000.00
47234 Local Government	12,000.00	7,500.00
47237 Regional Chapter Florida	8,000.00	8,000.00
47239 Regional Chapter Illinois	4,825.00	3,700.00
47240 Regional Chapter Central Texas	3,000.00	2,800.00
47241 Regional Chapter Colorado	9,500.00	8,500.00
47242 Regional Chapter Michigan	1,500.00	
Total 47230 Membership Dues	\$ 56,722.50	\$ 46,500.00
47270 LGHN Dinner Registrations	550.00	8,000.00
Total 47200 Program Income	\$ 57,272.50	\$ 56,500.00
49000 Special Events Income		5,000.00
49010 Special Events Contributions	2,000.00	
Total 49000 Special Events Income	\$ 2,000.00	\$ 5,000.00
Total Income	\$ 213,646.45	\$ 323,709.00
Gross Profit	\$ 213,646.45	\$ 323,709.00
Expenses		
60900 Business Expenses	1,500.00	
60920 Business Registration Fees	100.00	120.00
60960 Merchant Services Fees	4,741.68	10,000.00
Total 60900 Business Expenses	\$ 6,341.68	\$ 10,120.00
62100 Contract Services		
62110 Accounting Fees		1,200.00
62150 Outside Contract Services	122,818.40	225,000.00
Total 62100 Contract Services	\$ 122,818.40	\$ 226,200.00
65000 Operations		
65009 Computer Software	794.36	1,600.00
65020 Postage, Mailing Service	573.45	2,000.00
65030 Printing and Copying		500.00

65040 Supplies	93.45	50.00
65050 Telephone, Telecommunications	1,713.94	2,000.00
65060 Website	6,310.61	12,000.00
Total 65000 Operations	\$ 9,485.81	\$ 18,150.00
65100 Other Types of Expenses		
65110 Advertising/Marketing Expenses	1,737.94	4,000.00
65120 Insurance - Liability, D and O	909.00	1,000.00
65140 Contributions		1,500.00
65160 Other Costs	721.64	500.00
65170 Scholarships Awarded		2,000.00
65180 Special Events		7,000.00
65185 Program Activities		
Catering		12,000.00
Entertainment		1,500.00
Other Costs		16,888.00
Postage/Shipping		500.00
Printing/Copy/Mktg		500.00
Stipends and Speaker Fees		1,600.00
Total 65185 Program Activities	\$ 0.00	\$ 32,988.00
65190 Special Projects, Chap Support		5,000.00
Board of Directors Retreat		
Retreat		1,500.00
Total Board of Directors Retreat	\$ 0.00	\$ 1,500.00
Total 65100 Other Types of Expenses	\$ 3,368.58	\$ 55,488.00
68300 Travel and Meetings		
68310 Conf, Conv, Meeting-Nat'l	599.50	5,000.00
68320 Meeting Travel-Reg'l		1,000.00
68330 ICMA Conference Committee	921.22	2,400.00
Total 68300 Travel and Meetings	\$ 1,520.72	\$ 8,400.00
Total Expenses	\$ 143,515.81	\$ 318,358.00
Net Operating Income	\$ 70,130.64	\$ 5,351.00
Net Income	\$ 70,130.64	\$ 5,351.00

Monday, Jul 29, 2024 08:47:40 AM GMT-7 - Cash Basis



DATE: July 31, 2024
Event Name: LGHN Biennial Conference
Event #: 6595

Dear Christine Butterfield:

Thank you for choosing the **Mesa Convention Center** for your upcoming event. We are excited at the opportunity to host your event with us, and look forward to working with you.

A copy of your license agreement is enclosed for your review. If everything looks in order, please complete the necessary information and return to my attention by **08/02/2024**. For your reference, a complete copy of our **Rules and Regulations** can be found on our website at www.mesaconventioncenter.com under the Event Planning tab.

Please note, your deposit schedule is outlined on Page 1 of the Agreement. All payments are due prior to your event, unless otherwise noted. You will receive a separate email with a link to remit payment, or you may pay by check.

Once we have received your signed License Agreement and initial deposit, your event will be considered a firm booking and will be assigned to your personal Event Coordinator (EC). They will be your contact to discuss your meeting set-ups, menus, audio-visual and equipment needs. Your EC will reach out to you prior to your event to discuss details.

We appreciate your trust in our professional staff and services at the Mesa Convention Center. Should you have any questions regarding any of the outlined information, please don't hesitate to reach out.

Sincerely,

Vanessa Gonzalez
Sales and Marketing Manager
Direct: 480-644-4906



City of Mesa Mesa Convention Center

License Agreement: 6595

This License Agreement (the "License") is made this **31st** day of **July, 2024**, by and between the **City of Mesa, d/b/a Mesa Convention Center** (the "Center" and/or "Licensor") and **Local Government Hispanic Network** (the "Licensee"). Licensor agrees to issue this License to Licensee and licensee agrees to accept this License from Licensor for the use of the Mesa Convention Center facilities (the "Premises") subject to the following terms, conditions, and restrictions:

1. Use and Rental of Premises: Term of License. The Center agrees to Licensee's use of the Premises for the following purpose(s): **LGHN Biennial Conference**

Center Space	Usage	Inclusive Times	Date	Rent
Building B	Move In	08:00am-05:00pm	Mon 01/27/2025	\$2,700.00
Building B Discount	Move In	08:00am-05:00pm	Mon 01/27/2025	-\$1,350.00
Building B	Event	07:00am-10:00pm	Tue 01/28/2025	\$2,700.00
Building B Discount	Event	07:00am-10:00pm	Tue 01/28/2025	-\$1,350.00
Building B	Event	07:00am-10:00pm	Wed 01/29/2025	\$2,700.00
Building B Discount	Event	07:00am-10:00pm	Wed 01/29/2025	-\$1,350.00

2024 Introductory Pricing Discount Applied

Equipment, labor, food and beverage, custodial, tax and service charges may be applied to your account contingent upon the requirements of your event. Please contact your Event Coordinator for more details.

The parties agree that for the use of the Premises (consisting of the Center Space(s) and for the dates and times specified above) the fees include:

Rent	\$	4,050.00	
Service charge	\$	1,620.00	(20%),
Rental tax	\$	101.25	(2.50%)
Additional Estimated Fees, w/tax	\$	54,801.64	(Per Event Estimate)
Total Estimated Event Fees	\$	60,572.89	

The parties acknowledge that there may be additional fees associated with the use of the Premises as discussed hereinafter in this License and in the Mesa Convention Center Rules and Regulations (the "Regulations") which are incorporated herein by reference and found on our Website.

If your event requires food and/or beverage services, final guarantees are due no later than 72 business hours prior to the start of your contracted event time. Final bill will be based on the guaranteed number of guests or actual number served, whichever is greater. Catering will be prepared for no more than 5% over the final guarantee.

2. Rules and Regulations. Licensee agrees to observe and abide by the terms and conditions of the Center regulations governing the use of the Center. A copy of the regulations is available online at www.mesaconventioncenter.com. Licensee acknowledges that it has reviewed such Rules and Regulations.

3. Advance Payments. The Licensee agrees to return a full executed original copy of this License to Licensor on or before the deadline for submittal to Licensor of the Rental Deposit as set forth hereinafter together with the following advance payments and evidence of insurance:

	Amount Due	Due Date
Signed License Agreement Due		07/02/2024
Deposit Due	\$30,286.45	08/02/2024
Deposit Due	\$30,286.44	12/27/2024
Certificate of Insurance Due		12/27/2024
Other Fees and Charges	To Be Determined	At Receipt of Invoice

Automatic Cancellation Date: 08/03/2024. In the event Licensee fails to return signed contract and deposit within one business date after due date, the Center reservations system automatically will delete the reservation. Licensee further agrees to make advance payments for additional costs that may be incurred by the Center (including but not limited to Security, Usher, Box Office, seating set up charges, etc.). All payments and other submittals required under the terms of this License shall be made payable and deliver to the Center.

4. Final Payments. All other fees and charges owed by Licensee in connection with its use of the Premises shall be due and payable as set forth in this License and the Regulations.

5. Default or Cancellation by Lessee. In the event Licensee defaults in the performance of any of the terms and conditions of this License or the Regulations or cancels the event/use described in Paragraph 1 of this License, the Center reserves the right to enforce the cancellation fee provisions described in the Regulations. Notice of cancellation by Licensee must be made in writing to the Center. Notice is hereby given of the applicability of Arizona Revised Statutes 38-511.

6. Outside Agreements. Licensee agrees to abide by any agreements and/or contracts currently in force and effect between the Center and any contractor and between the City of Mesa (the "City") and any service contractor.

7. Termination by Licensor. In the event Licensee fails to perform any of its obligations herein set forth; becomes financially insecure (said determination shall be within the sole and absolute discretion of the Licensor); violates any local, state or federal laws; defaults or is likely to default under the terms and conditions of this License or the Regulations (said determination shall be within the sole and absolute discretion of the Center); or if Licensor cancels this License Agreement or is unable to provide the requested rooms or meeting space, the Licensor will work with Licensee to arrange alternative accommodations and space at the prices set forth herein. Licensor's liability is limited to these remedies, and Licensor shall not be liable for any consequential, punitive or special damages. The Center's rights and remedies pursuant to this Paragraph 7 shall be in addition to any other remedies it may have at law or in equity, or elsewhere in this License or in the Regulations. If the License is terminated as set forth in this paragraph, then Licensee agrees to promptly remove, at Licensee's expense, all of its property and equipment from the Premises within 24 hours of receiving Licensee's Notice of Termination and to forfeit all advance payments made to the Center.

8. Indemnification. Licensee agrees to and shall indemnify and hold harmless the Center and the City of Mesa, its Mayor and City Council, appointed boards and commissions, officials, officers and employees, individually and collectively, from and against all fines, suits, claims, demands, actions and liability, loss, damage, costs or expenses (including reasonable attorney's fees and costs) arising from or as a result of the death of a person or any accident, injury, loss or damage whatsoever caused to any person or to the Property of any person which shall occur on or adjacent to the Premises to the extent directly or indirectly caused by any acts done thereon or any errors or omissions of the Licensee or its agents, servants, employees, contractors, or invitees without regard to the limits of liability insurance coverage required. The obligations of Licensee under this Paragraph 8 shall not in any way be affected by the refusal of any insurance carrier to perform any obligation on its part to be performed under insurance policies affecting the Premises. If any claim, action or proceeding is made or brought against the Center by reason of any event which is the subject of Licensee's foregoing indemnity, then, upon demand by Licensor, the Licensee, at its sole cost and expense, shall resist or defend such claim, action or proceeding in Center's name. Notwithstanding the foregoing, Licensor may engage its own attorneys to defend it or to assist in its defense and Licensee shall pay the reasonable attorney's fees, costs and disbursements.

9. Insurance. If required by the Center, Licensee, at its own cost and expense, shall maintain and keep in force commercial general liability and property damage insurance against claims for personal injury or death, or property damage suffered by others occurring on or about the Premises in accordance with the Regulations incorporated in this agreement. If required, a Certificate of Insurance shall be furnished to the Center on or before the deadline set forth in Paragraph 3.

10. Licensee and Independent Contractor Status. Licensee acknowledges and agrees that the right, granted by this License, to enter upon the Center and use City property is nothing more than a license granted solely for the purpose of exercising its rights and performing its duties under this License. Nothing set forth in this License creates a tenancy between the City and Licensee or grants the Licensee possession of any City property. Upon termination of this License, the Center shall have the right to remove and exclude from the Center, or any other City property, Licensee and any of Licensee's employees, without being deemed to have committed any unlawful entry, trespass or injury of any sort whatsoever.

10.1 Both the Center and Licensee agree that in performing its duties and responsibilities under this License, the Licensee is and shall be at all times acting as an independent contractor, and all persons employed by the Licensee, either directly or indirectly, shall be considered employees of the Licensee and not of the City. Accordingly, the Licensee shall be responsible for payment of all applicable taxes arising out of the Licensee's activities under this License.

11. Non-Discrimination. Licensee, in performing under this License, shall not discriminate against any person or entity because of age, race, sex, creed, color, religion or national origin, nor otherwise commit an unfair employment practice. Licensee shall comply with the Americans with Disabilities Act ("ADA").

12. Drug-Free Work Program. The Licensee is hereby advised that the City of Mesa has adopted a policy establishing a drug-free work place for itself and as a requirement for sellers-contractors doing business with the City to ensure the safety and health of employees working on City license agreements, contracts, and/or projects. Failure of Licensee to require a drug-free work place in accordance with the City's policy may result in termination of the License.

13. General Conditions.

13.1 Amendment. This License may be amended at any time by written amendment executed by both parties.

13.2 Assignment. The Licensee shall not assign or otherwise transfer this License or any of its rights or duties under this License Agreement without first obtaining the written consent of the Mesa Convention Center, which may be granted or denied at the Center's sole discretion. Any assignment, transfer, pledge or mortgage of this License by the Licensee or by operation of law shall be void.

13.3 Attorneys' Fees. In the event any action at law or equity shall be instituted between the parties in connection with this License, the party prevailing in such action shall be paid from the other party all of its costs including reasonable attorneys' fees and court costs.

13.4 Authorization. The parties to this License represent and warrant that the person executing this License on their behalves have full authority to bind the respective parties.

13.5 Captions. The captions used herein are for convenience only and are not a part of this License and do not in any way limit or amplify the terms and provisions hereof.

13.6 Construction of License. This License has been arrived at by negotiation between the City and Licensee. As such, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this License. Further, the language in all parts of this License shall in all cases be construed as a whole and in accordance with its fair meaning.

13.7 Entire Agreement. This License including the Regulations pertaining to the Premises as are referenced herein contains the entire agreement of the parties with respect to the matters addressed herein, and no representations or agreements, oral or otherwise, between the parties not embodied herein, attached hereto or hereinabove referenced shall be of any force and effect. Any additions or amendments to this License subsequent hereto shall be of no force and effect unless in writing and signed by the parties hereto.

13.8 Governing Law. This License shall be governed by and construed under the laws of the State of Arizona.

13.9 Modification. No modification of this License shall be deemed effective unless in writing and signed by the parties hereto, and any waiver granted shall not be deemed effective unless in writing and signed by the parties hereto, and any waiver granted shall not be deemed effective except for the instance and in the circumstances particularly specified therein and unless in writing, executed by the party against whom enforcement of the waiver is sought.

13.10 No Third-Party Beneficiaries. The City and Licensee acknowledge and agree that the terms, provisions and conditions hereof are for the sole benefit of, and may be enforceable solely by, the City and Licensee, and none of such terms, provisions, conditions, and obligations are for the benefit of or may be enforced by any third party.

13.11 Severability. In the event that any phrase, clause, sentence, paragraph, section, article or other portion of this License shall become illegal, null or void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining portions of this License shall not be affected thereby and shall remain in force and effect to the fullest extent permissible by law.

13.12 Successors and Assigns. All of the covenants and conditions set forth herein, shall inure to the benefit of and shall be binding upon the successors in interest of each of the parties hereto.

13.13 Time of the Essence. For purposes of enforcing the provisions of this License, time is of the essence.

13.14 Waiver. No waiver by either party of a breach of any of the terms, covenants, conditions of this License shall be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, covenant or condition herein contained. One or more waiver of any covenant, term or condition of this License by any party shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by any party to or any act by any other party requiring such consent or approval shall not be deemed to waive or render unnecessary consent to or approval of any subsequent similar act.

13.15 Force Majeure Event

A. Means any one or more of the following which prohibits or materially interferes with, delays or alters the performance of the applicable duty under this Agreement: shortages of material (excluding those caused by lack of funds); acts of the public enemy; confiscation or seizure by any government or public authority; injunction, restraining

order or other court order or decree, initiative or referendum action; wars or war-like action (whether actual and pending or expected, and whether de jure or de facto); blockades; insurrections; riots; civil disturbances; epidemics; pandemics; landslides; lightning; earthquakes; fires; hurricanes; storms; floods; wash-outs; explosions; failure of essential and major equipment, electrical power or machinery; nuclear reaction or radiation; radioactive contamination; any governmental declared emergency; or any other similar cause (excluding those caused by lack of funds) which is not reasonably within the control of the party claiming the right to alter, delay or postpone performance on account of such occurrence.

B. If a Force Majeure Event occurs, the Agreement will be deemed terminated, the parties' respective obligations set forth in the Agreement will be fully excused, and each of the parties shall be responsible for bearing its own costs incurred with respect to this Agreement. Notwithstanding the foregoing, the provisions of Section 8 of the Agreement shall survive the termination of the Agreement due to a Force Majeure Event.

Licensee: Local Government Hispanic Network
Butterfield, Christine
50 Fremont Street, Suite 4000
San Francisco, CA 94105

Licensor: Mesa Convention Center
P.O. Box 1466
Mesa AZ 85211-1466
Federal ID #86-6000252

By:

By:

Date:

Date:



Facility and Room Decoration Guidelines

These guidelines have been created to clearly outline our expectations in regards to our decorating policies at the Mesa Convention Center. As the signer to our licensee agreements, the licensee is responsible for relaying all pertinent information to all members of your decorating committees. We ask that your members respect our guidelines, as it is a way for us to keep our establishment in good working order for years to come. Should any of our guidelines not be adhered to, subsequent damage fees or clean up fees will be applied to your final invoice.

- a) Decorations are not permitted on ceilings, painted surfaces, columns, fabric, decorative walls or fire sprinklers. All decorative materials must be flameproof in accordance with Fire Regulations.
- b) Any type of tape to be applied to the floor (including any brand of double-faced carpet tape) must be approved in advance by the Event Coordinator. Licensee is forewarned that many brands of double-faced tape do not come off the floor and the cost for clean up will be billed to the Licensee.
- c) Following the close of the event, the Licensee must remove all decorations and tape. Any decorations or tape remaining from the event will be removed by the Center staff and charged at the prevailing labor rate.
- d) Under no circumstances may Licensee staple decorations onto any tables or walls owned by the Center.
- e) Any damage to walls, floors, windows, or any other surface or furnishings due to decorations will be billed to licensee.
- f) No helium-filled balloons are permitted **without prior approval** from the Event Coordinator. Helium tanks must be on approved carts or bases. In special circumstances, balloons that are **secured** to exhibit booths or architectural features may be allowed with the prior approval of the Event Coordinator. In such an event, the Licensee will remain responsible for the cost of retrieving any stray balloons.
- g) **Rice, bird seed, glitter, confetti and haze are not permitted in the facility. A cleaning service charge will be levied should such items be brought on site for an event.**
- h) Candles and/or open-flamed devices **must be pre-approved** by the Event Coordinator and must be in compliance with Fire Code.
- i) Facility planters and furnishings may not be removed or repositioned. Center personnel shall handle any movement of furniture for event purposes.

By signing the enclosed contract, the licensee acknowledges responsibility for any damages that may occur to our facility due to the decorations on site. Should damage fees be assessed, our event coordinator will be in contact with you directly to discuss the fees.

Please contact your Event Coordinator prior to signing the contract if you have any questions or concerns regarding these guidelines.



GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Delta Hotels Phoenix Mesa, 200 North Centennial Way, Mesa, AZ, 85201, (480) 898-8300 and Local Government Hispanic Network.

ORGANIZATION: Local Government Hispanic Network

CONTACT:

Name: Christine Butterfield
 Job Title: Executive Director
 Street Address: 50 Fremont Street
 City, State, Postal Code: San Francisco, CA 94105-2276
 Country/Region: USA
 Phone Number: (510) 761-4440
 E-mail Address: cbutterfield@lghn.org

NAME OF EVENT: LGHN 2025 Conference Room Block

REFERENCE #: M-TWBO7VR

OFFICIAL PROGRAM DATES: Saturday, 01/25/2025 - Thursday, 01/30/2025

GUEST ROOM COMMITMENT/GROUP ROOM RATES

The Hotel agrees that it will provide, and Group agrees that it will be responsible for utilizing, 153 room nights in the pattern set forth below (such number and such pattern, the “Room Night Commitment”):

Attendees

Date	Day	Gen Standard King	Total Rooms
01/25/2025	Sat	10	10
01/26/2025	Sun	20	20
01/27/2025	Mon	50	50
01/28/2025	Tue	50	50
01/29/2025	Wed	23	23

GROUP ROOM RATES

Based upon Group’s total program requirements as outlined in this Agreement, Hotel confirms the following group rates on a per room per night basis:

Start Date	End Date	Room Type	Single
01/25/2025	01/29/2025	Gen Standard King	\$178.00

Hotel’s room rates are subject to applicable state and local taxes (currently 14.27 %) in effect at the time of check-out. All such taxes and assessments are subject to change without notice.

COMMISSION

The group room rates listed above are net non-commissionable. Local Government Hispanic Network will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

CONCESSIONS

In consideration of the entire value that the Group's Event brings to the Hotel, Delta Hotels Phoenix Mesa is pleased to offer the following concessions:

1. Group Rate available 3 days Pre/Post Event Dates; based on availability
2. Reduced 80% attrition on Guestrooms
3. Meeting Room Rental waived with \$4,000.00 F&B Minimum
4. Personalized Hotel Swag Bag to be provided upon check-in with thank-you note from hotel upon check-in for attendees

GUEST ROOM PERFORMANCE POLICY

The Room Block on page 1 of this Agreement is expected to generate **\$27,234.00** in room revenue for the Hotel (the "Room Revenue Commitment"). In the event that Group does not use all of the guest rooms in the Room Block, Group agrees that the Hotel will suffer damages. Such damages will occur because Hotel will have lost the opportunity to offer Group's unused rooms to others either individually or as part of another block and will incur additional costs in attempting to resell inventory that was already sold. The parties agree that the exact amount of such damages will be difficult to determine. The parties agree that the liquidated damages clauses provided for in this Agreement are a reasonable effort by the parties to agree in advance on the damages that the Hotel will suffer due to Group's lack of performance. Therefore, the parties agree that if the Event is held as scheduled, Hotel will not seek damages for Group's failure to use and pay for the Room Block if Group achieves a minimum of **80%** of the Room Revenue Commitment. Should Group fall below this amount, Group agrees to pay to Hotel, as reasonable liquidated damages and not a penalty, the difference between **80%** of the Room Revenue Commitment and the actual guest room revenue received by Hotel for rooms used and paid for at the group rate as part of the Room Block, plus applicable taxes, less any credits resulting from Hotel's efforts to resell unused guest rooms. Guest rooms will be considered resold only if Hotel achieves 100% occupancy on the date(s) at issue, and credits resulting from any resold guest room will be calculated using the lesser of (i) the Hotel's ADR on the date(s) at issue or (ii) the group rate.

METHOD OF ATTENDEE RESERVATIONS

Reservations for the Event will be made by individual attendees directly with Marriott reservations at 1 (855) 999-0060 or by a Reservation Link to be provided by your event manager.

GUARANTEED RESERVATIONS

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by Local Government Hispanic Network. Hotel will not hold any reservations unless secured by one of the above methods. A cancellation less than 72 hours prior to arrival will result in a charge equal to one night's room and tax, and the balance of the cancelled reservation will be considered when calculating any Group attrition charges. Early departures and no-shows will result in the same charge and consequence. If a rooming list is sent by Group, Group will be responsible for no-shows if credit card is invalid or declined.

Descriptions of Hotel's guest room types (including descriptions of guest rooms accessible to guests with disabilities) are available on Hotel's website at www.marriott.com or otherwise available by calling Hotel's Reservations Department at (855) 999-0060

EARLY DEPARTURE FEE

In the event a guest who has requested a room within the Room Block checks out prior to the guest's reserved checkout date, Hotel will add an early checkout fee to that guest's individual account. Guests wishing to avoid an early checkout fee should advise Hotel at or before check-in of any change in planned length of stay. Hotel will inform Group attendees of this potential charge upon check-in and requests that Group also inform its attendees of this obligation. Hotel will deduct any collected early departure fees from the amount Group may otherwise owe as attrition charges.

CUT-OFF DATE

Reservations by attendees must be received on or before **Monday, December 30, 2024**, (the "Cut-Off Date"). At the Cut-Off Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space- and rate-available basis at the Local Government Hispanic Network group rate after this date.

NO ROOM TRANSFER BY GUEST

Local Government Hispanic Network agrees that neither Local Government Hispanic Network 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 Local Government Hispanic Network reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by Local Government Hispanic Network, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda. Function rooms are subject to change.

Date	Day	Start Time	End Time	Function Type	Setup	# People	Rental	Function Space
01/27/2025	Mon	5:00 PM	8:00 PM	Reception	Cocktail Rounds	150	Waived	North Gazebo

FACILITY FEES

Based on Local Government Hispanic Network's requirements, Hotel's function space fees would be **WAIVED**. Function rooms are reserved as outlined in the contract and include one standard room set per day. All meeting room, food and beverage, and related services are subject to applicable taxes (currently 8.3%) and service charge (currently 23%) in effect on the date(s) of the event.

FOOD AND BEVERAGE PERFORMANCE POLICY

The guest room rates and concessions outlined in this Agreement are based on Group's guaranteed expenditure of a minimum of **\$4,000.00** in organized food and beverage, excluding taxes, gratuities and service charges (the "Food and Beverage Revenue Commitment"). Should Group fall short of this Food and Beverage Revenue Commitment, whether due to reduction in size of Group's Event, drop in attendance, change in food and beverage events or otherwise, Group agrees that Hotel will suffer damages that will be difficult to determine. Therefore, Group agrees that it will pay Hotel the amount equal to the difference between the Food and Beverage Revenue Commitment (or anticipated Event Order revenue, if higher) and the actual food and beverage revenues achieved as liquidated damages, plus applicable taxes. Group agrees that this charge is a reasonable estimate of Hotel's losses on food and beverage.

Once food and beverage function details have been established under an Event Order, performance damages for food and beverage will be determined based on the terms of the Event Order if anticipated revenue under the Event Order is higher than Group's Food and Beverage Commitment. At the time Event Orders are prepared, Hotel will advise Group if the anticipated food and beverage revenue based on the Event Orders will achieve the Food and Beverage Revenue Commitment. If not, Hotel will supply Group with food and beverage options that would achieve the Food and Beverage Revenue Commitment. Group will have the option of altering the Event Orders to achieve the Food and Beverage Revenue Commitment or paying the performance damages pursuant to this provision.

Estimated performance damages plus applicable taxes will be due and payable to Hotel seven (7) days prior to Group's arrival date. Any remaining amounts owed under this paragraph will be billed to Group's Master Account.

All food and beverages served at functions must be provided, prepared, and served by hotel, and must be consumed on hotel premises. Outside food and beverage is not permitted in function rooms.

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Other functions may be held in some or all of this function space prior to or following Group's Event. Accordingly, Group must keep to the scheduled times or advise Hotel if changes are needed so that Hotel can check availability. Group agrees that Group's activities in the function space shall not interfere with Hotel guests or their use of the Hotel or other events in Hotel's facilities.

Function space is assigned by Hotel based on the number of persons anticipated. **All final changes and guarantee of attendance for Group's Event is required three (3) business days prior to first scheduled function. Changes made within three (3) business days are subject to availability and may incur additional charges.** Should Group decrease its attendance requirements, Hotel reserves the right to charge or change, as applicable, rental fees and/or to reassign specific function space, provided the revised function space can adequately accommodate the Event (or particular function at the Event) requirements (as determined by Hotel). It is Hotel's policy to set 5% above the guarantee. If Hotel does not receive Group's guarantee and if the Banquet Event Order is unsigned, Hotel will use the number of persons initially anticipated as Group's guarantee.

MENU PRICING

Due to seasonality, the hotel reserves the right to substitute items or increase menu prices as needed to cover our costs. Please contact your event or catering representative to confirm your menu pricing 90 days prior to your event.

ADDITIONAL CHARGES

Details discussed during the planning of your event, not outlined in the contract and may be subject to additional charges.

- Menu selections for groups with less than the minimum listed in catering menus will be charged for the minimum.
- Menu selections that require a uniform attendant will incur a \$75 per attendant fee per hour charge. (1 attendant per 50 guests)
- All buffets and reception packages are scheduled for 1 hour of service. This means that the buffet will be fully stocked for an hour and will be removed at the end of the hour. Break packages are scheduled for 30 minutes of service. Extra hours of service may be purchased at an additional per person charge taxable service charge and taxes will apply.
- Events that require a bartender will incur a \$100 per bartender fee per 3-hour charge. (1 bartender per 100 guests)
- Function rooms occupied prior to or after times outlined on contract and/or event orders may result in additional charges.
- The hotel reserves the right to charge a service fee for excessive set up, clean up or repair is required.
- Significant changes in room setup after the room has been set will result in additional charges.

DAMAGE TO FUNCTION SPACE

Local Government Hispanic Network agrees to pay for any damage to the function space that occurs while Local Government Hispanic Network is using it. Local Government Hispanic Network will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than Local Government Hispanic Network and its attendees.

MASTER ACCOUNT

Upon the execution of this Agreement, a “Master Account” will be established for Group. Hotel must be notified in writing at least forty-five (45) days prior to arrival of the onsite authorized signatories and the charges that are to be posted to Group’s Master Account. Any cancellation charges or attrition fees will be billed to the Master Account.

BILLING ARRANGEMENTS

The following billing arrangements apply:

- Individuals to pay own room, tax, any mandatory guest room fees and incidental charges
- Functions to Master Account

METHOD OF PAYMENT

In addition to returning the fully executed Agreement, Group must secure its Event with a credit card guarantee and/or advance deposit. Group must provide credit card authorization information to Hotel by **July 23rd, 2024** in the manner set forth below to guarantee its booking. Payment for full estimated charges is due fourteen (14) days prior to arrival.

PAYMENT BY CREDIT CARD OR COMPANY CHECK

If Local Government Hispanic Network wishes to pay any portion of its obligation by credit card or company check, the credit card information must be entered into our secure online website. A Credit Card Information Request e-mail will be sent to the e-mail address provided by Local Government Hispanic Network.

Local Government Hispanic Network agrees that the Hotel may charge to this credit card any payment as required under this contract. This process must also be followed if direct billing has not been approved and the Master Account charges will be paid by credit card or company check.

Deposit Amount	Deposit Due Date
\$1,000.00	[date of mutual execution of Agreement]
\$2,000.00	December 30 th , 2024
Balance of Total Estimated Charges	January 13 th , 2025

**Total Estimate Charges include the Room Revenue Commitment and Food and Beverage Revenue Commitment plus applicable taxes.*

Any balance owed to the hotel is to be paid upon the conclusion of the function; any overpayment will be refunded after all guests have departed. Credit arrangements may be made by use of a major credit card. Balances remaining after the event are subject to a 1.5% interest per day.

CANCELLATION

Group acknowledges that if it cancels or otherwise fails to perform any of its obligations hereunder for any reason (or no reason) other than Hotel’s default hereunder (a “Cancellation”), this action would constitute a breach of Group’s obligation to Hotel and Hotel would be harmed. Because Hotel’s harm (and Group’s obligation to compensate Hotel for that harm) is likely to increase if there is a delay in notifying Hotel of any Cancellation, Group agrees to notify Hotel, in writing, immediately of any decision to cancel. In addition, if a Cancellation occurs, the parties agree that (i) it would be difficult to determine Hotel’s actual harm, (ii) Hotel would lose additional revenue that would be generated by the Event attendees’ use of Hotel facilities and amenities, and (iii) the amount set forth in the table below reasonably estimates Hotel’s harm for a Cancellation.

Group therefore agrees to pay Hotel, upon delivery of written notice of cancellation, as liquidated damages and not as a penalty, the amount outlined below. Provided that Group immediately notifies Hotel of the Cancellation and timely pays the below liquidated damages, Hotel agrees not to seek additional damages from Group relating to the Cancellation.

Date Canceled	Damages Due
Date Agreement becomes effective to 190 days prior to Group’s arrival	25% of Room Revenue Commitment and Food and Beverage Revenue Commitment, plus applicable taxes
189 days to 121 days prior to Group’s arrival date	50% of Room Revenue Commitment and Food and Beverage Revenue Commitment, plus applicable taxes
120 days to 91 days prior to Group’s arrival date	75% of Room Revenue Commitment and Food and Beverage Revenue Commitment, plus applicable taxes
90 days or less prior to Group’s arrival date	100% of Room Revenue Commitment and Food and Beverage Revenue Commitment, plus applicable taxes

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and Local Government Hispanic Network agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Local Government Hispanic Network will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

DISPUTE RESOLUTION

In the event of dispute resolution, the non-prevailing party will pay the other's costs and attorney's fees.

LIQUOR LICENSE

Local Government Hispanic Network understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are underage.

COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

This section describes Marriott's obligations as a U.S. federal contractor. It does not apply to customers that are not part of the U.S. federal government or using funds from the U.S. federal government for this contract.

Marriott shall comply with all applicable laws, statutes, rules, ordinances, codes, orders and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in performing its obligations under this Agreement.

Marriott (referred to as "contractor" in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor ("DOL"), Office of Federal Contract Compliance Programs ("OFCCP"). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. **This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.**

Marriott also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, Marriott shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

PRIVACY

Marriott International, Inc. ("Marriott") is committed to complying with obligations applicable to Marriott under applicable privacy and data protection laws, including to the extent applicable EU data protection laws. Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the "Privacy Statement," currently available at <http://www.marriott.com/about/privacy.mi>) with respect to any personal data received under this Agreement.

Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

Local Government Hispanic Network will obtain all necessary rights and permissions prior to providing any personal data to Hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel's privacy statement and applicable law. Notwithstanding any other provision, Hotel may use an individual's own personal data to the extent directed by, consented to or requested by such individual.

IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate Local Government Hispanic Network's needs. If such special setups or extraordinary formats are requested, Hotel will present Local Government Hispanic Network two (2) alternatives: (1) charging Local Government Hispanic Network the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

SHIPPING AND RECEIVING

Group must notify hotel representative of all packages and or pallets that will be shipped to the hotel. Packages will be accepted up to three (3) business days prior to Group's event. All packages must be properly labeled with the attention of your event manager and your group name must be referenced. Shipping fees of \$10 per package, \$25 per case and \$100 per pallet will be added to Group's event bill. If shipment will exceed fifteen (15) packages, an outside storage area must be arranged by your hotel representative and additional fees will apply.

The hotel will assess a \$25 storage fee, per day for items under 25 lbs. and \$50 per day for items over 50 lbs.

The hotels loading area for Arizona Ballroom is located off of University and may be used with proper approval. No unattended parking is allowed in the loading area.

TECHNICAL SERVICES

Premier Audio Visual is Hotel's preferred provider for audio/visual needs. Outside vendors must be approved by your hotel representative and proof of insurance will be required. Should outside vendor be approved Group agrees to a fee of \$500 in and out will be charged to Local Government Hispanic Network. Patches into hotels audio or lighting system are not available to groups using an outside vendor or own equipment.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If Local Government Hispanic Network requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

The hotel requires one security guard per 100 people for those events in which the hotel deems appropriate. The decision for security is at the sole discretion of the hotel and will be at the client's cost

USE OF OUTSIDE VENDORS

If Local Government Hispanic Network wishes to hire outside vendors to provide any goods or services at Hotel during the Event, Local Government Hispanic Network must notify Hotel of the specific goods or services to be provided and provide sufficient advance notice to the Hotel so that the Hotel can (i) determine, in Hotel's sole discretion, whether such vendor must provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance, and (ii) approve, using reasonable judgment, the selection of the outside vendor and the goods or services to be provided by such outside vendor to Local Government Hispanic Network, taking into consideration: (a) whether Hotel offers such goods and services; (b) the risk level posed by certain activities; and (c) the safety and well-being of guests at Hotel.

PERFORMANCE LICENSES

Local Government Hispanic Network will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that Local Government Hispanic Network may use or request to be used at the Hotel.

HOLD HARMLESS

Group hereby agrees to protect, defend, indemnify and save Hotel, its owners, its operator, Ensemble Hospitality, the licensor/franchisor, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all acts, omissions, claims, losses, injuries, fines, penalties, liabilities and damages (including attorney's fees and costs) to persons or property, arising out of or caused by Group, the Event or the occupancy and/or use of the Hotel premises or any part thereof by Group, its employees, Third-Party Suppliers, contractors, subcontractors, vendors, guests, invitees, agents or representatives, except to the extent caused by the negligence of the Hotel.

Hotel hereby agrees to protect, defend, indemnify and save Group harmless against all acts, omissions, claims, losses, injuries, fines, penalties, liabilities and damages (including attorney's fees and costs) to persons or property, arising out of or caused by the gross negligence of Hotel.

ACCEPTANCE

When presented by the Hotel to Local Government Hispanic Network, this document is an invitation by the Hotel to Local Government Hispanic Network to make an offer. Upon signature by Local Government Hispanic Network, this document will be an offer by Local Government Hispanic Network. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Local Government Hispanic Network at any time prior to Local Government Hispanic Network’s execution of this document, the outlined format and dates will be held by the Hotel for Local Government Hispanic Network on a first-option basis until **07/23/2024**. If Local Government Hispanic Network cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel’s option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, Local Government Hispanic Network and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by Local Government Hispanic Network:

Name: (Print) Christine Butterfield

Title: (Print) Executive Director

Signature: _____

Date: _____

Approved and authorized by Hotel:

Name: (Print) Bianca Morales

Title: (Print) Director of Sales & Marketing

Signature: _____

Date: _____



**SUSTAINING
CORPORATE
SPONSORSHIP PROGRAM
LOCAL GOVERNMENT
HISPANIC
NETWORK**

“When you invest in people, they will invest in their communities. LGHN encourages its members to invest in themselves and pay it forward to the next generation.”

Frances Gonzales, LGHN founding member, LGHN past president and former Chief of Staff to the Secretary of Housing and Urban Development for President Obama

LGHN is the leading support organization for Hispanic local government professionals. The Local Government Hispanic Network (LGHN) develops and supports public-sector leaders who reflect the communities they serve.

LGHN operates in two ways: as a forum for individuals who are interested in programs and issues related to the Hispanic population, and as a consortium of local governments that serve a significant Hispanic population.

LGHN also works closely with our affiliates. LGHN maintains collaborative agreements with the International City/County Management Association (ICMA), National Forum for Black Public Administrators (NFBPA), International Network of Asian Professional Administrators (I-NAPA), National Association of County Administrators (NACA), and Government Finance Officers Association (GFOA).

LGHN invites you to become a sustaining sponsor and member

The Local Government Hispanic Network (LGHN) is a leader in the development of Hispanic local government professionals. Yet Hispanics remain underrepresented in local government, where decisions are made every day that impact residents and businesses despite the Hispanic population quadrupling to more than 62 million over the past three decades.

Our mission is to:

- Increase the number of Hispanic local government city/county managers, and department directors
- Develop local government professionals to grow and take on leadership roles in local government
- Provide critical training along with leadership opportunities for future local government professionals and leaders
- Advise and provide guidance to local government leaders on methods and means to productively engage Hispanic populations within their jurisdictions
- Assist all local government managers of communities



Benefits

As a sponsor of LGHN, you will connect with LGHN members and nonmembers by supporting diversity, equity, and inclusivity through programming that closely relates to the services provided by your company.

In addition, you will gain the following:

- Brand recognition with local government leaders
- Valuable personal contacts
- Strengthened company recognition as a supporter of the Hispanic community
- Recognition as a role model in diversifying local government leadership to better reflect the diversity of our communities

Programs

Diversity, Equity, and Inclusion

With these as guiding principles for the LGHN board of directors and our members, in 2022, LGHN crafted a focused DEI policy and implementation plan. Platinum and gold sustaining sponsors are encouraged to join LGHN and co-brand our implementation, committee participation, training, and mentoring.

Madrinas y Padrinos Mentorship

Created in 2021-2022, this mentorship program grows leadership skills and builds professional confidence for Hispanic professionals. We will continue to provide national virtual coaching programs and in-person programs through regional chapters with an expanded focus on students in addition to early- and mid-career professionals.

Professional Development

Webinars and in-person training enhance governing skills in financial planning, human resources, service delivery, and general governance so Hispanics can compete for positions at the highest levels and ensure Hispanic communities are engaged and well-served by their governments. Sponsors may directly participate and interact in presenting these programs and will receive national and regional recognition.

Scholarships

Scholarships and stipends for professional development enable emerging professionals to become involved in professional associations and build their networks. LGHN offers an affordable option for local governments to grow their team and offer high quality professional development experiences to more of their employees. LGHN and its regional chapters provide access through scholarships and stipends for ICMA resources and programs in addition to the LGHN professional development offerings.

International Program

Our international program provides support to Central America to improve local government management in their regions. The LGHN board has focused on supporting Puerto Rico and their recovery from Hurricane Maria in recent years.



LGHN INVITES YOU to become a **SUSTAINING SPONSOR** & member at the **PLATINUM OR GOLD LEVELS.**

Platinum \$50,000

Gold \$25,000

If you are interested in sitting in an advisory capacity on the LGHN board, consider our signature level of \$75,000.

[Click here to compare sponsor benefits across all levels.](#)

Sustaining sponsor benefits include:

- Network/collaboration on the newly formed National Corporate Council
- Associate membership in LGHN with access to programs and events
- An invitation to serve and advise on LGHN committees
- Logo placement on brochures and promotional information, including national and regional events
- Logo placement on sponsor website page to demonstrate commitment to diversity, equity, and inclusion, including a link to your website
- Access to LGHN member directory
- Online seminar presentation(s) to LGHN membership
- Limited use of LGHN logo on company website to demonstrate your commitment to diversity, equity, and inclusion
- Complimentary registrations to the LGHN annual conference. LGHN is a nonprofit 501(c)(3) (Tax ID #52-2298063) and governed by a Board of Directors representing all levels of leadership in local government from across the country.

To become a sustaining sponsor of LGHN, or for additional information, contact:

Christine Butterfield
Executive Director, LGHN
cbutterfield@LGHN.org
510-761-4440

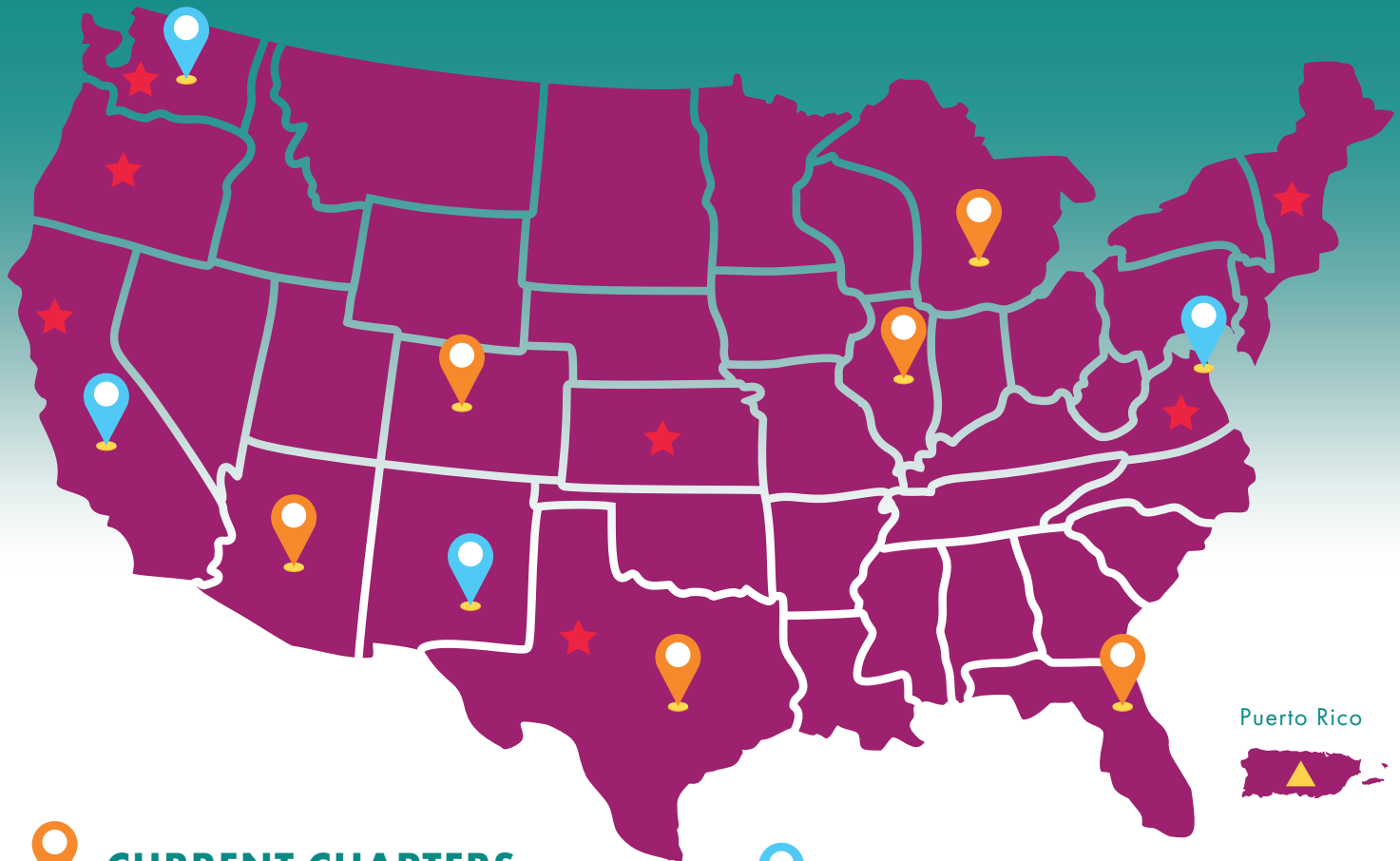
Karen Davis
Staff Support, LGHN
kdavis@LGHN.org
408-221-8458



Locations

LGHN works to grow the number of Hispanics in local government through a network of chapters throughout the country. LGHN's chapters include Arizona, Texas, Michigan, Florida, Illinois, and Colorado. New chapters include Washington, New Mexico, Washington, D.C. metro area, Northern, and Southern California.

LGHN's membership totals 1,700 members and is anticipated to double in the next three years. Membership in each chapter ranges from 100 to 200+ members. Individual and local government memberships are being converted to regional chapters with unlimited participation by member jurisdictions. Sponsors are offered an array of opportunities to engage with LGHN members throughout the year.



Puerto Rico



CURRENT CHAPTERS

Arizona:

- Phoenix
- Mesa
- Glendale
- Scottsdale
- Chandler

Colorado

Florida

Illinois

Michigan

Texas:

- Central Texas
- Dallas



FORMING CHAPTERS

Washington

New Mexico

California

Washington D.C. Metro



LOCAL GOVERNMENT MEMBERS



PARTNERSHIPS

Visit the LGHN website for a complete list of members.



BOARD OF DIRECTORS



Samantha Tavares, President
Executive Committee
Special Projects Administrator
Office of the City Manager
Phoenix, AZ

Marcus Steele, President-Elect
Executive Committee
Police Budget Manager
Scottsdale Police Department
Scottsdale, AZ

LGHN Directors at Large

Carlos Baia, Past ICMA Board Member
City Manager
Temple Terrace, FL

Mariana Priscilla Bojorquez, Director at Large
Latino Engagement Librarian
Evanston, IL

Matt Rivera, Director at Large
Adams County
Director, Community Safety and Well-being
Brighton, CO

Hazel Wetherford, Director at Large
Economic Development Director
Dublin, CA

Aaron Zavala, Director at Large
Assistant to the City Manager
Pleasanton, CA

Ramiro Inguanzo, Vice President for
Professional Development
Executive Committee
Assistant Village Manager
Bal Harbour, FL

Mario Diaz, Vice President for
Career Advancement
Executive Committee
City Manager
North Miami Beach, FL

Noel Bernal, Director at Large
Adams County
County Manager
Brighton, CO

Alejandra Lopez, Director at Large
Assistant City Manager
San Antonio, TX

Ramiro Salazar, Director at Large
Library Director - Retired
San Antonio, TX

LGHN Liaisons

- MissionSquare Retirement
- ICMA
- National Association of County Administrators

SPONSORSHIP OPPORTUNITIES

*Connect.
Collaborate.
Succeed.*

Mesa Convention Center
MESA, ARIZONA



LGHN ANNUAL CONFERENCE | JANUARY 27 - 29, 2025

Affiliate & Partner Organizations

LGHN is proud to have developed affiliate relationships with professional organizations within local government.



About LGHN



LGHN is the leading support organization for Hispanic local government professionals.

The Local Government Hispanic Network (LGHN) develops and supports public-sector leaders who reflect the communities they serve. As a not-for-profit agency, LGHN operates in two ways: as a forum for individuals who are interested in programs and issues related to the Hispanic population, and as a consortium of local governments that serve a significant Hispanic population. LGHN's membership totals over 1,600 members and is anticipated to significantly increase in the next three years.

LGHN works to grow the number of Hispanics in local government through a network of chapters throughout the country.

Come and engage one on one with our members and affiliates. LGHN maintains collaboration agreements with the International City/County Management Association (ICMA), National Forum for Black Public Administrators (NFBPA), International Network of Asian Professional Administrators (INAPA), National Association of County Administrators (NACA), Civic Pride, and Government Finance Officers Association (GFOA).

Locations

LGHN is proud to have established chapters in 7 states across the nation; and is currently forming chapters in 4 additional states, including our nation's Capital.



CURRENT CHAPTERS

Arizona:

- Phoenix
- Mesa
- Glendale
- Scottsdale
- Chandler

Colorado

Florida

Illinois

Michigan

Texas:

- Central Texas
- Dallas



FORMING CHAPTERS

Washington

New Mexico

California

Washington D.C. Metro



LOCAL GOVERNMENT MEMBERS



PARTNERSHIPS

Visit the **LGHN** website for a complete list of members.



BECOME A 2025 LGHN ANNUAL CONFERENCE SPONSOR

Connect face-to-face with members, affiliates, and partners by supporting diversity, equity, and inclusion through programming. In addition, you will gain the following:



GROW BRAND RECOGNITION WITH LOCAL GOVERNMENT LEADERS



BUILD VALUABLE PERSONAL CONTACTS AND RELATIONSHIPS



STRENGTHENED COMPANY RECOGNITION AS A SUPPORTER OF THE HISPANIC COMMUNITY



MAXIMIZE COMPANY POTENTIAL WITH ACCESS TO EXCLUSIVE DEMOGRAPHIC DATA AND HELP LOCAL LEADERS LEVERAGE THE IMPACT OF DIVERSITY ALLOWING LOCAL GOVERNMENTS TO BETTER REFLECT OUR COMMUNITIES



Explore a variety of topics including:



EXPANDING BORDERS

- Smash the “glass ceiling”
- Leadership lessons and ethics
- Regionalism best practices
- Identity issues and related topics
- International sessions

GROW YOUR COMMUNITY CULTURE



- Community engagement
- Civility and crucial community conversations
- Promote Hispanic Heritage in your community and organization
- Cultivate your organization’s talent: succession planning
- Build community inclusivity
- What’s stopping YOU?



INNOVATE AND REINVENT

- Sustainability
- Affordable housing
- SMART cities

MANAGING DIVERSE COMMUNITIES



- Why is this important?
- Letting go of assumptions
- How to foster, cultivate, and preserve a culture of diversity

ORO SPONSOR

\$20,000

- **Reserved space for Sponsor banner at registration**
- **Recognition as a signature sponsor**
- **Speak at a conference session related to company product**
- **Recognition on all printed materials, in social media, and on the LGHN website**
- **Free conference exhibit space**
- **4 complimentary conference registrations**
- **Option to provide materials and online product coupons for attendees**
- **Digital roster of all conference attendees**



PLATA SPONSOR

\$10,000

- **Recognition as a signature sponsor**
- **Recognition on all printed materials, in social media, and on the LGHN website**
- **Free conference exhibit space**
- **2 complimentary conference registrations**
- **Option to provide materials and online product coupons for attendees**
- **Digital roster of all conference attendees**



BRONCE SPONSOR

\$5,000

- **Recognition as a signature sponsor**
- **Recognition on all printed materials, in social media, and on the LGHN website**
- **Free conference exhibit space**
- **1 complimentary conference registration**
- **Option to provide materials and online product coupons for attendees**
- **Digital roster of all conference attendees**



Other Ways to Contribute

We encourage local governments to join as a jurisdiction and help ensure a more broad and expansive representation for LGHN.

For information, visit our website at LGHN.org

To Commit to Sponsor, or for More Information, Contact:

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Join hands with **LGHN.**



Scan to explore
partnership opportunities

**LGHN
ANNUAL CONFERENCE**

January 27 - 29, 2025

Mesa Convention Center, MESA, ARIZONA

For more information, contact Samantha Tavares, LGHN Board President
at samantha.tavares@phoenix.gov

