



Advancing Excellence and Inclusiveness in Local Government

Agenda
March 8, 2024
9:00 am PT/Noon ET

Board of Directors

Samantha Tavares
President

Bob Harrison
President-Elect

Raymond Gonzales
Immediate Past President

Marcus Steele
Vice President for Membership

Ramiro Inguanzo
Vice President for Professional Development

Gricelda Estrada
Vice President for Career Advancement

At-Large Directors:

Carlos Baia
Past ICMA Board Member

Noel Bernal

Mariana Bojorquez

Mario Diaz

Alejandra Lopez

Matt Rivera

Ramiro Salazar

Hazel Wetherford

Aaron Zavala

A. Call to Order/Roll Call/Welcome

B. APPROVAL: Consent Agenda – Receive and Approve

1. Board Meeting Zoom Recording Link (see password in the meeting appointment invitation)
2. Board Meeting Attendance Report for 2023/2024*
3. Financial Reports of February 29 and March 5, 2024*

C. DISCUSSION/APPROVAL:

1. Discuss and Approve the Date and Location of the Next LGHN Conference – **Bob Harrison**
 - a. Approve Mesa Convention Center – January 27-29, 2025, with board retreat Saturday January 25 site TBD
 - b. Discuss Location of the LGHN 2026 Conference
2. Discuss and Approve the Location Options of the LGHN Dinner at the ICMA Annual Conference in Pittsburg, PA – **Bob Harrison**
 - a. Grand Concourse*
 - b. Hofbrauhaus*

D. DISCUSSION:

1. Discuss Date and Time of Board Goal Setting Workshop (*last workshop held virtually on January 8, 2022*) – **Bob Harrison**

E. Informational Items:

1. LGHN Board Liaison Reports
 - a. ICMA Board and ICMA International Committee – **Jorge Gonzalez**
 - b. MissionSquare – **Deanna Santana**
 - c. NACA – **Gabe Rodriguez**
2. LGHN Board Committee Updates

F. Future Board Meeting Agenda Items

1. Review LGHN 2024 Webinars – *April 2024*
2. Review and Discuss Madrinas y Padrinos Program and 2024 Kickoff – *Summer 2024*
3. Review and Discuss Baker Tilly Contract for Executive Director Services with LGHN – *Summer 2024*
4. Updated Affiliate Agreement with ICMA – *Summer 2024*

Board Liaisons

Jorge Gonzalez

ICMA Liaison

Gabe Rodriguez

NACA Liaison

Deanna Santana

MissionSquare

Retirement Liaison

5. PM Magazine Article – *Fall 2024*

G. Future Meeting Dates and LGHN 2023 Events

1. *TBD – International Committee Webinar: Economic Development and Public Improvements in the US and Central America*
2. *April 3 – 7, 2024 – NFBPA Forum 2024, Baltimore, MD*
3. *April 5, 2024 – LGHN Board Meeting*
4. *May 3, 2024 – LGHN Board Meeting*
5. *June 7, 2024 – LGHN Board Meeting*
6. *June 9 – 12, 2024 – GFOA Annual Conference, Orlando, FL (Chapter members to present and host reception)*
7. **July 12, 2024 – LGHN Board Meeting – date change**
8. *August 2, 2024 – LGHN Board Meeting*
9. *September 6, 2024 – LGHN Board Meeting*
10. *September 21 – 25, 2024 – ICMA Annual Conference, Pittsburg, PA*
11. *September 22, 2024 – LGHN Dinner at ICMA in Pittsburg, PA*
12. *October 4, 2024 – LGHN Board Meeting*
13. *November 1, 2024 – LGHN Board Meeting*
14. *December 6, 2024 – LGHN Board Meeting*
15. **January 10, 2025 – LGHN Board Meeting – date change**
16. *Proposed January 27 – 29, 2025 LGHN 2025 Annual Conference, Mesa, AZ*

H. Adjournment

Board of Directors' Meeting Attendance 2023 and 2024

Name	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	ICMA 10/1-10/4	10/23	11/23	12/23	1/24	LGHN 1/17-1/19 and Board Retreat	2/24
Samantha Tavares	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	On Leave
Bob Harrison	X	X	X	A	X	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Raymond Gonzales	A	A	A	A	A	A	A	A	A	A	-	A	A	A	A	A	X
Ramiro Inguanzo	A	A	X	A	X	A	X	X	A	X	-	X	X	X	X	Attended	X
Gricelda Estrada	A	A	A	X	X	X	A	X	A	A	-	X	A	A	X	A	X
Carlos Baia	X	X	X	X	X	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Raoul Lavin Through October	A	X	X	A	X	X	X	A	X	X	Attended	X	Incoming Mario Diaz X	X	X	Attended	X
Noel Bernal	X	X	X	X	A	A	A	A	X	X	Attended	X	A	X	X	Attended	X
Mariana Bojorquez	X	X	A	X	A	X	A	A	X	X	-	A	A	A	X	Professional Conflict	X
Alejandra Lopez	X	X	X	X	A	X	X	X	X	X	Attended	X	A	X	X	Attended	X
Ramón Pérez- Goizueta Through October	A	A	X	X	A	A	X	A	A	A	-	A	Incoming Aaron Zavala X	X	X	Attended	X
Ramiro Salazar	A	X	X	A	A	X	X	A	X	X	Attended	A	X	A	X	Attended	X
Marcus Steele	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Matt Rivera	A	X	A	X	X	X	X	X	A	X	Attended	X	X	X	X	Attended	A
Hazel Wetherford	X	A	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Victor Cardenas Through September (ICMA Board)	A	X	X	X	A	X	A	X	X	X	Attended	Incom ing Jorge Gonza lez	X	A	X	Professional Emergency	A
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X	X	X	A	X	Attended	A	A	X	X	Attended	X
Ines Guerrero/ Deanna Santana (MissionSquare)	A	X	A	X	A	X	X	X	X	X	Attended	X	Incoming Deanna Santana	A	X	Family Emergency	X

Updated January 30, 2024

Local Government Hispanic Network Profit & Loss Budget vs. Actual January through February 2024

	<u>Jan - Feb 24</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
43400 · Direct Public Support		
43455 · Corporate Support	50,000.00	65,000.00
43457 · Scholarship	173.95	4,000.00
Total 43400 · Direct Public Support	<u>50,173.95</u>	<u>69,000.00</u>
46400 · Other Types of Income		
46410 · Advertising Sales	27,250.00	191,250.00
46430 · Miscellaneous Revenue	340.00	1,959.00
Total 46400 · Other Types of Income	<u>27,590.00</u>	<u>193,209.00</u>
47200 · Program Income		
47209 · Annual Meeting Sponsorship	0.00	2,000.00
47230 · Membership Dues		
47231 · Local Chapters	8,000.00	11,000.00
47233 · Individual	6,220.00	5,000.00
47234 · Local Government	9,750.00	7,500.00
47237 · Regional Chapter Florida	5,000.00	8,000.00
47239 · Regional Chapter Illinois	1,000.00	3,700.00
47240 · Regional Chapter Central Texas	1,000.00	2,800.00
47241 · Regional Chapter Colorado	8,000.00	8,500.00
Total 47230 · Membership Dues	<u>38,970.00</u>	<u>46,500.00</u>
47270 · LGHN Dinner Registrations	0.00	8,000.00
Total 47200 · Program Income	<u>38,970.00</u>	<u>56,500.00</u>
49000 · Special Events Income	0.00	5,000.00
Total Income	<u>116,733.95</u>	<u>323,709.00</u>
Gross Profit	116,733.95	323,709.00
Expense		
60900 · Business Expenses		
60920 · Business Registration Fees	0.00	120.00
60960 · Merchant Services Fees	1,364.80	10,000.00
Total 60900 · Business Expenses	<u>1,364.80</u>	<u>10,120.00</u>
62100 · Contract Services		
62110 · Accounting Fees	0.00	1,200.00
62150 · Outside Contract Services	42,273.13	225,000.00
Total 62100 · Contract Services	<u>42,273.13</u>	<u>226,200.00</u>
65000 · Operations		
65009 · Computer Software	77.58	1,600.00
65020 · Postage, Mailing Service	39.05	2,000.00
65030 · Printing and Copying	0.00	500.00
65040 · Supplies	0.00	50.00
65050 · Telephone, Telecommunications	95.62	2,000.00
65060 · Website	2,680.49	12,000.00
Total 65000 · Operations	<u>2,892.74</u>	<u>18,150.00</u>
65100 · Other Types of Expenses		
Board of Directors Retreat		
Retreat	0.00	1,500.00
Total Board of Directors Retreat	<u>0.00</u>	<u>1,500.00</u>
65110 · Advertising/Marketing Expenses	0.00	4,000.00
65120 · Insurance - Liability, D and O	909.00	1,000.00
65140 · Contributions	0.00	1,500.00
65160 · Other Costs	117.25	500.00
65170 · Scholarships Awarded	0.00	2,000.00

Local Government Hispanic Network Profit & Loss Budget vs. Actual January through February 2024

	<u>Jan - Feb 24</u>	<u>Budget</u>
65180 · Special Events	0.00	7,000.00
65185 · Program Activities		
Catering	0.00	12,000.00
Entertainment	0.00	1,500.00
Other Costs	0.00	16,888.00
Postage/Shipping	0.00	500.00
Printing/Copy/Mktg	0.00	500.00
Stipends and Speaker Fees	0.00	1,600.00
Total 65185 · Program Activities	<u>0.00</u>	<u>32,988.00</u>
65190 · Special Projects, Chap Support	0.00	5,000.00
Total 65100 · Other Types of Expenses	<u>1,026.25</u>	<u>55,488.00</u>
68300 · Travel and Meetings		
68310 · Conf, Conv, Meeting-Nat'l	0.00	5,000.00
68320 · Meeting Travel-Reg'l	0.00	1,000.00
68330 · ICMA Conference Committee	921.22	2,400.00
Total 68300 · Travel and Meetings	<u>921.22</u>	<u>8,400.00</u>
Total Expense	<u>48,478.14</u>	<u>318,358.00</u>
Net Ordinary Income	<u>68,255.81</u>	<u>5,351.00</u>
Net Income	<u><u>68,255.81</u></u>	<u><u>5,351.00</u></u>

Local Government Hispanic Network Account Listing

March 4, 2024

Account	Type	Balance Total
10000 · US Bank - checking	Bank	269,339.48
10000 · US Bank - checking:Frances Gonzalez Scholarship		21,083.99
10000 · US Bank - checking:Joel Valdez		428.03
10000 · US Bank - checking:LGHN Conference		0.00
10000 · US Bank - checking:Operating Cash		172,827.46
10000 · US Bank - checking:Operating Reserves		75,000.00
25001 · Florida Chapter Payable	Other Current Liability	3,249.10
25003 · Illinois Chapter Payable	Other Current Liability	117.87
25004 · Colorado Chapter Payable	Other Current Liability	7,948.39
25005 · Central TX Chapter Payable	Other Current Liability	2,838.95
Actual Operating		158,673.15

From: [Christine Butterfield](#)
To: [Christine Butterfield](#)
Subject: FW: Local Government at Grand Concourse
Date: Tuesday, March 5, 2024 10:07:35 AM
Attachments: [Grand Concourse Banquet Menus SEP23.pdf](#)
[Preferred Vendor List.docx](#)

From: Brian George <grcobq@ldry.com>
Sent: Friday, February 23, 2024 2:02 PM
To: Christine Butterfield <cbutterfield@LGHN.org>
Subject: Local Government at Grand Concourse

Dear Christine,

Thank you for taking the time to speak with me today. I am excited about the opportunity to collaborate with you on this event. As per our discussion, I am committed to working within your budget of \$10,000.

Please find attached our banquet menus and the recommended vendor list that I mentioned. In the banquet menu, you will find our dinner options. Tier #1 is priced at \$47 per person, with a 2-hour standard bar package available at \$28 per person, bringing the total to \$75 per person. Additional charges include a 4% banquet fee (\$3), 7% tax (\$5.46), and an 18% suggested gratuity (\$13.50), resulting in a total of \$96.96 per person or \$9,696 for 100 guests.

Should you decide to proceed with hosting the event, we will send over a contract with a required deposit of \$3,500.

I am eager to assist you with this event.

Sincerely,
Brian





— Banquet Lunch Packages —

all banquet packages include deluxe bread service and coffee, tea & iced tea
*please select a tier & three entrées within that tier; no additional charge for a vegetarian option
events with 50 or more guests MUST provide entrée counts seven (7) days prior to event*

Tier One • 25 per person (2 courses) / 30 per person (3 courses)

— STARTER —

Chef's Selection Soup Du Jour

— ENTRÉE —

Chicken Cape Codder Salad

maple raspberry vinaigrette, blue cheese crumbles, red onion, pine nuts, grilled chicken

Blackened Shrimp Wedge Salad

Grilled Salmon Caesar Salad

Grilled Chicken Caesar Salad

Tier Two • 33 per person (2 courses) / 38 per person (3 courses)

— STARTER —

Martha's Vineyard Salad

— ENTRÉE —

please select three

Grilled Antarctic Salmon • lemon butter sauce

Lemon Chicken • mushrooms, artichokes & lemon butter

Coconut Shrimp • mango salsa, thai chili butter

Parmesan Crusted Snapper • lemon beurre blanc, chives

Sirloin Steak • grilled medium, warm blue cheese butter (add \$3 for this selection)

Roasted Vegetable Ravioli • provencale tomato cream, parmesan, basil chiffonade

Tier Three • 37 per person (2 courses) / 42 per person (3 courses)

— STARTER —

Martha's Vineyard Salad

— ENTRÉE —

please select three

Bronzed Salmon • mango salsa, sriracha glaze

Shrimp & Artichoke Linguine • provencale tomato sauce

Dynamite Snapper • crab encrusted, basil oil drizzle

Chicken Milano • fresh mozzarella, tomatoes, basil & lemon beurre blanc

Petite Filet Mignon • grilled medium (add \$5 for this selection)

Roasted Vegetable Ravioli • provencale tomato cream, parmesan, basil chiffonade

— DESSERT —

please select one for 3 course menus / dessert available on 2 course in lieu of starter

New York Style Cheesecake

Classic Crème Brûlée

Traditional Key Lime Pie

prices do not include banquet fee, applicable sales taxes, or a discretionary gratuity for your service staff;
pricing is subject to change without notice until event contract is signed and menu is selected

Grand Concourse Restaurant • 100 West Station Square Drive • Pittsburgh, PA 15219

Brian George, Sales & Events Manager • direct 412.391.3474 • GRCOBQ@LDRY.COM



— Banquet Dinner Packages —

all banquet packages include deluxe bread service and coffee, tea & iced tea
*please select a tier & three entrées within that tier; no additional charge for a vegetarian option
events with 50 or more guests MUST provide entrée counts seven (7) days prior to event*

— STARTER COURSE —

please select one for your group

additional \$3 per person to offer separate (both) soup and salad courses (\$6 with lobster bisque)

- Charley's Chowder** • mediterranean-style fish chowder *(seasonal availability)*
- New England Clam Chowder** • traditional new england style *(seasonal availability)*
- Chilled Gazpacho** • sour cream, croutons *(seasonal availability)*
- Martha's Vineyard Salad** • bleu cheese, red onions, pine nuts, maple raspberry vinaigrette
- Classic Caesar Salad** • shaved parmesan, croutons, caesar dressing
- Lobster Bisque** • lobster mascarpone *(seasonal availability)* (additional \$3 per person)

— ENTRÉE —

Tier One (Three Course Dinner) • 47 per person

- Sirloin Steak** • grilled medium, warm blue cheese butter
- Lemon Chicken** • mushrooms & artichokes with lemon butter
- Bronzed Salmon** • mango salsa, sriracha glaze
- Coconut Shrimp** • mango salsa & thai chili butter
- Roasted Vegetable Ravioli** • provencale tomato cream, parmesan, basil chiffonade

Tier Two (Three Course Dinner) • 59 per person

- Lobster & Shrimp Stuffed Salmon** • red pepper béarnaise
- Parmesan Snapper & Shrimp** • lemon beurre blanc, chives
- Petite Filet Mignon** • grilled medium, cabernet demi glace
- Chicken Milano** • fresh mozzarella, tomatoes, basil & lemon beurre blanc
- Roasted Vegetable Ravioli** • provencale tomato cream, parmesan, basil chiffonade

Tier Three (Three Course Dinner) • 69 per person

- Coldwater Lobster Tail**
- Filet Mignon** • grilled medium
- Ultimate Seafood Trio** • salmon, crab cake, coconut shrimp
- Salmon Oscar** • asparagus, lump crabmeat, béarnaise
- Petite Filet Mignon & Shrimp Scampi Combination**
- Petite Filet Mignon & Lobster Tail Combination** *(add \$12 for this selection)*
- Roasted Vegetable Ravioli** • provencale tomato cream, parmesan, basil chiffonade

— DESSERT —

please select one for your group

- New York Style Cheesecake**
- Classic Crème Brûlée**
- Traditional Key Lime Pie**

prices do not include banquet fee, applicable sales taxes, or a discretionary gratuity for your service staff;
pricing is subject to change without notice until event contract is signed and menu is selected

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— Station Square Signature Six Course Menu —

99 per person

all banquet packages include deluxe bread service and coffee, tea & iced tea
*this signature menu is available exclusively for parties of 50 or fewer guests;
vegetarian options will be provided upon request*

— FIRST COURSE —
each guest will select one

Shrimp Cocktail
Maryland Style Crab Cake

— SECOND COURSE —
each guest will select one

Lobster Bisque
Charley's Chowder

— THIRD COURSE —
each guest will select one

Iceberg Wedge Salad
Martha's Vineyard Salad

— FOURTH COURSE —

Intermezzo — Seasonal Sorbet

— FIFTH COURSE —
each guest will select one

Crab Stuffed Lobster Tail
Applejack Sea Bass
Lobster & Shrimp Stuffed Salmon
Filet Mignon Oscar
Gouda Stuffed Chicken

— SIXTH COURSE —
each guest will select one

Chocolate Truffle Cake
Dulce de Leche Cheesecake
Bananas Foster Crème Brûlée

prices do not include banquet fee, applicable sales taxes, or a discretionary gratuity for your service staff;
pricing is subject to change without notice until event contract is signed and menu is selected

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— Hors d'Oeuvres —

— HOT SELECTIONS —

Mussels à la Muer • steamed with garlic butter & sherry	150 pieces	55
Baked Brie en Croute • toast points	2.2# wheel	75
Baked Ricotta • pepper jelly, strawberries, arugula, toast points	serves approx. 25	75
Dynamite Scallops • crab encrusted, basil oil drizzle	50 pieces	175
Baked Oysters • available dynamite and/or casino style	50 pieces	160
Chicken Satay • peanut dipping sauce	50 pieces	125
Vegetable Egg Rolls • crispy fried wonton skin	50 pieces	100
Coconut Crusted Shrimp • thai chili butter	50 pieces	150
Miniature Beef Wellingtons • shiitake & oyster mushrooms	50 pieces	185
Hibachi Chicken Skewers • peppers, jack cheese, soy chili garlic sauce	50 pieces	110
Asian Dumplings • pork filling	50 pieces	100
Armadillo Eggs • cheddar cheese stuffed jalapeño peppers	50 pieces	90
Lobster Bisque Shooters (seasonal availability)	25 pieces	25

— CARVING BOARD —

\$50 setup/carver fee will apply

Smoked Turkey Breast	125
Salmon in Puff Pastry • mustard-dill beurre blanc	125
Roasted Prime Rib of Beef	350
Baked Ham	175
Roasted Pork	125

— COLD SELECTIONS —

Charcuterie Board	serves approx. 25	150
Bruschetta	50 pieces	50
Antipasto Skewers • artichokes, mozzarella, sundried tomato, kalamata olives ...	50 pieces	150
Raw Oysters on the Half Shell	50 pieces	125
Fresh Fruit Tray	serves approx. 25	60
Fresh Vegetable Crudites • sour cream dill dip	serves approx. 25	60
Domestic Cheese & Crackers	serves approx. 25	75
International Artisan Cheese Assortment	serves approx. 25	125
Iced Shrimp Cocktail	50 piece bowl	100
	100 piece bowl	190
Cold Smoked Salmon • traditional accompaniments	serves approx. 25	175
Chilled Gazpacho Shooters (seasonal availability)	25 pieces	25

— ASSORTED PETIT FOURS —

(miniature versions of our current pastry selections)

Three Pieces Each	per person	5
Six Pieces Each	per person	10

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— Alcoholic Beverage Service Options —

— HOSTED (CONSUMPTION) BAR —

*cocktails are charged on a consumption basis and billed on the main tab;
host may specify offerings and timeframe to suit the needs of the event;
private bar available in your room for additional \$50 setup/bartender charge*

— CASH BAR —

*individual guests are charged per drink as it is served to them;
private bar available in your room for additional \$50 setup/bartender charge*

— OPEN (PACKAGE) BAR —

*set price per person
for the safety of our guests, and to ensure a pleasant event,
we do NOT offer shot service with open bar packages*

STANDARD BAR

House Brand Vodka, Gin, Rum,
Tequila, Bourbon & Scotch,
Bud Light, Yuengling
House Red & White Wines

PREMIUM BAR

Includes all Standard Items PLUS:
Stolichinaya, Absolut, Tito's, Beefeater,
Tanqueray, Johnny Walker Red,
Seagram's 7, Cuervo Gold Tequila,
Hennessy VS, Jack Daniels, Bacardi Rum,
Captain Morgan, Heineken, Corona

DELUXE BAR

Includes all Premium Items PLUS:
Grey Goose Vodka, Belvedere Vodka
Bombay Sapphire Gin, Bulleit Bourbon,
Johnny Walker Black, Glenlivet Scotch,
Seagram's VO, Crown Royal,
1800 Tequila, Remy Martin VSOP
Guinness, Premium Wines

EVENING PRICING

2 hours • 28 per person
3 hours • 34 per person
4 hours • 36 per person
5 hours • 40 per person

EVENING PRICING

2 hours • 32 per person
3 hours • 38 per person
4 hours • 44 per person
5 hours • 48 per person

EVENING PRICING

2 hours • 36 per person
3 hours • 42 per person
4 hours • 46 per person
5 hours • 50 per person

AFTERNOON PRICING

(event must conclude by 4pm)
2 hours • 24 per person
3 hours • 30 per person
4 hours • 32 per person
5 hours • 36 per person

AFTERNOON PRICING

(event must conclude by 4pm)
2 hours • 28 per person
3 hours • 34 per person
4 hours • 40 per person
5 hours • 44 per person

AFTERNOON PRICING

(event must conclude by 4pm)
2 hours • 32 per person
3 hours • 38 per person
4 hours • 42 per person
5 hours • 46 per person

— OPEN (PACKAGE) BAR UPGRADES —

Cordial Station • select premium after dinner cordials during the final hour • additional \$10 per person
Signature Cocktail • your personal signature cocktail, butlered for 30 minutes • additional \$5 per person

— BEER & WINE PACKAGE —

EVENING PRICING: 2 hours...24 • 3 hours...27 • 4 hours...29 • 5 hours...32
AFTERNOON PRICING: 2 hours...22 • 3 hours...25 • 4 hours...27 • 5 hours...30

— BEVERAGE BOWLS —

approximately 25 servings per bowl

Mimosa Punch...75 • Bloody Mary...125 • Champagne Fruit Punch...75
Sangria...125 • Pink Lemonade (non-alcoholic)...40 • Fruit Punch (non-alcoholic)...50

we will be happy to suggest wines from our list to complement your event; should you have other selections in mind, we will arrange them for you to the best of our ability; we do require advance notice for special selections

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Brian George, Sales & Events Manager • direct 412.391.3474 • GRCOBQ@LDRY.COM



From: [Kelley Williams](#)
To: [Christine Butterfield](#)
Subject: Hofbrauhaus Event Information for Terrace
Date: Monday, February 5, 2024 12:09:09 PM
Attachments: [Event Menu 2023.pdf](#)
[Kinder Menu 2023.pdf](#)
[Dietary Menu_PITT_2024.pdf](#)
[HB Event Sheet 2024.docx](#)
[Terrace Floor Plan for Private and Semi Private Events.pdf](#)

Hi Christine,

Thank you for your interest in hosting your event with Hofbrauhaus Pittsburgh on **September 22, 2024**. We would love to host your event on our **Terrace**. We do not charge a room rental fee for this space, but a Food and Beverage minimum that you must satisfy on 1 check, not including the 7% tax and 20% gratuity. This minimum is based on the event space, the date of your event and your approximate guest count at the time of booking. Your food and beverage minimum would be **\$5,000** for an event up to **125 guests**. I have attached our current event menus for you to review, we do require all pre-ordered menu selections two weeks prior to your event with your final guest count due a week prior to your event. We book our events with a 3 hour window, but you do have the option to add additional time to your event for an extra fee.

We have several menu options to select from on our Event Menu, with the most popular menu being our **Appetizer Display Menu**. Please keep in mind that if you select any of our plated meal options, **The Works Dinner, The Taste of Hofbrauhaus, or The Special Event Menu**, that we will require all individual entrée and dessert counts two weeks prior to your event and we do ask that you please provide your guests with some type of entrée and dessert indicator if ordering from one of our plated meal selections.

If you decide that you would like to use our event space, please let me know what time you would like to begin your event and I will be happy to send you the contract information. We do require a signed contract and credit card information to hold the space – we do not charge a deposit to reserve the space, but we do ask for credit card information to guarantee your event.

If you have any questions, please feel free to let me know! I am happy to assist!

Kelley Williams
Events & Sales Manager
Hofbräuhaus Pittsburgh
412.224.2328 x11
412.235.7193 (fax)
kwilliams@hofbrauhauspittsburgh.com



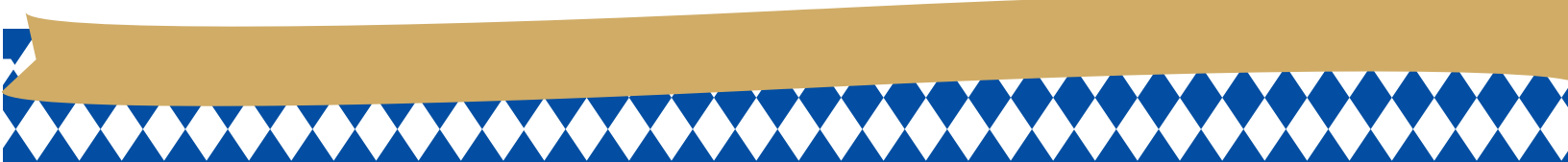
HOFBRÄUHAUS
PITTSBURGH



HOFBRÄUHAUS
PITTSBURGH
Brewery & Restaurant

2705 SOUTH WATER ST • PITTSBURGH, PA 15203

www.hofbrauhauspittsburgh.com





HOFBRÄUHAUS
PITTSBURGH
BREWERY & RESTAURANT

BEVERAGES

Hofbräuhaus Pittsburgh brews and serves our own biers on-site. There are 4 selections and 1 seasonal offered each month. Our full service bar offers a complete list of top shelf and call brand liquors and wines. Bar service for private events is provided in the room by our service staff and all drinks are charged on consumption.

BAR SERVICE OPTIONS

**Open bar, pre-set bar, and drink tickets can be customizable to specific drink options.*

- **Open Bar:** Host purchases all beverages for the duration of the event
- **Pre-Set Bar:** Host purchases all beverages up to a pre-set dollar amount
- **Drink Tickets:** Host purchases a pre-set number of beverages per person. Tickets have no value unless redeemed for a beverage
- **Cash Bar:** All guests are responsible for payment of their own beverages

Event and Sales Contact

Kelley Williams

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APPETIZER BUFFET

All Appetizer prices exclude tax and gratuity

ORDER QUANTITIES INDICATED BY * ARE TO BE ORDERED PER YOUR PER PERSON GUEST COUNT
Minimum order quantity for per person items is 20

Bavarian Pretzels with Bier Cheese

Famous German Soft Pretzels served with our signature Homemade Bier Cheese dipping sauce.
Per pretzel with Cheese \$4

Reuben Balls

Lightly breaded and golden fried Sauerkraut, Corned Beef, and Swiss Cheese served with Thousand Island dressing.
\$48 per display (serves 15-20 guests)

Chicken Tenders

Lightly battered, golden fried tender strip of white breast meat served with Honey Mustard dipping sauce.
\$56 per display (serves 15-20 guests)

Potato Pancakes*

Crisp golden brown Potato Pancakes served with Applesauce
\$3 per pancake
Add Sour Cream for additional \$1 per pancake

Shrimp Cocktail

Lightly steamed Shrimp served chilled with a zesty Cocktail Sauce and Lemon Wedges.
\$60 per display (serves 15-20 guests)

Fried Pickles

Breaded and lightly fried Dill Pickles served with Ranch Dipping Sauce.
\$44 per display (serves 15-20 guests)

BBQ Pork Sliders*

Barbeque Pulled Pork Sliders served with coleslaw or cheddar cheese.
\$4 per person

Wurst Sampler*

Grilled Bierwurst, Bratwurst, and Mettwurst sliced into pieces and served over a bed of Sauerkraut.
\$6 per person

Spinach & Artichoke Dip

Spinach and chopped Artichokes in a Parmesan and Cream Cheese Alfredo Sauce, served with seasoned Tortilla Chips.
\$38 per display (serves 15-20 guests)

Pierogie Display

Stuffed with Potato and Cheese, sauteed until golden brown, layered over a bed of Fried Cabbage with Bacon pieces and topped with Chives.
\$50 per display (serves 15-20 guests)

Seasonal Vegetable Display*

An assortment of Chef's selection of Seasonal Vegetables served with Ranch dipping sauce.
\$3 per person
Add Hummus for \$1 per person

Domestic & Imported Cheese Display*

An assortment of cubed cheeses served with crackers and grapes.
\$5 per person

Seasonal Fruit Display*

An assortment of Chef's selection of Seasonal Fruits served with Fruit dipping sauce.
\$4 per person

Assorted Dessert Display*

Chef's selection of assorted Desserts: Mini Cream Puffs, Petit Fours, and Fresh Baked Cookies, etc.
*\$5 per person**



HOFBRÄUHAUS
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HAUS BUFFET

Single Entrée \$32 per person

Double Entrée \$34 per person

Triple Entrée \$38 per person

- Prices exclude tax and gratuity
- All buffet options include 2 *side selections*.
- Additional side and dessert selections may be added for \$4 per person.
- All options include *Soft Bavarian Pretzel with Bier Cheese* and a *Haus Salad*

ENTREE SELECTION

- Bratwurst, Bierwurst, and Mettwurst over Sauerkraut
- Wiener Schnitzel (Classic Breaded Pork Cutlet)
- Grilled Chicken Breast with Burgundy Wine Mushroom Jäger Sauce
- Grilled Chicken Breast with Dunkel Bourbon Glaze
- Schweinebraten (Tender Slow Roasted Pork)
- *Vegetarian Option*: Käsespätzle

Premium Entrée an additional \$4.00 per person

- Grilled Salmon with Dunkel Bourbon Glaze
- Munich Market Salad

SIDE SELECTIONS

- German Potato Salad
- Buttered Spätzle
- Mashed Potatoes
- Sauerkraut
- Seasonal Vegetable Medley
- Red Cabbage

OPTIONAL DESSERT SELECTIONS

\$4 per guest

(All dessert selections are 1/2 portion size)

Apfel Strudel

Traditional Homemade Bavarian Apple Strudel with Powdered Sugar and Homemade Vanilla Cream Sauce.

Schwarzwälder Kirsch Torte (Black Forest Cake)

Traditional Black Forest Chocolate and Sweet Cream Layer Cake

3 layers of moist Chocolate Cake with delicious Cherry Filling, sprinkled with Chocolate Shavings.

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- Please note that children will be charged the adult buffet price unless ordering from the Kinder Menu (\$7.00 per child and suggested for those 12 years and younger)



HOFBRÄUHAUS
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CARVING STATIONS

Available to groups with 25 or more Guests

CARVED MEAT SELECTION

Chef attendant fee of \$50 required per carving station

Each selection serves 25-30 Guests

Included accompaniments: Rolls and Butter

Pork Loin - \$200

Hand seasoned, slow roasted Pork Loin served with Homemade Bier Gravy.

Applewood Smoked Ham - \$250

Slow roasted, all natural Applewood Smoked Ham.

Prime Rib - \$450

Slow cooked and tender roasted Prime Rib served with Au Jus and creamy Horseradish Sauce.

ADDITIONAL MEAT SELECTIONS

\$6 per person

- Bratwurst, Bierwurst, and Mettwurst over Sauerkraut
- Wiener Schnitzel (Classic Breaded Pork Cutlet)
- Grilled Chicken Breast with Burgundy Wine Mushroom Sauce
- Grilled Chicken Breast with Dunkel Bourbon Glaze
- Jägerschnitzel (Pork Cutlet with Burgundy Wine Mushroom Sauce)
- Schweinebraten (Tender Slow Roasted Pork)

SIDE SELECTIONS

\$4 per person

- German Potato Salad
- Buttered Spätzle
- Mashed Potatoes
- Sauerkraut
- Seasonal Vegetable Medley
- Red Cabbage

DESSERT SELECTIONS

\$4 per person

- Apfel Strudel
- Black Forest Cake

\$7 per person

- Bavarian Cream Puff

- Entrée prices exclude tax and gratuity
- Please note that children will be charged the adult buffet price unless ordering from the Kinder Menu (\$7.00 per child and suggested for those 12 years and younger)



HOFBRÄUHAUS
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SPECIAL EVENT MENU

Available to groups of 50 or less

\$46 per Guest

**Excludes tax and gratuity*

PRE-ORDERED INDIVIDUAL ENTRÉE SELECTIONS AND DESSERTS REQUIRED

ENTREE SELECTIONS

All guests are served a Soft Bavarian Pretzel with Bier Cheese and a Haus Salad with Italian Dressing

Jäger Spätzle

Beef Filet Tips sautéed with Spätzle, Mushrooms and diced Onions, tossed in a Burgundy Wine and Parmesan Cream Sauce and topped with Sour Cream and Chives.

Dunkel Bourbon Salmon

Pan Seared Atlantic Salmon Fillet topped with our Homemade Dunkel Bourbon Glaze and served with Mashed Potatoes and Chef's Vegetable Selection.

GrillHendl

Oktoberfest-style Roasted Half Chicken served crispy brown with German Potato Salad and Fried Cabbage.

Braised Classic Pork Shank

Our Classic Pork Shank hand seasoned, oven-seared, and slow-braised for hours. Served with Mashed Potatoes and Sauerkraut.

DESSERT SELECTIONS

Full-size Desserts included

Apfel Strudel

Traditional German Apple Strudel served warm with Vanilla and Raspberry Sauces.

Schwarzwälder Kirsch Torte (Black Forest Cake)

A traditional Black Forest Chocolate & Sweet Cream Layer cake: Three layers of moist Chocolate Cake with delicious Cherry Filling, sprinkled with Chocolate Shavings.

Bavarian Cream Puff

Flaky Puff Pastry filled with Homemade Cream & lightly dusted with Powdered Sugar.



TASTE OF HOFBRÄUHAUS MENU

Available to groups of 50 or less

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\$32 per Guest

Excludes tax and gratuity

PRE-ORDERED INDIVIDUAL ENTRÉE SELECTIONS AND DESSERTS REQUIRED

ENTREE SELECTIONS

All guests are served a Soft Bavarian Pretzel with Bier Cheese and a Haus Salad with Italian Dressing.

Schweinebraten

Tender, slow-roasted Pork, dark Bier Sauce, Sauerkraut, and Mashed Potatoes.

Dunkel Bourbon Salmon

Pan Seared Atlantic Salmon Fillet topped with our Homemade Dunkel Bourbon Glaze. Served with Mashed Potatoes and Chef's Vegetable Selection.

Bier Cheese Chicken

Grilled Chicken Breasts topped with Bier Cheese, Sweet Peppers and Onions and served with Mashed Potatoes.

Jägerschnitzel

Breaded Pork Cutlet fried crisp and golden brown, topped with Burgundy Wine Mushroom Sauce. Served with German Potato Salad and Fried Cabbage.

OPTIONAL DESSERT SELECTIONS

\$4 per guest

(All dessert selections are 1/2 portion size)

Apfel Strudel

Traditional German Apple Strudel served warm with Vanilla and Raspberry Sauces.

Schwarzwälder Kirsch Torte (Black Forest Cake)

A traditional Black Forest Chocolate & Sweet Cream Layer cake: Three layers of moist Chocolate Cake with delicious Cherry Filling, sprinkled with Chocolate Shavings.



THE WORK'S DINNER

Available to groups of 50 or less

HOFBRÄUHAUS
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\$28 per Guest

Excludes tax and gratuity

PRE-ORDERED INDIVIDUAL ENTRÉE SELECTIONS AND DESSERTS REQUIRED

ENTREE SELECTIONS

All guests are served a Soft Bavarian Pretzel with Bier Cheese and a Haus Salad with Italian Dressing.

Wiener Schnitzel

Classic Breaded Pork Cutlet fried crisp and golden brown and served with German Potato Salad, Fried Cabbage, and Cranberry Sauce.

Dunkel Bourbon Chicken

Grilled Chicken Breasts topped with our Homemade Dunkel Bourbon Glaze. Served with Mashed Potatoes and Chef's Vegetable Selection.

Heidelberger Rahm Spätzle

Pulled Roasted Chicken and Spätzle sautéed with Onions and sliced Mushrooms tossed in a Marsala Cream Sauce.

Hofbräuhaus Würstle

Grilled Bierwurst, Bratwurst, and Mettwurst served with Sauerkraut and Mashed Potatoes.

OPTIONAL DESSERT SELECTIONS

\$4 per guest

(All dessert selections are 1/2 portion size)

Apfel Strudel

Traditional German Apple Strudel served warm with Vanilla and Raspberry Sauces.

Schwarzwälder Kirsch Torte (Black Forest Cake)

A traditional Black Forest Chocolate & Sweet Cream Layer cake: Three layers of moist Chocolate Cake with delicious Cherry Filling, sprinkled with Chocolate Shavings.





**Board of Directors’
2022 and 2023
Committee Work Plans and Goals**
Developed at the Board Workshop on January 8, 2022

2022 and 2023 Committee Work Plans for (Board to Reconsider at 2024 Retreat)		March 2024 Updates
<p>A. Executive Committee Chair – Samantha Tavares</p> <ol style="list-style-type: none"> 1. LGHN values and process to confirm alignment by third-party contractors. 2. Explore partnerships with other organizations and build relationships. 3. Better define relationships with and opportunities for participating in programs offered by LGHN affiliates (NFBPA, I-NAPA, NACA, GFOA). 4. Create a master calendar of affiliate activities. 5. Review terms of ICMA affiliate agreement and establish expectations of ICMA. UNDERWAY for 2024 consideration 6. Set time and develop agenda for leadership meeting with ICMA. 	<ul style="list-style-type: none"> • Review and update values and mission statement Better define LGHN relationship with affiliates and invite the presidents of each organization and establish a regular meeting to catalyze collaborative efforts 	<ul style="list-style-type: none"> • 2024 Sponsorship goals • LGHN financial policies • Other

<p align="center">2022 and 2023 Committee Work Plans for (Board to Reconsider at 2024 Retreat)</p>	<p align="center">March 2024 Updates</p>	
<p>7. Update Board commitment forms. COMPLETE</p> <p>8. Review and recommend updates to the <i>emerging leaders award</i></p> <p><i>Meets as needed</i></p>		
<p>B. 2024 Biennial Conference Planning Committee (with Professional Development Committee) Chairs – TBD</p> <p>1. Negotiate new training programs with SGR. COMPLETE</p> <p>2. Identify topics for 2024 webinars.</p> <p>3. Reach out to LGHN chapters to assist with regional in-person training and networking sessions. COMPLETE</p> <p><i>Meets monthly until four months before conference, after that meeting scheduled every other week.</i></p>	<p>Biennial Conference - Mesa Convention Center from 1/17 – 1/19</p> <p><u>Themes</u> Connect, collaborate, ...succeed!</p>	<p>1. See conference reflections and survey themes.</p> <p>2. Discuss 2025 conference location.</p>
<p>C. Career Advancement Committee Chair (and Vice President for Career Development) – TBD</p> <p>1. Kick off the revised <i>Madrinas y Padrinos</i> coaching program.</p> <p>2. Outreach to executive search firms for assistance with interview skills, resume writing, etc.</p> <p>3. Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows;</p>	<ul style="list-style-type: none"> • Successful launch of new structured mentorship program in 2022. Likely grow the toolbox to support the program. • Consider offering professional assessment tools through the <i>Madrinas y Padrinos</i> program. COMPLETE 	<p>1. The second cycle and cohort wrap up planned March 2024.</p> <p>2. GFOA members joined the program in 2023/2024. More positive reviews, “this was the best mentorship program”</p>

<p align="center">2022 and 2023 Committee Work Plans for (Board to Reconsider at 2024 Retreat)</p>	<p align="center">March 2024 Updates</p>	
<p>University of San Francisco and Monica Hudson)</p> <p>4. Engage more Board members to serve as mentors. COMPLETE</p> <p><i>Meets as needed in addition to program schedule</i></p>		
<p>D. Membership Committee Chair - Marcus Steele</p> <ol style="list-style-type: none"> 1. Kick off joint membership drive with ICMA. <ol style="list-style-type: none"> a. Target membership outreach to Hispanic City managers b. Target membership outreach to state associations to establish partnerships 2. Track membership growth and report regularly to the LGHN board 3. Work with NACA to increase County membership. 4. Pursue new regional chapters and set priorities for 2024. <p><i>Meets the second Friday of the month at 9:00 am PT</i></p> <p><i>Chapters Advisory Subcommittee Chair – Marcus Steele. Establish advisory committee in conjunction with LGHN chapter representatives.</i></p>	<ul style="list-style-type: none"> • Working with ICMA on joint membership drive to recruit new members to LGHN. • Collaborating with local government state chapters has been an effective method to build membership (and NACA) • Building regional chapters where we have advocates 	<p><u>Formation Targeted in 2024</u></p> <ol style="list-style-type: none"> a. <i>Washington Chapter: Bob Harrison</i> b. <i>Michigan Chapter: Formation meeting in progress in August 2023.</i> c. <i>California Chapter(s): Hazel Wetherford and Aaron Zavala</i> assist with CalICMA and MMANC. Considering multiple chapters. Staff attending the MMANC Equity Summit on 3/15. d. <i>Minnesota Chapter: Maria Solano</i> and other contacts in the region.

2022 and 2023 Committee Work Plans for (Board to Reconsider at 2024 Retreat)		March 2024 Updates
<p>Develop plan to engage chapters on an ongoing basis. Create a chapter recognition program.</p> <p><i>Regular meeting time: Every other month on the third Friday at 8:30 am PT</i></p>		
<p>E. Marketing and Communications Committee Co-Chairs – TBD</p> <ol style="list-style-type: none"> 1. Develop/improve social media plan. 2. Develop communications and marketing strategy and branding. 3. Assist with organizing posted/recorded webinars and training sessions. 4. Social media tracking (Latino leadership institute offers a good model/Denver University) 5. Update the LGHN website. <p><i>Regular meeting time: TBD</i></p>	<ul style="list-style-type: none"> • Social media communications are an opportunity that we can grow. • Invite members with communications skills join • Include co-chair in the call for committees. 	<ul style="list-style-type: none"> • TBD
<p>F. Scholarships and Fund Development Committee Chair – Samantha Tavares, Bob Harrison and Noel Bernal (Carolina LaMonica with MissionSquare)</p> <ol style="list-style-type: none"> 1. Discuss funding assistance from ICMA. 2. Review LGHN value statement (focus on ROI) for potential sponsors and market DEI expertise/resources 	<ul style="list-style-type: none"> • Develop a flexible fund development strategy/policy to dedicate and expend dollars to an array of LGHN activities (scholarships, operations, conference/programming, marketing/social media, etc.) • Develop sponsor’s value statement (Noel to join) 	<ol style="list-style-type: none"> 1. Sustaining corporate membership campaign continues. 2. Noel and Bob met in February 2024 to discuss outreach strategy to attract \$500,000 plus in sponsorship and explore new investment strategies to promote financial sustainability.

2022 and 2023 Committee Work Plans for (Board to Reconsider at 2024 Retreat)		March 2024 Updates
<p>3. Update sponsor packet with sponsorship options</p> <p>4. Develop strategy for sponsor outreach</p> <p>Regular meeting time: TBD</p>	<ul style="list-style-type: none"> Consider creating an endowment policy and/or benchmark. Reach out to state associations to grow the endowment/fund development/marketing 	
<p>G. International Committee Chair - Noel Bernal</p> <p>1. Adapt training materials from ICMA credentialing program (adapt program to meet the needs of early to mid-career development professionals)</p> <p>2. Invite LGHN members to create case studies in line with the training structure.</p> <p>3. Market the training opportunities</p> <p>4. Administer/conduct training</p> <p>Regular meeting time: Last Monday of every month at 9 am PT/noon ET</p>		<ol style="list-style-type: none"> Working with ICMA to develop cobranded programming. Webinar planned in 2024 in English and Spanish.
<p>F. Nominations Committee – Chair and committee appointed by the President</p> <ol style="list-style-type: none"> Email members regarding interest in serving and recommendations – 30 days required (<i>May/June</i>) Close member submittals – <i>June</i> Review submittals and conduct interviews (<i>June/July</i>) Board approval at the <i>July or August</i> board meeting 	<ul style="list-style-type: none"> Include on the April Board meeting agenda 	

<p style="text-align: center;">2022 and 2023 Committee Work Plans for (Board to Reconsider at 2024 Retreat)</p>		<p style="text-align: center;">March 2024 Updates</p>
<p>5. Issue ballots – 15 days minimum for voting, at least 30 days before the annual meeting (<i>August</i>)</p> <p>6. Close ballots – typically 30 days (<i>September</i>)</p> <p>7. Annual membership meeting (<i>October</i>)</p> <p><i>Meeting times determined by bylaws and date of annual membership meeting</i></p>		

Updated 3/5/24