

## Switzer, Donna

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**From:** Esparza, Patty  
**Sent:** Tuesday, December 21, 2021 1:11 PM  
**To:** Switzer, Donna; Moore, Tania  
**Subject:** FW: Supplemental Communication Item No. 21-1002  
**Attachments:** Supplemental Communication Item No. 21-1002 (December 21, 2021).pdf

[See below & attachment](#)

*Patty Esparza, CMC*  
Assistant City Clerk  
City of Huntington Beach  
2000 Main Street  
Huntington Beach, CA 92648  
(714) 536-5260

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**From:** Mello, Brittany <[brittany.mello@surfcity-hb.org](mailto:brittany.mello@surfcity-hb.org)>  
**Sent:** Tuesday, December 21, 2021 9:50 AM  
**To:** Esparza, Patty <[PEsparza@surfcity-hb.org](mailto:PEsparza@surfcity-hb.org)>  
**Cc:** Hopkins, Travis <[thopkins@surfcity-hb.org](mailto:thopkins@surfcity-hb.org)>  
**Subject:** Supplemental Communication Item No. 21-1002

City Clerk's Office,

Please see the attached Supplemental Communication for Item No. 21-1002.

Thank you!  
Brittany

Brittany Mello  
Interim Administrative Services Director  
Administrative Services Department | City of Huntington Beach  
(714) 536-5537 | [brittany.mello@surfcity-hb.org](mailto:brittany.mello@surfcity-hb.org)

### SUPPLEMENTAL COMMUNICATION

Meeting Date: 12/21/21

Agenda Item No.: 19/21-1002



# **CITY OF HUNTINGTON BEACH**

## **Inter-Departmental Communication**

**TO: Honorable Mayor and City Councilmembers**

**FROM: Brittany Mello, Interim Administrative Services Director**

**DATE: December 21, 2021**

**SUBJECT: SUPPLEMENTAL COMMUNICATION FOR ITEM NO. 19 (21-1002) –  
APPROVE AND AUTHORIZE APPROVAL OF TWO ON-CALL PROFESSIONAL  
SERVICES CONTRACTS FOR CITYWIDE LEADERSHIP DEVELOPMENT TRAINING  
WITH ALL AMERICAN LEADERSHIP, LLC, AND THE SOUTHERN CALIFORNIA  
CENTER FOR NONPROFIT MANAGEMENT**

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This supplemental communication is to provide further clarification on the two, on-call contracts with All American Leadership, LLC, and the Southern California Center for Nonprofit Management.

I understand that there were some questions raised regarding the cost of the contracts, and wanted to provide a clarifying memorandum. Our standard on-call contracts have typically called for authorizing expenditures in an amount not to exceed \$150,000 per year. Of note, when those on-call contracts are approved, it does not constitute a blanket authority to expend up to that \$150,000 limit. Rather, that authority rests with the City Council through the annual budgetary appropriations process.

The action before the City Council regarding approval of on-call leadership development training contracts follows that same process. The proposed contracts call for the authority to expend up to \$150,000 per year (for a total not-to-exceed limit of \$450,000 over the 3-year life of the agreements). However, staff is not looking for authority to expend that full amount – the contracts are for on-call services that would be deployed as needed to meet operational demands. Further, deployment of services through the on-call contracts would only occur subject to available funding, as allocated by the City Council through our annual budgetary authorization processes.

cc: City Clerk