

ITEM VI.E.

South Bay Cities Council of Governments

June 29, 2006

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Booking Services with Margie Waite

Margie Waite has been the SBCCOG bookkeeper since May 1, 2004. She has provided excellent service and has been willing and able to respond to our requirements – specifically invoicing and accounting for our various grants.

At the last Steering Committee meeting, it was agreed to recommend to the Board that this contract be renewed for another two years at the existing rate of \$50/hour for the first year and \$60/hour for the second year which would be the first increase in three years. The action was predicated on mutual agreement on the contract.

Margie Waite has expressed concern with the indemnity provision of the contract. Although it is substantially the same as the previous clause, she is uncomfortable with it and has requested its elimination or some alternative arrangement.

Due to this development, it is recommended that the Steering Committee hear this issue again to discuss possible alternatives and then bring a recommendation back to the Board for approval.

RECOMMENDATION:

Approve continuing on a month to month basis with Margie Waite to allow the Steering Committee to review the outstanding contract issues and make a recommendation to the Board