

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JUNE 17, 2008 AGENDA

Subject:	Type:	Submitted By:
PROFESSIONAL SERVICES AGREEMENT — BAINBRIDGE LEADERSHIP CENTER	◆ RESOLUTION ORDINANCE RECEIVE/FILE	BRENDA S. GUNN CITY ADMINISTRATOR

SYNOPSIS

A resolution has been prepared to authorize a professional services agreement with Bainbridge Leadership Center, Bainbridge Island, WA for a period of sixteen (16) months in an amount not to exceed \$22,500.

FISCAL IMPACT

Funding of \$7,500 is included in the FY 07/08 General Fund budget and additional funds would need to be appropriated in subsequent budgets as per the City Administrator Employment Agreement.

RECOMMENDATION

Approval.

BACKGROUND

In April 2006, the City Council approved the City Administrator's Employment Agreement in which the City agrees to budget up to \$7,500 annually for an executive coach. At the most recent ICMA conference the Bainbridge Leadership Center was identified as a potential source for executive coaching. After further review and discussion with them they are being recommended. A copy of the proposed agreement is attached.

Executive coaches help managers not only to define and achieve their professional or business goals, but also to link those goals to the needs of the organization and public. They help managers create a leadership plan that strives for specific and measurable results and they hold their clients accountable for achieving those results and increasing their effectiveness.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH BAINBRIDGE LEADERSHIP CENTER, BAINBRIDGE ISLAND, WASHINGTON FOR EXECUTIVE COACHING SERVICES IN AN AMOUNT NOT TO EXCEED \$22,500.

WHEREAS, the City Administrator's Employment Agreement provides for \$7,500 annually for executive coaching; and

WHEREAS, funding has been included in the FY 07/08 municipal budget.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of La Vista, Nebraska, that staff is hereby authorized to execute a professional services agreement with Bainbridge Leadership Center, Bainbridge Island, Washington for executive coaching services in an amount not to exceed \$22,500.

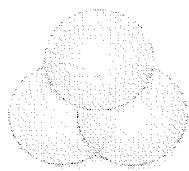
PASSED AND APPROVED THIS _____ DAY OF _____, 2008.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk



CITY OF La Vista, Nebraska EXECUTIVE COACHING AGREEMENT

July 1, 2008

This Agreement is to formalize the expectations and general scope of services explicit in the delivery of Executive Coaching Services for Brenda Gunn, City Administrator, La Vista, NE (Client) by Bainbridge Leadership Center (Coach), Bainbridge Island, WA 98110

SCOPE OF SERVICES

The scope of services includes a full-service executive coaching program unique designed for Brenda Gunn. We propose:

- (1) Initial interview and Strategy Session over the phone to prepare for the Coach's on-site visit.
- (2) Coach's personal visit to La Vista to conduct a personal 360 degree leadership feedback survey. This survey will be individual and personal interviews with Brenda's boss and direct reports. The questions will be designed to receive pinpoint feedback in the areas of Brenda's leadership and personal growth.
- (3) Administer the Hogan Self-assessment (www.hoganassessment.com) surveys designed to identify Brenda's core values, natural leadership attributes and "derailers" when under stress.
- (4) The coach will give the 360 feedback in person during a half-day Insight Session. During this session, the coach and Brenda will begin creating her Leadership Development Plan that will guide the executive coaching process.
- (5) 12 month personal executive coaching program based upon the results of the interviews, self-assessments, the Leadership Development Plan and the desired outcomes.

NATURE OF THE COACHING RELATIONSHIP

Both the Client and the Coach understand, agree and enter into this Executive Coaching Agreement with a commitment to fully prepare and participate for each coaching session as a means of furthering the Client's personal and/or professional goals. The Client has been made aware that **EXECUTIVE COACHING IS IN NO WAY TO BE CONSIDERED OR CONSTURED AS PSYCHOLOGICAL COUNSELING OR ANY TYPE OF THERAPY.**

OVERVIEW OF THE ENGAGEMENT

We understand there are two primary reasons to request executive coaching: (1) To assess Brenda Gunn's leadership strengths and current limitations and develop a one year executive coaching program and (2) preliminary interest has also been expressed for the potential of senior management team development. This contract only addresses the first request at this time.

UNDERSTANDING AND EXPECTATIONS OF THE CLIENT

The Client has been made aware that **coaching results cannot be guaranteed**. The Client agrees that she is entering into this coaching relationship with the **full understanding that a realistic amount of time must be committed to this process** in order to achieve the desired results and that Brenda must do the necessary work and be accountable for the actions taken toward these ends. The Coach is not the Client's personal manager. The Client also **agrees to hold the Coach harmless and free of liability and responsibility** for any actions and/or results of adverse situations created as a direct or indirect result of any specific referral or advice given by the Coach.

From time to time, Brenda may also be asked to maintain a personal journal, read various articles or leadership books that will enable her to make notes related to her thoughts, insights, assignments and personal discovery during the course of the coaching that can be used as a reference during and after the coaching engagement.

CONFIDENTIALITY

The Coach at all times will hold the content and discussions of all coaching sessions in the highest degree of confidentiality. Except in those instances required by law, the Coach will not (either directly or indirectly) use this information for the Coach's benefit nor disclose said information to anyone else. The Client, and only the Client, is empowered to grant the Coach permission to discuss any matter(s) resulting from the coaching engagement with any other party. Further, even if the Client's employer is paying for the coaching, it is understood that said confidentiality would also be maintained with respect to any employer inquiries, unless otherwise agreed to as part of the "Contracting Phase" of this engagement.

TERM OF EXECUTIVE COACHING ENGAGEMENT

The Executive Coaching engagement will commence on or about July 1, 2008 and will last until October 2009.

FEE FOR COACHING SERVICES

The cost of the Executive Coaching Services, personal visits and travel outlined herein shall be \$22,500.

This program includes an initial Interview & Strategy Session, personal interview of approximately one dozen of Brenda's boss, peers and direct reports, a mid-year Coaching Strategy & Review Session (both the initial interviews and Brenda's feedback session plus the mid-year sessions to be conducted on-site), as well as 12 months of executive coaching sessions, e-mails and/or "spot" coaching between scheduled coaching sessions. It also includes all administrative and individual assessment costs that are an integral part of this Executive Coaching Program.

SCHEULE & FEES FOR COACHING SERVICES - (Continued)

These services will be provided over the course of a sixteen (16) month engagement period as depicted below commencing July 1, 2008 and may be realigned to meet the client's individual scheduling or other preferences. The City of La Vista, Nebraska will be billed \$7,500 in July, 2008, \$5,000 in November, 2008, \$2,500 in March, 2009 and \$7,500 in October, 2009 for said services of the approved contract.

Coaching Schedule:

July	Strategy sessions and selection of boss and direct reports to be interviewed Selection of questions and areas of focus for interviews.
August	On-sight Interviews
September	Half Day "Insight Session" and Hogan Assessment results shared with Client
October	Begin Leadership Development Plan
November	Finalize Plan and begin action steps
December	Coaching
January	Coaching
February	Coaching Mid Session personal visit, Plan revision and updates
March	Coaching
April	Coaching
May	Coaching
June	Coaching
July	Coaching
August	Spot Check Coaching, Assessment of Progress
September	Assessment of Team Development Needs
October	Team Development Plan

Although most coaching sessions will take place via telephone, the Client has the option to have some or all scheduled sessions held "face-to-face." (The Interviews and Insight Sessions will be face-to-face and one additional mid-session "face to face"). All travel (mileage, transportation, lodging, meals and incidentals) will be absorbed by the coach within the financial limits provided for in this contract.

MEETING SCHEDULING AND CANCELLATION

To begin the working relationship and to maximize our coach/client effectiveness, the coach makes the following requests:

1. Please make all appointments/calls on time, or call at least 24 hours in advance to reschedule. Please call my office at 206-780-9300.
2. Be honest. The job of your coach is to support you in the actions you have chosen for yourself. Please use the coaching as a safe place to explore what stops you from being the leader you aspire to be.
3. Sometimes your coach may ask questions which seem too probing. Please determine if you can give her full permission to be bold and forthright in all coaching interactions.
4. Coaching is a dynamic process of personal and professional growth which means from time to time it is important for you to be ready to “stretch” your comfort zone.
5. Please tell your coach what works and what does not work as an effective way to receive the most benefit from the work you are doing.

It is understood that occasional emergencies may arise that might require a coaching session to be cancelled or rescheduled. Any cancellations or change in appointments should be requested as soon as the Client is aware of the conflict.

CANCELLATION OF SERVICES

Notwithstanding the program requirement of a minimum of sixteen (16) months, should either party (Client/Coach) believe that insufficient progress and/or cooperation exists to meet the goals and objectives of the coaching, either party may cancel this Agreement, upon written notice, without recourse other than full payment for all services rendered to date. If Client's employment is terminated either voluntarily or involuntary the Agreement will be terminated. Under such circumstances all outstanding fees and/or reimbursement costs up to the date of formal notice shall be due and payable immediately.

ENGAGEMENT ACCEPTANCE

The foregoing terms, conditions and pricing set forth in this Agreement have been fully discussed, reviewed, and mutually agreed upon:

By: Client – City of La Vista, Nebraska

Name: _____
(Print) _____ (Signature) _____ (Date) _____

Address: _____ City _____ State _____

By: Coach – Bainbridge Leadership Center

Name: Donna Zajonc Donna Zajonc June 12, 2008
(Print) (Signature) (Date)

Address: 321 High School Rd. #295 City: Bainbridge Island State: WA Zip: 98110