Ms. Francis Westbrook

Mayor Town of Irvington

P.O. Box 174

Irvington, VA 22480

Dear Mayor Westbrook,

This letter agreement will serve as my proposal to organize and facilitate a training session for the Irvington Town Council, to be conducted at a date and time to be mutually determined. It is my understanding from our discussions that the purpose of this training will be to improve the relationships between and among council members as well as the mayor, to create a more positive working environment for everyone and improve the functioning of the local government.

For a fee of $1,500 to be paid once the final report is delivered to you and the council, I will complete the following tasks:

1. Conduct phone interviews with the mayor and council members to understand what they consider to be the biggest challenges they see to improving the council relationship. I will develop an open-ended questionnaire to be completed during the phone interviews. These questionnaires will be sent to each involved person before the interviews to give them the opportunity to consider their responses. The questionnaires will include thoughts to help us all understand what the biggest challenges to council members are to work together for the good of the community.
2. Compile the responses into a format to be used during the training session. We will work from these to develop methods to improve the relationship among council members as well as the mayor.
3. Locate a site and set up for the session and provide amenities to make the day comfortable for all who attend; all costs to be approved by the mayor and paid for by the town.
4. During the training session, facilitate the exchange of ideas and information in a non-threating way to allow all to talk openly without fear of negative responses.
5. At the conclusion of the day, to have agreement on things to be changed during meetings and outside of meetings to address raised concerns.
6. Develop a written report to be completed and presented to council at a time to be determined.
7. Be available to the mayor and council members for follow-up questions and information.

Once I receive a signed copy of this proposal. I will begin to work on the included items.

Mayor Francis Westbrook

Mayor, Town of Irvington

Date

William Whitley

Local Government Management Consultant

Date