



Meeting Schedule: Coffee Chats

To: Davidson Board of Commissioners
From: Jamie Justice, Town Manager
Date: September 4, 2018
Re: Meeting Schedule: Coffee Chats

1. OVERVIEW

At the May 1, 2018 informal board meeting, the mayor and commissioners discussed options for improving the meeting schedule. In addition, the location for the coffee chats is no longer an option necessitating a change regarding the coffee chats.

The board decided the following regarding coffee chats:

- For the coffee chats, we will cancel the May 21 coffee chat. The Board will consider hosting coffee chats at Davidson Town Hall quarterly starting in September (two at 9:00 a.m. and one at 6:00 p.m.). We will use Open Town Hall to seek citizen input.
- The mayor and commissioners will meet with citizens on their own time.

Open town hall was utilized to solicit citizen feedback. Attached are the results from that question.

Town staff has discussed the options for coffee chats:

Option 1: Resume coffee chats but change the frequency to quarterly or every fifth Monday schedule.

Option 2: Discontinue coffee chats.

Staff recommends option 2 as the board has already increased its meeting schedule and engagement opportunities with the public therefore a coffee chat is not needed. In addition, the nature and format of the coffee chats have not proven to be particularly effective. If the board decides it wants to continue coffee chats, then staff would recommend Option 1 of only doing it quarterly.

2. RELATED TOWN GOALS

Strategic plan:

Community Engagement Goal:

Tactical priority 1: create new approach to board meetings

List core value(s):

Open communication is essential to an engaged citizenry, so town government will seek and provide accurate, timely information and promote public discussion of important issues.

Constituents served:

All citizens

3. OPTIONS/PROS & CONS

Option 1: Resume coffee chats but change the frequency to quarterly or every fifth Monday schedule.

Pros:

Quarterly or every fifth Monday would be a more appropriate frequency

Cons:

Some citizens would want to return to the monthly frequency.

Additional staff time.

Option 2: Discontinue coffee chats.

Pros:

No longer have a forum that has proven to not be particularly effective.

Does not add additional board meeting time.

Cons:

No longer have a citizen engagement opportunity for the board.

Some citizens would want to return to having coffee chats.

4. FYI or RECOMMENDED ACTION

Staff recommends option 2 as the board has already increased its meeting schedule and engagement opportunities with the public therefore a coffee chat is not needed. In addition, the nature and format of the coffee chats have not proved to be particularly effective. If the board decides it wants to continue coffee chats, then staff would recommend Option 1 of only doing it quarterly.

5. NEXT STEPS

If the board selects option 2, no further action is needed. If the board selects options 1, we will move forward to update the meeting schedule, secure the meeting space, and start either in October or the next quarterly/5th Monday opportunity.