

Moraga Youth Involvement Committee (MYIC)

MEETING AGENDA

Thursday, October 10, 2013

7:00 PM

HACIENDA DE LAS FLORES – MOSAIC ROOM

2100 DONALD DRIVE, MORAGA CA 94556

I. CALL TO ORDER (.5 Minutes)

II. ROLL CALL (1 Minute)

III. PLEDGE OF ALLEGIANCE (1 Minute)

IV. ADOPTION OF AGENDA (1 Minute)

V. ADOPTION OF MINUTES- None

VI. PUBLIC COMMENT (5 Minutes)

This is the opportunity to introduce items not on the agenda. Public comment is invited as items on the agenda are discussed. Please announce your name and address for the record.

VII. ANNOUNCEMENTS/CORRESPONDENCE (10 Minutes)

A. Welcome!

B. Moraga's Future Community Leadership Series

C. Institute for Local Government

D. California Independent Film Festival (CAIFF) Presentation

VIII. UNFINISHED BUSINESS- None

IX. NEW BUSINESS (30 Minutes)

A. Livable Moraga Road Update and MYIC Appointment to TAC

B. Review of Bylaws

C. Committee Objectives and Goals

D. Committee Apparel

X. SUBCOMMITTEES AND REPORTS- None

XI. OTHER BUSINESS (6 Minutes)

Brief informational only reports from committee members and/or staff.

XII. ADJOURNMENT (.5 Minutes)

Adjourned to the 11/14/13 meeting of the Moraga Youth Involvement Committee.

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The world is rapidly changing, how do we as local leaders grow with these times and begin to lead in new and creative ways?

Leadership Seminar Series brought to you by the combined sponsorship of:

- The Town of Moraga
- Moraga Citizen Network
- Saint Mary's College Leadership Center

Location:

Serbian Cultural Center
1700 School Street
Moraga

Dates and Times:

Thursday Evenings:

Sept. 26

Oct. 10

Oct. 24

Time:

7:00 PM to 9:00 PM

Moraga's Future Community Leadership Series

These workshops are for anyone in Moraga that wants to sharpen their skills and connect with others who are trying to bring a bright future for Moraga. You can attend one workshop, or the full series.

Increasing Engagement and Deepening Commitment

Thursday, September 26th, 7:00 PM to 9:00 PM

Cultivating A Vision within Your Organization and Connecting the Dots with Possible Partners

Thursday, October 10th, 7:00 PM to 9:00 PM

Working with Conflict and Hot Topics in New and Creative Ways

Thursday, October 24th 7:00 PM to 9:00 PM

Workshop Overview

Increasing Engagement & Deepening Commitment

Thursday, September 26th, 7:00 PM to 9:00 PM

In this session attendees will:

- notice broad trends about engagement and commitment
- engage in an interactive exercise that explores the pathways of others to engagement and deeper commitment
- explore how different generations relate to this topic

Cultivating A Vision within Your Organization and Connecting the Dots with Possible Partners

Thursday, October 10th, 7:00 PM to 9:00 PM

In this session attendees will:

- be encouraged to look at the current vision of their organization and articulate it in an inspiring way to others within small groups
- notice connection points and synergies with other groups in the room
- identify ways they might expand the buy-in of people by inviting people to participate in widening or deepening the current vision of their organization

Working with Conflict and Hot Topics in New and Creative Ways

Thursday, October 24th 7:00 PM to 9:00 PM

In this session attendees will:

- identify topics that are challenging for your group to deal with effectively
- be exposed to the process of Non-Violent Communication
- have a chance to practice it and imagine scenarios in their organization where it might be helpful

If you cannot attend all three evenings, come when you can. These seminars are free to all.

RSVP

Maura Wolf,
Saint Mary's College Leadership Center
maurawolf@aol.com

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INSTITUTE FOR LOCAL GOVERNMENT

To: Youth Commission Staff
From: JoAnne Speers, Executive Director
Direct Dial: 916.658.8233; Email: jspeers@ca-ilg.org
Date: July 31, 2013
Subject: Institute for Local Government Youth Commission Briefing Papers

Enclosed are copies of two of the Institute for Local Government's briefing papers for youth commissions and councils:

- Youth Engagement in Local Planning: Ideas for Youth Commissions
- Connecting the Next Generation with Local Agency Careers: Ideas for Encouraging Youth to Enter Public Service

We hope you find these useful and encourage you to take advantage of them. They and others are also available online at www.ca-ilg.org/briefingpapers.

The Institute for Local Government maintains a roster of city and county youth commissions and councils from throughout California. (Copy attached.) Given changes locally, this information is not always up-to-date. If your commission contact information is incorrect or you know of others who should be on the list, please let us know at (916) 658-8208 or publicengagement@ca-ilg.org.

The Institute for Local Government's mission is to promote good government at the local level with practical, useful and easy-to-use resources for California communities. ILG is the nonprofit research and education affiliate of the League of California Cities and California State Association of Counties.

Attachments:

1. Youth Engagement in Local Planning: Ideas for Youth Commissions Briefing Paper
2. Connecting the Next Generation with Local Agency Careers: Ideas for Encouraging Youth to Enter Public Service
3. City and County Youth Commissions and Councils in California

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2013 revised.docx



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Meeting Date: October 10 2013

TOWN OF MORAGA

STAFF REPORT

To: Members of the Moraga Youth Involvement Committee

From: Ellen Clark, Senior Planner

Subject: Receive Update on the Livable Moraga Road Project and Appoint Moraga Youth Involvement Committee Member to Town Advisory Committee (TAC) for the Project

Request

- Receive an update on the status of the Livable Moraga Road Project, including upcoming public meetings
- Appoint a Moraga Youth Involvement Committee (MYIC) Representative to the Livable Moraga Road Town Advisory Committee (TAC)

Background

One of the major themes that emerged from community members during visioning workshops in 2011 about the Rheem area was to improve the function, character and livability of Moraga Road between Campolindo High School and St. Mary's Road. The Livable Moraga Road project, funded by a Contra Costa County Transportation for Livable Communities Grant awarded in late 2012, continues from that direction. The Livable Moraga Road project will address the following key issues: traffic flow, safety and connectivity along the corridor for all users – auto, bicycles, pedestrians and transit; connections to neighborhoods, schools and shopping areas; and the design and character of the roadway as a key "gateway" to and through Moraga.

A key goal for the project is to develop a comprehensive vision for Moraga Road that integrates all parts of the corridor, and to develop designs for key intersections and road segments to be used to secure funding and construct needed improvements.

The Town Council received an update on the project at its August 28, 2013 meeting, which also served as the public kickoff for the project. At that meeting, the Town Council considered the composition of a Town Advisory Committee for the project. The Town Council directed that the TAC include members from each

1 of the Town's standing Boards and Commissions, including the Planning
2 Commission, Design Review Board, Park and Recreation Commission, Traffic
3 Safety Advisory Commission and Moraga Youth Involvement Committee. Based
4 on the Town Council's direction, the MYIC is requested to appoint a member to
5 the TAC. The specific function and role of the TAC is described in more detail
6 below.

7 8 Discussion

9
10 The Town has contracted with Alta Planning + Design (Alta) to assist with the
11 project. The Alta team held a kickoff meeting and a site visit with Town staff in
12 July and is beginning to gather data, plan the public outreach and engagement
13 program, and complete site reconnaissance. More detailed data gathering,
14 including updated traffic counts, surveys, and other field data collection will occur
15 throughout September.

16 17 *Public Outreach Program*

18 Integral to the project is a comprehensive public outreach program that includes
19 community workshops, focused stakeholder outreach and formation of a Town
20 Advisory Committee (TAC), described below.

21
22 Starting in August and throughout September, staff and the consultant team will
23 be publicizing the project with outreach to the local press, articles in About Town
24 and the Town Crier; email and mail invitations to local organizations and groups;
25 project posters and displays, including booths at the Pear and Wine Festival and
26 OktoberFest.

27
28 Online surveys and interactive mapping will also be developed to provide
29 alternate methods for community members to provide input on the project,
30 beyond more traditional participation at workshops. The consultant team has
31 also established a project logo to use on all outreach material and the project
32 website, creating a consistent identity for the project. (**Attachment A**).

33
34 A dedicated project webpage has been set up within the Town's website, which
35 will be used as the main location for project documents, information and updates.
36 The webpage can be accessed at <http://www.moraga.ca.us/livablemoragaroad>.

37 38 *Upcoming Public Workshops*

39 The first public events are scheduled for early October. They include:

- 40
41 • **Thursday, October 3, 2013.** Project Welcome Meeting. (Time and
42 location TBD). Public Workshop to introduce the project and the project
43 team, and project goals.
- 44
45 • **Saturday, October 5, 2013 Community Walking/Biking Tour** (Start time
46 and stop locations TBD). Starting at Campolindo High School, and
47 proceeding through a series of stations along the corridor, community
48 members will engage in an interactive discussion to identify key issues,
49 concerns and observations about the character, safety, and connectivity of
50 the corridor. Participants are welcome to join the tour at any scheduled

1 stop; biking or walking between stops is encouraged, but van
2 transportation will also be provided along the route.

3 Other future public workshops will include:
4

- 5 • **Workshop 1: Livable Moraga Road Vision, Issues and Opportunities.**
6 (October 29, 2013): At this meeting community members will establish a
7 vision for the corridor, review existing conditions, provide input on key
8 issues, opportunities and concerns that can be addressed through
9 planning and design, and review potential criteria for evaluating draft
10 design concepts.
11
- 12 • **Workshop 2: Initial Design Concepts and Alternatives.** (Spring 2014).
13 Community members will review and discuss preliminary options and
14 solutions developed by the consultant team based on public input at the
15 first workshop, considering their pros and cons against the list of criteria
16 developed.
17
- 18 • **Workshop 3: Draft Preferred Concept Designs** (Spring 2014).
19 Community members will review the draft preferred concepts, distilled
20 from the alternatives presented, and provide input on any adjustments or
21 modifications that might be needed before final draft plans are developed.
22

23 A project schedule is included in **Attachment B**.

24
25 *Town Advisory Committee*

26 The Town Council directed has recommended formation of a "Town Advisory
27 Committee" (TAC) for the project that would include a representative from each
28 of the Town's existing Boards and Commissions including.

- 29 • Planning Commission
- 30 • Park and Recreation Commission
- 31 • Design Review Board
- 32 • Traffic Safety Advisory Committee
- 33 • Moraga Youth Involvement Committee

34

35 TAC meetings will be scheduled to generally correspond with public workshops
36 and meetings, and will be used as an opportunity to provide input on materials
37 and topics to be reviewed at those public workshops, and to liaise with Town
38 decision-making bodies. Since the TAC would be subject to the Brown Act,
39 meetings would be open to the public, and public notices and agendas published
40 in advance.

41
42 Staff also anticipates providing regular updates to Boards and Commissions, and
43 to the Town Council throughout the process. Many of the Town's Boards, and
44 the Town Council will be involved in the formal review and approval of the plans
45 developed through the Livable Moraga Road project, and any necessary
46 CEQA/NEPA documents.
47

1 *Agency Meetings*
2 Staff and the consultant team will work closely with agency representatives from
3 Moraga Orinda Fire District (MOFD), East Bay Regional Parks District (EBRPD),
4 and the school districts to discuss issues of interest and concern. Agencies will
5 also be invited to public meetings.

6
7 *Stakeholder Meetings*
8 The Alta team and staff will conduct a minimum of six focused meetings with key
9 stakeholder groups and organizations such as local HOA's, Chamber of
10 Commerce, Kiwanis, Rotary, Parent-Teacher Associations, and community
11 groups such as Moraga Movers. These meetings will be scheduled in
12 September and October, to gain additional input on issues, opportunities and
13 constraints.

14
15 **Recommendations**

- 16
17 1. Receive Livable Moraga Road Project Update
18 2. Appoint a member to the Livable Moraga Road Town Advisory Committee

19
20 **Report reviewed by: Shawna Brekke-Read, Planning Director**

21
22
23 **Attachments:**

- 24 A. **Livable Moraga Road Flyer**
25 B. **Project Graphic Schedule**

Stay Connected...

- ◇ Learn about upcoming meetings and outreach activities
- ◇ Complete the project survey
- ◇ Provide your input on the project's web based map
- ◇ Review project materials
- ◇ Submit comments and questions



Visit www.moraga.ca.us/livablemoragaroad



**Town of Moraga
Planning Department
329 Rheem Boulevard
Moraga, CA 94556**



It's all connected.



Improved traffic flow, safer crossings, better pedestrian, bike and bus access and beautification



Project Workshops this Fall!

Open House and Project Welcome

Thursday, October 3, 6:30 - 8:30 PM

Hacienda de las Flores, 2100 Donald Dr.

Come learn about the project, meet the project team, and find out how you can participate.



Walking Tour

Saturday, October 5, 9AM- Noon

Meet at St. Mary's College Rheem Campus
380 Moraga Road*

Share your observations and ideas on this fun, interactive multi-stop tour. ADA accessible shuttle provided, but you are encouraged to walk, bike or carpool between stops along the 1.3 mile route. Transportation back to Rheem Campus available at the end of the tour. **Visit the project webpage to RSVP and reserve shuttle seats.**

* Please park in spaces adjacent to Moraga Road

Community Workshop 1: Opportunities and Challenges

Tuesday, October 29

6:00 - 8:00 pm

Hacienda de las Flores, La Sala Room
2100 Donald Drive



www.moraga.ca.us/livablemoragaroad

What is the Livable Moraga Road Project?

It's a community-based planning effort for Moraga Road, looking at how to improve function, character and livability of the street between Campolindo High School and St. Mary's Road. This includes traffic flow, safety and connectivity for all users including autos, bicycles, pedestrians and transit; the street's character and appearance; and safe, convenient connections to neighborhoods, schools and shopping areas.

For more information:

Ellen Clark, Senior Planner
eclark@moraga.ca.us
925.888.7041



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Summary of the Brown Act

What is the Brown Act?

The Brown Act is a set of California Government Code Sections governing the circumstances under which a legislative body of a local public agency must meet in public and may meet in private. The general rule of the Act requires that "all meetings of the legislative body of a local agency shall be open" to all persons wishing to attend the meeting except as otherwise provided in the Act.

The Definition of "Legislative Body":

A legislative body now includes

- a. The Town Council
- b. All commissions, all committees, all boards or other bodies, (permanent or temporary-decision making or advisory) created by ordinance, resolution, or formal action of the council.

What is a quorum?

A quorum is half of the committee plus one. Example, if there are 11 people on the committee, six of them would make a quorum.

Anytime a quorum of the committee meets, the meeting is considered official and is open to the public. (Therefore no more than half of the committee plus one of you can gather at a time outside of an official meeting to discuss topics of the MYIC).

Agenda Statement

The Act provides that at least 72 hours before a regular meeting, the legislative body must post an Agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

The Agenda must specify the time and location of the regular meeting and be posted in a location that is freely accessible to members of the public.

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The Moraga Youth Involvement Committee Bylaws

(Updated and Approved 2012)

ARTICLE I:

Name: Moraga Youth Involvement Committee

ARTICLE II:

Purpose: The purpose of the Committee is to provide youth with opportunities for civic involvement, to implement/ assist in activities and services in the community and to make appropriate recommendations to the Town Council on youth related issues.

Specifically, the committee shall:

- A. Hold forums/ workshops, take surveys, gather concerns, and maintain communication with Moraga's youth population.
- B. Work cooperatively with other communities on youth activities.
- C. Provide youth with opportunities for community service.

ARTICLE III:

Composition of the MYIC: An advisory youth committee for the Town is created. The name of the committee shall be the Moraga Youth Involvement Committee. The committee shall consist of a minimum of nine (9) members (see below) and shall not exceed a maximum of nineteen (19) members.

Minimum Nine Member Committee:

Five (5) Members –	Campolindo High School Students (grades 9 – 12)
Three (3) Members –	Students attending other schools (grades 9 – 12)
One (1) Member –	Joaquin Moraga Intermediate Students (grades 7 – 8)
Two (2) Advisors –	Adult Advisors
One (1) Liaison –	Parks and Recreation Staff

The adult advisors and Town staff shall be non-voting members of the Committee. Each member shall be a resident of the Town of Moraga except for the appointed staff member.

Application Process: Candidates for membership shall be required to submit an application to the Town. Should the committee not reach the minimum of 9 members, the application process may be extended as deemed necessary by the committee.

ARTICLE IV:

Terms of Office: The term of office of each member shall be one year; members may reapply each year. Members shall not serve beyond their 12th grade year.

Resignation: Committee members may resign at any time by giving written notice to the Mayor, the Parks and Recreation Commission, and the Moraga Youth Involvement Committee.

Absences: If a member of the Moraga Youth Involvement Committee is absent from two (2) consecutive meetings or three (3) meetings during the term, or if a Committee member ceases to reside in the Town of Moraga or ceases to be enrolled in school, said Committee member's office will be reviewed. Additionally, if a Committee member is late by more than 20 minutes to two meetings without permission from the Committee, this shall constitute one absence.

Absentee Rules: In the case of an absence, a member must provide 24-hour prior notice to the Staff Liaison, Sergeant at Arms and the Chairperson of the Committee. In the case of illness, the committee member must provide notice as soon as possible.

ARTICLE V:

Officers of the Committee: The committee shall elect a Chairperson, Vice-Chairperson, Recording Secretary, Sergeant at Arms, and Historian from among its student members at the first meeting of the year. The Committee may appoint or elect other officers as necessary. Officers shall serve a term of one (1) year.

Duties of Officers:

Chairperson: shall preside at all meetings, shall meet with staff members and advisors to establish agenda, shall vote in the case of a tie, shall represent the Committee before the Parks and Recreation Commission and the Town Council, appoints subcommittees and specific subcommittee chairpersons as necessary, shall sign correspondence on behalf of the Committee and shall perform all other duties necessary or customary to the office.

Vice –Chairperson: shall assume all the responsibilities of the chairperson should the Chairperson be unable to do so.

Recording Secretary: shall be responsible for keeping and transcribing the minutes of monthly Committee meetings and ensuring that the Parks and Recreation staff member receives them in time for mailing with the agenda. The recording secretary shall also be able to present the previous minutes of monthly meetings during the recording secretary's term, at any time.

Sergeant at Arms: shall be responsible for keeping order at Committee meetings and recording all absences and enforcing the bylaws.

Historian: shall photograph events and keep an album covering Committee activities for the historian's term.

ARTICLE VI:

Meetings: The committee shall hold regular meetings on the second Thursday of the month at 7:00 pm, not to exceed 1.5 hours in length. All meetings shall be open to the public, and the Committee shall give notice of its meetings as required by law. A quorum, for the purpose of transacting business shall constitute "one half plus one" of the voting Committee. Special meetings of the Committee may be called by a majority of the members thereof, or by the Chairperson. Notice of any such special meeting shall be given as required by law. Monthly meetings shall be run according to "Robert's Rules of Order".

ARTICLE VII:

Subcommittees: Subcommittees shall be developed as needed. Each committee shall have at least two (2) Committee members, one serving as Chairperson. Subcommittees must have less than the Committee quorum. The subcommittee may appoint non-Committee members to obtain additional public involvement as needed.

ARTICLE VIII:

Amendments: Amendments to Bylaws shall be approved by a two-thirds (2/3) vote at a regular meeting.

ARTICLE IX:

Order of Business: May be altered or suspended at any meeting by a majority of voice vote.

ARTICLE X:

Solicitation and Funds: The Committee may, with the approval of the Town Council, solicit and accept gifts and grants from any source to assist it in the performance of its functions. Such funds must be deposited in a Town Account and may only be spent as authorized by the Town Council.