



CITY OF CARMEL-BY-THE-SEA ACTIVITIES COMMISSION AGENDA

Commissioners Kati Enea, Jeff Meacham,
Ellen Martin,
Judy Refuerzo, and Maria Ruess

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

Regular Meeting
Tuesday, January 13, 2026
9:30 AM

HYBRID MEETING ATTENDANCE OPTIONS

This meeting will be held in person and via teleconference ("hybrid"). The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing Zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may also watch the live stream on the City's YouTube page at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>. To participate in the meeting via Zoom, copy and paste the link below into your browser.

<https://ci-carmel-ca-us.zoom.us/j/81153119159>
Webinar ID: 811 5311 9159
Passcode: 237630
Dial in: (669) 444-9171

HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or use the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to lsfenton@ci.carmel.ca.us. Comments must be received at least 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

Members of the public are entitled to speak on matters of municipal concern not on the agenda

during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair. Persons are not required to provide their names, however, it is helpful for speakers to state their names so they may be identified in the minutes of the meeting. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.

ANNOUNCEMENTS

- 1) Announcements from Commissioners
- 2) Announcements from Staff

ORDERS OF BUSINESS

Orders of Business are agenda items that require Board or Commission discussion, debate, direction to staff, and/or action.

- 3) Approval of the Minutes for the December 16, 2025, Special Meeting
- 4) Review past events
- 5) Discuss upcoming events

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, Harrison Memorial Library, located on the NE corner of Ocean Avenue and Lincoln Street, the Carmel-by-the-Sea Post Office, 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage (<http://www.ci.carmel.ca.us>) in accordance with applicable legal requirements.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Board of Trustees regarding any item on this agenda, received after the posting of the agenda will be available in the Library and Community Activities Director's Office located at the Park Branch Library at the NE corner of Mission Street and Sixth Avenue during normal business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2000 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to

provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).



CITY OF CARMEL-BY-THE-SEA
Activities Commission
Staff Report

January 13, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Approval of the Minutes for the December 16, 2025, Special Meeting

RECOMMENDATION:

Approval of the Minutes for the December 16, 2025, Special Meeting

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. CAC Special Meeting Minutes - December 16, 2025

**CARMEL-BY-THE-SEA
ACTIVITIES COMMISSION**

SPECIAL MEETING MINUTES

Tuesday, December 16, 2025

CALL TO ORDER AND ROLL CALL

PRESENT: Enea, Martin, Meacham, Refuerzo, Ruess

ABSENT: None

STAFF PRESENT: Acting Admin. Analyst, Leslie Fenton

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

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None

ANNOUNCEMENTS

1) Announcements from Commissioners

Commissioner Martin thanked staff for the holiday decorating.

Commissioner Enea thanked everyone for the holiday celebration and enjoyed the community spirit it brought.

Commissioner Refuerzo thanked everyone and said the Christmas lights were outstanding.

Commissioner Ruess enjoyed the holiday fun, attended the Car Week listening session, and said it was well run, and the participation was great. She will get the status on the joint Council/CAC Car Week session.

2) Announcements from Staff

Acting Admin. Analyst Fenton thanked the Commissioners for their help at the Holiday Celebration and reminded everyone about the Girls on the Run 5K on Saturday, January 10, 2026.

ORDERS OF BUSINESS

Orders of Business are agenda items that require Board or Commission discussion, debate, direction to staff, and/or action.

3) Approval of the Minutes for the November 18, 2025, Special Meeting

Commissioner Refuerzo moved to approve the Minutes for the November 18, 2025, Special Meeting, seconded by Commissioner Martin and carried by the following roll call vote:

AYES: Enea, Martin, Meacham, Refuerzo, Ruess
NOES: None
ABSENT: None
ABSTAIN: None

4) Receive after-action reports on the 54th Annual Homecrafters' Marketplace and Holiday Celebration

Acting Admin. Analyst Fenton presented the report.

5) Discuss the Community Activities Commission Mission Statement

Acting Admin. Analyst Fenton presented the report.

Chair Ruess moved to approve Option B, "Inspire connections and strengthen community bonds by creating safe, inclusive events that foster belonging through shared celebrations and gatherings", seconded by Commissioner Meacham and carried by the following roll call vote:

AYES: Enea, Martin, Meacham, Refuerzo, Ruess
NOES: None
ABSENT: None
ABSTAIN: None

6) Adopt the 2026 Meeting Dates of the Community Activities Commission

Acting Admin. Analyst Fenton presented the report.

Commissioner Enea moved to adopt the 2026 Meeting Dates of the Community Activities Commission with the following changes: Tuesday, February 10th Regular Meeting changed to a Special Meeting on Tuesday, February 17th, and the Tuesday, August 11th Regular Meeting changed to a Special Meeting on Tuesday, August 18th, seconded by Commissioner Refuerzo and carried by the following roll call vote:

AYES: Enea, Martin, Meacham, Refuerzo, Ruess
NOES: None
ABSENT: None
ABSTAIN: None

FUTURE AGENDA ITEMS

- Budget
- Upcoming events
- After-action reports
- Sister City

ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 10:18 a.m.

The next Regular Meeting is scheduled for Tuesday, January 13, 2026.

APPROVED:

ATTEST:

Maria Ruess, Chair

Leslie Fenton, Acting Admin. Analyst



CITY OF CARMEL-BY-THE-SEA
Activities Commission
Staff Report

January 13, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Review past events

RECOMMENDATION:

Review past events

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

None



CITY OF CARMEL-BY-THE-SEA
Activities Commission
Staff Report

January 13, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Discuss upcoming events

RECOMMENDATION:

Discuss upcoming events

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

None