



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

Commissioners Kati Enea, Jeff
Meacham, Ellen Martin,
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, July 14, 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/87625001517>
Webinar ID: 876 2500 1517
Passcode: 246969
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

ANNOUNCEMENTS

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

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. While stating your name is optional, it helps to identify speakers in the meeting minutes. 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. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

ORDERS OF BUSINESS

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

- 3) Approve the Minutes for the June 9, 2026, Regular Meeting.
- 4) Conduct the annual election of officers to appoint a Chair and Vice-Chair for 2026.
- 5) Review past events
- 6) Discuss upcoming events
- 7) Receive reports from the Ad Hoc Committees

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

July 14, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Approve the Minutes for the June 9, 2026, Regular Meeting.

RECOMMENDATION:

Approve the Minutes for the June 9, 2026, Regular Meeting.

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. CAC Regular Meeting Minutes - June 9, 2026

CARMEL-BY-THE-SEA ACTIVITIES COMMISSION

REGULAR MEETING MINUTES

Tuesday, June 9, 2026

CALL TO ORDER AND ROLL CALL

PRESENT: Enea, Martin, Ruess
ABSENT: Meacham
STAFF PRESENT: Leslie Fenton, Admin. Analyst
Marisa Bermudez, Acting Assistant City Administrator

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

1) Announcements from Commissioners

Commissioner Enea thanked everyone for the successful evacuation drill and Public Safety Fair. She also announced that the Carmel Chamber of Commerce will have Carmel High School interns working with them this summer.

Chair Ruess announced that she had attended the May City Council meetings and asked about the appointment of a new Commissioner following Commissioner Refuerzo's resignation; Council Member Dramov requested that an item be added to the City Council agenda for training for all Board/Commission members. She also thanked Vice-chair Marting for chairing the April meeting in her absence.

2) Announcements from Staff

Admin. Analyst Fenton announced that the City's budget had been approved and the funds the Commission requested for Community Activities had been approved, except for advertising, which had been decreased.

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.

Nancy Twomey

ORDERS OF BUSINESS

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

3) Approve the Minutes for the May 12, 2026, Regular Meeting.

Commissioner Martin moved to approve the Minutes for the May 12, 2026, Regular Meeting, seconded by Commissioner Enea, and carried by the following roll call vote:

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

4) Conduct the annual election of officers to appoint a Chair and Vice-Chair for 2026.

Chair Ruess moved to continue this item to the June meeting, seconded by Commissioner Enea, and carried by the following roll call vote:

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

5) Review past events

Admin. Analyst Fenton presented the report.

6) Discuss upcoming events

Admin. Analyst Fenton presented the report.

7) Receive reports from the Ad Hoc Committees

Admin. Analyst Fenton presented the report.

At the May 12, 2026, Regular Meeting, Commissioners Martin and Refuerzo were appointed to the City's 110th Birthday Celebration Ad Hoc Committee. Due to Commissioner Refuerzo's resignation, Chair Ruess has stepped up to fill the vacant position on the Ad Hoc Committee.

FUTURE AGENDA ITEMS

- Annual elections
- Workshop/training
- Director's Report

ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 10:03 a.m.

The next Regular Meeting is scheduled for Tuesday, July 14, 2026.

APPROVED:

ATTEST:

Maria Ruess, Commission Chair

Leslie Fenton, Commission Clerk



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

July 14, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Conduct the annual election of officers to appoint a Chair and Vice-Chair for 2026.

RECOMMENDATION:

Conduct the annual election of officers to appoint a Chair and Vice-Chair for 2026.

BACKGROUND / SUMMARY:

Each June, per the Community Activities and Cultural Commission Rules of Procedure, the Commission elects a new Chair and Vice-Chair.

The process, according to the Rules of Procedure, is as follows:

C. Officers

a. Selection

i. A Chair and Vice-Chair shall be elected annually from among the Commission's membership at the June meeting to serve at the pleasure of the Commission.

The newly elected Chair and Vice-Chair will assume their positions at the July meeting.

ii. The elections process commences with individual Commissioners nominating candidates until a motion is made, seconded and approved to close nominations.

At the conclusion of any discussion, the roll is called alphabetically and each Commissioner votes for one of the nominated candidates until one is elected by simple majority. The newly elected or reelected Chair takes the Chair's seat and repeats this process for the Vice Chair.

iii. The Vice-Chair shall succeed the Chair if he/she vacated his/her office before his/her term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice Chair shall be elected at the next regular

meeting.

iv. In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a Chair shall be elected from the members present to preside.

v. The terms of office of the Chair and Vice-Chair shall not exceed two (2) consecutive terms.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ATTACHMENTS:

None



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

July 14, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Review past events

RECOMMENDATION:

Review past events

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

None



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

July 14, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Discuss upcoming events

RECOMMENDATION:

Discuss upcoming events

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. 2026 EVENTS

2026 EVENTS

(Subject to change)

January

- ~~● Saturday, January 10 - Girls on the Run 5K~~

February

- ~~● Monday, February 9 - Sunday, February 15 - Pebble Beach Pro-Am~~
- ~~● Tuesday, February 10 - Carmel Chamber of Commerce Putts for Paws mini-golf tournament~~

April

- ~~● Saturday, April 4 - Carmel Host Lions Club Breakfast with the Bunny~~
- ~~● Thursday, April 16 - Farmers' Market Third Thursday~~
- ~~● Saturday, April 18 - Earth + Arbor Day~~

May

- ~~● Friday, May 15 - Sunday, May 17 - Carmel Art Festival~~
- ~~● Thursday, May 21 - Farmers' Market Third Thursday~~
- ~~● Monday, May 25 - Annual Memorial Day Ceremony~~
- ~~● Saturday, May 30 - Sunday, May 31 - Carmel Surfabout~~
- ~~● Saturday, May 30 - City-wide evacuation drill and Safety Day~~

June

- ~~● Friday, June 5 - Saturday, June 13 - Carmel Culinary Week~~
- ~~● Thursday, June 18 - Farmers' Market Third Thursday~~

July

- ~~● Saturday, July 4 - Monterey Pops! Independence Day Concert~~
- Thursday, July 16 - Farmers' Market Third Thursday

August

- Friday, August 7 - Sunday, August 16 - Monterey Peninsula Car Week
- Tuesday, August 11 - Concours for a Cause
- Wednesday, August 12 - Astons on the Avenue
- Thursday, August 13 - Ferrari Owners Club Concours Carmel
- Thursday, August 13 - Prancing Ponies
- Wednesday, August 26 - 55th Homecrafters' Jury

September

- Thursday, September 17 - Farmers' Market Third Thursday
- Saturday, September 19 - 63rd Great Sandcastle Contest

October

- Saturday, October 10 - Meet the Makers
- Thursday, October 15 - Farmers' Market Third Thursday
- Saturday, October 24 - 11th Annual Pumpkin Roll
- Saturday, October 31 - Halloween Parade + City 110th Birthday Celebration

November

- Wednesday, November 11 - Annual Veterans Day Ceremony
- Saturday, November 21 - 55th Homecrafters' Marketplace

December

- Friday, December 4 - Annual Holiday Celebration



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

July 14, 2026
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Receive reports from the Ad Hoc Committees

RECOMMENDATION:

Receive reports from the Ad Hoc Committees:

1. City's 110th Birthday Celebration
2. Holiday Celebration

BACKGROUND / SUMMARY:

FISCAL IMPACT:

None

ATTACHMENTS:

None