



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

Commissioners Alexa Dieterle, 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, September 8, 2026**  
**9:30 AM**

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## 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/83720340940>  
Webinar ID: 837 2034 0940  
Passcode: 702563  
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](mailto: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.

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## 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 July 14, 2026, Regular Meeting.
- 4) Review past events
- 5) Discuss upcoming events
- 6) Receive reports from the Ad Hoc Committees
- 7) Community Activities Commission Workshop
- 8) Annual Community Events Volume and Policy Discussion

## **DIRECTOR'S REPORT**

## **FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

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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**

**September 8, 2026**  
**ORDERS OF BUSINESS**

**TO:** Community Activities Commissioners

**SUBMITTED BY:** Leslie Fenton, Admin. Analyst

**SUBJECT:** Approve the Minutes for the July 14, 2026, Regular Meeting.

**RECOMMENDATION:**

Approve the Minutes for the July 14, 2026, Regular Meeting.

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. CAC Regular Meeting Minutes - July 14, 2026

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

## **REGULAR MEETING MINUTES**

**Tuesday, July 14, 2026**

### **CALL TO ORDER AND ROLL CALL**

PRESENT: Enea, Martin, Meacham, Ruess  
ABSENT: None  
STAFF PRESENT: Shelby Gorman, Recording Secretary  
Marisa Bermudez, Acting Assistant City Administrator

### **PLEDGE OF ALLEGIANCE**

### **ANNOUNCEMENTS**

#### **1) Announcements from Commissioners**

Commissioner Meacham provided a review of the July 4 event.

Commissioner Enea spoke on the upcoming Carmel-by-the-Sea Book Festival.

Chair Ruess echoed the comments of Commissioner Meacham.

#### **2) Announcements from Staff**

Acting Assistant City Administrator Marisa Bermudez also spoke on the July 4 event, commenting on attendance and the increased services as a result. She also mentioned the unscheduled vacancy that was posted with a deadline of June 30. Applications were received and the City Clerk is working with the City Council to schedule interviews. A special event permit application was received by Set Free Monterey. The application was reviewed, found to be in compliance, and approved for Saturday, October 3.

Chair Ruess followed up on a request for a workshop training for the Commissioners.

### **PUBLIC APPEARANCES**

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None

### **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.**

Commissioner Enea moved to approve the Minutes for the June 9, 2026, Regular Meeting, with the correction of typographical errors as described by Chair Ruess, seconded by Commissioner Martin, and carried by the following roll call vote:

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

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

Acting Assistant City Administrator Marisa Bermudez presented the report

Commissioner Enea moved to reappoint Chair Ruess as Chair, seconded by Commissioner Martin, and carried by the following roll call vote:

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

Chair Ruess moved to reappoint Vice Chair Martin as Vice Chair, seconded by Commissioner Enea, and carried by the following roll call vote:

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

**5) Review past events**

Acting Assistant City Administrator Marisa Bermudez reiterated the success of the July 4th event.

Commissioner Martin and Chair Ruess echoed the statement.

**6) Discuss upcoming events**

Acting Assistant City Administrator Marisa Bermudez informed the Commission of the upcoming Third Thursday at Devendorf Park and National Night Out.

Chief Traylor provided information on the upcoming National Night Out.

Acting Assistant City Administrator Marisa Bermudez presented the upcoming Car

Week events. Commissioner Enea asked clarification questions regarding the Ferrari event and City shuttles. Commissioner Meacham asked for an update on the alternate parking program. Chief Traylor spoke on the parking, traffic, and noise management plan for Car Week and answered questions of the Commissioners.

Acting Assistant City Administrator Marisa Bermudez asked if any Commissioners would be interested in being a juror as part of the upcoming Homecrafters Fair and Sandcastle Contest.

**Public Comment:**

Michelle Amirkhanian

**7) Receive reports from the Ad Hoc Committees**

Commissioner Martin and Chair Ruess gave a report on the Ad Hoc Committee for the 110 Celebration, following the Halloween parade.

Commissioner Enea gave a report on the Ad Hoc Committee for the Holiday Celebration.

**FUTURE AGENDA ITEMS**

- Continued Ad Hoc Committee updates

**ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 10:34 a.m.

The next Special Meeting is scheduled for Tuesday, August 18, 2026.

APPROVED:

ATTEST:

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Maria Ruess, Commission Chair

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Leslie Fenton, Commission Clerk



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

**September 8, 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**

**September 8, 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~~
- Wednesday, August 26 - 55th Homecrafters' Jury

**September**

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

**October**

- Saturday, October 3 - Set Free Monterey Bay Walk for Freedom
- Saturday, October 10 - Meet the Makers
- Sunday, October 11 - Tutti a Tavola
- Thursday, October 15 - Farmers' Market Third Thursday
- Saturday, October 24 - 11th Annual Pumpkin Roll
- Friday, October 30 - Halloween Parade
- Saturday, October 31 - 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**

**September 8, 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



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

**September 8, 2026**  
**ORDERS OF BUSINESS**

**TO:** Community Activities Commissioners

**SUBMITTED BY:** Marisa Bermudez, Acting Assistant City Administrator

**SUBJECT:** Community Activities Commission Workshop

**RECOMMENDATION:**

Receive a presentation about the Community Activities Commission roles and responsibilities and the Brown Act.

**BACKGROUND / SUMMARY:**

The current Community Activities Commission (CAC) is the result of several reorganizations and consolidations of City commissions over the past 30 years. These changes have reflected evolving community needs, available City resources, and changes in the programs and services provided by the City.

The CAC originated as the Recreation Commission, which focused primarily on community recreation programs, including activities such as painting classes sponsored by the local school district and an after-school drop-in program. The City has not historically operated a formal Recreation Department. Over time, the Recreation Commission evolved into the Community Activities and Recreation Commission.

Separately, the City established an Art Board to support and promote Carmel-by-the-Sea's artistic heritage. The Art Board later became the Cultural Commission. Subsequent restructuring combined community activities and cultural functions under the Community Activities and Cultural Commission. The cultural designation was later removed, resulting in the present-day Community Activities Commission.

The duties and activities of the CAC have similarly evolved. The Commission has moved away from day-to-day recreation programming and facility management, with its activities increasingly centered on community and special events, City-sponsored events, events organized by local organizations, and the weekly Farmers' Market. This evolution also reflects changes in City facilities and operations. The City does not

currently maintain the infrastructure or facilities necessary to provide a traditional municipal recreation program, and facilities such as Vista Lobos and the Scout House are no longer available to the public as rental spaces.

### **Duties, Responsibilities, and Authority of the Commission**

The CAC's bylaws establish the Commission's mission as encouraging and supporting the interaction of neighbors, friends, families, and visitors through shared experience of special events, programs, and gatherings. These activities are intended to bring the community together safely on City streets and in City parks, creating opportunities for interaction and celebration, enrich people's lives, and promote inclusiveness.

The bylaws expressly identify the CAC as an advisory body to the City Council on matters relating to the recreational, cultural, and social needs of the community. Some of the specific duties and responsibilities outlined include:

- stimulating and encouraging community, cultural, and recreational activities within the City and actively participating in the execution of those activities;
- developing rules and regulations for conducting Commission business and meetings in accordance with State and City law;
- advising and assisting the Community Activities Director and, when requested, other City commissions, public bodies, departments, and City residents on community, cultural, and recreation programs; and
- assisting in the planning of community activities and recreational programming.

These provisions establish a role for the CAC that extends beyond simply reviewing community events. The Commission is intended to encourage community activities, participate in their implementation, assist with planning, provide advice to staff and the City Council, and serve as a forum for consideration of the City's recreational, cultural, and social needs.

### **Special Event Permitting Authority**

Although special events are central to the CAC's mission and responsibilities, the authority to act on a Special Event Permit application is separately assigned by the Municipal Code.

Carmel-by-the-Sea Municipal Code Chapter 12.48, the City's Special Events Ordinance, defines the "Reviewing Authority" as:

"the Community Activities Director, or such other person as may be designated by the City Administrator, who is authorized under the provisions of this chapter to review and act upon a special event application."

Accordingly, there is a distinction between the CAC's role in advising, planning, encouraging, and participating in community activities and special events and the administrative authority to approve or deny a Special Event Permit.

A proposed event may come before the CAC for discussion, input, planning, or recommendation when the matter falls within the Commission's duties and responsibilities. However, final administrative action on the permit rests with the Reviewing Authority designated pursuant to Chapter 12.48.

## **Summary**

The Commission's established duties and responsibilities continue to provide for a broader advisory and participatory role in addressing the recreational, cultural, and social needs of the community.

Clarifying the CAC's role provides an opportunity to better align the Commission's current activities with its established mission and responsibilities. The CAC can continue to provide valuable community input, assist with the planning and implementation of community activities, and make recommendations to the City Council and staff, while administrative responsibilities, including the approval of Special Event Permits, remain with designated City staff.

## **Ralph M. Brown Act**

The Ralph M. Brown Act (Government Code §§ 54950 et seq.) is California's open meeting law and is intended to ensure that local government business is conducted openly and transparently. The Act is intended to ensure that the public's business is conducted openly by requiring meetings to be properly noticed and accessible to the public, providing the public an opportunity to address the legislative body, and generally limiting discussion and action to matters identified on the posted agenda. The Brown Act also restricts a majority of a legislative body from discussing agency business outside of a properly noticed public meeting, subject to limited exceptions provided by law. Electronic communications can create Brown Act concerns when members use email, text messages, social media, or other technology to discuss matters within the body's jurisdiction outside of a noticed public meeting. Members should be especially careful to avoid communications that could result in a prohibited serial meeting or create the appearance that decisions are being influenced through private discussions.

### **FISCAL IMPACT:**

NA

### **ATTACHMENTS:**

None



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

**September 8, 2026**  
**ORDERS OF BUSINESS**

**TO:** Community Activities Commissioners

**SUBMITTED BY:** Marisa Bermudez, Acting Assistant City Administrator

**SUBJECT:** Annual Community Events Volume and Policy Discussion

**RECOMMENDATION:**

Receive a presentation regarding the volume of annual community events, discuss whether the current level and distribution of events is appropriate, and provide direction or recommendations regarding future event volume and/or potential policy parameters.

**BACKGROUND / SUMMARY:**

At a recent City Council meeting, Councilmembers expressed concern that the number of community events appears to have increased and requested that staff seek input from the Community Activities Commission regarding the overall volume of events occurring throughout the year.

This item is intended to begin that discussion and provide the Commission with an opportunity to review the current annual event calendar, including the number, type, location, timing, and general scale of events, and to provide input on whether the current level and distribution of events is appropriate moving forward.

Staff will first review the current list of annual community events, including City-sponsored events and other events occurring within public spaces or requiring City permits or support (ATTACHMENT 1).

Following review of the current event calendar, the Commission is asked to consider whether the existing number and distribution of events remains appropriate or whether changes or additional policy guidance should be explored.

**POTENTIAL CONSIDERATIONS**

If the Commission is interested in exploring changes to the City's approach to



community events, potential considerations could include:

1. **Annual Event Caps** – Establishing a maximum number of qualifying events per year.
2. **Monthly or Seasonal Limits** – Limiting the number of events occurring within a particular month, season, location, or consecutive-week period.
3. **Tiered Event Limits** – Establishing different standards based on factors such as event size, anticipated attendance, street closures, use of public facilities, or other impacts.
4. **Location-Based Limits** – Establishing limits for frequently used parks, beaches, public spaces, streets, or other locations.
5. **Existing or Legacy Events** – Considering whether long-standing or recurring community events should receive priority or grandfathered status.
6. **Event Type** – Considering whether any limits or policies should distinguish between City-sponsored events, nonprofit/community events, and privately permitted events.

These considerations are presented as examples for discussion and are not intended to represent a staff recommendation for any particular approach. The Commission may also identify other factors or approaches it would like staff to evaluate.

### **RECOMMENDED ACTION**

Staff recommends that the Community Activities Commission receive the report, review the current annual event list, and discuss whether the current volume and distribution of community events is appropriate.

The Commission is further asked to provide direction to staff regarding whether changes should be explored or whether additional policy options should be developed for future consideration and potential recommendation to the City Council, including whether event limits based on annual volume, timing, location, event type, size, or other criteria should be evaluated.

### **FISCAL IMPACT:**

There is no direct fiscal impact associated with this discussion item

### **ATTACHMENTS:**

1. 2026 Annual Events List

## C A R M E L     A N N U A L     E V E N T     L I S T

| MONTH     | DAY                | EVENT TYPE                  | EVENT NAME                                     | ORGANIZER                                            | ALCOHOL | STREET CLOSURE |
|-----------|--------------------|-----------------------------|------------------------------------------------|------------------------------------------------------|---------|----------------|
| JANUARY   | 10th               | Recreational & Non-profit   | Girls on the Run                               | Girls on the Run                                     |         | X              |
| MARCH     | 19th               | Community                   | Third Thursday                                 | Good Roots Events LLC                                | X       |                |
| APRIL     | 4th                | City sponsored              | Breakfast w/the Bunny                          | Carmel Host Lions partnership with City of Carmel    |         |                |
|           | 16th               | Community                   | Third Thursday                                 | Good Roots Events LLC                                | X       |                |
|           | 18th               | City sponsored              | Earth Day                                      | City of Carmel                                       |         |                |
| MAY       | 15th-17th          | Cultural                    | Annual Carmel Art Festival                     | Carmel Gallery Alliance                              | X       | X              |
|           | 21st               | Community                   | Third Thursday                                 | Good Roots Events LLC                                |         |                |
|           | 25th               | City sponsored              | Annual Memorial Day Ceremony                   | City of Carmel partnership with American Legion Post |         |                |
|           | 29th - 1st of June | Recreational & Non-profit   | Annual Carmel Surfabout                        | Monterey County Surfers Foundation                   |         |                |
| JUNE      | 5-13               | Cultural                    | Culinary Week                                  | Visit Carmel & Good Roots Events LLC                 | X       | X              |
|           | 18th               | Community                   | Third Thursday                                 | Good Roots Events LLC                                | X       |                |
| JULY      | 4th                | City sponsored & Non-profit | Monterey Pops 4th of July Concert              | Monterey Pops! in partnership with City of Carmel    |         |                |
|           | 16th               | Community                   | Third Thursday                                 | Good Roots Events LLC                                | X       |                |
| AUGUST    | 4th                | City sponsored              | National Night Out                             | City of Carmel                                       |         |                |
| CAR WEEK  |                    |                             |                                                |                                                      |         |                |
|           | 11th               | Cultural                    | Concours for a Cause                           | Good Roots Events LLC                                |         | X              |
|           | 12th               | Cultural                    | Astons on the Avenue                           | Meuse Gallery                                        |         | X              |
|           | 13th               | Cultural & Non-profit       | Ferrari Owners Club 4th Annual Concours Carmel | Ferrari Owners Club Northern California Region       |         | X              |
|           | 13th               | Private sponsor             | L'Auberge Carmel                               | L'Auberge Carmel                                     |         | X              |
| SEPTEMBER | 17th               | Cultural                    | Third Thursday                                 | Good Roots Events, LLC                               | X       |                |
|           | 19th               | City sponsored              | Annual Sandcastle Contest                      | City of Carmel partnership with AIA Monterey Bay     |         |                |
|           | TBD                | Cultural                    | Carmel High School Homecoming Parade           | Carmel High School                                   |         | X              |
| OCTOBER   | 3rd                | Non-profit                  | Set Free Monterey Bay Walk for Freedom         | Set Free Monterey Bay                                |         |                |
|           | 10th               | Cultural                    | Meet the Makers Art & Wine Walk                | Visit Carmel                                         |         |                |
|           | 11th               | Non-profit                  | Tutti a Tavola                                 | Carmel Mission Foundation                            | X       | X              |
|           | 15th               | Community                   | Third Thursday                                 | Good Roots Events, LLC                               | X       |                |
|           | 24th               | City sponsored              | Annual Pumpkin Roll                            | City of Carmel                                       |         | X              |
|           | 30th               | City sponsored              | Annual Halloween Parade                        | City of Carmel                                       |         | X              |
|           | 31st               | City sponsored              | City 110th Birthdy Celebration                 | City of Carmel                                       |         |                |
| NOVEMBER  | 11th               | City sponsored              | Annual Veterans Day Ceremony                   | City of Carmel partnership with American Legion Post |         |                |
|           | 21st               | City sponsored              | Annual Homecrafters' Marketplace               | City of Carmel                                       |         |                |
| DECEMBER  | 4th                | City sponsored              | Annual Holiday Celebration & Menorah Lighting  | City of Carmel                                       |         | X              |