



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

Commissioners Linda Calafiore, Donna Jett, Ellen
Martin, Judy Refuerzo, and Chair John Micek
Contact: 831.620.2000 www.ci.carmel.ca.us/carmel

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

REGULAR MEETING Tuesday, May 9, 2023

9:30 AM

THIS MEETING WILL BE HELD IN PERSON IN THE COUNCIL CHAMBERS AND VIA TELECONFERENCE. This meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenues. To participate via teleconference click the following link to attend via Zoom (or copy and paste link in your browser):

**Zoom Link <https://ci-carmel-ca-us.zoom.us/j/88438875368>, Meeting ID: 884 3887 5368
Passcode: 794467 Dial in: (669) 444-9171**

The COVID-19 Community Level for Monterey County as of the date of this agenda posting on May 5, 2023, is LOW OR MEDIUM (mask wearing not required). Seating will be limited and available on a first come first served basis.

The public can also email comments to lsfenton@ci.carmel.ca.us. Comments must be received 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 added to the agenda and 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. Matters not appearing on the agenda will not receive action at this meeting and may be referred to staff. Persons are not required to provide their names, and it is helpful for speakers to state their names so they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

A. Announcements from Commissioners

B. Announcements from Staff

ORDERS OF BUSINESS

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

3. Approval of the minutes for the February 14, 2023 Regular Meeting
4. Receive updates on the 2023 special events calendar for the City of Carmel-by-the-Sea and potential new events and discuss.
5. Receive an update on the Farmers' Market and discuss.
6. Discuss 2021-2024 Community Activities Commission Strategic Plan and future of Commission.

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 Community Activities Commission 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).

REGULAR MEETING
Tuesday, February 14, 2023

9:30 AM

THIS MEETING IS VIA TELECONFERENCE AND IN-PERSON AT CITY HALL.

Governor Newsom's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body.

To that end, this meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenue. To participate via teleconference click the following link to attend via Zoom <https://ci-carmel-ca-us.zoom.us/j/83563840562?> Meeting ID: 835 6384 0562 Passcode: 251769 Dial: +1 669 444 9171

The COVID-19 Community Level for Monterey County as of the date of this agenda posting on Friday, February 10, 2023, is LOW. Per Urgency Ordinance 2022-006, wearing a face mask to attend a meeting of a legislative body inside a City facility is optional when the community level is low. Seating will be limited and available on a first come first served basis.

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

PRESENT: Jett, Martin, Refuerzo, Micek

ABSENT: Calafiore

STAFF PRESENT: Ashlee Wright, Library & Community Activities Director
Leslie Fenton, Executive Assistant

ANNOUNCEMENTS

Item A: Announcements from Commissioners

Chair Micek announced that he was happy to be meeting in person again and thanked staff for getting us through a difficult period of time.

Commissioner Jett, Martin and Refuerzo also thanked staff for all their hard work.

Item B: Announcements from Staff

Library & Community Activities Director Wright announced the following:

- Preparing for budget season. Will have items and draft budget for commissioners to review.
- Terms of office expire in May. Board/Commission recruitment will open in the spring.

PUBLIC APPEARANCES

None

ORDERS OF BUSINESS

Item 1: Approval of the minutes for the December 13, 2022 Regular Meeting

Commissioner Refuerzo moved to approve the minutes for the December 13, 2022 meeting, seconded by Commissioner Jett and carried by the following roll call vote:

AYES: Jett, Martin, Refuerzo, Micek
 NOES: None
 ABSENT: Calafiore
 ABSTAIN: None

Item 2: Receive updates on the 2023 special events calendar for the City of Carmel-by-the-Sea and potential new events and discuss.

Library & Community Activities Director Wright presented the staff report.

- Still waiting to confirm dates for some events.
- Looking at adding some events, will discuss at the next meeting.
- Report on Car Week events will be received by Council at March 7 meeting.

Item 3: Receive an update on the Farmers' Market and discuss.

Library & Community Activities Director Wright presented the report.

- Some vendors have not returned yet due to growing season.
- Gearing up for Third Thursday
- Increasing budget for market

Item 4: Discuss progress on the 2021-2024 Community Activities Commission Strategic Plan and provide direction.

Library & Community Activities Director Wright presented the report.

- This is the Commission 2nd Strategic Plan, first was in 2019
- Farmers' Market and vendor Instagram posts are helping to get word out, spotlight a market vendor

- Delete banner pole item – being used by other organizations
- Citizen's Academy, Community Fair
- Delete work with Chamber and Visit Carmel on an ambassador program
- Draft of Art Policy

FUTURE AGENDA ITEMS

- Website updates
- Budget
- Where does Commission want to go? What are we? Where going? How to stay relevant
- Car Week

ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 10:24 am. The next Regular Meeting is scheduled for March 14, 2023.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Micek, Chair
Community Activities Commission

2023 EVENTS

April

- ~~Saturday, April 8 - Carmel Host Lions Club Breakfast with the Bunny (TBD)~~
- ~~Thursday, April 20 - Farmers' Market 3rd Thursday~~
- ~~Saturday, April 22 - Public Works Earth Day Event~~
- ~~Sunday, April 30 - Big Sur International Marathon~~

May

- Friday-Sunday, May 19-21 - Carmel Art Festival
- Thursday, May 25 - Farmers' Market 3rd Thursday (rescheduled due to Carmel Art Festival)
- Monday, May 29 - Memorial Day Ceremony

June

- Saturday & Sunday, June 3 & 4 - Carmel Surfabout
- Friday, June 2 to Friday, June 9 - Carmel Culinary Week
- Saturday, June 10 - Monterey Winemakers Celebration
- Thursday, June 15 - Farmers' Market 3rd Thursday

July

- Tuesday, July 4 - Monterey Pops! Concert
- Thursday-Sunday, July 6-9 - Women's US Open
- Saturday, July 15 - Carmel Craft Guild 75th Anniversary Celebration (Devendorf)
- Thursday, July 20 - Farmers' Market 3rd Thursday & End of Summer Reading Program Celebration

August

- Friday, August 11 - Sunday, August 20 - Car Week NO REGULAR FARMERS' MARKET OR 3rd THURSDAY
- Tuesday, August 15 - Acura in the Park
- Wednesday, August 16 - Concours for a Cause
- Thursday, August 17 - Prancing Ponies Womens Car Show
- Thursday, August 17 - Ferrari Owners Club-Concours Carmel
- Wednesday, August 30 - Homecrafters' Jury

September

- TBD - Carmel High School Homecoming Parade - Ocean Ave
- Saturday, September 16 - Sandcastle Contest - Carmel Beach
- Thursday, September 21 - Farmers' Market 3rd Thursday
- Saturday, TBD Community Group Fair

October

- TBD - Challenged Athletes
- Saturday, October 14 - Meet the Makers
- Thursday, October 19 - Farmers' Market 3rd Thursday
- Saturday, October 28 - Pumpkin Roll down Ocean Avenue
- Tuesday, October 31 - Halloween Parade and candy giveaway - Devendorf Park

November

- Saturday, November 11 - Veterans Day Ceremony - Devendorf Park
- Saturday, November 18 - 52nd Homecrafters' Marketplace - Sunset Center

December

- Friday, December 1 - Annual Holiday Celebration - Devendorf Park

UPCOMING EVENTS

2023

MAY

May 19-21, Fri.-Sun. Carmel Art Festival
May 25, Thurs. Farmers' Market 3rd Thursday
May 29, Mon. Memorial Day Ceremony

JUNE

June 3-4, Sat.-Sun. Carmel Surfabout
June 2-9, Fri.-Fri. Carmel Culinary Week
June 10, Sat. Monterey Winemakers' Celebration
June 15, Thurs. Farmers' Market 3rd Thursday

JULY

July 4, Tues. Monterey Pops! Concert
July 6-9, Thurs.-Sun. Women's U.S. Open
July 15, Sat. Carmel Craft Guild 75th Anniversary
July 20, Thurs. Farmers' Market 3rd Thursday

AUGUST

CAR WEEK Aug. 15, Tues. Acura in the Park
Aug. 16, Wed. Concours for a Cause
Aug. 17, Thurs. Prancing Ponies Womens Car Show
Aug. 17, Thurs. Ferrari Owners' Concours Carmel
Aug. 30, Wed. Homecrafters' Jurying

SEPTEMBER

TBD Carmel High School Homecoming Parade
TBD Community Group Fair
Sept. 16, Sat. Sandcastle Contest
Sept. 21, Thurs. Farmers' Market 3rd Thursday

OCTOBER

TBD Challenged Athletes
Oct. 14, Sat. Meet the Makers
Oct. 19, Thurs. Farmers' Market 3rd Thursday
Oct. 28, Sat. Pumpkin Roll
Oct. 31, Tues. Halloween Parade

NOVEMBER DECEMBER

Nov. 11, Sat. Veterans' Day Ceremony
Nov. 18, Sat. 52nd Annual Homecrafters' Marketplace
Dec. 1, Fri. Annual Holiday Celebration - Tree and Menorah Lighting

For more info go to ci.carmel.ca.us/upcoming-events or
call (831) 620-2020



COMMUNITY GROUPS - 2023

DATE	GROUP	CONTACT	ACTIVITY (i.e. handouts, music)
JANUARY			
January 5, 2023	Friends of the Library	Susan Murphy	book sale
January 12, 2023	Friends of the Library	Susan Murphy	book sale
January 19, 2023	Village preservation Committee		
January 19, 2023	Friends of the Library	Susan Murphy	book sale
January 26, 2023	CRA	Nancy Twomey	
January 26, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
January 26, 2023	Friends of the Library	Susan Murphy	book sale
FEBRUARY			
February 2, 2023	Friends of the Library	Susan Murphy	book sale
February 9, 2023	Friends of the Library	Susan Murphy	book sale
February 16, 2023	Village preservation Committee		
February 16, 2023	Friends of the Library	Susan Murphy	book sale
February 23, 2023	CRA	Nancy Twomey	
February 23, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
MARCH			
March 2, 2023	Friends of the Library	Susan Murphy	book sale
March 9, 2023	Friends of the Library	Susan Murphy	book sale
March 9, 2023	Ecology Action (volunteer Alan)	Emily Gottlieb	outreach - Resilient Central Cost Campaign
March 16, 2023	Village preservation Committee		
March 16, 2023	Friends of the Library	Susan Murphy	book sale
March 23, 2023	Friends of the Library	Susan Murphy	book sale
March 30, 2023	CRA	Nancy Twomey	
March 30, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
March 30, 2023	Ecology Action (volunteer Alan)	Emily Gottlieb	outreach - Resilient Central Cost Campaign
APRIL			

COMMUNITY GROUPS - 2023

April 6, 2023	Friends of the Library	Susan Murphy	book sale
April 13, 2023	Friends of the Library	Susan Murphy	book sale
April 13, 2023	Ecology Action (volunteer Alan)	Emily Gottlieb	outreach - Resilient Central Cost Campaign
April 20, 2023	Village preservation Committee		
April 20, 2023	Friends of the Library	Susan Murphy	book sale
April 27, 2023	CRA	Nancy Twomey	
April 27, 2023	Brian Uhler / City's Parking project	btuhlerconsulting@gmail.com	
April 27, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
MAY			
May 4, 2023	Brian Uhler / City's Parking project	btuhlerconsulting@gmail.com	
May 4, 2023	Friends of the Library	Susan Murphy	book sale
May 11, 2023	Friends of the Library	Susan Murphy	book sale
May 18, 2023	Village preservation Committee		
May 18, 2023	Friends of the Library	Susan Murphy	book sale
May 25, 2023	CRA	Nancy Twomey	
May 25, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
JUNE			
June 1, 2023			
June 8, 2023			
June 15, 2023	Village preservation Committee		
June 22, 2023			
June 29, 2023	CRA	Nancy Twomey	
June 29, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
JULY			
July 6, 2023			
July 13, 2023			
July 20, 2023	Village preservation Committee		
July 27, 2023	CRA	Nancy Twomey	

COMMUNITY GROUPS - 2023

July 27, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
AUGUST			
August 3, 2023			
August 10, 2023			
August 17, 2023	CAR WEEK		
August 24, 2023			
August 31, 2023	CRA	Nancy Twomey	
August 31, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
SEPTEMBER			
September 7, 2023			
September 14, 2023			
September 21, 2023	Village preservation Committee		
September 28, 2023	CRA	Nancy Twomey	
September 28, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
OCTOBER			
October 5, 2023			
October 12, 2023			
October 19, 2023	Village preservation Committee		
October 26, 2023	CRA	Nancy Twomey	
October 26, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach
NOVEMBER			
November 2, 2023			
November 9, 2023			
November 26, 2023	Village preservation Committee		
November 23, 2023	THANKSGIVING		
November 30, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach

COMMUNITY GROUPS - 2023

DECEMBER			
December 7, 2023			
December 14, 2023			
December 21, 2023	Village preservation Committee		
December 28, 2023	Carmel Cares	Janice Bradner janicebradner@yahoo.com	outreach



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

May 9, 2023
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Discuss 2021-2024 Community Activities Commission Strategic Plan and future of Commission.

RECOMMENDATION:

Discuss 2021-2024 Community Activities Commission Strategic Plan and future of Commission.

BACKGROUND/SUMMARY:

At its last meeting the Community Activities Commission (CAC) received a presentation on the CAC's Strategic Plan - most of which has been completed or is in progress. Prior to starting a new Strategic Planning process, at that same meeting staff asked the Commissioners to contemplate the future direction of the Commission. Here are some questions to consider:

- Who are we?
- Who do we want to be?
- Why are we doing the work that we do?
- What is the roll of the Commission in relation to staff?
- Where do we see the Commission and Community Activities Department in 5 years?
- What is our place in the larger community and in relation to the other City Boards/Commission and Council?
- Between all of the community groups/volunteer organizations/performing arts is there some community need that isn't currently being met and if so, what do you think that need is in terms of social/cultural interaction?

Staff has included the Strategic Plan again and CAC By-Laws to further inform the discussion.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Attachment 1 - 2021-2024 Strategic Plan
Attachment 2 - CAC By-Laws and Rules of Procedure



COMMUNITY ACTIVITIES COMMISSION 2021-2024 Strategic Plan

MISSION

The Community Activities Commission's mission is to encourage and support the interaction of neighbors, friends, families and visitors through the shared experience of special events, programs, and gatherings which bring the community together safely on the City's streets and in its parks and weave the fabric of our community by creating opportunities to interact, celebrate, enrich people's lives, and promote inclusiveness.

Goal 1. *Maximize communication opportunities.*

- FY 2021-2022 First Year Objectives:
 - ~~Develop a policy for community group participation in the Farmers' Market.~~ **COMPLETED**
 - ~~Maximize use of the City's website for communicating Community Activities events, Farmers' Market, information about community groups and volunteer opportunities.~~ **CARRYOVER**
- FY 2022-2023 Second Year Objectives:
 - Utilize banner poles for Community Activities Events and the Farmers' Market.
 - ~~Encourage the community to sign up for the Friday Letter and the Community Activities Commission eblast.~~
 - Maximize use of the City's website for communicating Community Activities events, Farmers' Market, information about community groups and volunteer opportunities.
- FY 2023-2024 Third Year Objectives:
 - Work with City Hall Administration to develop a social media policy and plan to utilize facebook, twitter, instagram, nextdoor, etc. for communication.
- Ongoing
 - Continue to refine the in-house communications plan for the Community Activities Department that includes: advertising in the Pine Cone, emails to the CAC, Post Office, eblasts, signage, etc.

Commented [1]: In Progress

Commented [2]: City Administrator and Planning Director have taken up this initiative.

Commented [3]: Needs to come off of the CAC Strategic Plan and let the Council prioritize.

Commented [4]: Recommend removing this as it is a routine part of department work.

Goal 2. *Embrace opportunities, diversity of events and campaigns, and social gatherings to encourage community interactions.*

- FY 2021-2022 First Year Objectives:
 - ~~Develop pilot programs for community events including but not limited to campaigns to decorate the village for holidays, regular presence at the Farmers' Market, etc.~~ **IN PROGRESS**
 - ~~Hold a Citizen's Academy potentially Fall 2022~~ **CARRYOVER**
 - ~~Encourage regular Community Group fairs in Devendorf Park during the Farmers' Market or on the weekends~~
- FY 2022-2023 Second Year Objectives:
 - Develop pilot programs for community events including but not limited to campaigns to decorate the village for holidays, regular presence at the Farmers' Market, etc.
 - ~~Hold a Citizen's Academy potentially Fall 2022~~ **CARRYOVER**
 - Encourage regular Community Group fairs in Devendorf Park during the Farmers' Market or on the weekends
 - Work with the Chamber of Commerce and/or Visit Carmel on an ambassador/respectful visitor type of program for Carmel-by-the-Sea.

Commented [5]: First Community Group Fair held September 2022. Successful. Will work on scheduling additional events and establishing regular dates on the special events calendar.

Commented [6]: Visit Carmel has launched a new version of the Love Carmel Like a Local campaign. Remove this from Strategic Plan.

- Work with the Planning Department and Planning Commission to revise the Art in Public Places Policy and redevelop the Art in Public Places program.
- FY 2023-2024 Third Year Objectives:
 - Hold a Citizen's Academy potentially Fall 2022
- Ongoing:
 - Look for opportunities to build partnerships with community groups for programs and events.
 - Continue to refine special event permitting process

Commented [7]: First draft completed. In progress.

Commented [8]: Recommend removing these as they are a routine part of department work.

Commented [9]: Online permitting process launched!!!

Goal 3. *Strive to be excellent stewards of the environment.*

- FY 2021-2022 First Year Objectives:
 - ~~Work with the City's Environmental Compliance Manager to begin waste minimization efforts at all City events~~ **IN PROGRESS**
 - ~~Begin waste minimization efforts at the Farmers' Market by supporting the use of bio bags and reusable bags at the Farmers' Market~~ **IN PROGRESS**
 - ~~Work with outside event organizers to ensure that other permitted events in Carmel-by-the-Sea are engaging in waste minimization; consult with the City's environmental compliance manager for further opportunities~~ **IN PROGRESS**
 - ~~Include messaging regarding sustainability efforts in all event advertising~~ **CARRYOVER**
 - ~~Volunteer groups participating in events for trash pick-up and diversion~~ **CARRYOVER**
- FY 2022-2023 Second Year Objectives:
 - Work with the City's Environmental Compliance Manager to begin waste minimization efforts at all City events
 - Begin waste minimization efforts at the Farmers' Market by supporting the use of bio bags and reusable bags at the Farmers' Market
 - Work with outside event organizers to ensure that other permitted events in Carmel-by-the-Sea are engaging in waste minimization; consult with the City's environmental compliance manager for further opportunities
 - Include messaging regarding sustainability efforts in all event advertising
 - Volunteer groups participating in events for trash pick-up and diversion
 - Work with the City's Environmental Compliance Manager to achieve zero waste City events
 - Continue to work with outside event organizers to ensure that other permitted events in Carmel-by-the-Sea are engaging in waste minimization; consult with the City's environmental compliance manager for further opportunities

Commented [10]: Exploring the Sustainable Libraries Program and building a partnership with the environmental compliance dept of Public Works to conduct community outreach.

Commented [11]: Codified in the budget. Continued monitoring.

Goal 4. *Develop long range plans for community spaces.*

- FY 2021-2022 First Year Objectives:
 - ~~Work with other City departments and Boards and Commissions to begin socializing the Devendorf Park Plaza project with the community~~ **CARRYOVER**
 - ~~Develop policy governing use of City facilities (Vista Lobos) for community use when they can reopen.~~ **CARRYOVER**
 - ~~Begin developing and discussing long range goals for the use of City facilities such as Vista Lobos and the Scout House~~ **CARRYOVER**
- FY 2022-2023 Second Year Objectives:
 - Work with other City departments and Boards and Commissions to begin socializing the Devendorf Park Plaza project with the community
 - Develop policy governing use of City facilities (Vista Lobos) for community use when they can reopen. **CARRYOVER**

Commented [12]: Let the Library take the lead on this. Remove from Strategic Plan.

- Begin developing and discussing long range goals for the use of City facilities such as Vista Lobos and the Scout House **CARRYOVER**
 - Make recommendations about physical improvements to and uses of Vista Lobos
 - Make recommendations about physical improvements to and use of the Scout House
- Ongoing:
 - Remain cognizant at all times of the uses of parks and other public spaces, Carmel Beach, Vista Lobos, and the Scout House and to endeavor to have such spaces and facilities put to their best possible use.

Commented [13]: Public Works has taken charge of the Scout House and Vista Lobos at this point for renovations. Remove these from the Strategic Plan.



Community Activities Commission

BY-LAWS AND RULES OF PROCEDURE (Revised & Approved 2/08/2022)

I. ORGANIZATION, OFFICERS, AND COMMITTEES

A. Organization

The Community Activities Commission shall consist of five members who shall be appointed to serve a four-year term. A majority of the members of the Community Activities Commission shall be residents of the City, and the other may be a resident of the City's sphere of influence. The Community Activities Commission shall be organized and exercise such powers as prescribed by the City of Carmel-by-the-Sea Municipal Code section 2.28.060 reflected in section B. below.

B. Duties, Responsibilities, and Authority of the Community Activities Commission.

The Community Activities Commission's mission is to encourage and support the interaction of neighbors, friends, families and visitors through the shared experience of special events, programs, and gatherings which bring the community together safely on the City's streets and in its parks and weave the fabric of our community by creating opportunities to interact, celebrate, enrich people's lives, and promote inclusiveness.

The Community Activities Commission serves as an advisory body to the City Council on matters relating to the recreational, cultural, and social needs of the community. The Community Activities Commission shall have the following duties, responsibilities and authority:

- a. To stimulate and encourage community, cultural and recreational activities within the City and to actively participate in the executions of these activities;
- b. To develop rules and regulations for conducting its business and meetings in accordance with the laws of the State and the City;
- c. To advise and assist the Community Activities Director and, when requested, other City commissions and City public bodies, departments and residents of the City, on community, cultural and recreation programs;
- d. To assist in the planning of community activities and recreational programming for the inhabitants of the City and its adopted sphere of influence to promote and stimulate public interest therein;
- e. To make themselves aware of, and thereafter advise the City Council of, the uses of parks and other public spaces, Carmel Beach, Vista Lobos and the Scout House and endeavor to have such spaces and facilities put to their best possible use;

02/08/2022

- f. To make themselves aware of, and thereafter advise the City Council of, the condition of the structures, grounds, and equipment of the facilities under its jurisdiction and bring to the attention of the City Council and the City Administrator proposals and recommendations for the maintenance, repair, uses and improvements of such facilities;
- g. To determine, in consultation with the Community Activities Director, the terms of tenancies of the facilities referred to in subsection (E) of this section; to recommend to the City Council the rental rates and other terms of such use;
- h. To serve in an advisory capacity to the City Council, the City Administrator and Community Activities Director in regard to community activity and recreation matters and all such matters pertaining to public recreation and the use of recreational lands, facilities and donations.

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.

b. Responsibilities and powers of officers

i. Chair

- 1. Preside at all meetings of the Commission.
- 2. Call special meetings of the Commission.
- 3. Sign all documents of the Commission.
- 4. See that all actions of the Commission are properly taken.
- 5. Assist staff in determining agenda items.
- 6. Appoint members for all standing and Ad Hoc Committees.
- 7. Act as parliamentarian, in consultation with the City Attorney.

ii. Vice-Chair

During the absence, disability, or disqualification of the Chair the Vice-Chair shall exercise or perform all the duties and be subject to all responsibilities of the Chair.

iii. Ad Hoc Committees and Sub-Committees

The Chair may appoint Ad Hoc Committees and Subcommittees to study matters coming before the Commission, provided such appointments and the purpose of such Committee are made a matter of record in the minutes of the Commission.

- 1. Subcommittee appointments are to be made by the Chair and announced at a regular Community Activities Commission meeting so that the appointments will be documented in the minutes.
- 2. Subcommittees established for a single, limited purpose and duration shall be

considered Ad Hoc and therefore not subject to the Brown Act. Attachment 2

3. Subcommittees are to work with assigned staff and prepare subcommittee work products or review the research and draft text prepared by staff.
4. All subcommittee meetings are to be conducted at City Hall unless otherwise determined.
5. Subcommittees shall make monthly oral progress reports to the full Commission at regular meetings.

II. CONDUCT OF MEETINGS

A. Rules of Order

Except as otherwise stated in these Rules of Procedure or Municipal Code, Roberts Rules of Order, Newly Revised shall be used as a guide to the conduct of the meetings of the Community Activities Commission, provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

B. Individual meetings between Commissioners and applicants of pending requests outside the public meeting of the Community Activities Commission are discouraged.

C. Public Meetings

All meetings of the Community Activities Commission and committees of the Community Activities Commission shall be held in full compliance with the provisions of the Brown Act (California Government Code, Section 54954.2), the Municipal Code, and these Rules of Procedure.

D. Regular Meetings

- a. Regular meetings shall be held on the second Tuesday of the month in the Council Chambers of City Hall unless otherwise determined by the Commission.
- b. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day or canceled by motion adopted by the Community Activities Commission.

E. Adjourned Meetings

In the event it is the wish of the Community Activities Commission to adjourn its meeting to a certain hour on another day, a specific date, time and place must be set by the Commission prior to the regular motion to adjourn.

F. Special Meetings

Special meetings may be held at any time upon the call of the Chair or by a majority of the voting members of the Commission or upon request of the City Council following at least twenty-four hours' notice to each Commission member and to the press. The time and place of the special meeting shall be determined by the convening authority.

G. Agenda

- a. An agenda for each meeting of the Commission shall be prepared by the Community Services Director. The Chair, Vice-Chair and Community Services Director shall review the order of the agenda to ensure that those items of highest interest to the general public are placed at the front of the agenda.
- b. The agenda for all regularly scheduled meetings shall be posted seventy-two (72) hours in advance.
- c. All agendas shall be posted at City Hall, in the Library, and at the Post Office and extra copies placed in the Community Activities Commission bin at the Post Office.
- d. The agenda for a special meeting shall be posted twenty-four (24) hours in advance and at the

02/08/2022

same locations as for regularly scheduled meetings.

- e. Each agenda shall contain a brief description of the item to be discussed.
- f. Any item may be placed on a future agenda when requested by a Community Activities Commissioner.

H. Order of Meeting

The order of items shall be based on the complexity and importance of the items. Generally, the order of business shall be as follows:

- a. The Chair shall take the chair at the hour appointed for the meeting and call the meeting to order.
- b. Members present and absent shall be recorded.
- c. The Chair shall lead those present in the Pledge of Allegiance to the flag.
- d. Public appearances. Comments from the audience will be received on any item not before the Community Activities Commission.
- e. Extraordinary Business. Any special presentations, awards, resolutions of Appreciation or other matters of community interest shall be conducted.
- f. The Commission shall consider the Regular Agenda.
- g. Any matters of administration of the Commission, monthly subcommittee reports, determinations and appeals of administrative determinations shall be brought forward.

I. Rules of Testimony

- a. Persons are not required to give their name or address, but it is helpful for speakers to state their name in order that the Secretary may identify them in the minutes of the meeting.
- b. If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, a spokesperson should be encouraged to speak for the entire group. The spokesperson will then have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
- c. The Chair may limit the time of testimony to not more than three minutes on a particular issue by each individual.
- d. No person or Commissioner shall address the Commission without first securing the permission of the Chair to do so.
- e. All comments shall be addressed to the Commission as a whole. All questions shall be placed through the Chair.

J. Voting

- a. Voting Requirements
 - i. A quorum shall consist of three (3) members of the Commission.
 - ii. When a member disqualifies him/herself from voting because of a potential conflict of interest, the Commissioner shall be considered absent from the meeting.
 - iii. Should the number of Commissioners abstaining for a conflict of interest together with absences for other reasons disrupt the quorum, the issue shall be continued to the next regular meeting. When the number of Commissioners abstaining solely for a conflict of interest disrupts the quorum and there exists no alternative source for decision, participation by a member with conflict shall be allowed pursuant to California Government Section 87100 et seq.
- b. Disqualification from Voting
 - i. A Commissioner shall disqualify him/herself from debate, discussion and voting on any matter before the Commission when there is an appearance of a conflict of interest. When a person disqualifies him/herself prior to the consideration of such matter by the Commission, the Commissioner shall state that he/she is disqualifying him/herself due to a conflict of interest, shall state the conflict, and then leave the voting area.
 - ii. If a Commissioner is in doubt as to whether or not a conflict of interest exists, the matter

of conflict shall be referred to the City Attorney for his opinion.

- iii. The Secretary of the Community Activities Commission shall record in the minutes the time when a Commissioner steps down and when he/she returns to the podium.
- c. Abstentions
 - i. A Commissioner may be permitted to abstain from voting because of unpreparedness on an issue before the Commission. All votes of a member who disqualifies him/herself shall be recorded as an abstention. If a Commissioner participates in the proceedings on a matter and then abstains from voting, the vote shall be recorded as an affirmative vote on the motion.
- d. Voting Order

The order of voting shall be alphabetical, with the exception of the Chair who shall vote last.
- e. Recording of Votes

The minutes of the Commissions proceedings shall show the vote of each member including whether they were absent or failed to vote on a matter considered.

III. REVIEW AND AMENDMENTS PROCEDURE

- A. These Rules of Procedure shall be reviewed annually.
- B. These Rules of Procedure may be amended or suspended at any meeting of the Community Activities Commission by a majority of the members.