



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

Special Meeting - Brown Act Training Thursday, August 7, 2025 10:00 AM

NOTICE:

This Brown Act Training, focused on California's Open Meetings Act, will be facilitated by Burke, Williams & Sorensen. While noticed as a Special Meeting of the Community Activities Commission, members of other City Boards, Commissions, and the City Council may attend.

The session is open to the public. No action will be taken, other than receiving the training and allowing time for questions. The meeting will be live-streamed and recorded on the City's YouTube channel.

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. 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/81395999529>

Webinar ID: 813 9599 9529

Passcode: 687028

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.

CALL TO ORDER

AGENDA

- 1) Brown Act Training for Board and Commission Members, facilitated by Burke, Williams, and Sorensen LLP

PUBLIC COMMENT

Members of the public may provide public comment related to the item on the agenda.

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

August 7, 2025
AGENDA

TO: Community Activities Commissioners

SUBMITTED BY: Nova Romero, City Clerk

SUBJECT: Brown Act Training for Board and Commission Members, facilitated by Burke, Williams, and Sorensen LLP

RECOMMENDATION:

It is recommended that newly appointed members of the City's Boards and Commissions attend this training, which focuses on the Brown Act (Gov. Code Sections 54950 et seq.).

BACKGROUND / SUMMARY:

The City of Carmel-by-the-Sea is committed to providing training and resources to support its Board and Commission members in understanding their roles, following proper procedures, and upholding adopted bylaws.

The Brown Act Training session will be focused on the State of California's Open Meetings Act, and will be conducted by Tom Brown, Attorney with Burke, Williams & Sorensen. The training has been noticed as a Special Meeting of the Community Activities Commission, which currently has the highest number of new members.

This session is open to the public. Members of the City Council and other boards and commissions may also attend. No action will be taken other than to receive the training and provide an opportunity for questions. The meeting will be live-streamed and recorded on the City's YouTube channel.

FISCAL IMPACT:

ATTACHMENTS:

None