



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, September 9, 2025
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/83837120996>
Webinar ID: 838 3712 0996
Passcode: 133710
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. 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.

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 August 5, 2025, Special Meeting

4) Discuss upcoming Community Activities events and staffing needs

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

September 9, 2025
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Approval of the Minutes for the August 5, 2025, Special Meeting

RECOMMENDATION:

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. 8.5.25 CAC Regular Meeting Minutes

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

SPECIAL MEETING MINUTES

Tuesday, August 5, 2025

CALL TO ORDER AND ROLL CALL

PRESENT: Enea, Meacham, Martin, Refuerzo, Ruess
ABSENT: None
STAFF PRESENT: Ashlee Wright, Library & Community Activities Director
Leslie Fenton, Executive Assistant

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

None

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.

- 1) Conduct the annual election of officers to appoint a Chair and Vice-Chair for 2025.

Library & Community Activities Director presented the report.

Public Appearances
Michelle

Commissioner Refuerzo moved to appoint Commissioner Ruess as Chair and Commissioner Martin as Vice-chair, seconded by Commissioner Meacham and carried by the following roll call vote:

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

2) Approval of the Minutes for the July 8, 2025, Regular Meeting and July 29, 2025, Special Meeting

Commissioner Refuerzo moved to approve the minutes for the July 8, 2025, Regular Meeting and July 29, 2025, Special Meeting, seconded by Commissioner Enea, and carried by the following roll call vote:

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

3) Discuss the relaunch of the Community Activities Commission

Library & Community Activities Director Wright presented the report.

Public Appearances
Michelle

FUTURE AGENDA ITEMS

- Online permit process
- Review of all events/core events
- Matrix of regular, ongoing events

ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 10:40 a.m.

The next Regular Meeting is scheduled for Tuesday, September 9, 2025.

APPROVED:

ATTEST:

Commission Chair

Leslie Fenton, Commission Clerk



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

September 9, 2025
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Discuss upcoming Community Activities events and staffing needs

RECOMMENDATION:

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. 2025 Schedule Event Flyer



2025 CITY EVENTS

SEPT.

- Sept. 6, Sat. **Carmel Prepares Community Safety Series**
- Sept. 25 Thur. **Carmel High School Homecoming Parade**
- Sept. 14, Sun. **Sandcastle Contest**
- Sept. 18, Thurs. **Farmers' Market Third Thursday & Community Day**

OCT.

- Oct. 11, Sat. **Meet the Makers**
- Oct. 20, Mon. **Challenged Athletes**
- Oct. 16, Thurs. **Farmers' Market Third Thursday**
- Oct. 25, Sat. **Pumpkin Roll**
- Oct. 31, Fri. **Halloween Parade**

NOV. & DEC.

- Nov. 11, Mon. **Veterans' Day Ceremony**
- Nov. 8, Sat. **Carmel Prepares - Community Safety Series**
- Nov. 22, Sat. **54th Annual Homecrafters' Marketplace**
- Dec. 5, Fri. **Holiday Celebration**

For more information
call: 831-620-2020



Or Visit
ci.carmel.ca.us/upcoming-events