



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 Tuesday, November 18, 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/82087858900>
Webinar ID: 820 8785 8900
Passcode:161858
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

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.

ANNOUNCEMENTS

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

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 October 14, 2025, Regular Meeting
- 4) Receive after-action reports on the 10th Annual Pumpkin Roll, Halloween Parade, City's 109th Birthday Bash, Carmel High School Shoe Parade, and Veterans Day.
- 5) Discuss upcoming Community Activities events

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

November 18, 2025
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Approval of the Minutes for the October 14, 2025, Regular Meeting

RECOMMENDATION:

Approval of the Minutes for the October 14, 2025, Regular Meeting

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. CAC Regular Meeting Minutes - October 14, 2025

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

REGULAR MEETING MINUTES

Tuesday, October 14, 2025

CALL TO ORDER AND ROLL CALL

PRESENT: Martin, Meacham, Refuerzo, Ruess
ABSENT: Enea
STAFF PRESENT: Interim Library & Community Activities Director, Melinda Cervantes
Acting Admin. Analyst Leslie Fenton

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

1) Announcements from Commissioners

Chair Ruess introduced Interim Library & Community Activities Director Melinda Cervantes.

2) Announcements from Staff

None

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.

None

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 September 9, 2025, Regular Meeting

Commissioner Refuerzo moved to approve the Minutes for the September 9, 2025, meeting, seconded by Chair Ruess and carried by the following roll call vote:

AYES: Martin, Meacham, Refuerzo, Ruess

NOES: None
ABSENT: Enea
ABSTAIN: None

4) 2025 Car Week After Action Report

Police Chief Trayer presented the report.

Public Appearances
Mark Oman

- 5) Receive a presentation from Girls on the Run Central Coast for a "Girls On The Run Family 5K" in Carmel-by-the-Sea on Saturday, January 10, 2026.**

The Commission received a presentation from Girls on the Run Central Coast Executive Director Kelsy Pearson.

Chair Ruess moved to approve a request from Girls on the Run Central Coast for a "Girls On The Run Family5K" in Carmel-by-the-Sea on Saturday, January 10, 2026, and make a recommendation to the City Council to approve the event, seconded by Commissioner Martin and carried by the following roll call vote:

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

- 6) Receive a presentation from the Carmel Chamber of Commerce for a Putts for Paws Mini Golf Tournament in Devendorf Park on Tuesday, February 10, 2026.**

The Commission received a presentation from Mark Oman from the Carmel Chamber of Commerce.

Commissioner Refuerzo moved to approve a request from the Carmel Chamber of Commerce for a Putts for Paws Mini Golf Tournament in Devendorf Park on Tuesday, February 10, 2026, seconded by Commissioner Meacham and carried by the following roll call vote:

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

- 7) Receive after-action reports on the 62nd Annual Sandcastle Contest and Community Day.**

Acting Admin. Analyst Fenton presented the report.

8) Discuss upcoming Community Activities events

Acting Admin. Analyst Fenton discussed the upcoming events and staffing needs.

FUTURE AGENDA ITEMS

1. Upcoming events and staffing needs

ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 11:41 a.m. The next Regular meeting scheduled for November 11, 2025, has been canceled due to the Veterans Day holiday. The next meeting will be a Special Meeting on Tuesday, November 18, 2025.

APPROVED:

ATTEST:

Maria Ruess, Commission Chair

Leslie Fenton, Acting Admin. Analyst



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

November 18, 2025
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Receive after-action reports on the 10th Annual Pumpkin Roll, Halloween Parade, City's 109th Birthday Bash, Carmel High School Shoe Parade, and Veterans Day.

RECOMMENDATION:

Receive after-action reports on the 10th Annual Pumpkin Roll, Halloween Parade, City's 109th Birthday Bash, Carmel High School Shoe Parade, and Veterans Day.

BACKGROUND / SUMMARY:

10th Annual Pumpkin Roll

The Pumpkin Roll was held on Saturday, October 25, from 11:00 a.m. to 1:00 p.m. There were no issues with the event. Over 800 pumpkins were rolled, and the dumpster was delivered on time. Former Council Member Richards once again provided music, and Ben Beesley and Council Member Buder provided excellent emceeing for the event. The Carmel Middle School Cheer Squad also helped out at the event.

For next year's Pumpkin Roll:

- Look into hiring a sound company to set up speakers and a microphone for music and a more festive mood.

Halloween Parade

The Halloween Parade was held on Friday, October 31, and began at 4:30 p.m. There were no issues with the event. Once again, the intersections along Ocean Avenue, Sixth Avenue, and Seventh Avenue were manned by the VIPS, Public Works staff, and City staff. This year, we had fourteen (14) Board and Commission members participate — a much larger contingent than in past years. During the parade, Wolverine jumped

out of his vehicle and proposed to his girlfriend, who was watching along the route. This caused a slight break in the parade, but it was for a great cause.

For next year's Halloween Parade:

- Figure out a better way to incorporate those people walking in the parade into the parade formation.

City's 109th Birthday Bash

After the Halloween Parade, participants and attendees were invited to Devendorf Park to celebrate the City's 109th Birthday Bash. The Carmel Host Lions cooked and served 300 hot dogs, and Community Activities Commissioners handed out chips and water.

Community Activities and Library staff handed out candy. Sunset Center sponsored Shannon and the Night Divers to entertain the crowd.

For next year's Birthday Bash:

- Have the band announce that we are celebrating the City's Birthday. Sing Happy Birthday.
- Have the band thank Sunset Center and the group cooking the hot dogs.

Carmel High School Shoe Parade

Due to scheduling conflicts, the high school was unable to hold its traditional Homecoming Parade. To celebrate the annual Shoe game with rival Pacific Grove High School, the Shoe Parade was held on Friday, November 7, at 3:30 p.m. The intersections along Ocean Avenue, Sixth, and Seventh Avenues were once again manned by the VIPS, Public Works staff, and City staff.

The parade was supposed to follow the Halloween Parade route and make the U-turn at Monte Verde. For some reason, the parade leaders made the U-turn at Lincoln and continued back up Ocean to the staging area. In hindsight, this turned out OK due to issues at the intersection of Ocean and Monte Verde. The entire Shoe Parade was nine (9) minutes long. For the next Carmel High parade, we may use the same U-turn location at Lincoln. The vehicles in this parade don't need the larger intersection at Monte Verde to make the U-turn, and it is much easier to cover the Lincoln intersection with staff.

Veterans Day Ceremony

The Veterans Day Ceremony presented by the City and American Legion Post 512 was held on Tuesday, November 11th. At 10:00 a.m., Ian Martin and Richard Kreitman re-dedicated the World War I Arch at Ocean and San Carlos. The Del Monte Brass at the Monterey Naval Postgraduate School performed in Devendorf Park at 10:30 a.m. The ceremony began at 11:00 a.m. The ceremony was well attended and was a very nice way to honor all those who have served our country.

FISCAL IMPACT:

NA

ATTACHMENTS:

None



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

November 18, 2025
ORDERS OF BUSINESS

TO: Community Activities Commissioners

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Discuss upcoming Community Activities events

RECOMMENDATION:

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. 2025 Schedule Event Flyer



2025 CITY EVENTS

SEPT.

- Sept. 14, Sun. **Sandcastle Contest**
- Sept. 18, Thurs. **Third Thursday & Community Day**

OCT.

- Oct. 2-5, Thurs-Sun. **Carmel International Film Festival**
- Oct. 11, Sat. **Meet the Makers**
- Oct. 16, Thurs. **Third Thursday**
- Oct. 20, Mon. **Challenged Athletes**
- Oct. 25, Sat. **Pumpkin Roll**
- Oct. 31, Fri. **City Birthday Celebration & Halloween Parade**

NOV. & DEC.

- Nov. 7, Fri. **CHS Shoe Parade**
- Nov. 8, Sat. **Carmel Prepares - Community Safety Series**
- Nov. 11, Tues. **Veterans Day Ceremony**
- Nov. 22, Sat. **54th Homecrafters' Marketplace**
- Dec. 5, Fri. **Holiday Celebration**

For more information
call: 831-620-2020



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