



# 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, December 16, 2025**  
**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/89926855769>  
Webinar ID: 899 2685 5769  
Passcode: 960703  
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

## 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 November 18, 2025, Special Meeting
- 4) Receive after-action reports on the 54th Annual Homecrafters' Marketplace and Holiday Celebration
- 5) Discuss the Community Activities Commission Mission Statement
- 6) Adopt the 2026 Meeting Dates of the Community Activities Commission

## **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**

**December 16, 2025**  
**ORDERS OF BUSINESS**

**TO:** Community Activities Commissioners

**SUBMITTED BY:** Leslie Fenton, Executive Assistant

**SUBJECT:** Approval of the Minutes for the November 18, 2025, Special Meeting

**RECOMMENDATION:**

Approval of the Minutes for the November 18, 2025, Special Meeting

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. CAC Special Meeting Minutes - November 18, 2025

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

**SPECIAL MEETING MINUTES**

**Tuesday, November 18, 2025**

**CALL TO ORDER AND ROLL CALL**

PRESENT: Enea, Martin, Refuerzo, Ruess  
ABSENT: Meacham  
STAFF PRESENT: Acting Admin, Analyst, Leslie Fenton

**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.

None

**ANNOUNCEMENTS**

**1) Announcements from Commissioners**

Chair Ruess announced the following:

- Melinda Cervantes will no longer be attending the Community Activities Commission meetings, so she can focus on the Library restoration project.
- Would like the Commission to discuss the Mission Statement at the December meeting.
- Chief Trayer is planning a Car Week listening session for December 6.

Commissioner Refuerzo announced the following:

- The City Council would like to have a combined meeting with the Community Activities Commission to discuss Car Week.

**2) Announcements from Staff**

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 October 14, 2025, Regular Meeting

Commissioner Refuerzo moved to approve the Minutes for the October 14, 2025, Regular Meeting, seconded by Commissioner Martin and carried by the following roll call vote:

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

### 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.

Acting Admin. Analyst Fenton presented the report.

Public Appearances  
Michelle

### 5) Discuss upcoming Community Activities events

Acting Admin. Analyst Fenton presented the report.

## FUTURE AGENDA ITEMS

- Mission Statement
- Car Week listening session
- After action reports for November and December events

## ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 10:51 a.m.

The next meeting will be a Special Meeting on Tuesday, December 16, 2025.

APPROVED:

ATTEST:

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Maria Ruess, Chair

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Leslie Fenton, Commission Clerk



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

**December 16, 2025**  
**ORDERS OF BUSINESS**

**TO:** Community Activities Commissioners

**SUBMITTED BY:** Leslie Fenton, Executive Assistant

**SUBJECT:** Receive after-action reports on the 54th Annual Homecrafters' Marketplace and Holiday Celebration

**RECOMMENDATION:**

Receive after-action reports on the 54th Annual Homecrafters' Marketplace and Holiday Celebration.

**BACKGROUND / SUMMARY:**

**54th Annual Homecrafters' Marketplace**

The 54th Annual Homecrafters' Marketplace took place on Saturday, November 22, from 9:00 a.m. - 3:00 p.m. This was the first year in a very long time where we weren't weather watching the entire two weeks before the event. The weather was beautiful, and the stars at 4:30 a.m. were so nice to see.

We had 75 vendors sign up to participate. Unfortunately, six vendors had to cancel at the last minute. We added new booth spaces along the perimeter of the parking lot to accommodate the additional vendors. The Carmel Host Lions set up their food tent and sold meal deals; they sold out this year. Early morning coffee was provided by the Brew Bus, and the vendors were very happy.

The vendors shared great feedback, noting how well-organized the event was. Many have already recommended the show to other vendors, and I've received several inquiries from people eager to join us next year.

Community Activities staff would like to thank Public Works staff who posted no parking signs around the venue area, and helped on event day with the check-in area and set-up. Staff also thanks City staff and Community Activities Commissioners who got up early and arrived at 4:30 a.m. to set up the vendor area. We did such a great job that we were able to allow two vendors in early who required a little extra time to set up.

For next year's Homecrafters' Marketplace:

- Next year will be the 55th Annual Homecrafters' Marketplace, and staff would like to find special ways to celebrate the milestone.

### **Holiday Celebration**

The holiday season was kicked off on Friday, December 5th, with the City's Annual Holiday Celebration. After a ride through town in the City's Luverne fire engine, Santa arrived at Devendorf Park at 3:30 p.m. to hear everyone's Christmas wishes. Santa's elves, the Carmel Middle School Cheer Squad, handed out candy canes and took a lot of pictures. The Del Monte Brass at the Naval Post Graduate School provided festive holiday music to everyone who came out early to the festivities.

The Menorah lighting ceremony began at 4:00 p.m. with a welcome from Mayor Byrne and Council Member Buder. The Menorah was lit, and Rabbi Glickman, the interim Rabbi at Congregation Beth Israel, spoke. Gelt and Dreidels were handed out.

The Del Monte Brass at the Naval Post Graduate School played a few more holiday tunes, leading into the events on the stage.

The events on the stage began at 4:30 p.m. Ben Beesley again accepted our invitation to be the MC. As always, he did an excellent job. The large crowd was entertained by the Dance Center, the River School Choir, the Carmel High School Chamber Singers, I Cantori di Carmel, Jo Todd, Myles Williams, and Debbie Davis. Santa, the Mayor, and Council were invited up to the stage to count down to the big moment. The tree was lit around 5:50 p.m., very close to the scheduled time.

This year, there was an added element to the events going on in Devendorf Park. The Carmel Chamber of Commerce sponsored a Snow Globe inflatable. People could walk inside for a holiday photo op. Chamber staff also passed out candy canes.

There were no major issues with the event.

**FISCAL IMPACT:**

NA

**ATTACHMENTS:**

None



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

**December 16, 2025**  
**ORDERS OF BUSINESS**

**TO:** Community Activities Commissioners

**SUBMITTED BY:** Leslie Fenton, Executive Assistant

**SUBJECT:** Discuss the Community Activities Commission Mission Statement

**RECOMMENDATION:**

Discuss and adopt the Community Activities Commission Mission Statement

**BACKGROUND / SUMMARY:**

At the July and August Community Activities Commission meetings, the Commission discussed the relaunch of the Community Activities Commission. The 2021-2024 Strategic Plan was presented, and the Commission began rewriting the Mission Statement.

The current Community Activities Commission Mission Statement: *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.*

At the July Regular Meeting, commissioners called out words and ideas from the current statement they liked, and staff returned at the July Special Meeting with nine (9) options for the Commissioners to take a look at. After more tweaking, staff returned at the August Special Meeting with three options for the Commissioners to review.

**1. Option A: Warm & Purposeful**

We strengthen community bonds, inspiring through safe, inclusive events and programs that celebrate our community, inspire connection, and create a lasting sense of

belonging.

## 2. Option B: Bold & Impactful

Inspire connections and strengthen community bonds by creating safe, inclusive events that foster belonging through shared celebrations and gatherings.

## 3. Option C: Uplifting & Direct

Through safe, inclusive programs and inspiring events, we connect neighbors, build community, and create spaces of belonging for all.

After a little more tweaking, the Commissioners decided on Option B.

### FISCAL IMPACT:

### ATTACHMENTS:

None



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

**December 16, 2025**  
**ORDERS OF BUSINESS**

**TO:** Community Activities Commissioners

**SUBMITTED BY:** Leslie Fenton, Executive Assistant

**SUBJECT:** Adopt the 2026 Meeting Dates of the Community Activities Commission

**RECOMMENDATION:**

Adopt a meeting calendar for 2026.

**BACKGROUND / SUMMARY:**

Each year, the Community Activities Commission considers scheduling conflicts for regular meetings such as Car Week and City observed holidays.

Staff is proposing the adoption of a 2026 meeting calendar in order to preempt the need for last-minute schedule changes and to provide Commissioners and staff adequate notice of upcoming meetings throughout the year for planning purposes.

The proposed 2026 calendar includes the meeting dates, as well as agenda packet distribution dates. There is one conflict next year, the Tuesday, August 11, Regular Meeting falls during Car Week.

Staff is requesting further direction regarding setting a meeting date for August 2026.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**ATTACHMENTS:**

1. 2026 Proposed Meeting Dates Calendar

# 2026 Calendar

## January

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## April

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

## May

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

## June

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

## July

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

## August

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

## September

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

## October

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

## December

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2