



AGENDA
CITY OF SEASIDE
ART AND HISTORY
COMMISSION

SPECIAL MEETING
OLDEMEYER CENTER
986 HILBY AVE (SEAHORSE ROOM)
Tuesday, April 12, 2022
5:45 PM

NOTICE: *The City Council and the City's Boards, Commissions and Committees will hold its public meetings in person, with a virtual option for public participation based on availability. The City of Seaside utilizes Zoom tele-conferencing technology for virtual public participation; however, we make no representation or warranty of any kind, regarding the adequacy, reliability, or availability of the use of this platform in this manner. Participation by members of public through this means is at their own risk.*

VIRTUAL PUBLIC PARTICIPATION INSTRUCTIONS

1. To view this meeting: Please click on the following link to the City of Seaside's Recreation YouTube Channel: https://www.youtube.com/channel/UC8Y_aD_dLjYsqZYtSwnaKNg
2. To participate in this meeting: Using the Zoom application on your smart phone, laptop, tablet or desktop and click on this link: [https://ci-seaside-ca-us.zoom.us/j/89130259341?pwd=bTVMSGM1MWQ1aU9MRytIc3E5eDBFdz09](https://ci-seaside-ca.us.zoom.us/j/89130259341?pwd=bTVMSGM1MWQ1aU9MRytIc3E5eDBFdz09)
WEBINAR ID: 891 3025 9341
3. To participate by phone: Please call (669) 900-9128
Enter the webinar ID 891 3025 9341 and passcode 006766 when prompted. There is no participate code – press the pound sign # after the recording prompts you.
4. To make public comment, the following options are available:

Before the Meeting via Email: Written comments can be emailed to CityClerk@ci.seaside.ca.us Include the following subject line: "Public Comment Item #____" (insert the agenda item number relevant to your comment). Written comments must be received at least two (2) hours prior to the meeting time on the day of the meeting.

During the Meeting via Oral Comments: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9.

IN PERSON PARTICIPATION INSTRUCTIONS

Members of the public participating in person and wishing to address the Commission may approach the podium when the Chair calls for public comment.

1. CALL TO ORDER

2. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

3. PUBLIC COMMENT FOR COMMISSIONS

Members of the public wishing to address the Commission on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Comments on specific agenda items are heard under that item. For the public record, please state your name.

4. APPROVAL OF MINUTES

A. March 8th, 2022

5. BUSINESS ITEMS

A. Zach Weston Collective Presentation

B. Fire Station Mural Project Update / RFP Draft

C. Recognition of the history and legacy of California state University Monterey Bay, Seaside, in view of the retirement of the 3rd University President, Eduardo M. Ochoa, Ph.D.

D. Recognition of the work and contribution to the documentation and preservation of local history by the Command History Office.

E. Seaside Buffalo Soldiers Awareness Month with envisioned "Through My Grandfather's Eyes: The Ties that Bind".

6. COMMISSIONER REPORTS

A. March 17 Dance with Music provided by the "Bag O Trix" Band at Oldemeyer Center, Seaside (Commissioner Merritt)

B. Public Light Installation on Broadway. (Commissioner Merritt)

C. African American History Month Exhibit press coverage (Commissioner Merritt)

Click [here](#) for MC weekly article.

D. Seaside photographs are in the County collection. (Commissioner Merritt)

The Monterey County Free Libraries (MCFL) has an online Local History Digital Archive with 12 historical Seaside photos.
<https://archive.emcfl.org/>

E. Archives visit by Gary Karnes (Commissioner Silveria and Vice Chair Avery)

7. STAFF COMMUNICATION

A. TREE CITY MEMBERSHIP

RECOMMENDATION: Receive update on Tree City Program.

B. California Revealed Status Report

C. ARCHIVES: NEEDS ASSESSMENT AND SPACE HUNT

RECOMMENDATION: Receive report on archives needs assessment and space hunt.

8. ADJOURNMENT

Next Regularly Scheduled Meeting:
May 10, 2022
5:45 PM

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas are posted at:
<http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Governor Newsom's Executive Orders N-29-20 and N-33-20.



MINUTES

**CITY OF SEASIDE
ART & HISTORY COMMISSION**

**SPECIAL MEETING
Oldemeyer Center
986 Hilby Avenue
March 8th, 2022
5:45 p.m.**

1. CALL TO ORDER: 5:50PM

2. ROLL CALL – ESTABLISHMENT OF QUORUM:

- Emerson Brown	Vice Chair	X
- Francoise Avery	Commissioner	X
- Madison Parker	Commissioner	X
- Yollette Merritt	Commissioner	Excused Absent
- Janie Silveria	Commissioner	X

3. PUBLIC COMMENTS:

4. APPROVAL OF MINUTES: February 8th, 2022

Move: Parker, 2nd: Silveria
Avery – Aye
Silveria – Aye
Parker – Aye
Merritt – Aye

5. REVIEW OF AGENDA:

- If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required)

6. BUSINESS ITEMS:

A. Work Plan Review

- Discussed and suggested edits made to the current Workplan that will be submitted to City Council later this year.
- Heard suggestions on budgeting future programs.
- Requested an update discussion of the future for the city archive in the next meeting.
- Motion: Adopt the 2023 Work Plan with discussed changes to the draft and asked for an additional \$15k for projects
- Motion: Avery, 2nd, Parker: Passes Unanimously

B. Steven Russell Commendation

- Discussed creating a commendation and the process of getting it approved.
- Motion: approve requesting a commendation for former commissioner and chair, Steven Russell
- Motion: Silveria 2nd: Brown: Passes Unanimously

7. REPORTS FROM COMMISSIONERS:

- Commissioner Avery:

- Visited the archives with Commissioner Merritt
- Noted the changes and improvements
- It's a work in progress, as is recognized.

8. REPORTS FROM STAFF:

A. Black History Month:

- a.** Viewable on youtube.
- b.** Link in the staff report in the agenda packet.

B. Youth Art Install:

- a.** Install is complete
- b.** Will be up for two months

9. ADJOURNMENT:

Move: Silveria, 2nd: Parker, Passes unanimously - 8:01PM

RESPECTFULLY SUBMITTED,

Sarah Lauren Tier, SAHC Clerk

Emerson Brown, SAHC Chair

Next Regularly Scheduled Meeting

May 10th, 2022

Time: 5:45 p.m.

Zoom Meeting

The City of Seaside is an ADA accessible facility and is committed to include the disabled in all of its services, programs and activities. Any person who requires accommodation to be able to participate in this meeting is asked to contact the office of the City Clerk at 899-6707, no fewer than two business days prior to the meeting to allow for reasonable arrangements.

Agenda-related writings or documents provided to the Art and History Commission are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.



**CITY OF SEASIDE
STAFF REPORT**

Item No.:5.A.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: April 12, 2022

SUBJECT: **Zach Weston Collective Presentation**

PURPOSE

Receive Presentation from Zach Weston on The Weston Collective at MLK School of the Arts.

BACKGROUND

Click [here](#) to view Facing Seaside- a Project by the Weston Collective. This presentation was requested by Commissioner Silveria.

FISCAL IMPACT

None.

ATTACHMENTS



**CITY OF SEASIDE
STAFF REPORT**

Item No.:5.B.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: April 12, 2022

SUBJECT: **Fire Station Mural Project Update / RFP Draft**

PURPOSE

Receive an update on the Fire Station Mural project and approve Draft Request For Proposals.

BACKGROUND

In 2021 the Seaside Fire Service was authorized to begin upgrades to the Fire Station. The renovation work includes:

- Removal of all paint from the entire fire station to include the perimeter walls and retaining walls.
- Remove termite damaged wood siding and replacement of the wood on the entire exterior.
- Fresh coat of paint with some red trim to the entire fire station and perimeter walls.
- New fire apparatus doors are to be installed in June after the exterior paint project.
- New Fire Station signs at the Broadway Entrance and over the apparatus doors on Yosemite Street.

The mural (created by one voice) on the perimeter wall on Broadway has been removed. The original mural was photographed by Recreation dept staff and documented for historical purposes. The Art and History Commission was made aware of it's removal at the August 2021 meeting (staff report is attached). The Fire Station requested to work with the Art and History Commission to replace the mural when the renovations are complete. The completion of the project is projected for July 2022.

The Neighborhood Improvement Commission voted on 4/5/2022 to allocate 15,000 in FY21/22 to the Fire Station Mural. A draft request for proposals is attached for your review and consideration.

FISCAL IMPACT

15,000 allocated by the Neighborhood Improvement Commission.

ATTACHMENTS



CITY OF SEASIDE STAFF REPORT

Item No.: 6.D.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: August 10, 2021

**SUBJECT: DISCUSS FIRE STATION RESTORATION PROJECT AND
IMPACTS ON ONE VOICE MURAL**

PURPOSE & RECOMMENDATION

BACKGROUND

In 2001, One Voice, a non-profit arts and leadership program, produced a mural on the outside of Seaside's Fire Station. The mural was created in honor of our city's fire fighters, teaching our youth the importance of fire safety. After twenty years the One Voice mural along with the paint on the fire station has significant cracking with the paint peeling and falling off. Staff reports that the paint on the station is lead-asbestos based.

In the coming weeks the fire station exterior is set to be re-painted, the old paint sand / water blasted off in it's entirety (including the mural).

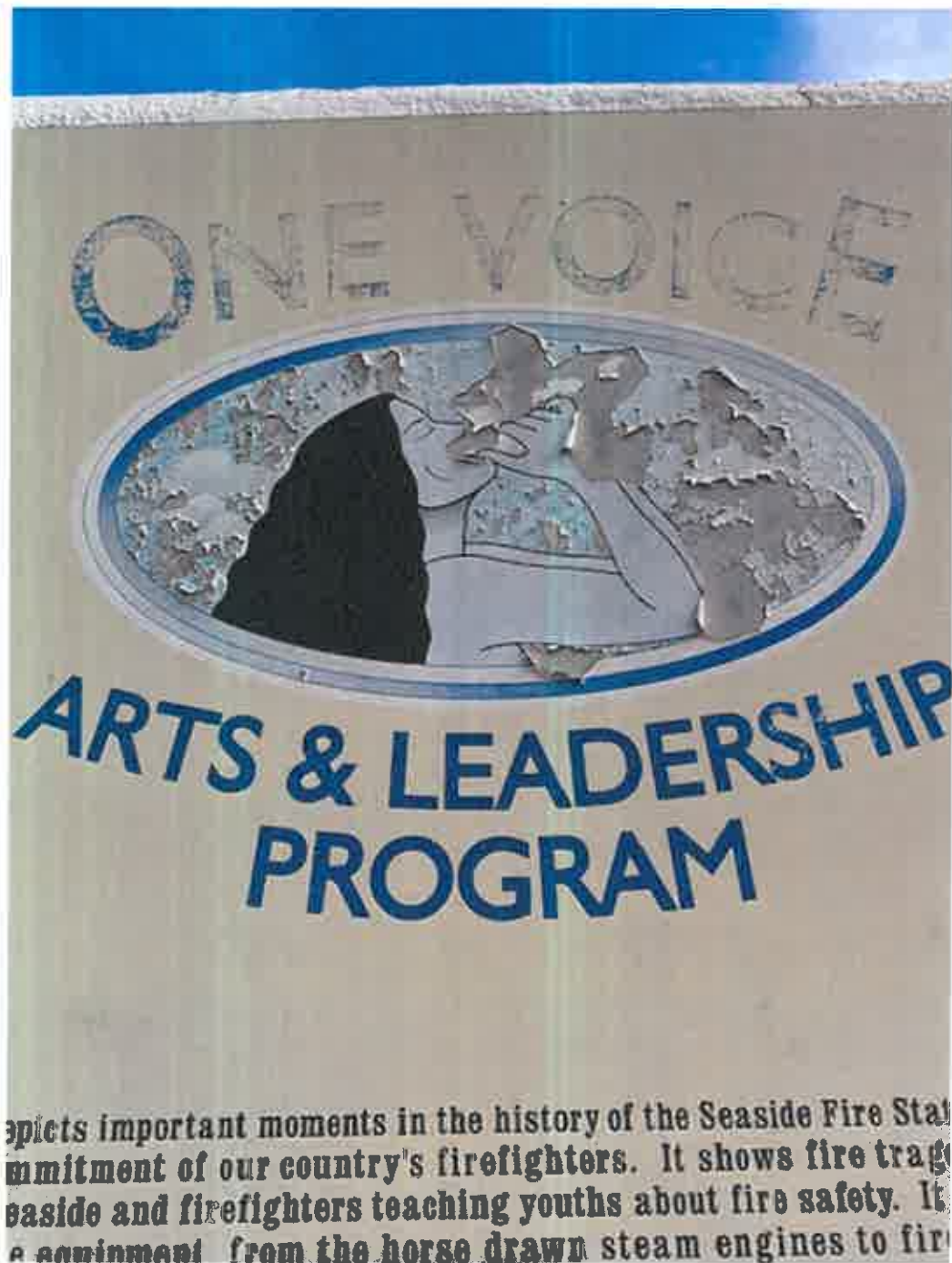
Staff recommends documenting the existence of the mural by taking photographs for the archives. Discuss the potential for another mural to be created in its place, collaborating with SFD, the community and other commissions as appropriate.

ATTACHMENTS

1. Fire station mural Images
-







ONE VOICE



ARTS & LEADERSHIP PROGRAM

- This mural depicts important moments in the history of the Seaside Fire Station, and honors the public commitment of our country's firefighters. It shows fire tragedies that have occurred in Seaside and firefighters teaching youths about fire safety. It also depicts the history of fire equipment, from the horse drawn steam engines to fire engine #211.

Supervising Muralist: William Northcott

Designers: Dick Cringo and Matt Vandervort

Muralist: Matt Vandervort

Assistant Muralist: Maria Vallierre

Youth Muralists: David W. Davis Jr., Lang Kim Thi Lam, Christopher Newell, Ly Thanh Nguyen, Prince R. Pope II, Henry R. Reed III,

Lily T. Tran, Thong T. Truong

Special thanks to the following representatives and agencies for their support of the Monterey County Workforce Investment Board Youth Program: U.S. Department of Labor, Elaine L. Chao, Secretary of Labor; Monterey County Board of Supervisors, Edith Johnson, Chair; City of Seaside, Jerry C. Smith, Mayor; Monterey County Workforce Investment Board: Greg Kunkler, Chair; Joseph Wernon, Executive Director; Office for Employment Training: Robert Terrance, Program Administrator; Bobbi Young, Program Coordinator; Betty Sullivan, Youth Counselor.

The goal of the One Voice and Leadership Program is to enhance our youth's cultural and social awareness. These leadership skills are achieved through mural art, academics, work experience, field trips, mentoring, and creativity, which ultimately builds a stronger and healthier community.

This project was part of the 2001 Monterey County Summer Youth Employment Training Program funded by the United States Department of Labor supported by the Monterey County Board of Supervisors, and the Monterey County Workforce Investment Board.

Fire Station Renovation March 2022





OFFICE OF THE CITY MANAGER

440 Harcourt Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6701
Fax 831-624-5839

April 7, 2022

FIRE STATION MURAL REQUEST FOR PROPOSALS

START DATE: April 25, 2022

CLOSE DATE: May 5, 2022

DEADLINE: Applications must be received at Seaside City Hall, by May 5, 2022 by 5pm.

SUMMARY: The City of Seaside Public Art Program was established to enhance cultural and aesthetic qualities of life for the citizens of Seaside. Public Art plays an intricate role in conveying the history of our community, beautifying the City, and advancing the arts.

PROJECT DESCRIPTION: The City of Seaside's Art and History Commission is seeking proposals from local Seaside artists to submit mural design and implementation proposals that will celebrate the culture of Seaside, its residents, and the Seaside Fire Service.

The mural needs to relate to the fire service (ethnicity & gender diversity, interactions with the public, emergency incidents to include medical, structure fires, wildland fires, fire apparatus, fire prevention, public education and community engagement). Artists who have experience designing projects with a similar budget and scope are encouraged to apply. The selected mural will be installed on the perimeter wall located on Broadway Avenue (currently under renovation).

MURAL DIMENSIONS: 35 feet x 9 feet (a larger area could potentially be used)

BUDGET: Include the total cost of the mural in your proposal including installation. Projects must be at a cost no greater than \$15,000.

EVALUATION CRITERIA: The selection of an artist, or artists, will be based upon:

- Artistic merit of the design (Artistic excellence, creativity and originality of the project's concept).
- Appropriateness of the design for the location, including the scale, content, color and design in relation to the site.
- Artist's qualifications. (The aesthetic quality of the artist's past work, including content, craftsmanship, uniqueness and relevance to its environment, as well as

the artist's demonstrated ability to translate art concepts into durable and safe materials that can withstand long-term exposure in an outdoor environment)

- Originality of the design. Designs that show a connection/relationship to Seaside and the Seaside Fire Service is preferred, but not a requirement. Please avoid literal interpretive themes of historic or political nature.

SELECTION PROCESS: All submitted proposals will be reviewed by City Staff to ensure completion of application. The top complete application, based on a review by the Seaside Art and History Commission, will be forwarded as a recommendation to the City Council for final selection.

TIMELINE:

April 25, 2022:	RFP Opens
May 5, 2022:	RFP Closes
May 10, 2022 (other meetings TBD):	Art and History Commission Review
June 2, 2022:	Council Approval

Submission Guidelines: Multiple designs may be submitted and must include:

- A preliminary concept drawing and narrative. The narrative should convey the artistic intent, colors, style of work, etc.
- Contact Information
- Examples of other relevant works and/or reviews of similar work
- Budget

Please submit proposals by May 5, 2021 by 5:00pm and mail to:

Fire Station Mural RFP
City of Seaside
440 Harcourt Avenue Seaside, CA 93955
c/o Ashley Collick, Assistant City Manager
Or email: acollick@ci.seaside.ca.us



**CITY OF SEASIDE
STAFF REPORT**

Item No.:5.D.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: April 12, 2022

SUBJECT: **Recognition of the work and contribution to the documentation and preservation of local history by the Command History Office.**

PURPOSE

Review and consider recognition of the work and contribution to the documentation and preservation of local history by the Command History Office.

BACKGROUND

Commissioner Merritt requested that this item be placed on the agenda. Click [here](#) for more information on the Command History Office within the Presidio of Monterey.

FISCAL IMPACT

None.

ATTACHMENTS



**CITY OF SEASIDE
STAFF REPORT**

Item No.:5.E.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: April 12, 2022

SUBJECT: **Seaside Buffalo Soldiers Awareness Month with envisioned "Through My Grandfather's Eyes: The Ties that Bind".**

PURPOSE

Review and Consider Seaside Buffalo Soldiers Awareness Month with envisioned "Through My Grandfather's Eyes: The Ties that Bind"

BACKGROUND

Commissioner Merritt requested that this item be placed on the agenda. Click [here](#) for more information on the "Through my Grandfather's Eyes: The Ties that Bind" program through the Monterey Library.

FISCAL IMPACT

ATTACHMENTS









**CITY OF SEASIDE
STAFF REPORT**

Item No.:7.A.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: April 12, 2022

SUBJECT: **Tree City Membership**

PURPOSE

Receive update on Tree City Program.

BACKGROUND

At the February 2021 meeting, Commissioners asked for more information regarding the Tree City USA program. A letter outlining Seaside's annual participation is attached.

FISCAL IMPACT

None

ATTACHMENTS

Mayor Ian Oglesby
440 Harcourt Ave
Seaside, CA 93955

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I congratulate City of Seaside on earning recognition as a 2021 Tree City USA. We are so thrilled that City of Seaside takes pride in creating a community that places unique value on the planting and caring of trees.

City of Seaside is part of an incredible network of more than 3,600 Tree City USA's, with a combined total population of 155 million. The Tree City USA program is one of the Arbor Day Foundation's earliest programs. We are proud to partner with the U.S. Forest Service and the National Association of State Foresters to maintain this community.

Over the last few years, it has become increasingly clear of the value and importance that trees hold for our future. Cities and towns across the globe are facing challenges when it comes to air quality, water resources, personal health and well-being, and energy use. City of Seaside shows its residents and peers that they are forward-thinking and eager to combat these issues. By showing your dedication to urban forestry, you demonstrate a commitment to a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

State foresters will receive the Tree City USA recognition materials and coordinate on how to distribute them. We will forward information about your awards to your state forester's office to facilitate the presentation. Your community's Arbor Day ceremony would be the best time to mention the Tree City USA award.

Again, we are excited to celebrate your commitment to the people and trees of City of Seaside and thank you for helping us plant, nurture and celebrate trees.

Best Regards,



Dan Lambe
Arbor Day Foundation Chief Executive

FOR IMMEDIATE RELEASE

Contact:

Arbor Day Foundation

Lauren Weyers

lweyers@arborday.org

Arbor Day Foundation Recognizes City of Seaside as a Tree City USA®
City of Seaside earns the Tree City USA recognition for their commitment to urban forestry

LINCOLN, Nebraska (2/16/2022) – City of Seaside was named a 2021 Tree City USA by the Arbor Day Foundation to honor its commitment to effective urban forest management.

City of Seaside achieved Tree City USA recognition by meeting the program's four requirements: forming a tree board or department, creating a tree-care ordinance, having an annual community forestry budget of at least \$2 per capita, and an Arbor Day observance and proclamation. The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Tree City USA communities benefit from the positive effects that an urban tree canopy has year after year," said Dan Lambe, chief executive of the Arbor Day Foundation. "The trees being planted and cared for by City of Seaside ensure that generations to come will enjoy a better quality of life. Additionally, participation in this program helps cultivate a sense of stewardship and pride for the trees the community plants and cares for."

Planting trees in an urban space comes with a myriad of [benefits](#) past the recognition of this program. Urban tree plantings help reduce energy consumption by up to 25%, which will reduce general energy costs and help with the overall cooling of the city as well. In addition, members of the community benefit from properly placed trees as they increase property values from 7–20%. Trees also positively affect the local ecosystem by helping to clean water and create animal habitats to encourage biodiversity.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at arborday.org.



**CITY OF SEASIDE
STAFF REPORT**

Item No.:7.B.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: April 12, 2022

SUBJECT: **California Revealed Status Report**

PURPOSE

Receive update on the status of newspapers sent to CA revealed in 2019.

BACKGROUND

Art and History Commission submitted newspapers for digitization to CA Revealed in 2019. The 2020 pandemic caused a slow which has resulted in the newspapers remaining in limbo. Staff has maintained contact with CA Revealed staff to ensure that our history being tracked and kept secure. Staff has learned that Seaside's newspapers are next in line for digitization. Email communications are attached.

FISCAL IMPACT

None

ATTACHMENTS

Ashley Collick - Re: Re: California Revealed | Winter 2019-2020 Submissions | City of Seaside, Art and History Commission (caseaahc)

From: Casey Winkleman <cwinkleman@californiarevealed.org>
To: Ashley Collick <ACollick@ci.seaside.ca.us>, California Revealed Team <te...
Date: 4/6/2022 12:37 PM
Subject: Re: Re: California Revealed | Winter 2019-2020 Submissions | City of Seaside, Art and History Commission (caseaahc)
CC: Elizabeth Seeley <eseeley@californiarevealed.org>, Pamela Vadakan <pvada...

Hi Ashley,

Thank you for your follow-up! Your collection is next in line to send for digitization to our primary vendor. We are finally able to send collections again after a long delay, and I am happy to share that your collection should be shipped out within the next couple of weeks. I will send you an email once it's on its way to the vendor. I'll be in touch again very soon.

Please let me know if you have any questions in the meantime. Thank you so much for your patience!

Many thanks,
Casey



Casey Winkleman
she/they
[California Revealed](https://californiarevealed.org)
900 N Street
Sacramento, CA 95814
916.603.6719

From: Ashley Collick <ACollick@ci.seaside.ca.us>
Sent: Tuesday, April 5, 2022 10:08 AM
To: California Revealed Team <team@californiarevealed.org>; Casey Winkleman <cwinkleman@californiarevealed.org>
Cc: Elizabeth Seeley <eseeley@californiarevealed.org>; Pamela Vadakan <pvadakan@californiarevealed.org>
Subject: Re: Re: California Revealed | Winter 2019-2020 Submissions | City of Seaside, Art and History Commission (caseaahc)

Hi Casey,

Just checking on the status of Seaside's newspapers. Any news?

Thanks!

Sincerely,
 Ashley Collick
 Assistant City Manager
 City of Seaside
 831-899-6812 office
 acollick@ci.seaside.ca.us

>>> Casey Winkleman <cwinkleman@californiarevealed.org> 2/25/2022 1:06 PM >>>
 Hi Ashley,

Thanks for your understanding. I'll be in touch in the next couple of weeks.

My best,
 Casey



Casey Winkleman
 she/they
[California Revealed](https://californiarevealed.org)
 900 N Street
 Sacramento, CA 95814
 916.603.6719

From: Ashley Collick <ACollick@ci.seaside.ca.us>
Sent: Friday, February 25, 2022 11:42 AM
To: California Revealed Team <team@californiarevealed.org>; Casey Winkleman <cwinkleman@californiarevealed.org>
Cc: Elizabeth Seeley <eseeley@californiarevealed.org>; Pamela Vadakan <pvadakan@californiarevealed.org>
Subject: Re: Re: California Revealed | Winter 2019-2020 Submissions | City of Seaside, Art and History Commission (caseaahc)

Hi Casey,

We understand the potential for delays due to the pandemic, etc.; I look forward to better communication and getting an update in March on the status of the digitization process.

Sincerely,
 Ashley Collick
 Assistant City Manager
 City of Seaside
 831-899-6812 office
 acollick@ci.seaside.ca.us

>>> Casey Winkleman <cwinkleman@californiarevealed.org> 2/25/2022 10:46 AM >>>
 Hi Ashley,

Thank you very much for your inquiry. My name is Casey Winkleman, I'm the Print Preservation Manager of California Revealed. Theresa is no longer with California Revealed and I will be your main point of contact going forward.

First of all, I'd like to sincerely apologize for the delays associated with your 2019/2020 digitization grant. On top of COVID-19 delays, we are experiencing an unforeseen halt in production with our primary vendor and hope to begin digitization materials with them again in the next couple of weeks. At this time, we are waiting for our vendor to finish digitizing 2019/2020 collections. Your collection is going to be processed and sent for digitization by the end of March of this year. I am making it a point to prioritize your collection since they have been with us for much longer than initially expected.

I will follow up with you when I process your collection in the next couple of weeks. If you have any concerns about these delays or any questions at all, please let me know if it would be helpful to set up a call so we can discuss more directly.

Again, I apologize for these delays between staff turnover and unforeseen circumstances. We are working hard to catch up and I have prioritized your newspapers for digitization. I will be in touch with more regular updates as we make progress.

My best,
Casey



Casey Winkleman
she/they
[California Revealed](https://californiarevealed.org)
900 N Street
Sacramento, CA 95814
916.603.6719

From: Ashley Collick <ACollick@ci.seaside.ca.us>
Sent: Friday, February 25, 2022 10:31 AM
To: California Revealed Team <team@californiarevealed.org>
Subject: Fwd: Re: California Revealed | Winter 2019-2020 Submissions | City of Seaside, Art and History Commission (caseaahc)

See below. Please respond to our request for information.

Sincerely,
Ashley Collick
Assistant City Manager
City of Seaside
831-899-6812 office
acollick@ci.seaside.ca.us

>>> Sarah Tier 1/3/2022 2:17 PM >>>
Hi Pamela,

I sent the email below several weeks ago, and have not heard anything back. On top of that I got a mailer daemon saying that Theresa's email no longer exists, which I assume means someone else should have been assigned as our contact if she left. Its now been over two years that CA Revealed has had possession of the newspapers, and we haven't had word in months regarding the status. Could you please provide me with an update, or the information of the person now handling our items so I can get in touch with them?

Thank you

Sarah Lauren Tier
Social Media Marketing & Art Dept Coordinator
Recreation Services, City of Seaside
831-899-6874

>>> Sarah Tier 12/13/2021 10:55 AM >>>
Hi Theresa,

I was hoping to get an update regarding the newspaper digitization. I know things are behind due to covid, but was hoping to get a new ETA on when they would be online, and we would get the hard copies back.

Thanks in advance!

Sarah Lauren Tier
Social Media Marketing & Art Dept Coordinator
Recreation Services, City of Seaside
831-899-6874

>>> Ashley Collick 5/3/2021 10:46 AM >>>
Hi Theresa-

Thank you for the update.

Sincerely,
Ashley Collick
Recreation Supervisor
City of Seaside
831-899-6812 office
831-718-8597 fax

>>> Theresa Berger <tberger@californiarevealed.org> 5/2/2021 8:58 PM >>>

Hi Ashley,

Thanks for checking in.

Unfortunately, due to COVID-19 closures, we are behind on our 19/20 digitization. We hope to have your files online and available for review by Fall/ early Winter of this year. I apologize for the delay!

Please let us know if you have any questions or concerns.

Thank you, and best,
Theresa

--



Theresa Berger
[California Revealed](#)
900 N Street
Sacramento, CA 95814
916.603.6719
she/her/hers

10 years of California Revealed! Share your highlights!
<https://tinyurl.com/CARanniversary>

From: Ashley Collick <ACollick@ci.seaside.ca.us>
Date: Thursday, April 29, 2021 at 10:47 AM
To: Theresa Berger <tberger@californiarevealed.org>
Cc: Janie Silveria <dancinjanie@gmail.com>, Pamela Vadakan <pvadakan@californiarevealed.org>, Sandra Gray <SGray@ci.seaside.ca.us>, Sarah Tier <STier@ci.seaside.ca.us>
Subject: Re: California Revealed | Winter 2019-2020 Submissions | City of Seaside, Art and History Commission (caseaahc)

Good Morning Theresa:

Hope you're all doing well at CA Revealed. I am just checking in on the status of the City of Seaside project, and the digitization of the newspapers we sent it. Thanks in advance for any update you send my way.

Thanks,
Ashley

Sincerely,
Ashley Collick
Recreation Supervisor
City of Seaside
831-899-6812 office
831-718-8597 fax

>>> Pamela Vadakan <pvadakan@californiarevealed.org> 11/12/2020 2:54 PM >>>

Hi Ashley,

Please see signed digitization agreement. Thanks for participating!

Best,

Pamela



Pamela Vadakan
[California Revealed](#)
 900 N Street
 Sacramento, CA 95814
 916.653.5074
 she/her/hers

From: Theresa Berger <tberger@californiarevealed.org>

Sent: Thursday, November 12, 2020 1:56 PM

To: Ashley Collick <ACollick@ci.seaside.ca.us>

Cc: Janie Silveria <dancinjanie@gmail.com>; Sandra Gray <SGray@ci.seaside.ca.us>; Sarah Tier <STier@ci.seaside.ca.us>; Pamela Vadakan <pvadakan@californiarevealed.org>

Subject: Re: California Revealed | Winter 2019-2020 Submissions | City of Seaside, Art and History Commission (caseaahc)

Hi Ashley,

Thanks for checking in, and hope you and yours are doing well, too.

Our director, Pamela Vadakan, will be providing a copy of the executed agreement. I have cc'ed her here in case you have any questions for her.

Regarding your materials, we hope to have all print material sent for digitization by the end of December 2020. Barring any unforeseen circumstances, we should have files available for review by mid-late spring 2021.

Please let me know if I can be of further assistance, and, if we do not talk before then – Happy Thanksgiving as well!

Best,

Theresa

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**CITY OF SEASIDE
STAFF REPORT**

Item No.:7.C.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager
Sandra Gray

DATE: April 12, 2022

SUBJECT: **Archives: Needs Assessment and Space Hunt**

PURPOSE

Receive report on archives needs assessment and space hunt.

BACKGROUND

Timeline for Archives Home Search

2011: Earliest entry of the Preservation and Inventory Project. This entry was before the closing of the house on LaSalle and the transfer of Archives to Oldemeyer Center.

2015 - Several emails referring to Vacant City Properties for sale. This includes the LaSalle St. house. The COS Archives were stored there and managed by the Historical Commission. Michael Wildgoose wants to get a vacant City Property for use as a Museum.

- Archives moved upstairs in the Oldemeyer server room. This space is difficult to access due to the steep stairwell, and lacks adequate workspace. This space lacks proper ventilation, which creates issues with temperature and air quality.

2016 - SA&HC begins to try and get Chamberlin Library as a COS Museum.

- Letters were exchanged with the Army but no progress with our City Manager.

2017 - Archive Inventory, Digitation, and Diagram of Archive Space began.

- We recognized the need to order archival boxes and labels.
- Explored the idea of using interns to continue the Archive Projects.

2018

- Continued to try to get Chamberlin as a museum.

2019 – Explored the possibility of using the Seaside Creates Building or the vacant spaces near it. None of the spaces are owned by the City Of Seaside.

- Sandra presented the idea of adding a trailer next to the Ramp at City Hall for an archival space. Cut and Pasted a picture of how it would look. Dave Fortune estimated a cost of \$150,000.00 to \$200,000.00 for a new singlewide 12'X60' not used trailer as the best option. It included the ADA, new Electrical panels, leveling and prepping the pad.

2020 – The Pandemic stopped all action on the hunt for a new space.

February 2020- AHC received a proposal from Lori Lindberg which included an assessment of the archives and what needed to be done in order to properly store and secure the artifacts. (attached)

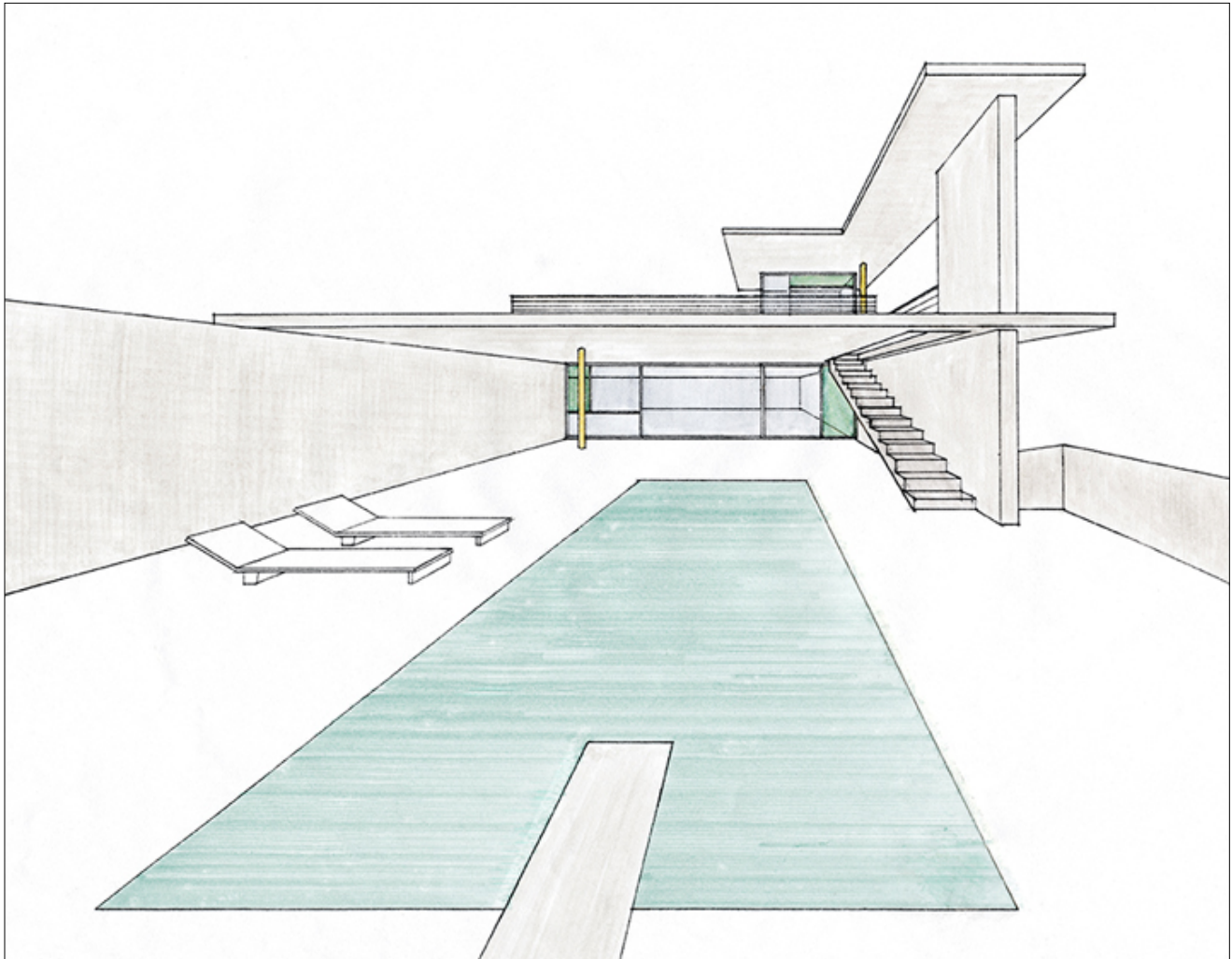
June/ July 2020- Staff received a donation of archival shelving and removed all wood shelves per the recommendation of the Lori Lindberg, archivist. We also had interns move items onto the shelves and document where things were located in general terms. (attached)

August 2020 - We lost contact with Ms. Lindberg and have been unable to successfully get the program she proposed underway.

FISCAL IMPACT

None.

ATTACHMENTS



City of Seaside Art and History Commission - Archives Processing Plan

Prepared for: City of Seaside, CA - Art and History Commission

Prepared by: Lori Lindberg, Archivist

February 2, 2020

EXECUTIVE SUMMARY

Objective

The objective of this processing plan is to provide for the City of Seaside, California a workable series of actions in order to a complete inventory and full archival storage of materials deemed permanent and representative of the culture and history of Seaside and the vision of the Art and History Commission (SA&HC).

Goals

To advise and inform the City of Seaside of the professionally-recommended storage and inventory needs of their art and history archives.

To assist the City of Seaside in their aim to organize, inventory, and preserve them.

Solution

The solution will involve a team of people, but the bulk of the archives-related work will utilize graduate students from the iSchool at San Jose State University to perform most of these tasks under the supervision of a professional archivist. An Archivist has produced this plan as the framework for the student's work and project goals, in line with the interests of the SA&HC. The iSchool has specific course - INFO 294 - mandates for the Student to earn credit as a result of their work, and those will regulate the student's work requirements and availability.

Project Outline

The first student will have a series of activities that will be more varied than future students. These activities will involve City employees and tasks that they must help complete. These tasks have two asterisks at the end (**).

1. Relocate all art and artifacts to a safe and secure space to enable the proper processing of the paper materials.** Anticipate space savings as paper volume is reduced.
2. Identify how many boxes are currently archival quality as well as how many need replacing using a record carton as the storage standard for paper and reserving document cases for particularly fragile items and photographs.
3. Open all boxes to evaluate needs for additional supplies such as archival folders and photo sleeves.
4. Create an initial supply inventory, and decide on a space to house supplies.** Order additional supplies.**
5. Secure a table (or tables) to locate in the space for a processing area.** This table should be 6-8 feet long.
6. Assemble all documents that describe or identify all paper materials, such as accession/donation records, deeds of gift. Review the Mission of the Archives as outlined by the SA&HC. Review current policies. Refer to these as necessary when making retention decisions.**

LORI LINDBERG, ARCHIVIST

7. Based on existing categories and in conjunction with the Archivist, devise a system of arrangement that is flexible and responsive to the SA&HC collection and its Mission.
8. ****This step is designed to be repeatable with a different student in subsequent semesters.**** Begin Inventory and rearrangement of paper materials (paper includes pamphlets, books, scrapbooks, etc. Anything predominantly paper). Adopt general rules for processing materials.

Typical general rules:

1. Eliminate duplicates. Keep only one copy of a record.
2. Because something is old does not make it archival.
3. Stick to the Mission. Remove extraneous material that is not related to Seaside and the SA&HC mission (wait for evaluation).
4. Avoid the minutiae. Record only the information needed to identify and locate materials and provide more detail in the collection guides after processing is done. Take notes. Use stickies on boxes and shelves as tracking devices until final labels are produced.
5. Do not waste time removing staples and other fasteners if they are not damaging the materials.
6. Remove binders and report covers. Keep publications intact by foldering and labeling properly.
7. Gloves are not necessary unless handling photographic materials or artifacts. Wash hands frequently.
8. Leave treatment of rolled items for last. Archivist will need to oversee this material processing.
9. Use only pencil for marking, and do not perform repairs (notify the Archivist).
10. Maintain the inventory on a shared space for ease of access and transparency/supervisory purposes, such as Google's G-Suite (for inventories, communication, digital photos of work for our meetings, recordings of our meetings, workplans, deaccession recommendations/decisions).

Once paper is complete, move on to the art and artifacts. This inventory should also include any art or artifacts currently on display in Seaside locations that are under the purview of the SA&HC. At this juncture, Steps 2 - 8 will take place for those items.

Archivist anticipates it will take up to 24 months to complete this work under this plan. It may be longer, depending on student availability and processing speed. Students are generally slower and more timid. This is part of the learning process.

SCHEDULE

San Jose State University Academic Calendar.

The academic year at SJSU begins with Fall semester, which begins the third week of August and ends in mid-December. Spring semester begins the third week of January and ends mid-May. Summer Session (not considered part of the regular academic year) is 10 weeks, starting the first week of June and ending mid-August.

To locate a Summer 2020 intern, the SA&HC needs to complete the processes to be approved as a site and create an internship listing for the iSchool Internship Database as soon as reasonably possible. Once approved, the internship listing can serve multiple semesters and be updated as needs arise.

BUDGET

There is no cost for the Student. A stipend is recommended as an encouragement to potential interns, since it is used as an offset for the tuition they must pay to receive credit for their INFO 294 course. A conservative stipend could range from \$500 - \$1000.

Archivist supervisory time *per semester*:

One hour of orientation, one hour a week supervision meeting for 15 weeks, one hour end of semester debrief/ transition: $17 \text{ hours} \times \$35/\text{hour} = \$595.00 \times 4 = \2380.00

One personal site visit by Archivist every six months, approximate cost $\$600.00 \times 4 = \2400.00 (I can stay locally with a friend.)

Budget for supplies: \$1500.00

IMMEDIATE CONCERNS OF THE ARCHIVIST

1. Materials on the floor in the archives room: Storing materials directly on the floor is a threat to their well-being: from pest infestation to surface moisture. Avoid it at all costs. Bottom shelves can be as low as 4 inches off of the floor, but they must be off the floor.
2. Use of wooden shelving: Wooden shelving is hazardous to materials, unsafe for patrons/workers, and not secure for long term storage. Shelves are already sagging under the weight of materials. Off-gassing of constituent binding materials for plywood and commercial lumber causes paper and photographs to deteriorate faster, and absorbs moisture. Shelves must be replaced with powder-coated metal shelving units - secured to each other, to walls and to ceiling - to avoid major losses and protect materials in case of earthquakes or other hazards.
3. Computer and telephone equipment in the archives room should be in a cage structure, to both protect and secure it, as well as differentiate it from archives space and prevent space incursion.
4. A hygrothermograph (a measurement device for temperature and relative humidity) would be useful to aid in evaluating the Archives room environment over time and plan for any necessary improvements in environmental quality. This is critical for long-term preservation of archives.

Archives Organization

Items to Boxes

Shelf 1

- Newspapers
- Books
- Photo albums

Shelf 2

- 2 football helmets
- File folders
- Wall of fame
- Photo copies
- News clips

Shelf 3

- Mayoral office files
- Radios
- Newspaper
- Pot

Shelf 4

- Mayoral files
- Seaside senior files

Shelf 5

- YEC photos
- Files

Shelf 6

- Popular music collection
- Newspapers

Shelf 7

- Photo albums
- Articles
- Files
- Binders

Shelf 8

- Library notebooks
- Events/ Parks/ Festival files

Shelf 9

- Artwork
- Binders

Shelf 10

- Historical commission
- Trophy
- Cameras
- Artwork
- Old Sewing machine

Shelf 11

- Photos
- Mayoral office files
- Fabric