



AGENDA
CITY OF SEASIDE
ART AND HISTORY
COMMISSION

REGULAR MEETING
OLDEMEYER CENTER
986 HILBY AVE (SEAHORSE ROOM)
Tuesday, May 10, 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>
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. ROLL CALL - ESTABLISHMENT OF QUORUM

ART AND HISTORY COMMISSION

Emerson Brown
Francoise Avery
Yollette Merritt
Janie Silveria
Madison Parker

Chair
Vice Chair
Commissioner
Commissioner
Commissioner

3. 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).

4. 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.

5. APPROVAL OF MINUTES

A. APRIL 12TH, 2022

6. BUSINESS ITEMS

A. APPROVE FIRE STATION MURAL REQUEST FOR PROPOSALS

B. RECEIVE AN UPDATE ON ARCHIVE LOCATION RESEARCH AND APPROVE NEXT STEPS

C. REVIEW AND APPROVE COMMISSION AGENDA SETTING PROCESS

D. DISCUSS AND PROPOSE FUTURE ACTION FOR CALIFORNIA REVEALED APPLICATION DUE JULY 29, 2022

7. COMMISSIONER REPORTS

**A. SEASIDE KNITTERS GROUPS MINI EXHIBIT AT AVERY GALLERY
(COMMISSIONER MERRITT)**

**B. MONTEREY COUNTY COLLECTIONS ROUNDTABLE MEETING MAY 3,
2022 AT OLDEMEYER (COMMISSIONER MERRITT)**

**C. SPRING GOSPEL CONCERT AT CSUMB ON MAY 4, 2022
(COMMISSIONER MERRITT)**

8. STAFF COMMUNICATION

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
June 14, 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
April 12th, 2022
5:45 p.m.**

1. CALL TO ORDER: 5:48PM

2. ROLL CALL – ESTABLISHMENT OF QUORUM:

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

3. PUBLIC COMMENTS:

- Dianne Nielson – Asked how to access photos discussed in item 6D

4. APPROVAL OF MINUTES: March 8th, 2022

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

5. REVIEW OF AGENDA:

- Commissioner Merritt: Add to the agenda hosting the Monterey Collections Roundtable Collaborative Meeting
 - Motion: Merritt, 2nd: Avery
 - Merritt- Aye
 - Parker- Aye
 - Avery- Aye
 - Silveria- No
 - Brown- No

6. BUSINESS ITEMS:

A. Zach Weston Collective Presentation:

- Zach Weston is the great grandson of Edward Weston. He and his parents have started The Weston Collective, a non-profit.
- Mr Weston detailed out the programs the collective partakes in

- Spotlight on Broadway is to celebrate the culture and changes on Broadway in Seaside. A short video was shown to give an example of how each business was covered by the project. Deadline is April 22nd.

B. Fire Station Mural Project Update / RFP Draft

- Presentation about the RFP draft process to get the mural information to the city council
- One of the members of the fire department spoke on what the old mural was and what they would like the new mural to be, and answered questions about the fire department, its history, and what they would like.
- There was discussion about how the review process would go to include the fire station in the decision making process.
- Staff explains the fiscal year in reaction to the mural RFP- The item will be back on the agenda in May after soliciting opinions from the fire station

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.

- Commissioner Merritt proposes the commission commend this team for what they have done in the community. She would like the link to be included in the minutes.
- <https://csumb.edu/magazine/fallwinter-2019-0/>
- CSUMB is celebrating their 25 years and there is a brochure she passed around.
- Motion: Recommend to council to give a commendation to CSUB president Eduardo M Ochoa
- Motion: Avery, 2nd: Parker, Unanimously Passes

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

- Commission Merritt discussed what was available at the command history office to the public.
- Motion: Recommend to council to give commendation to The Command History Office for their work in the community.
- Motion: Merritt 2nd: None, Motion does not pass

E. Seaside Buffalo Soldiers Awareness Month with envisioned “Through My Grandfather’s Eyes: The Ties that Bind”

- Commissioner Merritt discussed the history of the buffalo soldiers in Seaside, with the purpose of wanting Seaside to document them, for a presentation that would be in May.
- Commissioner Merritt suggests we request the council make a proclamation honoring buffalo soldiers.
- Discussion on the different ways to share information to the public, via media or proclamations in council.
- No action was taken on this item.

F. Proposal to host the Monterey Collections Roundtable Collaborative Meeting

- Monterey Collaborative Roundtable meets the 1st Tuesday of every month at 9am.
- Commissioner Merritt would like the commission to sponsor the roundtable at no cost at a city facility.
- Motion: Move to table this for a future consideration
- Motion: Avery 2nd: Silveria, Passes Unanimously

7. REPORTS FROM COMMISSIONERS:

A. Mach 17th Dance with Music provided by the “Bag O Trix” Band at Oldemeyer Center, Seaside (Commissioner Merritt)

B. Public Light Installation on Broadway (Commissioner Merritt)

- New lights have been installed along Broadway

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

- There was an article written about the Black History Month show in the Weekly

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

- Information on how to access the photos on the website

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

- Gary Karnes will be here on the 19th of April at noon. There will be a pop up exhibit at the Center for Change

F. Attendance of the council meeting where former SAHC Chair Steven Russell was given a commendation in recognition of his service (Chair Brown)

- Chair Brown attended the council meeting. It went well.

8. REPORTS FROM STAFF:

A. Tree City Membership

- Received an update on the Tree City Program

B. California Revealed Status Report

- Staff has received correspondence

- Our digitization is first in line, and they have not lost our materials

C. Archives: Needs Assessment and Space Hunt

- Received report on archive needs and what had been done before.

9. ADJOURNMENT: 8:19PM

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.:6.A.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: May 10, 2022

SUBJECT: **APPROVE FIRE STATION MURAL REQUEST FOR PROPOSALS**

PURPOSE

Approve Fire Station Mural 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. 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.

On April 12, the Art and History Commission reviewed a draft RFP and received input from the Fire Department and community during public comment. The Commission requested that the draft RFP be reviewed by the entire Fire Department before the May 10 meeting and that their input be included in the RFP.

Comments from the Fire Department were received and included in the updated draft. The Fire Department would like to incorporate the city's military history and share photographs important to the department.

The NIC voted to recommend that the Fire Station mural receive TOT funding in FY22/23 on April 26, 2022. The Council will be finalizing the City Budget on May 18, 2022.

If the budget is approved the tentative timeline for the RFP is below:

Tentative Time line

July 1, 2022:	RFP Opens
August 31, 2022:	RFP Closes
September 13, 2022 (other meetings TBD):	Commission/ Fire Depart. Review
October 6, 2022:	Council Approval

FISCAL IMPACT

If approved by the City Council on May 18, 2022, \$15,000 of TOT funds will be allocated for the mural project.

ATTACHMENTS



OFFICE OF THE CITY MANAGER

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

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

May 10, 2022

FIRE STATION MURAL REQUEST FOR PROPOSALS

START DATE: July 1, 2022

CLOSE DATE: August 31, 2022

DEADLINE: Applications must be received at Seaside City Hall, by August 31, 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 history and connection to Fort Ord, 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). Please avoid themes of a political nature.

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 celebrate the culture of Seaside, its history and connection to Fort Ord, its residents, and the Seaside Fire Service is preferred. Please avoid themes of a 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 and the Seaside Fire Department, will be forwarded as a recommendation to the City Council for final selection.

TIMELINE:

July 1, 2022:	RFP Opens
August 31, 2022:	RFP Closes
September 13, 2022 (other meetings TBD):	Commission/ Fire Depart. Review
October 6, 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

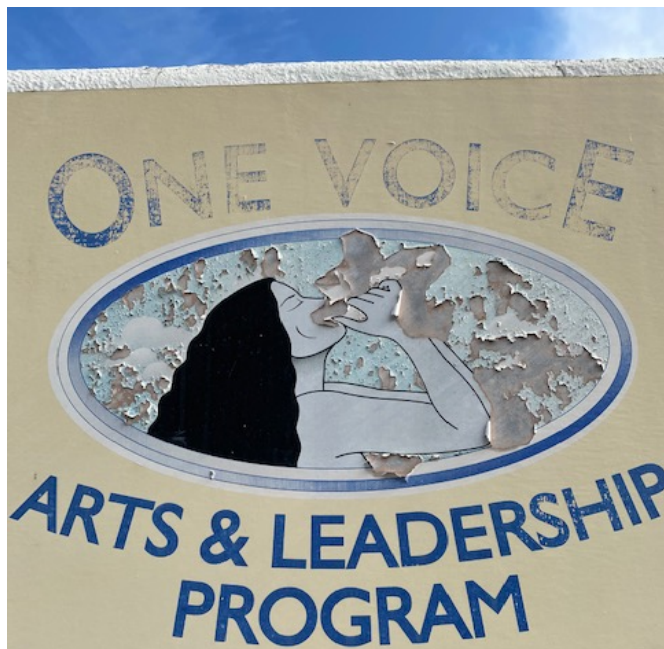
Please submit proposals by August 31, 2022 by 5:00pm to:

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

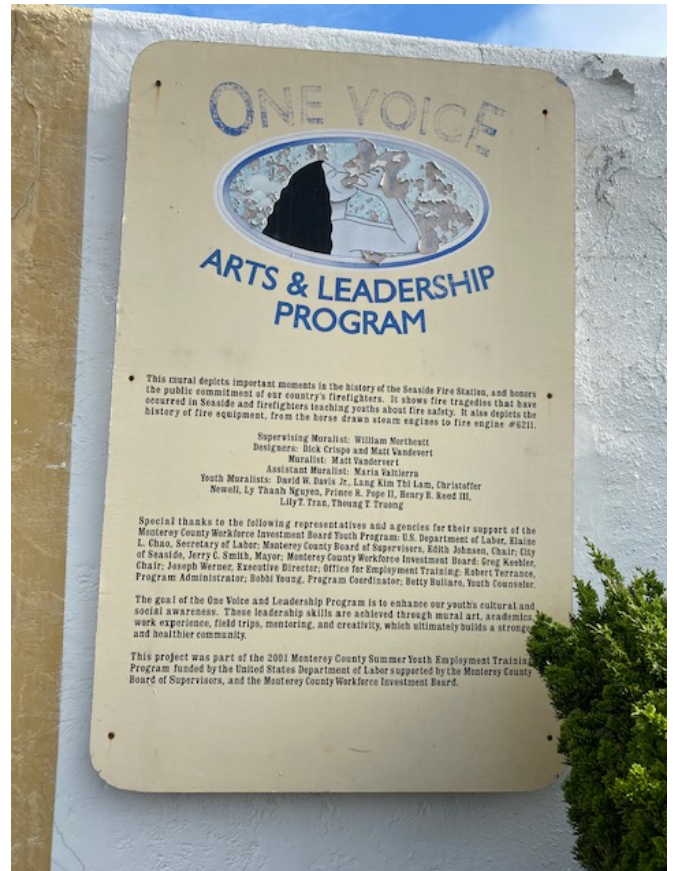
Fire Station Renovation March 2022



One Voice Mural 2021



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 engines.





CITY OF SEASIDE STAFF REPORT

Item No.: 6.B.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: May 10, 2022

**SUBJECT: RECEIVE AN UPDATE ON ARCHIVE LOCATION RESEARCH AND
APPROVE NEXT STEPS**

PURPOSE & RECOMMENDATION

Receive an update on archives location research and approve next steps

BACKGROUND

On April 12, 2022, staff presented to the Commission a report detailing the history of the archives, a needs assessment and space hunt.

On April 29, 2022, Commissioner / Vice Chair Avery met with City Staff to discuss potential locations for the City's archives. The Art and History Commission has been on the hunt for a home for the archives since 2015.

The location of the archives is inaccessible to the general public and difficult for the majority of the commission to access. Issues with the current archival space include:

- Steep Stairwell access (not ADA accessible)
- Lack of proper ventilation within the space
- Lack reasonable work surfaces to properly catalog archive materials
- Inability to inventory the archives on a consistent basis

The Commission's goals for the archives include:

- Properly storing archival materials
- Accessibility for the Commission and the public
- Proper ventilation

- Work surfaces for the archival cataloging and digitization

Next steps recommended by staff include:

- Request a presentation to the Council on the status of the City's archives
- Request that Council direct the City Manager via staff to research better storage options.

ATTACHMENTS

1. Hunt for COS Archives New Home
 2. CoSCA_ProcessingPlan
 3. SAHC-Archives-050422
-

The Hunt

(Finding Suitable Space for the City of Seaside Archives)

I searched through my emails and found many references

2011 - April 18: 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 to Upstairs Oldemeyer Computer Room. Oldemeyer Space is not accessible for most of the Commission and not suitable for workspace due to temperature and air quality.
- Introduced Palenke Arts to the Art Commission.

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.

- The Computer is slow on scanning. We recognized the need to order archival boxes and labels.
- Stephanie Sumlers moved to Vegas. Explored the idea of using interns to continue the Archive Projects.

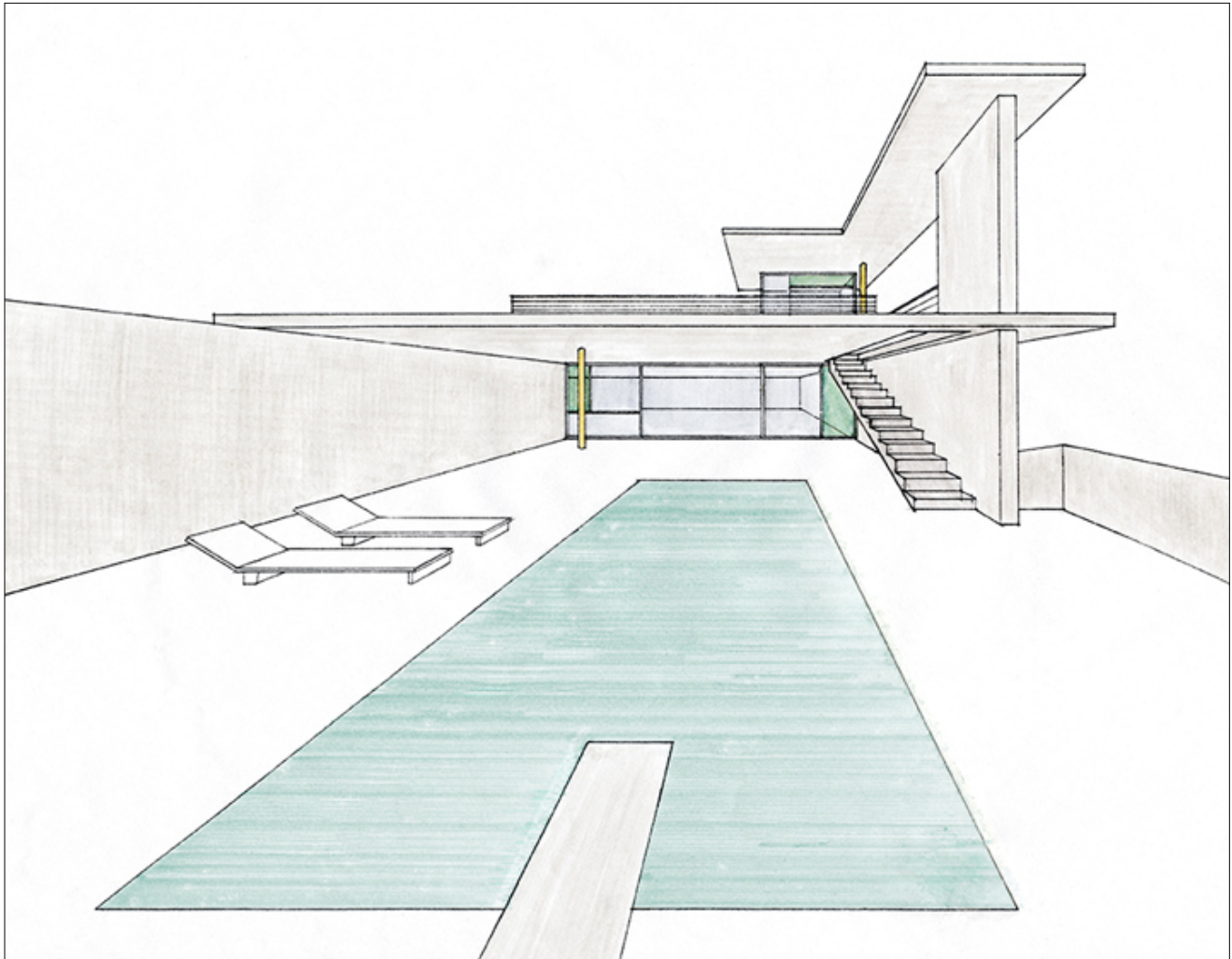
2018 - Artwork from Monterey Donate to decorate Oldemeyer.

- Continued to try to get Chamberlin for our 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 COS.

- I presented the idea of adding a trailer next to the Ramp at City Hall for a museum. 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 Panel, Leveling and prepping the pad.

2020 – The Pandemic stopped all action on this matter.



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.







**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.C.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: May 10, 2022

SUBJECT: **REVIEW AND APPROVE COMMISSION AGENDA
SETTING PROCESS**

PURPOSE

Review and Approve the agenda setting process.

BACKGROUND

The Art and History Commission meets on the 2nd Tuesday of every month. The meetings start at 5:45 pm and typically end after 8 pm or later (well over 2 hours).

In order to streamline the agenda and cut down on meeting times. The staff is recommending agenda-setting guidelines in order to streamline the process and reduce the amount of requests irrelevant to the Art and History Commission.

Step 1.

The Commission's clerk will send out a reminder email with a deadline for submitting agenda items. When sending requests, it's imperative that commissioners send the agenda item properly labeled with a description of the purpose, and any attachments to support the item.

Step 2.

Commissioners may request one business (and or presentations) item per month, in addition to two items they'd like to report on under commissioner reports. Business items require background research for the staff to prepare. If every Commissioner submitted a request, there would be 5 business items to review and consider is a large amount of staff time.

When submitting items for review, please consider the following:

- Do I have enough information for the commission to make a decision?
- Is this item relevant to the work of the Art and History Commission?
- Is this a part of the approved work plan?

Example of a business item submission:

Business Item	Purpose	Attachments
Approve Knitstravaganza October 2023	Approve New Special Event	Flyer, Images, Program Description / History

Step 3.

When the items are received, the staff liaison will review those requests with the Chair of the commission. The approved items will be added to the agenda and the requestor will be informed of any denied/delayed items with a reason why.

Typical reasons for item denial:

- Items were sent after the deadline
- The items aren't relevant to the work of the Art and History Commission.
- The agenda is already too long and the item is being moved to another meeting.
- Not enough information to produce a report for the commission to make a decision

Step 4.

The agenda is published the Friday before a commission meeting, and will be emailed to the commissioners. A hard copy will be available upon request. It's imperative that Commissioners review the agenda and packet before the meeting and come prepared with questions in order to move the meeting forward and assist the Council by making recommendations (within their purview) for the betterment of the City.

FISCAL IMPACT

None.

ATTACHMENTS



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.D.

TO: Art and History Commission

BY: Ashley Collick, Assistant City Manager

DATE: May 10, 2022

SUBJECT: **DISCUSS AND PROPOSE FUTURE ACTION FOR
CALIFORNIA REVEALED APPLICATION DUE JULY
29, 2022**

PURPOSE

Discuss the California Revealed program and determine future digitization.

BACKGROUND

The Art and History Commission submitted newspapers to be digitized by California Revealed in 2019. The commission has not received the digitizations of our hard copy newspapers despite being in constant contact with Ca Revealed staff.

This is in part due to the pandemic and the statewide shut down that occurred in 2020 causing a huge backlog of work at Ca Revealed.

Our last communication in April 2022 indicated that we were next in line for the newspapers to be digitized. However, we have not received confirmation.

Vice Chair / Commissioner Avery requested that the commission discuss and consider another round of submissions to Ca Revealed.

Application Information

The 2022/2023 California Revealed Application for free Digitization and Preservation Assistance is now open!

To be considered for the Digitization and Preservation program, please complete these two requirements by Friday, July 29, 2022:

1. Complete the 2022/2023 [Digitization and Preservation Application](#)
2. Attach your finished Nominations Spreadsheet to the Application form or email it to team@californiarevealed.org

FISCAL IMPACT

If approved, there will be shipping costs associated with sending materials to the California Revealed offices in Sacramento.

ATTACHMENTS

Ashley Collick - California Revealed | Need help digitizing and preserving your collections?

From: California Revealed<team@californiarevealed.org>
To: Ashley Collick<acollick@ci.seaside.ca.us>
Date: 4/20/2022 9:14 AM
Subject: California Revealed | Need help digitizing and preserving your collections?

UP, UP AND AWAY!



7-UP hot air balloon (1980)

Photograph

Glendale Library, Arts and Culture

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"californiarevealed.us18.list-manage.com" claiming to be
<https://californiarevealed.org/islandora/object/cavpp%3A30369>

***Need help digitizing and preserving your collections?
Apply by Friday, July 29, 2022!***

*The 2022/2023 California Revealed Application
for free Digitization and Preservation Assistance
is now open!*

To be considered for the Digitization and Preservation program,
please complete these two requirements by **Friday, July 29, 2022**:

Complete the [2022/2023 Digitization and Preservation Application](#)

Attach your finished [Nominations Spreadsheet](#) to the Application form
or email it to team@californiarevealed.org

For more information please visit:

**[MailScanner has detected a possible fraud attempt from
"californiarevealed.us18.list-manage.com" claiming to be
<https://californiarevealed.org/digitize-and-preserve>](#)**

Need help planning a digitization project? [Contact us!](#)

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*California Revealed is supported by the U.S. Institute of Museum and Library Services under the
provisions of the Library Services and Technology Act, administered in California by the State Librarian.*

Our mailing address is:

California Revealed
900 N Street
Sacramento, CA 95814

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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](#)
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

--



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

From: Ashley Collick <ACollick@ci.seaside.ca.us>
Date: Tuesday, November 10, 2020 at 9:19 AM
To: Theresa Berger <tberger@californiarevealed.org>
Cc: Janie Silveria <dancinjanie@gmail.com>, 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 this email finds safe and well. Since we last communicated a lot has happened, but I wanted to follow up on receiving a copy of the fully executed contract for CA Revealed. Also, can you give us a status report on when the newspapers will be digitized? I understand that since the pandemic everything has slowed down, any information you can provide will be super helpful. Thank you!

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

>>> Ashley Collick 3/5/2020 2:54 PM >>>
 Hi Theresa-

Attached is the signed agreement. Please send me a copy of the fully executed contract (with Pamela Vandakan's signature) as soon as possible for our records. We will also include a copy of the signed contract when the newspapers are shipped.

Thank you!

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

>>> Theresa Berger <tberger@californiarevealed.org> 2/28/2020 2:10 PM >>>

Hi Ashley,

Please see our Agreement here: <https://californiarevealed.org/sites/default/files/CA-R-Partners-agreement.pdf>

Best,
Theresa

California Revealed Digitization and Preservation Agreement

California Revealed Digitization and Preservation Agreement Welcome to California Revealed (CA-R)!
CA-R is a State Library initiative to help California's public

californiarevealed.org



Theresa Berger
[California Revealed](#)
900 N Street
Sacramento, CA 95814
916.653.5074

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

Sent: Friday, February 28, 2020 1:27 PM

To: Theresa Berger <tberger@californiarevealed.org>

Cc: Janie Silveria <dancinjanie@gmail.com>; Sarah Tier <STier@ci.seaside.ca.us>

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

Hi Theresa-

Can you send me the Digitization and Preservation Agreement. I am unable to open the link in the award letter and Janie sent me a google doc that I also can't open.

Thanks!

Sincerely,
Ashley Collick

Recreation Supervisor
City of Seaside
831-899-6812 office
831-718-8597 fax

>>> Theresa Berger <tberger@californiarevealed.org> 12/19/2019 1:01 PM >>>

Dear Ashley and Janie,

Thank you for nominating your collection's materials to be included in California Revealed's **2019-2020** round of digitization. Please see the attached **award letter** and **spreadsheet** of awarded materials. Please review the links and information in the award letter thoroughly and use the spreadsheet as an inventory and packing list, ensuring each item has a Call Number or Temporary ID so that it can be matched to its metadata. Please confirm that the items included in your shipment correspond to the information in the spreadsheet and let us know of any discrepancies before shipment.

Please do not hesitate to contact us if you have any questions or concerns. Many thanks for your participation!

Best,
Theresa

--



Theresa Berger
[California Revealed](http://californiarevealed.org)
900 N Street
Sacramento, CA 95814
916.653.5074





The Music & Performing Arts Gospel Choir *presents*

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Wednesday, May 4, 2022 | 8pm

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