



AGENDA
CITY OF SEASIDE
ART AND HISTORY
COMMISSION

REGULAR MEETING
Oldemeyer Center
986 Hilby Avenue
Tuesday, September 10, 2019
5:45 PM

1. CALL TO ORDER

2. ROLL CALL - ESTABLISHMENT OF QUORUM

ART AND HISTORY COMMISSION

Steven Russell
Janies Silveria
Michael Wildgoose
Francoise Avery
Emily Ventura
Yollette Merritt
Emerson Brown

Chair
Vice Chair
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

A. AUGUST 13 2019, MINUTES

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. ART AND HISTORY BROCHURE

B. UPDATES

1. Status of Art in Public Places
2. Archive Procedures Review
3. History Exhibit
4. CA Revealed Application Update

7. COMMISSIONER REPORTS

8. STAFF COMMUNICATION

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
October 8, 2019
Time: 5:45 PM
Oldemeyer Center

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. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings. City Council Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Live streamed meeting videos as well as videos of past meetings are available on the City's website 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 Government Code Section 54954.2(a) or Section 54956.



MINUTES

CITY OF SEASIDE ART & HISTORY COMMISSION

REGULAR MEETING
Oldemeyer Center
986 Hilby Avenue
August 13, 2019
5:45 p.m.

1. **CALL TO ORDER: 5:49pm**
2. **ROLL CALL – ESTABLISHMENT OF QUORUM:**

ART AND HISTORY COMMISSION:

Steven Russell	Chair	X
Janie Silveria	Vice Chair	X
Michael Wildgoose	Commissioner	X
Francoise Avery	Commissioner	X
Emily Ventura	Commissioner	X
Yollette Merritt	Commissioner	excused
Emerson Brown	Commissioner	X

Guest: Steven Levinson_

3. **PUBLIC COMMENTS:**
4. **APPROVAL OF MINUTES: July 09, 2019 –**

Changes:

- Yollette Merritt was marked as present, and will be marked as excused absence instead.
- Commissioner Avery would like to change “black history items” to be changed to “some Fort Ord items.”

Motion: Commissioner Wildgoose, Second: Commissioner Ventura.
Approved unanimously.

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. **Participation in Oct 12 Archives Crawl**
 - Commissioner Silveria cannot be the point person on this project
 - Commissioner Russell has a contact who would like to help out with the archive crawl.

- Staff has reported that former staff has expressed interest in possibly helping with this at well, will confirm.
- Mr. Levinson has stated that the commission needs to make a solid decision if they are going to participate.
- Commissioner Emerson says he would be willing to participate yet cannot be in charge.
- Last year the crawl was in PG and Monterey, this year it's only in Monterey.
- Each institution will be assigned and adobe within a couple blocks of Colton Hall, and will need to be there from 10am-4pm.
- There is an evening event as well that is extra.
- Commissioner Russell asked Mr. Levinson if he would be willing to split a space with the Art and History Commission.
- Commissioner Silveria gave a summary of the activities last year for the crawl.
- Suggestion to participate using the yearbooks from Seaside High School.
- Meeting on August 21st, 2-3pm, Orca Conference Room, in Monterey City Hall need a representative to talk about the process for the day
- Verdict: SAHC will not participate in the Archive Crawl due to no commissioners being available to man the table.

b. Report on CA Revealed Archival Workshop, and discussion of possible Digitization Grant.

- Part of this can be done online.
- They are a private agency funded by the state library
- We say we want to participate and we nominate up to 200 items we would like to have digitized.
- Either the rest of the oral history, or the seaside newspapers.
- There is no cost for the service.
- The process takes about a year to get approved.
- You send in the physical items, but they send them back once they are done digitizing the items
- You have to supply the meta data for the items
- We already have the meta data for the newspapers.
- We would need to get the application in by the end of September.
- In the beginning of November they give you a yes or a no
- At that point each collection has to be sorted and assembled.
- Commissioner Russell states that this is a great idea and we should move forward.
- Commissioner Silveria will be filling out the application form.
- Staff will look in to who will be the Seaside person to sign off on this project.
- Motion to have C. Silveria write the application, and Seaside periodicals as the items to be digitized:
 - o Motion: Commissioner Avery, Second: Commissioner Brown, passes unanimously

c. Review of first draft for Archive Procedures

- First draft of Archive Procedures as well as updated forms to add, remove, use, or gift items to/from the Archive.
- Both old and new versions of the updated forms were provided.
- Anything coming in to the Archives need to be inventoried and approved by the commission as historically relevant.
- "Item" needs to be changed to "Archive" in all points where it is referencing the Check Out form specifically.
- The Archive Check Out form creates a paper trail of what is being taken out of the Archive.
- These procedures are being put in to place so that Staff and Commissioners are all aware of how we want the Archives to operate, so that the City can be the best stewards of the historical artifacts in the Archives.
- Any member of the public must be accompanied in the Archives.
- Members of the public cannot leave Oldemeyer Premises with any item from the archive.
- We will not be charging for any copies or scanning, but they must bring their own storage if they want a digital version of the item.
- Permission to Use came from the time period when the Seaside history book was being created.
- None of these forms have been run through legal yet, but will go there once the commission gives final approval on the forms.
- Many of the photos in the archives are from many community members.
- Staff has requested if Commissioners find anything else they would like changed or added to the Procedures or Forms that they contact Staff before the next meeting via email.

d. Updates:

*** Review draft of 102 Things to do in Seaside**

- List of Boards and Commissions has been provided by Staff.
- Need clarification between Commissions and Committees.
- Parks has a pamphlet that has a map with dots showing all the parks.
- Would like to change it to Art and History relevant things in Seaside, versus the commerce specific focus of the current list.
- Staff has reached out to Seaside Creates, and the Assistant City Manager about this list.
- Commissioner Russell wants to change it to The Art and History of Seaside, and a publication where the mission statement of the SA&HC can be stated.
- For next meeting please bring historical sites and art galleries, shows, or public art.
- Move to business item for next meeting, under the title The Art and History of Seaside

*** Status of Art in Public Places:**

- BAR stands for Board of Architectural Review.

- Notation that once SA&HC approves any public art it needs to go to BAR for secondary approval.
- This is because the art would be publically funded at this point.
- Murals like on The Reef are privately funded, but still went to BAR.
- This is being updated so that SA&HC is able to write grants, as well as have a procedure for how any money coming in for public art will be handled.
- Grants look for established Art in Public Places policies when looking at applications.
- Public means if your eyes can view it walking down the street, its public.
- If the city has paid for the installation it falls under this policy.
- Section on privately funded works of art, following and “if, than” statement format possibly needed.
- SA&HC do have the option to say no to a piece of artwork via this policy, it will move forward from us, but without our approval.
- Possibly change last like to make it clear we have the ability to not approve.
- Clarify that if SA&HC does not approve an art work, there will be a report sent as to why the art work was not endorsed.
- Goal to have the final draft of this be approved at next meeting.
- Reminder : We’ve always had the ability to do the things in this document. The original we are editing was approved by the City Council, and this is updating the policy to bring it into 2019.

* History Exhibit update

- Rough draft of promotional materials was shown.
- Need to pick a finalized name tonight.
- Commissioners and Mr. Levinson went to CSUMB to find relevant information and items for the exhibit.
- Commissioner Russell has given all of his items to Mr. Levinson.
- Jasmine Dolan’s items are still available for print.
- Commissioner Avery had Mr. Levinson bring poster files made by her father to Staff for printing.
- Most things have been printed at standard letter size.
- Sizes are needed for some of the other works that would present better at a larger format.
- Suggestion to not mount them on foam core boards, but use Velcro on the black panels.
- Suggestion by Mr. Levinson that the current placeholder name of “Fort Ord Connections” is too vague.
- Final Name has been set as “Family Connections: Fort Ord and Seaside”

* CSUMB SLI update

- Ashley and Steven are now officially the SLI contacts.

7. REPORTS FROM STAFF:

- Staff has signed SA&HC up, Sept 6th, for an event at CSUMB.
- There is a reception at the Steinbeck Center celebrating many years of Art Service, tabling is optional there too.
- Cutino Park Grand Re-Opening, August 24th, skate park at well 10am, Staff will send out a flyer.
- Staff has created a secondary mailing post card for the Fall Competition.
- There are currently 13 sign ups on the pre-registration, with it looking like that number will rise as we get closer to the deadline
- Every Wednesday on the Seaside Recreation Instagram we have #WalterAveryWednesdays, where we feature a piece from the current exhibit. There is also a pre-scheduled reminder about the competition deadline.
- There will also soon be a digital mailing list for Avery Gallery, and Staff is currently working on coding the email, as a reminder that the registration deadline for the competition is coming up.

8. REPORTS FROM COMMISSIONERS:

- No reports

9. ADJOURNMENT: 8:04pm

Next Regularly Scheduled Meeting

September 10, 2019

Time: 5:45 p.m.

Oldemeyer Center

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.

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California Revealed Digitization and Preservation Agreement

Welcome to California Revealed (CA-R)! CA-R is a State Library initiative to help California's public libraries and other local heritage groups, digitize, preserve, and provide online access to archival materials, as well as provide free access and preservation services for existing digital collections. We are delighted that you are a partner in this statewide effort to digitally serve and preserve the history of our Golden State.

As a partner, your responsibilities include: identifying and nominating records to be digitized, ensuring records have not been preserved elsewhere, choosing the highest quality, original or closest-to-original, source for digitization, prepping materials for digitization, delivering materials to the CA-R home at the California State Library in Sacramento, and providing metadata essential to facilitate online discovery.

The CA-R staff will: receive your materials, confirm materials are prepped for digitization, ship materials to digitization service providers (unless you have nominated digital files), create uncompressed masters according to accepted archival standards as stated in our [Statement of Work](#), perform quality control of the digital objects, provide online access for educational and general public interest, package digital objects for ingest in our digital repository, and provide offline preservation storage. Digital files created by the project and their metadata will be maintained for perpetual access, creating a permanent online archive of California's history.

If any submissions are found to include questionable content or are in poor physical condition, CA-R may return them to you without digitization.

Public access is a requirement of the project. To this end, the partner should have knowledge of the copyright status of the content. If your organization does not hold copyright, follow the CA-R [Permissions Guidelines](#) and do due diligence to seek permission to preserve and make the content publicly available. In some cases, CA-R may request signed grants of permission to digitize and make the content publicly available.

CA-R does not have intellectual property rights, or any other proprietary rights, over the content in the CA-R collection. The CA-R collection is licensed under a Creative Commons' [Attribution 4.0 International license](#) (CC BY-ND 4.0), which allows the work to be available for non-commercial use and can be shared and copied if you have permission to make the files downloadable; otherwise files will be streamed by default and not available for download by users. Objects for which the copyright holder cannot be identified can be digitized with the understanding that a person coming forward with a reasonable claim to the intellectual property will result in taking down the digital objects in question if requested by the owner. Please see CA-R's [Conditions of Use and Take Down Policy](#) for more information. Requests for transmission or reproduction of works protected by copyright, beyond what is allowed by the fair use doctrine, require the permission of the partner and/or copyright holder(s).

The project makes metadata available for discovery and repurposing under a Creative Commons' [Public Domain Dedication \(CC0\)](#). CA-R directly harvests CA-R records from the CA-R digital assets management system, Islandora, for WorldCat and the Home Movie Registry. Additionally, the California Digital Library (CDL) directly harvests CA-R records from Islandora for Calisphere and DPLA. By signing this Agreement, you are consenting to the CDL's [Terms of Service](#).

CA-R will handle your materials with the greatest possible care. However, neither the digitization service provider nor CA-R can be held responsible for unavoidable damage or loss of any kind, whether direct or indirect, arising from or related to project services, including, but not limited to: age, physical deterioration or damage, theft, improper handling, loss of data, inability to use or access the services, third-party conduct on the services, or any other actions associated with the use of the services.

When your collection arrives at the digitization service provider's facilities, each individual object is visually inspected for biological contamination and/or visible physical damage. Following check-in, experienced technicians perform a complete reinspection of each physical object to decide on the best handling method for the item. The digitization service provider will prepare and digitize materials carefully to avoid or minimize damage, using non-destructive measures. For print materials, special treatment may include hand placement and manual page turning. In order to achieve the best possible image, items will need to be capable of being unfolded, handled, and flattened with glass without breaking. For audio and video materials, special treatment may include baking, hand cleaning, reshelving or rehousing; for film materials, this may include hand cleaning, splice repair or rehousing. If additional preparation to stabilize, repair, or apply other irreversible treatments is needed, CA-R will contact you to request permission to proceed, and your organization may be responsible for covering additional handling costs if necessary.

The original material will be captured faithfully and accurately with no information loss or degradation. No image processing or enhancement will be introduced at any point in the creation of the preservation masters.

CA-R will cover the cost of renaming files and trimming that would otherwise cause problems for access and preservation. For instance, if related content is distributed across separate objects, we will cover the cost of renaming the files as part of one object, or if there is more than five minutes of unrelated content at the beginning or end of a recording, we will cover the cost of trimming the files.

If the partner wants enhancements or editing beyond a straight transfer, partners will be asked to cover the cost. Partners will be asked to cover the cost of renaming issues like flipped sides, deleting a part and renaming remaining files, or aesthetic trimming (five minutes or less of unrelated content). If the partner chooses not to cover the costs of making these changes, CA-R will leave the file as-is and add a note in the online record to notify the user of the issue.

After digitization, your original materials will be returned to you directly from the digitization service provider to avoid unnecessary handling. Copies of the digital objects are available upon request.

This agreement is effective on the date of the last signature affixed to it below.

Signed: _____

Signed: _____

Name

Pamela Vadakan

Title

Director

Partner Organization

California Revealed

Date: _____

Date: _____



SEASIDE ART AND HISTORY COMMISSION

986 Hilby Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6800
Fax 831-899-6274

Archive Procedures

Access:

- All public must be accompanied by Art Department Staff or a Commissioner.
- Art Department Staff and Commissioners are the only persons permitted to access the archives unaccompanied.
- No member of the public is to be left unattended in the Archives at any time, even if previously escorted into the archive by appropriate personnel.

Check Out:

Commissioners:

- 1) Fill out an *Archive* Item Request Form.
- 2) Take request form to Art Department Staff for signature, and documentation of request, with archive inventory.
- 3) Return to archive with Art Department Staff to retrieve item.
- 4) Art Department Staff will visually assess the item. If deemed in safe condition to leave the archives, Art Department Staff will sign off on your Item Request Form. → *Archive*
- 5) Return to office with your item, have Art Department Staff make a copy of your *Archive* Item Request Form for your own records.
- 6) Return item within 2 business weeks from date of check out, before 2pm, due date will be listed on your check out form.

Public:

- 1) Fill out an *Archive* Item Request Form.
- 2) Take form to Art Department Staff
- 3) Art Department Staff or Commissioner will accompany the person to the archives.
- 4) Art Department Staff or Commissioner will access the item.
- 5) Art Department Staff or Commissioner will provide needed services (i.e. scanning, or photocopy) for item to the person making the request.
- 6) Item being requested will not leave the Oldemeyer premises.
- 7) Any storage for scans must be provided by person making the request. (i.e. USB drive.)

Archive Additions:

Commissioners & Public:

- Documentation in hard copy list form, and digital version emailed to relevant Staff, of all items being donated must be provided before dropping off any physical items, in order to discern if items are appropriate to go in the Archives.
- No unsorted boxes of papers will be accepted.
- Review of physical items to be donated by the commission for acceptance or rejection.
- Filled out Deed of Gift with inventory list attached.

Glossary of Terms:

Access: Ability to enter the Archive space in the Oldemeyer Attic.

Check Out: Taking an item from the Archive, regardless of if it leaves the Oldemeyer premises or not.

Public: Anyone who is not a Seaside Art and History Commissioner, or a City of Seaside Staff Member.

Print or Digital Copy Request Form

Requested By: _____

Organization: _____

Address: _____

Email: _____ Phone: _____

Intended Use of Materials:

- ☐ These materials are for personal research and will not be copied, reproduced, or publicly displayed.
- ☐ These materials will be reproduced. (Please attach a description of the project, and complete the Application for Permission to Publish/Reproduce.)

Author/Director/Producer: _____

Title or Description of Use: _____

Publisher: _____ **Publication Date** _____

Format:

- ☐ Book ☐ Magazine ☐ Film/Video Program ☐ Advertisement ☐ CD-ROM/Multimedia
☐ School Project/Paper ☐ Other: _____

Estimated Size of Edition (Number of Copies/Size of Market): _____

Materials Requested

Item Number

Title or Description

5



City of Seaside
ART & HISTORY COMMISSION

986 Hilby Avenue, Seaside, California 93955

Print or Digital Copy Request Form

Requested by	Organization or Agency (if appropriate)	
Address	City, State, ZIP	
E-mail Address	Telephone	Fax
Intended Use of Material: ☐ These materials are for personal research and will not be copied, reproduced, or publicly displayed. ☐ These materials will be reproduced. (Please attach a description of the project, and complete the Application for Permission to Publish/Reproduce.)		
Date Requested	Date Due	

Photo or Document Requested Number or description)	Size and Format (eg. Standard photocopy .tiff or .jpeg USB drive or CD	Number of copies?
--	---	-------------------

.....		
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Price (including shipping) will be estimated upon receipt and approval of this request.

Please note: the purchase of a copy from the Seaside Art&History Commission does not imply the sale or lease of any rights other than the right to display the image for your private use. Permission for other uses must be negotiated. The undersigned assumes responsibility for obtaining all necessary rights and copyright clearances for publication, display, reproduction or other uses of the materials listed above; and will indemnify and hold harmless the City of Seaside against all suits, claims, actions and expenses arising out of the use of these materials.

I agree to the use provisions stated above

Signature.....Printed Name.....Date.....

Approved by.....Title.....Date.....



REC DEPARTMENT – Seaside Art and History Commission

986 Hilby Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6800
Fax 831-899-6274

Deed of Gift

I/we the undersigned do hereby convey, assign, and give to the City of Seaside Art & History Commission (Legal Name, also known as SAHC) by way of unrestricted gift all rights, legal title, copyright and related interest in the following described property; including the right to reproduce, adapt, publish, perform or display the item(s).

Description of Item(s):

Donor Signature(s) _____ Date _____

Print Name _____ Date _____

Accepted By _____ Date _____

Printed Name and Title _____ Date _____

Terms Regarding Accepting of Gifts

The SAHC has accepted the donor's gift of the items listed above subject to the following terms:

1. By execution of this Deed of Gift, the donor represents and warrants to the SAHC that he/she is the sole owner of title to the item(s) and has full power and authority to give the item(s) to another party.
2. The SAHC will consider the item(s) listed in this Deed of Gift as an unrestricted gift without limited conditions, to be used in any manner.
3. In no event shall the SAHC be liable for the destruction of, or damage or injury to the item(s) caused by the act of civil commotion, natural disasters or other causes beyond its control



City of Seaside
ART & HISTORY COMMISSION
986 Hilby Avenue, Seaside, California 95955

DEED OF GIFT

I/we the undersigned do hereby convey, assign and give to the City of Seaside Art & History Commission (legal name, also known as SA&HC) by way of unrestricted gift all rights, legal title, copyright and related interest in the following described property; including the right to reproduce, adapt, publish, perform or display the item(s).

Description of Item(s)

Donor Signature(s)..... Date.....

Printed Name(s).....

Accepted by:..... Date.....

Printed Name and Title.....

Term Regarding Acceptance of Gifts

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SEASIDE ART AND HISTORY COMMISSION

986 Hilby Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6800
Fax 831-899-6274

Permission to Use

The Seaside Art and History Commission (SAHC) has permitted: _____
to borrow or make copies of certain photographs and images (photocopies of which are attached
hereto) with the understanding that such photographs may be included in publications and derivative
works, including digital or electronic media.

The undersigned warrants to the SAHC that publication of the photographs released to the
undersigned will not, to the undersigned's knowledge, (1) Violate any copyright law or (2) Infringe in
any way on the literary property of another.

It is agreed that the undersigned has no right or interest of any kind whatsoever against the SAHC
with respect to these photographs, and any interest or rights that the undersigned may have hereby
released and waived. Nothing contained herein shall affect or impair any rights to use the
photographs that the undersigned may have.

It is also agreed that the undersigned can use the images for educational purposes such as lectures
and displays.

IN WITNESS WHEREOF, the undersigned has executed this release on this date: _____

I agree to use provisions stated above.

Signed _____ Print Name _____

Address: _____

Phone: _____ Email: _____

Approved By _____ Signed _____ Date _____



City of Seaside
ART & HISTORY COMMISSION
986 Hilby Avenue, Seaside, California 93955

PERMISSION TO USE ARCHIVED IMAGES

The Seaside Art&History Commission (SAHC) has permitted:

.....
to borrow or make copies of certain photographs and images
(photocopies of which are attached hereto) with the understanding that
such photographs may be included in publications and derivative
works, including digital or electronic media.

The undersigned warrants to the SAHC that publication of the
photographs released to the undersigned will not, to the undersigned's
knowledge, (1) violate any copyright law or (2) infringe in any way on
the literary property of another.

It is agreed that the undersigned has no right or interest of any kind
whatsoever against the SAHC with respect to these photographs, and
any interests or rights that the undersigned may have are hereby
released and waived. Nothing contained herein shall affect or impair
any rights to use the photographs that the undersigned may have.
It is also agreed that the undersigned can use the images for
educational purposes such as lectures and displays.

IN WITNESS WHEREOF, the undersigned has executed this Release
on this day, of..... 20.....

I agree to the use provisions stated above.

Signed.....

Printed name.....

Address.....

Contact information: (email).....

(phone).....

Approved by.....Date.....



SEASIDE ART AND HISTORY COMMISSION

986 Hilby Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6800
Fax 831-899-6274

Archive Request Form

Title or Description of Item: _____

Condition of Item: _____

Name: _____ Email: _____

Phone _____ Address: _____

Department or Commission: _____

Signature _____ Date: _____

For Staff Use Only:

Request Process Date: _____ Fetched Date: _____

By: _____ Due Date: _____

Re-archived By: _____ Date _____

Condition of Item: _____



RECREATION DEPARTMENT

986 Hilby Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6800
Fax 831-899-6274

(Updated: 4/10/2019)

City of Seaside Archives Item Request Form

Title or Description of item requested from City of Seaside (COS) Archives:

Condition of Item: _____

Contact Information (Person requesting Items from City of Seaside Archives)

Full name: _____

Phone: _____ **Email:** _____

Address: _____

(City of Seaside only) Department or Commission: _____

Signature: _____

Date (Removed from City of Seaside Archives): _____

By Staff Name: _____ **COS Department:** _____

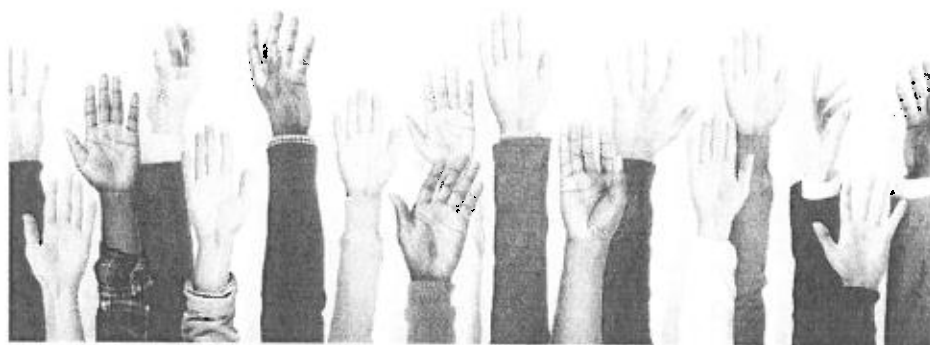
Date Item Due to be returned to the City of Seaside Archives: _____

Received by (Staff Name): _____ **Date Received:** _____

Condition of Item: _____

Positions are available for Seaside's Boards and Commissions.
Serve your community, apply today!

Harcourt Avenue, Seaside, CA 93955.
Applications are kept on file for 2 years.



Contact The City Clerk's Office

Lesley Milton-Rerig

Public Affairs Officer/City Clerk

[Email](#)

[More Information](#)

Boards and Commissions

Art and History Commission

2nd Tuesday at 5:45 PM

Board of Architectural Review

1st & 3rd Wednesday at 5:30 PM

Community Development Advisory Committee

3rd Wednesday at 6:30 PM

NEW: Environmental Committee

2nd Tuesday at 5:30 PM

NEW: Homeless Committee

4th Thursday at 6:30 PM

Neighborhood Improvement Program Commission

1st Tuesday at 6 PM

Planning Commission

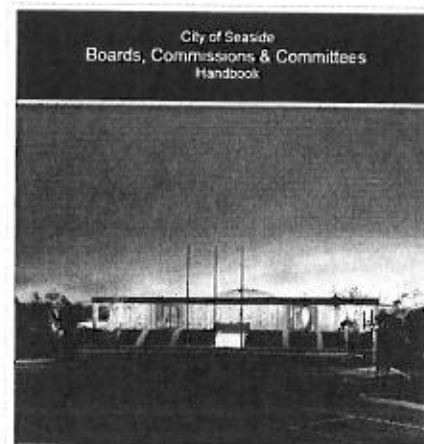
2nd & 4th Wednesday at 7 PM

Recreation and Parks Commission

3rd Monday at 5:30 PM

Traffic Advisory Commission

3rd Tuesday at 5 PM





SEASIDE ART AND HISTORY COMMISSION

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City of Seaside, California Art in Public Places Guiding Procedures for the City of Seaside

The Art in Public Places Program is directed, in part, towards developing and upgrading the City of Seaside's permanent art collection through acquisitions.

OBJECTIVE

Establish guiding procedures for "Art in Public Places" in order to enhance cultural and aesthetic qualities of life for the citizens of Seaside.

The City of Seaside intends to integrate "Art in Public Places" of the highest quality and to ensure artworks serve the interest of the community.

DEFINITION

"Art in Public Places" means: Any visual work of art permanently displayed in open City of Seaside-owned areas, on the exterior of any City of Seaside-owned facility, within City of Seaside owned Facility in areas designated as public areas, lobbies, public assembly areas, or on non-city property if the work of art is installed or financed, either wholly or in part, with City of Seaside funds procured by the City of Seaside.

Works of art or artwork can include, but are not limited to the following: sculpture, monument, mural, fresco, relief painting, fountain, mosaic, ceramic, carving, or stained glass. Works or art would not normally include landscaping, architectural ornamentation or signage. Artwork should not be an advertisement, but could potentially be related to the mission and purpose of the business where it is displayed.

PURPOSE

- To enrich the public environment for both residents and visitors to the area through incorporation of the visual arts.
- To nurture and enhance the art community.
- To increase public access to works of art and to promote understanding and awareness of the visual arts in publicly accessible areas.
- To promote diversity and pluralism in "Art in Public Places" and to reflect a wide range of multicultural expression.
- To contribute to the civic pride and identity of Seaside.
- To enable Seaside to sustain and enhance its recognition as an art destination for visual arts.

ART IN PUBLIC PLACES PROGRAM FUNDS

1. Accounting

The City of Seaside shall establish a special reserve account designated as the "Art in Public Places Program Fund." This reserve account shall be credited annually with such funds as determined by the Seaside City Council and with all funds received by the City of Seaside for visual art in public places, whether contributed, earned, secured through grants, or otherwise

obtained. Funds that are not added by the city must not be redistributed during the new fiscal year.

The Art in Public Places Fund shall be used to prepare sites for, and works of art in, public places in order to further the intent and acquisition of the Art in Public Places Program.

2. Permissible Expenditures

Expenditures of funds may include, but are not limited to, the following uses:

1. The cost of artwork, its installation and insurance.
2. Water works, Landscaping, lighting and other objects which are an integral part of the artwork.
3. Frames, mats, pedestals, and other objects necessary for the proper presentation of the artwork.
4. Walls, pools, landscaping or other architectural or landscaping architectural elements necessary for the proper aesthetic and structural placement of the art work.
5. Maintenance, repair, and restoration of art works funded through the Art in Public Places Program Fund.

3. Administration

The Art and History Commission shall make recommendations to the Seaside City Council concerning the purchase, loan or commissioning of art work, including (1) places which should be considered for artwork; (2) the medium of the proposed artwork; and (3) the artist whose work shall be considered for placement in the recommended location.

The Art in Public Places Program Fund shall be administered by the Recreation Services Department, under the guidelines of the Art in Public Places Program.

Selection of artists and art works shall be based on the guidelines set forth in the City of Seaside's Art in Public Places Program.

The City of Seaside will contract with the artist and with consultants as necessary for the purchase or commissioning as well as the execution and installation of the artwork.

On-site activity in connection with the artwork installation shall be coordinated by the Director of Public Works and the Community Services Director.

Maintenance and repair of artworks funded through the Art in Public Places Program fund shall be financed from that account.

So far as is practical, in the event repair of the artwork is required, the City of Seaside shall first give the artist the opportunity to do that work for a reasonable fee. In the event the artist is unable or refuses to make the repair for such a fee; the city may proceed to contract for such repair with qualified restorer in the sole discretion of the City of Seaside.

The Art in Public Places Fund shall also be used as a depository for bequests, grants or donations. Such sums may be expended as set forth in Art In Public Places Fund. (Item 3. - Permissible Expenditures, above.) However, any funds specified as "endowments" shall be placed in an account set up by the City of Seaside within the Art and History account.

4. Formation of Fundraising Groups

If individuals, entities, a group or groups are formed to raise money for the Art in Public Places Program, the funds raised shall be deposited into the Art in Public Places Fund with all decisions as to specific choice of art remaining with the Seaside Art and History Committee.

APPLICATION REVIEW PROCEDURE

The Art and History Commission shall review all proposed public artworks. Applicants are required to submit a complete proposal packet as directed by the City of Seaside for distribution to the Art and History Commission. A time will be identified by city staff for applicants to present proposals for review at an Art and History Commission meeting.

Criteria considered when reviewing public art submissions for Artists and the Commissioners:

- Is the artwork appropriate for the project site and community?
- Is the site location and public visibility of the artwork appropriate?
- Does the artwork create a physical or visual safety hazard to the public?
- Is the artwork offensive to the public?
- Is the scale of the artwork appropriate for the intended location and surroundings?
- What physical elements (i.e. rain, sunlight, irrigation, landscaping) might change the appearance of the artwork over time?
- Is the artwork protected from vandalism or graffiti?
- Does the applicant have a maintenance plan for the artwork?
- Does the artwork include appropriate identification information (i.e. plaque) with artwork title, artist name and date of installation?
- Does the applicant have written approval from the property owner (if different than applicant)?
- Is the artwork economically feasible for the project applicant?
- Will the artwork contribute to the identity of the community?
- Does the proposed art work represent Seaside's Past, Present, and/or Future?

Public art feature submittals shall include, but not be limited to:

- 1) A written description of the proposed artwork.
- 2) Photos and/or sketches of the proposed artwork showing dimensional size, materials and colors.
- 3) The specific proposed location of the artwork.
- 4) Line of sight drawings or view simulations from all primary viewpoints surrounding the artwork, not to exceed four directions.
- 5) A preliminary cost estimate of the artwork to determine cost feasibility.
- 6) A brief artist bio including a small selection of previous works.

Submissions packets shall follow these City of Seaside 'Art in Public Places: Guiding Procedures' document, unless otherwise directed by city staff.

The objective of the Art and History Commission with respect to public art shall be to serve as the city's reviewing body for public artworks as they move through the advisory and regulatory bodies. The Art and History Commission shall base approvals of artworks on the guidelines listed above. Upon review and approval of artworks by the Arts and History Commission, the proposal shall be forwarded to the appropriate boards and commissions as well as the City Council for review and approval.

Additions:

1. Notation somewhere that after we have approved any art, it will need to go to BAR.



440 MARCOURT AVE, SEASIDE
FREE ADMISSION

September 9th - October 24th
Monday - Friday 8am - 5pm
*Reception: September 20th,
7:00 - 8:30pm*



Ashley Collick - Service Learning Institute: SAHC project primary contacts

From: Ashley Collick
To: anmonroe@csumb.edu
Date: 7/12/2019 10:40 AM
Subject: Service Learning Institute: SAHC project primary contacts
CC: Daniel Meewis; Sandra Gray; Sarah Tier
Attachments: CityofSeaside_3.pdf

Hi Andrea:

Thank you for your help. I've attached an updated agreement with SLI. Please add the following names as the contact for our SAHC projects with the Service Learning Institute.

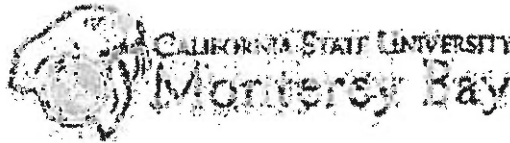
Ashley Collick
City of Seaside, Recreation Supervisor
acollick@ci.seaside.ca.us
831-899-6812

Steven Russell
City of Seaside, Art and History Commission Chair
831-277-6597
srussell@carmelunified.org

Please let me know if you have any questions. Thank you!

Sincerely,
Ashley Collick
Youth Center Supervisor
Youth, Education & Resource Center
"Helping Youth and Families Thrive"

831-899-6812 office
831-718-8597 fax



UNIVERSITY-AGENCY AGREEMENT FOR PLACEMENT OF STUDENTS

This agreement entered into this 13 day of September (month) 2018 (year) between CALIFORNIA STATE UNIVERSITY MONTEREY BAY referred to as "CSUMB," and City of Seaside, referred to as AGENCY (Complete Address) 440 Harwood Ave, Seaside, CA 93955

I. STATEMENT OF PURPOSE

A. California State University Monterey Bay

California State University Monterey Bay is committed to service in the community, and applied learning experiences for students. This is accomplished through field education, service learning, internships, research, and other activities that integrate the STUDENT(S)'s academic study with practical experience. Through reflective activities, service, research, and field seminars, students enhance their knowledge of their academic discipline and deepen their sense of civic responsibility, self-awareness, and professional development.

B. Name of Agency

City of Seaside

Mission Statement (attach additional sheet if necessary) Include, inspire, inspire
Students

C. AGENCY and CSUMB recognize the opportunity for meaningful learning experiences for CSUMB on AGENCY and STUDENTS. CSUMB supports the goals and objectives of the AGENCY program in which students will participate.

II. STUDENT(S) LEARNING

A. Program Activities

Activities will be accomplished in accordance with the student's Learning Agreement, reviewed and agreed upon by the STUDENT, CSUMB and AGENCY prior to the start of the experience.

The STUDENT will:

1. Participate in all relevant trainings by the AGENCY as stated in Section III-A-2, Training and Orientation of this document.
2. Model professional, ethical and appropriate behavior when working with clients and when on AGENCY site.
3. Support AGENCY that is a part of the student's learning experience as specified by the Learning Agreement.
4. Meet the goals of the AGENCY and the related University program in which the STUDENT is enrolled.
5. Fulfill the specific scope of work duties, identified in the student's Learning Agreement.

B. Safe and Productive Environment

The AGENCY is committed to providing a safe and productive environment for STUDENTS in the field program.

1. The AGENCY will:

- a. Give STUDENT a complete tour of the site, and ensure that STUDENT is aware of all relevant safety policies and emergency procedures and is able to act responsibly in case of an emergency.
- a. California law may require the AGENCY to obtain fingerprints of STUDENT and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. It is the AGENCY's

3. Supervision and Accountability - The appropriate CSUMB program coordinator will work closely with the STUDENT, AGENCY and CSUMB faculty to meet the expectations and priorities of the AGENCY site.

IV. LENGTH OF AGREEMENT TERM

A. Initial Term - CSUMB and AGENCY have reached this agreement for a five (5) year period beginning with the date of execution of this agreement.

This agreement shall become effective upon execution. Either party may terminate this agreement after giving the other party 30 days advance written notice of the intention to terminate. In the case of early termination, a student may be allowed to complete their assignments as indicated in their Learning Agreement.

B. Renewal Process - This agreement may be renewed every five years upon written mutual agreement, and is based on STUDENT feedback, AGENCY evaluations and CSUMB faculty desire to continue this relationship under the conditions that:

1. The CSUMB and AGENCY continue to be committed to actively supporting the goals of the other.
2. The STUDENT work is meaningful and of benefit to the AGENCY.
3. The relationship is consistent with the goals of the AGENCY, CSUMB, STUDENT and FACULTY.

The attached General Provisions, consisting of one page, is incorporated by reference and made a part of this agreement. This document reflects my understanding of the relationship.

AGENCY

[Signature]
Authorized Signatory

Lawrence A. Sakhrani
Print Name

Human Resources Technician
Title

Email address: Sakhran@ci.seaside.ca.us

Telephone: 931-899-6747

September 13th 2018
Date

CALIFORNIA STATE UNIVERSITY MONTEREY BAY

[Signature]
Program Director/Chair

[Signature]
Print Name

[Signature]
Department/Program

Email address: [Signature]

Telephone: [Signature]

[Signature]
Date

[Signature]
Art Project Director, Business Support Services

1/18/19
Date