



Council Chambers
Council Chambers – 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

AGENDA

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. COUNCIL CHAMBERS

December 2, 2024

COMMISSIONERS

Joel Benson, Chair
Rebekah Truemper, Vice
Chair
Vince Tajima, Treasurer
Henry Beecher
James Petka
Amy Nunn
Paul Perry

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom.

Access to City Hall and the Council Chambers will be provided to members of the public 30 minutes prior to the start of the meeting.

PUBLIC COMMENT: Members of the Public may provide public comments during the Commission Meeting via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

VIEW THE MEETING: There are four ways you can view this public meeting:

- In person
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Hybrid options are available for members of the public to participate. To participate remotely:

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Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press*9 to digitally raise your hand from the phone.

For additional instructions on how to speak during public comment, please visit,

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This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the McCune Collection Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item or raise their hand via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first.

Those wishing to address the McCune Collection Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the McCune Collection Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Members of the public have the right to speak on any item on this agenda. Those wishing to address the McCune Collection Commission: 1) during the Community Forum are limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300; 2) on

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a Consent Calendar item are limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310; and 3) an Action Calendar item are limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the commissioners will be available for public inspection at the Economic Development Office, 555 Santa Clara Street, 3rd Floor, Vallejo, CA at the same time that the public records are distributed or made available to the commissioners. Such documents may also be available on the City of Vallejo website subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.

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Vallejo City Hall is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. INTRODUCTION OF NEW COMMISSIONER PAUL PERRY

Action: Commissioner Perry provide a brief background to Commissioners

5. COMMUNICATIONS

- A. Report from City staff
- B. Report from Council Liaison
- C. Report from McCune Foundation Liaison
- D. Report from the Chair
- E. Others/Announcements
- F. ACTIVITY REPORTS
 - 1. Website
 - 2. Volunteer Program

6. COMMUNITY FORUM

*The Community Forum is an opportunity to address the Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve. Any interested members of the public desiring to communicate with the Commission may do so in person by submitting a completed speaker's card to the Executive Secretary of the Commission or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), option to join by phone: dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during the public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his /her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.*

7. CONSENT CALENDAR AND APPROVAL OF AGENDA

*Members of the public wishing to address the Commission on Consent Calendar items may do so in person by submitting a completed speaker's card to the Executive Secretary or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person*

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speakers will be recognized first. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02. 310.

A. **Approval of Agenda & Minutes**

Recommendation: By motion, approve the agenda for the December 2, 2024, Regular Meeting of the McCune Collection Commission and approve the minutes from October 7, 2024, Regular and Special Meetings.

8. **RECURRING BUSINESS**

A. **Acquisition of Items Donated to the McCune Collection**

Action: By motion, approve/deny recommendation to City Council of proposed donated items.

B. **Submission of Monthly Receipts for Reimbursement**

None

C. **Docenting**

9. **NEW/UNFINISHED BUSINESS**

*NOTICE: Members of the public wishing to address the Commission on Action Calendar Items may do so in person by submitting a completed speaker's card to the Executive Secretary of the Commission or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.*

A. **Formation of Budget Ad-Hoc Committee for the 2025-26 Fiscal Year Budget**

Action: By motion, consider formation of an Ad-Hoc Committee to develop the 2025-26 fiscal year's budget.

B. **Treasurer's Report (attached)**

Action: By motion, approve the Treasurer's Report ending November 1, 2024 (attached).

C. **McCune Endowment Fund (attached)**

Action: Review the response and documentation provided by Finance Department to Vice Chair Truemper second set of questions regarding the McCune Endowment Fund

D. **Commission Work Plan Discussion**

Action: Review and discuss the ten work plan categories selected by the Commissioners and possibly create an Ad-Hoc Committee for the categories.

- 1) Cataloging
- 2) Preservation
- 3) Digitizing
- 4) Acquisitions
- 5) Facilities
- 6) Succession Plan

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- 7) Programming
- 8) Volunteers
- 9) Partnerships
- 10) Fundraising/Budget

10. FUTURE AGENDA ITEMS - Discussion of Agenda Items for Future Meetings

A. Work Plan categories not selected as top priorities will be listed on future agendas

11. NEXT MEETING DATE: February 3, 2025

12. ADJOURNMENT

I, Annette Taylor, Staff Liaison, do hereby certify that we have caused a true copy of the above notice and agenda to be delivered to each of the members of the McCune Collection Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., November 26, 2024.

Dated: November 26, 2024

Annette Taylor

Annette Taylor, Staff Liaison

MINUTES

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. October 7, 2024 Council Chambers

1. CALL TO ORDER – 4:34 pm
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

Present: Joel Benson (arrived 4:40 pm), Chair; Rebekah Truemper, Vice Chair; Commissioners Henry Beecher, Jame Petka, Vince Tajima, Amy Nunn

Absent: None

4. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission
 1. Reported that the McCune Collection Commission Special meeting begins at 5:30 pm, following this meeting.
- B. Report from Council Liaison to the McCune Collection Commission
 1. Staff reported that Council liaison had a conflict due to City Council meeting at the same time in the Vallejo Room.
- C. Report from McCune Foundation to the McCune Collection Commission
 1. Commissioner Beecher reported that the McCune Foundation will be meeting later in the month. He contacted the Foundations members to let them know that the Commission is receptive to restarting the annual open house on Sunday, December 29th.
- D. Report from the Chair of the McCune Collection Commission
 1. No report.
- E. Others
 1. No report.

F. ACTIVITY REPORTS

1. Website
Commissioner Petka reported that there were five additions to the website since the June 3rd meeting; Young Folks' History of England page, Trees of California page, Souvenir of San Francisco Photo – Gravures page, History of California 1897 page
2. Volunteer Program – No report, waiting to see outcome of Work Plan.

5. COMMUNITY FORUM

None

6. CONSENT CALENDAR AND APPROVAL OF AGENDA

- A. Approval of Agenda & Minutes

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Recommendation: By motion, approve the agenda for October 7, 2024, McCune Collection Commission regular meeting and approve the minutes from September 11, 2024, special meeting.

Motion to accept the October 7, 2024, agenda, and the September 11, 2024, minutes by Vice Chair Truemper, seconded by Chair Benson, approved 6-0.

7. RECURRING BUSINESS

A. Acquisition of Items Donated to the McCune Collection

None.

B. Submission of Monthly Receipts for Reimbursement

None.

C. Docenting

Commissioner Beecher reported he brought up the idea of collaborating with the Foundation to restart the annual open house to Foundation members and the idea was well received. He stated his comments at last month's meeting as to how the annual open house events were held in previous years were context only; would like to have the vault open under supervision, need volunteers. Attendance of Commissioners is important for the event to be successful. Attorney Zagaroli reported that the annual open house has to be noticed as a public meeting since a quorum of the Commissioners will be in attendance. Proposed date December 29th from 2 pm to 4 pm, McCune Room. Commissioner Petka reported that Commissioner Nunn needs a complete orientation and a set of keys.

8. NEW/UNFINISHED BUSINESS

A. McCune Endowment Fund

Staff reported that the Finance staff is working on responses to Vice Chair Truemper second set of questions. Carry item over to next meeting.

B. Goal Setting and Work Plan Meeting 2025

There was a discussion to hold a regular meeting and a special workshop/goalsetting meeting in October. Regular meeting is scheduled for October 7th, staff will research available dates and times to hold the special meeting.

9. FUTURE AGENDA ITEMS

A. Review of entire draft McCune Collection Policy Book – draft will be discussed during the workshop meeting.

10. NEXT MEETING DATE: December 2, 2024

11. ADJOURNMENT – 4:59 pm

Motion by Vice Chair Truemper to adjourn, seconded by Chair Benson.

ATTESTED:

Joel Benson, Chair

Annette Taylor

Annette Taylor, Staff Liaison

MINUTES

**MCCUNE COLLECTION
COMMISSION
SPECIAL MEETING – 5:30 PM.
October 7, 2024
Council Chambers**

1. **CALL TO ORDER – 5:30 pm**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

Present: Joel Benson, Chair; Rebekah Truemper, Vice Chair; Commissioners Henry Beecher, Jame Petka, Vince Tajima, Amy Nunn (arrived at 5:34)

Absent: None

4. **ACTION CALENDAR**

A. Conduct Workshop to Establish a Work Plan for the McCune Collection Commission

Chair Benson reported that this meeting is develop a work plan for the McCune Collection. Vice Chair Truemper went over the draft work plan notes included in the agenda packet to prioritize work for the work plan into short term and long term. The areas outlined in the work plan notes were discussed by the Commissioners with various outreach ideas. The ten work plan categories discussed were Cataloging, Preservation, Digitizing, Acquisitions, Facilities, Succession Plan, Programming, Volunteers, Partnerships, Fundraising/Budget. By consensus, Commissioners prioritized the top two categories as Cataloging and Preservation, followed by Facilities and Programming. These categories will be placed on the agenda of future meetings to allow discussion and possible creation of ad-hoc committees for each category.

Staff will follow up with Public Work staff to find out if a push button can be installed on the doors leading to the first floor of the library to assist with ADA accessibility.

5. **ADJOURNMENT – 7:25 pm**

Motion by Vice Chair Truemper to adjourn, seconded by Commissioner Tajima.

ATTESTED:

Joel Benson, Chair

Annette Taylor

Annette Taylor, Staff Liaison

McCune Commission 2024-2025 Budget

4B

Submitted: 02.05.2024

Income

Projected allocation from Endowment Fund 2024-2025 (July 1)	2,500.00	
Held-back receipts from prior fiscal year 2023-2024	0.00	
Projected opening balance for fiscal year 2024-2025 (July 1)	2,500.00	
Projected City of Vallejo contribution 2024-2025 (July 1)		2,500.00
Total income	2,500.00	2,500.00

Expenditures

2024-25: Endowment COV

Facility Maintenance Program¹

This program is a minimal requirement to house the Collection

Janitorial Supplies	25.00	
Office Supplies	150.00	
Bldg Maintenance		(alarm, carpet, lights, etc.)
Security Services		

Collection Maintenance Program²

Funding constraints limit this program to essential maintenance

Acquisitions		
Preservation/Archival		2,500.00
Display		

Outreach Program³

This program is essential for public access to the Collection

Hospitality & Supplies	500.00	
Publicity ⁴	625.00	
Mailing/Postage	475.00	
Program Reserve	700.00	(honoraria, etc. as needed)

Total Expenditures

2,475.00 2,500.00

Contingency

25.00 0.00

Expenditures + Contingency

2,500.00 2,500.00

NOTES:

The McCune Collection is entrusted to the City of Vallejo and thus belongs to all citizens of Vallejo. Therefore the McCune Commission places a high priority on making the Collection available for the public to enjoy. Public Outreach Programs focus on docent hours which may include 12 monthly presentations and/or Art Walk nights. These events are free and the primary means by which the Commission makes the Collection available to the public.

- ¹ Janitorial covers bathroom/kitchen cleaning supplies, vacuum bags, etc.
Office supplies covers everything not janitorial or paper & toner;
Security services are contracted with Admiral Security Services at COV rates.
- ² Preservation/Archival covers materials/supplies & outside professional services.
- ³ Hospitality & Supplies covers food, beverages, cups, plates, napkins, etc for events;
Mailing/Postage based on sending to 300-350 recipients quarterly @ postcard rates.
- ⁴ Outside printing contingent upon prior Commission approval;
Variable expenditure in excess of \$100 contingent upon prior Commission approval.

1.Regarding 6.0.C: What is the City's pre-established benchmark rate of return?

City response: The City's investment benchmark is typically aligned with the yield on the 1- to 3-year U.S. Treasury Index. This provides a standard for evaluating the performance of the City's investments.

2.Regarding 22.0 Allocation: "Any gain or loss will be distributed on a pro rata basis to all nonrestricted funds." Yet the McCune Endowment Fund is a permanently RESTRICTED fund.

- Is it CoV practice to pool restricted and nonrestricted funds?

City response: Yes, it is the City's practice to pool all available funds, both restricted and nonrestricted, and invest those funds based on the City's investment policy.

-How are gains or losses distributed among RESTRICTED funds?

City response: Investment income is allocated to various funds, both restricted and nonrestricted, based on their respective participation in the pooled investments. Allocation is calculated based on the average annual cash balance of each fund as a percentage of the entire pooled portfolio.

-Are there other permanently restricted funds being managed by CoV?

City response: No, the McCune Endowment Fund is currently the only permanently restricted fund managed by the City.

-What other funds are in the investment portfolio with the McCune funds?

City response: All available funds managed by the City are pooled together for investment purposes.

3.Who is the City's current investment advisor/firm? Who is their main point of contact at the CoV?

City response: The City's current investment manager is Chandler Asset Management. The main point of contact is the City's Finance Director, who also serves as the City Treasurer.

4.How are the McCune Endowment funds currently invested? Specific fund allocations, please, and where are they held?

City response: The McCune funds, along with all other available funds managed by the City, are pooled and invested in a diversified portfolio of instruments authorized by the City's investment policy. Attached is a copy of the latest quarterly investment report presented to City Council for the city's pooled investments.

5.What protects the McCune funds from other City needs, losses, cashflow shortfalls, or bankruptcy?

City response: The City has established a dedicated fund (Fund 603) to ensure proper tracking of revenues and expenditures related to the McCune Endowment Fund. Each fund (over 100 funds) maintained by the City including McCune operates as a separate financial entity, which helps City demonstrate that it is using monies in accordance with approved budget and donor requirements. Each of the fund is reported annually in the City's audited financial statements, ensuring transparency and accountability. Attached is the McCune Fund page from the City's Annual Comprehensive Financial Report (ACFR) as of June 30, 2023.

6. City code regarding the McCune Commission (2.51.020.B) says "the McCune Commission shall advise City Council on matters related to the McCune Endowment." Further, the code (3.30.020) says "interest earned on the principal amounts deposited in the McCune Endowment shall be expended ... as determined by the McCune Commission," and (3.30.030) that the Commission shall consult with the Finance Director "concerning feasibility and usefulness during the decision-making process," which occurs prior to submitting to the finance director "its findings and determination concerning the financial status of the fund and those acquisitions or projects to be undertaken and completed by expenditures from the fund." This seems in some discrepancy with the McCune Endowment Fund management processes, in which the Commission is in no way involved or consulted. In any case, it does give the Commissioners a need to know about matters related to the McCune Endowment and calls for a way to consult with the Finance Director on some kind of regular basis to inform the Commission's decision making.

City response: During the annual fiscal year budget process, the McCune Commission submits its proposed expenditure budget or projects to be undertaken for the upcoming fiscal year to the City. Attached is a sample of the FY 24/25 budget, which was unanimously approved by the Commission on February 5, 2024. This proposed budget was subsequently presented to and approved by City Council in June 2024.

As part of the budget process, the Finance Director regularly informs the Commission on the financial status of the fund through the publication of the City's Annual Comprehensive Financial Report. See also response to Question# 5.

96(2)

CITY OF VALLEJO
 Combing Balance Sheet
 Nonmajor Governmental Funds
 June 30, 2023

	<u>Capital Projects Funds</u>	<u>Debt Service Fund</u>	<u>Permanent Fund</u>	
	<u>Waterfront History Park Fund #227</u>	<u>Certificates of Participation Fund #-Various</u>	<u>McCune Collection Fund #603</u>	<u>Total Governmental Funds</u>
Assets:				
Cash and investments	\$ 81,570	\$ -	\$ 105,671	\$ 92,044,560
Receivables:				
Accounts	-	-	-	1,041,377
Notes and loans	-	-	-	12,199,247
Accrued interest	-	-	-	50,199
Leases	-	-	-	5,981,836
Prepays and deposits	-	-	-	347,457
Due from other governments	-	-	-	4,533,208
Due from other funds	-	-	-	2,166,494
Restricted assets:				
Cash and investments with fiscal agents	-	277,832	-	277,832
Total Assets	\$ 81,570	\$ 277,832	\$ 105,671	\$ 118,642,210
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable and accrued liabilities	\$ -	\$ -	\$ 186	\$ 5,830,285
Unearned revenues	-	-	-	1,974,538
Deposits payable	-	-	-	1,142,574
Due to other governments	-	-	-	2,279,735
Due to other funds	-	-	-	1,136,082
Total Liabilities	-	-	186	12,363,214
Deferred Inflows of Resources:				
Unavailable revenues	-	-	-	2,612,423
Deferred inflows for leases	-	-	-	5,798,749
Total Deferred Inflows of Resources	-	-	-	8,411,172
Fund Balances (Deficits):				
Nonspendable	-	-	64,625	412,082
Restricted	-	277,832	40,860	77,292,207
Committed	81,570	-	-	18,888,391
Assigned	-	-	-	1,391,273
Unassigned (Deficits)	-	-	-	(116,129)
Total Fund Balances (Deficits)	81,570	277,832	105,485	97,867,824
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 81,570	\$ 277,832	\$ 105,671	\$ 118,642,210