



CITY OF GRAND TERRACE

City Council

AGENDA • November 12, 2025

Council Chambers

Special Meeting

6:00 PM

Grand Terrace Civic Center • 22795 Barton Road

COMMENTS FROM THE PUBLIC

The public is encouraged to address the City Council on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council, please complete a Request to Speak card located at the front entrance and provide it to the City Clerk. Speakers will be called upon by the Mayor at the appropriate time and each person is allowed three (3) minutes speaking time.

The City wants you to know that you can also submit your comments by email to ccpubliccomment@grandterrace-ca.gov. To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 5:00 p.m.; or if you are unable to email, please call the City Clerk's Office at (909) 954-5207 by 5:00 p.m.

If you wish to have your comments read to the City Council during the appropriate Public Comment period, please indicate in the Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on. Comments that you want read to the City Council will be subject to the three (3) minute time limitation (approximately 350 words).

Pursuant to the provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, 1st Floor Lobby Area and 2nd Floor Reception Area during regular business hours and on the City's website www.grandterrace-ca.gov. For further information regarding agenda items, please contact the office of the City Clerk at (909) 954-5207, or via e-mail at dalcocer@grandterrace-ca.gov.

Any documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's office at City Hall located at 22795 Barton Road during normal business hours. In addition, such documents will be posted on the City's website at www.grandterrace-ca.gov.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, (909) 954-5207 at least 48 hours prior to the advertised starting time of the meeting. This will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible [28 CFR 34.102.104 ADA Title II].

Call to Order

Invocation

Pledge of Allegiance

AB 2449 Disclosures

Remote participation by a member of the legislative body for just cause or emergency circumstances.

Roll Call

A. REORDERING OF, ADDITIONS TO, OR REMOVAL OF ITEMS FROM THE AGENDA

B. PUBLIC COMMENT

This is the opportunity for members of the public to comment on any items not appearing on the regular agenda. Because of restrictions contained in California Law, the City Council may not discuss or act on any item not on the agenda, but may briefly respond to statements made or ask a question for clarification. The Mayor may also request a brief response from staff to questions raised during public comment or may request a matter be agendized for a future meeting.

C. SPECIAL PRESENTATIONS

Certificates of Recognition — Chance Becker & Aleeya Hart, Senior World Skate
Certificates of Recognition — Sheriff Substation Participants

D. CONSENT CALENDAR

The following Consent Calendar items are expected to be routine and noncontroversial. They will be acted upon by the City Council at one time without discussion. Any Council Member, Staff Member, or Citizen may request removal of an item from the Consent calendar for discussion.

- 1) Waive Full Reading of, and Direct the City Attorney to Read by Title only for, Ordinances on the Agenda
- 2) Approval of Minutes - Regular Meeting - October 14, 2025

DEPARTMENT: City Clerk

- 3) Amendment A-33 to the Thirty-Second Amendment to Law Enforcement Services Contract No. 94-797 with the County of San Bernardino to Provide Law Enforcement Services for Fiscal Year 2025-2026 to the City of Grand Terrace

RECOMMENDATION: APPROVE AMENDMENT A-33 TO THE THIRTY-SECOND AMENDMENT TO LAW ENFORCEMENT SERVICES CONTRACT NO. 94-797 WITH THE COUNTY OF SAN BERNARDINO TO PROVIDE LAW ENFORCEMENT SERVICES FROM THE SHERIFFS' DEPARTMENT FOR FISCAL YEAR 2025-26; APPROVE ADDITIONAL APPROPRIATIONS OF \$110,000 AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT

DEPARTMENT: Finance

- 4) Acquisition of a new ERP (Accounting) System

RECOMMENDATION: APPROVE APPROPRIATIONS OF \$83,000 FOR A NEW ERP SYSTEM AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT FOR THE TYLER ERP PRO 10

DEPARTMENT: Finance

- 5) Institute for Public Strategies MOU

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) AMONG THE INSTITUTE FOR PUBLIC STRATEGIES (IPS), THE CALIFORNIA HEALTH COLLABORATIVE (CHC), AND THE CITY OF GRAND TERRACE TO PROVIDE SUBSTANCE USE PREVENTION EDUCATION, OUTREACH, AND TECHNICAL ASSISTANCE TO THE GRAND TERRACE COMMUNITY; AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE MOU AND TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE PARTNERSHIP

DEPARTMENT: City Manager

E. PUBLIC HEARINGS - NONE

F. UNFINISHED BUSINESS - NONE

G. NEW BUSINESS

- 6) Historical & Cultural Activities Committee Member Appointment — Luke Poutre

RECOMMENDATION: THAT ONE (1) CITY COUNCIL MEMBER SELECT AN APPLICANT TO SERVE ON THE HISTORICAL & CULTURAL ACTIVITIES COMMITTEE AS THEIR APPOINTEE; AND THAT THE MAYOR APPOINT, SUBJECT TO CITY COUNCIL APPROVAL

DEPARTMENT: City Clerk

H. FUTURE AGENDA ITEMS

At this time, the City Council may propose items for discussion and/or action at a future duly agendized City Council meeting. A consensus of a majority of the quorum is required to place an item on a future agenda.

I. CITY COUNCIL COMMUNICATIONS

Council Member Matt Brown
Council Member Jeff Allen
Council Member Doug Wilson
Mayor Pro Tem Michelle Sabino
Mayor Bill Hussey

J. CITY MANAGER COMMUNICATIONS

K. CLOSED SESSION - NONE

L. ADJOURN

The next Regular City Council Meeting will be held on December 9, 2025, at 6:00 PM. Any request to have an item placed on a future agenda must be made in writing and submitted to the City Clerk's office.



CITY OF GRAND TERRACE

City Council

MINUTES • October 14, 2025

Council Chambers

Regular Meeting

6:00 PM

Grand Terrace Civic Center • 22795 Barton Road

Call to Order

Mayor Bill Hussey convened the Regular Meeting of the City Council for Tuesday, October 14, 2025, at 6:00 PM. Mayor Hussey announced that tonight's City Council meeting will be closing in memory of long-time Grand Terrace Resident Mike Correra.

Invocation

The Invocation was given by Pastor Linda Biswas from Azure Hills Seventh Day Adventist Church.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Hussey.

AB 2449 Disclosures

None.

Roll Call

Present:	Mayor Bill Hussey Mayor Pro Tem Michelle Sabino Council Member Doug Wilson Council Member Jeff Allen Council Member Matt Brown
Absent:	

A. REORDERING OF, ADDITIONS TO, OR REMOVAL OF ITEMS FROM THE AGENDA

None.

B. PUBLIC COMMENT

None.

C. SPECIAL PRESENTATIONS - NONE

D. CONSENT CALENDAR

PUBLIC COMMENT

Daysi Alcocer, City Clerk, read an email comment which was received on 10/14/2025 by Juanita Odenbaugh, Grand Terrace Resident regarding consent item No. 12.

Daysi Alcocer, City Clerk, announced for the record that there was an update to "EXHIBIT B" for consent item No. 12, copies were provided to the council and one copy was placed on the agenda packet located by the chamber entrance for the public to review.

Mayor Hussey pulled item No. 12 for discussion.

BEFORE THE VOTE, ADRIAN GUERRA, CITY ATTORNEY, READ BY TITLE ONLY, SECOND READING AND ADOPTION OF THE 2025 CALIFORNIA BUILDING CODES WITH AMENDMENTS TO CHAPTER 15.04, 15.08, 15.09, 15.10, 15.12, 15.16, 15.17, 15.18, 15.19, 15.20, 15.21, 15.22, AND ADDING CHAPTER 15.11 OF THE MUNICIPAL CODE. ONLY EDITORIAL CHANGES DUE TO CODE YEARS AND SECTIONS THAT HAVE MOVED ARE BEING AMENDED. THE ADDITION OF CHAPTER 15.11 IS DUE TO CALIFORNIA CODE OF REGULATIONS ADOPTING TITLE 24, PART 7; CALIFORNIA WILDLAND-URBAN INTERFACE CODE.

COUNCIL MEMBER BROWN MOTIONED WITH A SECOND, FOLLOWED BY MAYOR PRO TEM SABINO, TO APPROVE ITEMS NO. 1-11 AND 13 ON THE CONSENT CALENDAR.

RESULT:	APPROVED 5 TO 0
MOVER:	Council Member Brown
SECONDER:	Mayor Pro Tem Sabino
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
ABSTAIN:	None
NAYS:	None

- 1) Waive Full Reading of, and Direct the City Attorney to Read by Title only for, Ordinances on the Agenda
- 2) Approval of Minutes - Regular Meeting - September 23, 2025
- 3) Approval of the August-2025 Check Register in the Amount of \$1,247,724.75
- 4) Approve Check #82833 to Mayor Hussey in the amount of \$359.85 from the August 2025 Check Register

Mayor Hussey recused himself on this item.

- 5) Approve Check #82888 to Councilmember Wilson in the amount of \$1,110.00 from the August 2025 Check Register

Council Member Wilson recused himself on this item.

- 6) Approval of the September-2025 Check Register in the Amount of \$623,048.78.
- 7) Approve Check #82908 to Mayor Hussey in the amount of \$359.85 from the September 2025 Check Register

Mayor Hussey recused himself on this item.

- 8) Approval of Resolution and Amendment No. 1 to Agreement for Contract Services with Revenue & Cost Specialists (RCS) for Consultant Services
- 9) Second Reading & Adoption of the 2025 California Building Codes
- 10) Approval of the San Bernardino County Amendment No. 7 Library Lease Agreement
- 11) Authorize Purchase Order for Procurement of Diesel Generator using FY 2024 Emergency Management Performance Grant and Equipment Replacement Funds
- 12) Approval of a Resolution Accepting the Applicant-Initiated Voluntary Relinquishment of Conditional Use Permit (CUP) 19-01 for the Property Located at 11731 Terrace Avenue

Item No. 12 was pulled for discussion.

Gabriel Arguelles, Assistant Planner, responded to the City Council's questions and addressed their concerns.

PUBLIC COMMENT

Bobbie Forbes, Grand Terrace Resident, read out a comment from Cynthia Bidney for the record expressing her concerns regarding this item, Bobbie Forbes, Grand Terrace Resident, also expressed her concerns regarding this item.

RESULT:	APPROVED 5 TO 0
MOVER:	Mayor Pro Tem Sabino
SECONDER:	Council Member Brown
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
ABSTAIN:	None
NAYS:	None

- 13) Approval of Legal Services Agreement with Fennemore LLP to Provide Legal Services in Connection with The Anthony Petta and Angeline Petta Family Trust Litigation

E. PUBLIC HEARINGS - NONE

F. UNFINISHED BUSINESS - NONE

G. NEW BUSINESS

14) Approval of the City of Grand Terrace 2040 Vision

Judith Garcia, Management Analyst, provided the PowerPoint presentation for this item.

PUBLIC COMMENT

None.

RECOMMENDATION: APPROVE INITIATION OF THE 2040 STRATEGIC VISION PROGRAM, AUTHORIZE STAFF TO PROCEED WITH STAKEHOLDER ENGAGEMENT AND PROGRAM MILESTONES; AND DIRECT STAFF TO RETURN WITH PERIODIC UPDATES CULMINATING IN A COUNCIL-ADOPTED VISION PLAN AND 3-YEAR ROADMAP

RESULT:	APPROVED 5 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Pro Tem Sabino
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
ABSTAIN:	None
NAYS:	None

H. FUTURE AGENDA ITEMS

None.

I. CITY COUNCIL COMMUNICATIONS

Council Member Matt Brown reported on the following:

- Attended the Colton Grand Terrace Relay for Life on September 27, 2025
- Attended the JPIA Annual Conference
- Attended the Chamber of Commerce
- Attended the League of California Cities from October 8–October 10, 2025
- Attended the Fall Festival on October 11, 2025

Council Member Jeff Allen reported on the following:

- Attended Colton Grand Terrace Relay for Life on September 27, 2025
- Attended the JPIA Annual Conference
- Attended the League of California Cities from October 7–October 10, 2025
- Attended the Fall Festival on October 11, 2025

Council Member Doug Wilson reported on the following:

- Attended the UCR 10-year Celebration for Public Policy on October 6, 2025

Mayor Pro Tem Michelle Sabino reported on the following:

- Attended the Fall Festival on October 11, 2025
- Attended the League of California Cities from October 8–October 10, 2025

Mayor Bill Hussey reported on the following:

- Attended the Colton Grand Terrace Relay for Life on September 27, 2025
- Attended the UCR 10-year Celebration for Public Policy on October 6, 2025
- Attended the League of California Cities from October 8–October 10, 2025

J. CITY MANAGER COMMUNICATIONS

Konrad Bolowich, City Manager, announced the following:

- Announced that a rainstorm would be coming in and, if assistance is required, please reach out to the City, also thanked the community for the care and pride they take in maintaining their homes and properties and the use of the city dumpster has been kept neat.

SHERIFF DEPARTMENT COMMUNICATIONS

- Lieutenant Kevin Fries reminds the community of the upcoming holiday season and to be vigilant, if they can purchase a ring camera for peace of mind or to assist law enforcement during this time when theft and other crimes will be on the rise.

FIRE DEPARTMENT COMMUNICATIONS

- Nothing to Report

Council Member Allen asked the Fire Department about recent state laws that came into effect in the state of California. Before a discussion took place, Adrian Guerra, City Attorney, recommended that the item be placed on a future agenda to ensure compliance with the Brown Act.

K. CLOSED SESSION - NONE

L. ADJOURN

Mayor Hussey adjourned the Regular Meeting of the City Council in memory of Grand Terrace Resident Mike Correra at 7:10 p.m. The next Regular City Council Meeting will be held on Tuesday, October 28, 2025, at 6:00 p.m.

Bill Hussey, Mayor

Daysi Alcocer, City Clerk



AGENDA REPORT

MEETING DATE: November 12, 2025

TITLE: Amendment A-33 to the Thirty-Second Amendment to Law Enforcement Services Contract No. 94-797 with the County of San Bernardino to Provide Law Enforcement Services for Fiscal Year 2025-2026 to the City of Grand Terrace

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: Approve Amendment A-33 to the Thirty-Second Amendment to Law Enforcement Services Contract No. 94-797 with the County of San Bernardino to provide Law Enforcement Services from the Sheriffs' Department for Fiscal Year 2025-26; approve additional appropriations of \$110,000 and
Authorize the City Manager to execute the contract.

2030 VISION STATEMENT:

- Goal #1, "Ensuring Our Fiscal Viability," through the continuous monitoring of expenditure budgets, allocations, and operational costs; and
- Goal #2, "Maintaining Public Safety," by ensuring adequate staff levels for police services for our Community.

BACKGROUND:

Since incorporation, the City has contracted with the County of San Bernardino for law enforcement services provided by the San Bernardino County Sheriff's Department (Exhibit 1 – Original Public Safety Services Contract). Each fiscal year, cities that contract for law enforcement services are required to approve a contract amendment that specifies the level of services for that fiscal year (Exhibit 2 - Schedule "A").

DISCUSSION:

As stated in the original 94-797 contract, law enforcement duties to the City shall include:

- enforcement of state statutes;
- enforcement of city ordinances;
- traffic enforcement;
- specialized enforcement such as arson, homicide, juvenile, and narcotics enforcement;
- and attendance at City meetings.

These services shall be provided by the County personnel as specified in the attached Proposed Schedule "A" which Council approved on May 13, 2025.

Effective July 1, 2025, Contract No. 94-797 to provide law enforcement services to the City of Grand Terrace was amended by replacing Schedule A referred to in Section II. CONSIDERATION, with

Schedule A attached hereto and incorporated herein by this reference.
Except as amended, all other terms and conditions of this contract remain as stated therein.

Effective October 4, 2025, Contract No. 94-797 to provide law enforcement services to the City of Grand Terrace is hereby amended by replacing Schedule A referred to in Section II.
CONSIDERATION, with Schedule A attached hereto and incorporated herein by this reference.
Except as amended, all other terms and conditions of this contract remain as stated therein.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

The amendment to the Thirty-Second Amendment to the Agreement for law enforcement services is a contractual obligation of \$2,694,378, of which may be subject to change upon approval of the Board of Supervisors. City staff included a budget allocation in the adopted FY2025-26 budget for law enforcement services, however additional appropriations of \$110,000 are being requested.

Agc 94-797
Sheriff
Inc Cities
Grand Terrace

MINUTES OF THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA

JULY 26, 1994

FROM: RICHARD G. WILLIAMS, SHERIFF

SUBJECT: LAW ENFORCEMENT SERVICE CONTRACT WITH THE CITY OF GRAND TERRACE

RECOMMENDATION:

Approve law enforcement service contract with the City of Grand Terrace.

REASON FOR RECOMMENDATION:

During the past year the County and Cities receiving contract law enforcement services have negotiated a variety of issues which has resulted in revised language for the law enforcement contracts. Approval of this contract will allow for old contract language to be replaced and update costs to current fiscal year levels and continue services for FY 94/95.

REVIEW BY OTHER DEPARTMENTS:

This contract has been reviewed and approved as to form by County Risk Management and Chief Deputy County Counsel Ron Reitz.

FINANCIAL DATA:

The annual cost of \$1,719,109 has been included in the Sheriff's Proposed Budget for FY 94/95. All costs associated with this contract will be recovered through contract revenue. No net cost to County.

cc: Sheriff w/agreement
Contractor w/agreement
c/o Sheriff
Auditor w/agreement
Affirmative Action
Risk Management
CAO
File

ch

Action of the Board of Supervisors
AGREEMENT NO. 94-797

APPROVED BOARD OF SUPERVISORS
COUNTY OF SAN BERNARDINO

MOTION	SECOND	AYE	AYE	AYE	MOVE
	1	2	3	4	5

EARLENE SPROAT, CLERK OF THE BOARD

BY

DATED: JULY 26, 1994



County of San Bernardino

F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

E ☒ New M ☐ Change X ☐ Cancel	Vendor Code	SC	Dept. SHR	A	Contract Number 94-797	
County Department SHERIFF		Dept. SHR	Orgn. SHR	Contractor's License No.		
County Department Contract Representative ROBERT W. TREMAINE		Ph. Ext. (909) 387-3746		Amount of Contract \$1,719,109.00		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	Activity	GRC/PROJ/JOB Number
Commodity Code			Estimated Payment Total by Fiscal Year			
Project Name			FY	Amount	I/D	
CONTRACT LAW			93/94	\$859,596	I	
ENFORCEMENT			94/95	\$895,513	I	

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and

Name

CITY OF GRAND TERRACE

hereinafter called **CITY**

Address

22795 BARTON ROAD

GRAND TERRACE, CA 92313

Phone

Birth Date

Federal ID No. or Social Security No.

IT IS HEREBY AGREED AS FOLLOWS:

(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms and conditions, and attach plans, specifications, and addenda, if any.)

AMENDED LAW ENFORCEMENT SERVICE CONTRACT

WHEREAS, CITY and COUNTY desire to provide by contract for performance of law enforcement services within the territorial boundaries of CITY;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

I.

COUNTY shall provide, through the Sheriff of San Bernardino County (hereinafter referred to as "Sheriff"), law enforcement within the corporate limits of CITY as same now exist, or as such limits may be modified by annexation or exclusion during the term of this agreement.

II.

The law enforcement services to be provided by COUNTY and furnished to CITY hereunder shall include:

- A. Enforcement of state statutes;
- B. Enforcement of ordinances of CITY of the type customarily enforced by the Sheriff within the unincorporated territory of the County;
- C. Traffic enforcement, with the exception of such traffic enforcement as may be provided by the California Highway Patrol on the freeway traversing CITY;
- D. Detective, juvenile, and other specialized services such as arson, homicide, and narcotics enforcement;
- E. Attendance at meetings of the City Counsel of CITY and such other meetings of commissions or boards of CITY as CITY may specify.

III.

Services to be provided by COUNTY shall include Sheriff's personnel and automobiles as specified in Schedule "A" for law enforcement services. Those personnel and automobiles are to be assigned at the discretion of the Sheriff based on the needs of the community.

The services to be provided by COUNTY hereunder shall also include all equipment (including repairs thereto or depreciation thereon), supplies, communications, administration, labor, vacation, and sick leave, any COUNTY retirement contributions, gasoline, oil, and traveling expenses and all other services, obligations or expenditures necessary or incidental to the performance of the duties to be performed by Sheriff under the terms of this agreement. There shall be no reduction in COUNTY compensation under this agreement for normal downtime of vehicles. In all instances where special supplies, stationary, notices, forms, and the like are to be issued in the name of CITY and approved by the Sheriff, the same shall be supplied by CITY at its own cost and expense.

Nothing in this contract is intended to alter the effect of any statute or COUNTY ordinance related to fees for housing of inmates detained for CITY ordinance violations or for criminal justice administrative fees (Government Code Section 29550, et seq., San Bernardino County Code Section 16.027A). The CITY will be separately billed for those items.

IV.

In consideration for COUNTY'S furnishing and performance of all the services provided for herein, CITY shall pay to COUNTY, upon contract approval, the sum as per Schedule "A," attached per year, payable in monthly installments at the beginning of each calendar month during the period of this agreement. Payments shall be due by the fifth day of each month for that same month's services. Payments received after sixty (60) days of when due shall include simple interest after the 60th day against the amount owing, calculated at the COUNTY'S then current investment pool rate. Said sum is subject to adjustment for any salary increases or fringe benefits which may be granted by the Board of Supervisors to Sheriff's employees. The actual cost of overtime, court appearances, and travel expenses will be billed quarterly.

COUNTY shall have the right to renegotiate the rate for services performed under this agreement at the end of each fiscal year, and said rate may be adjusted upward or downward to reflect the actual cost.

CITY is responsible for the validity of its ordinances, including any ordinances or codes incorporated by reference in CITY'S ordinances, and CITY shall defend, hold harmless, and indemnify COUNTY, its officers and employees with respect to any lawsuit or action challenging the validity of a CITY ordinance or with respect to any allegation that any arrest, citation, or other action taken by COUNTY, its officers or employees was taken under an invalid CITY ordinance, except in those cases where the invalidity of such ordinance is the result of actions by the Sheriff's Department.

Otherwise than is stated in this agreement, CITY shall not be obliged to pay, and assumes no liability for any cost, expenditure, charge, or liability whatsoever incurred by COUNTY in or related to the performance of the provisions of this agreement by COUNTY, and COUNTY shall, in consideration for the payment of the sums herein above provided to be paid by CITY to COUNTY, hold CITY harmless from any and all such costs, expenditures, charges, or liabilities except as otherwise provided in this agreement. CITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of his or her employment while engaged in the performance of this agreement by COUNTY.

CITY shall hold COUNTY harmless for a reduction in law enforcement services resulting from labor relation actions and CITY'S obligation to pay COUNTY shall be reduced for services not performed for that reason.

V.

The term of this contract shall be a period of time commencing on January 1, 1994, and terminating only as hereinafter provided. This agreement may be terminated at any time with or without cause by CITY or by COUNTY upon written notice given to the other at least one (1) year before the date specified for such termination. Any such termination date shall coincide with the end of a calendar month. In the event of such termination, each party shall fully pay and discharge all obligations in favor of the other accruing prior to the date of such termination and each party shall be released from all obligations or performance which would otherwise accrue subsequent to the date of such termination. In the event of termination of this agreement, the COUNTY shall refund any sum previously paid by CITY, which when prorated represents advance payment for months of service which are not performed as a result of such termination. Neither party shall incur any liability to the other by reason of such termination.

Notwithstanding the foregoing, in the event the Sheriff provides any services to CITY on a holdover basis after the date of contract termination, CITY shall fully reimburse COUNTY for all costs of providing such services.

COUNTY shall have the right to terminate this contract if CITY does not make timely payment of its obligations hereunder to COUNTY.

Any and all notices required to be given hereunder shall be given in writing by registered or certified mail, postage prepaid. The addresses of the parties hereto until further notice are as follows:

CITY: City of Grand Terrace
22795 Barton Road
Grand Terrace, CA 92313

COUNTY: San Bernardino County Sheriff's Department
Bureau of Administration
P. O. Box 569
San Bernardino, CA 92402-0569

VI.

The standards of performance, the methods of performance, the discipline of officers, the control of personnel, the advancement in compensation of personnel, the determination of proper law enforcement practices and procedures, and all other matters incidental to the manner of performance of services by Sheriff hereunder shall be determined by the Sheriff at his sole discretion. The responsibility of Sheriff and of COUNTY to CITY hereunder shall be to provide, as an independent contracting agency, effective law enforcement of the level herein contracted for, and the CITY shall not have the right to determine or direct the manner or means of the performance.

VII.

All persons directly or indirectly employed by COUNTY in the performance of the services and functions to be provided to CITY hereunder, shall be employees of COUNTY, and no COUNTY employees shall have CITY pension, civil service, or other status or right. Notwithstanding the foregoing, and in order to give official status to the performance of duties by Sheriff's personnel hereunder, every Sheriff's officer or employee engaged in performing any such service or function shall be deemed to be an officer of CITY while performing service for CITY within the scope of this agreement, and such service function shall be a municipal function.

An arrest made by Sheriff's personnel while engaged in the performance of this agreement shall constitute an arrest by an officer employed by CITY, and not an arrest by COUNTY officer, within the meaning of Section 1463 of the Penal Code and any similar or related statute.

VIII.

CITY shall have the right at any time and from time to time during the term of this agreement to request a higher level of law enforcement than that herein contracted for, and within a reasonable time after such requests, COUNTY shall provide such additional personnel and vehicles as may be required to provide such additional law enforcement.

In such event, all provisions of this agreement with respect to compensation to be paid by CITY shall remain in full force and effect, but in addition to payment of the sums herein provided, CITY shall pay COUNTY in monthly installments the cost of such additional law enforcement service.

IX.

In the event of riot, civil commotion, or other emergency in the CITY which requires additional emergency or "back-up" service, COUNTY shall provide the same.

In the event of authorized public gatherings in the CITY requiring additional police services, salaries and related costs shall be borne by CITY, except where such authorized public gatherings occur on state or federal property within the CITY limits, such additional costs shall not be chargeable against the CITY.

Not included in riots or related services are salaries or related costs of additional police services for authorized public gatherings. In the event of such an emergency outside of the corporate limits of CITY, personnel or equipment assigned by Sheriff to the performance of COUNTY'S duties hereunder may be utilized by COUNTY in connection with such emergency, however no more than fifty percent (50%) of available personnel and equipment may be assigned outside the CITY boundaries without the mutual agreement of the Sheriff and the City manager. In the event of a major emergency in the CITY and surrounding communities, Sheriff's personnel and equipment shall not be assigned outside the CITY boundaries at a level which would deter from the CITY'S ability to respond to the existing emergency. In cases where the City Manager or his or her designee cannot be consulted prior to such deployment, such advisement must be made to the City Manager's Office immediately or as soon as possible thereafter. In any case the City Manager must be personally informed of the situation immediately or as soon as possible thereafter. The CITY shall be reimbursed for any resultant service not performed.

X.

To facilitate the performance of services hereunder by COUNTY, CITY, its officers, agents, and employee shall give their full cooperation and assistance within the scope of the duties and responsibilities of such officers, agents, and employees.

CITY shall hold COUNTY, its Sheriff, officers, and employees harmless from any and all liability for intentional acts or negligence on the part of CITY, its officers and employees (excluding any employees of COUNTY engaged in the performance of municipal duties hereunder) arising out of the performance of this contract.

XI.

Sheriff shall be designated as the Chief of Police of CITY at all times during the term of this agreement.

Said Sheriff shall designate a station commander to work directly with and provide liaison with the City Manager and other CITY officers of the CITY. The Sheriff's commander shall make regular monthly reports to the City Manager, and such other reports as may be appropriate as determined by the Sheriff, with respect to law enforcement within the corporate limits of CITY.

COUNTY OF SAN BERNARDINO

By *Jon Mikels*
Chairman, Board of Supervisors
Dated 7 JUL 26 1994

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD.

Clerk of the Board of Supervisors of the County of San Bernardino.

By *Coby Henkle*
Deputy

Approved as to Legal Form

By *[Signature]*
County Counsel
Date 7-8-94

Reviewed as to Affirmative Action

By
Date

Reviewed for Processing

By *[Signature]*
Agency Administrator/CAO
Date 7-20-94

CITY OF GRAND TERRACE

(State if corporation, company, etc.)
By *Thomas Schaub*
(Authorized Signature)

Dated 7-12-94

Title City Manager

Address 22795 BARTON ROAD

GRAND TERRACE, CA 92313

SCHEDULE A RATES
LAW ENFORCEMENT CONTRACT
CITY OF GRAND TERRACE
FY 1993/94

<u>SERVICE</u>	<u>FY 1993/94 COST*</u>
1 - 168 Hour General Law Patrol Unit	\$474,141
2 - 40 Hour General Law Patrol Units	238,018
.50 - 40 Hour Detective Unit	60,726
1 - Community Service Officer	40,487
3 - Radar Units	1,653
1 - Portable Radar Trailer	2,107
.50 - Marked Unit (Sergeant)	6,719
1 - Unmarked Unit Non-Code 3	10,172
CAD/CLETS/RMS	1,107
County Direct Cost	24,466
TOTAL	<u>\$859,596*</u>

COUNTY DIRECT COSTS ARE THOSE COSTS ASSESSED TO THE SHERIFF'S DEPARTMENT BY THE COUNTY FOR:

o Personnel Liability Insurance	\$11,809
o Vehicle Insurance	\$10,944
o Personnel Bonding Fee	\$ 88
o Facilities Operations Cost	\$ 1,625

MONTHLY PAYMENT SCHEDULE

1st payment due July 15	\$71,633
2nd thru 12th payment due 5th of each month	\$71,633

ADDITIONAL COST BILLED QUARTERLY

City will be billed on a quarterly basis for:

Actual overtime cost (estimated overtime for
FY 1993/94 \$8,000)
Professional services from private vendors
Services and supplies above contract formula

* Subject to change due to salary and benefit changes.

CITY OF GRAND TERRACE
LAW ENFORCEMENT CONTRACT
LEVEL OF SERVICE STAFFING GUIDE
FY 1993/94

SAFETY

.25 Lieutenant
1.06 Sergeant
.56 Deputy III's
6.87 Deputy II's
8.74

GENERAL

1.49 Station Clerks
1.10 Dispatcher
1.00 CSO
.17 Auto. Svcs.
3.76

VEHICLES

3.50 Marked Patrol
.50 Unmarked
1.00 Unmarked Non-Code 3
5.00

EQUIPMENT

3 Radar Guns
1 Portable Radar
Trailer

(07/01/93)

PAGE 2 of 2

SCHEDULE A RATES
LAW ENFORCEMENT CONTRACT
CITY OF GRAND TERRACE
FY 1994/95

<u>SERVICE</u>	<u>FY 1994/95 COST*</u>
1 - 168 Hour General Law Patrol Unit	\$493,176
2 - 40 Hour General Law Patrol Units	247,976
.50 - 40 Hour Detective Unit	63,888
1 - Community Service Officer	42,668
3 - Radar Units	1,725
1 - Portable Radar Trailer	2,107
.50 - Marked Unit (Sergeant)	6,864
1 - Unmarked Unit Non-Code 3	10,471
CAD/CLETS/RMS	1,107
County Direct Cost	25,531
TOTAL	<u>\$895,513*</u>

COUNTY DIRECT COSTS ARE THOSE COSTS ASSESSED TO THE SHERIFF'S DEPARTMENT BY THE COUNTY FOR:

o Personnel Liability Insurance	\$11,809
o Vehicle Insurance	\$12,009
o Personnel Bonding Fee	\$ 88
o Facilities Operations Cost	\$ 1,625

MONTHLY PAYMENT SCHEDULE

1st payment due July 15, 1994	\$74,627
2nd thru 12th payment due 5th of each month	\$74,626

ADDITIONAL COST BILLED QUARTERLY

City will be billed on a quarterly basis for:

Actual overtime cost (estimated overtime for
FY 1994/95 \$8,000)

Professional services from private vendors (i.e., towing, etc.)
Services and supplies above contract formula

* Subject to change due to salary and benefit changes.

CITY OF GRAND TERRACE
LAW ENFORCEMENT CONTRACT
LEVEL OF SERVICE STAFFING GUIDE
FY 1994/95

SAFETY

.25 Lieutenant
1.06 Sergeant
.56 Deputy III's
6.87 Deputy II's
8.74

GENERAL

1.49 Station Clerks
1.10 Dispatcher
1.00 CSO
.17 Auto. Svcs.
3.76

VEHICLES

3.50 Marked Patrol
.50 Unmarked
1.00 Unmarked Non-Code 3
5.00

EQUIPMENT

3 Radar Guns
1 Portable Radar
Trailer

(07/01/94)

PAGE 2 of 2



Contract Number

94-797 A-32

SAP Number

N/A

Sheriff/Coroner/Public Administrator

Department Contract Representative	<u>Carolina Mendoza, Chief Deputy Director of Sheriff's Administration</u>
Telephone Number	<u>(909) 387-0640</u>
Contractor	<u>City of Grand Terrace</u>
Contractor Representative	<u>Konrad Bolowich, City Manager</u>
Telephone Number	<u>(909) 954-5175</u>
Contract Term	<u>07/01/2025 through 06/30/2026</u>
Original Contract Amount	<u>\$ 2,525,581</u>
Amendment Amount	<u>-----</u>
Total Contract Amount	<u>\$ 2,525,581</u>
Cost Center	<u>4413151000</u>

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT No. 32

Effective July 1, 2025, Contract No. 94-797 to provide law enforcement service to the City of Grand Terrace is hereby amended by replacing Schedule A referred to in Section II. CONSIDERATION, with the Schedule A attached hereto and incorporated herein by this reference.

Except as amended, all other terms and conditions of this Contract remain as stated therein.

[With the exception of signatures, this page is intentionally left blank].

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD
Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

City of Grand Terrace

(Print or type name of corporation, company, contractor, etc.)

By ►

(Authorized signature - sign in blue ink)

Name Konrad Bolowich

(Print or type name of person signing contract)

Title City Manager

(Print or Type)

Dated: _____

Address 22795 Barton Road

Grand Terrace, CA 92313-5207

FOR COUNTY USE ONLY

Approved as to Legal Form
►

Grace B. Parsons, Deputy County Counsel
Date _____

Reviewed for Contract Compliance
►

Date _____

Reviewed/Approved by Department
►

Carolina Mendoza, Chief Deputy Director of
Sheriff's Administration
Date _____

SCHEDULE A
Law Enforcement Services Contract
City of Grand Terrace
2025-26

<u>LEVEL OF SERVICE</u>		FY 2025-26
		<u>COST</u>
0.21	- Lieutenant	83,641 ¹
0.90	- Sergeant	293,309 ¹
0.56	- Detective/Corporal	154,428 ¹
5.76	- Deputy Sheriff Tier 2	1,322,767 ¹
0.14	- Sheriff's Service Specialist	13,720 ¹
1.26	- Office Specialist	125,222 ¹
3.00	- Marked Unit	67,976 ²
0.50	- Unmarked Unit	5,698 ²
0.50	- Command Staff Vehicle	7,840 ²
1.00	- Citizen Patrol Truck	8,763 ²
	Dispatch Services	146,316 ¹
9.00	- HTs (Amortization, Access & Maintenance)	14,418
7.00	- Taser Replacement (Amortized over 5-years)	7,221
	Administrative Support	12,175
	Office Automation	29,958
	Body Worn Cameras	9,818
	Vehicle Insurance	17,269
	Personnel Liability & Bonding	176,722
	Workers' Comp Experience Modification	(8,355)
	County Administrative Cost	36,675
Cost for FY2025-26		\$ 2,525,581 ¹⁻⁵

Monthly Payment Schedule

1 st payment due July 15, 2025:	\$210,466
2 nd through 12 th payments due the 5 th of each month:	\$210,465

¹ Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.

² Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.

³ No replacement cost is included for grant funded or donated vehicles.

⁴ Services and supplies will be billed to the City on a quarterly invoice.

⁵ Grant funded, donated and non-replaceable vehicles will incur a vehicle insurance and equipment connection cost for the period the vehicle is in use.

SCHEDULE A
Law Enforcement Services Contract
City of Grand Terrace
2025-26

Additional Costs Billed Quarterly:

The City will be billed on a quarterly basis for the following items:

- Increase to salaries and benefits resulting from Board of Supervisors-approved changes to Memoranda of Understanding with the County's various employee organizations.
- Actual overtime costs.
- Actual on-call costs.
- Actual costs of vehicle fuel, repair and maintenance, including the costs of collision repair.
- Actual costs for services and supplies.

LEVEL OF SERVICE SUMMARY

SAFETY:

Lieutenant	-	0.21
Sergeant	-	0.90
Detective/Corporal	-	0.56
Deputy Sheriff	-	5.76
		<u>7.43</u>

GENERAL:

Office Specialist	-	1.26
Sheriff's Service Specialist	-	0.14
Dispatchers	-	0.94
		<u>2.34</u>

VEHICLES:

Marked Patrol Units	-	3.00
Safety Unmarked Units	-	0.50
Command Staff Units	-	0.50
Citizen Patrol	-	1.00
Donated Vehicles-Ins Only	-	2.00 *
		<u>7.00</u>

DONATED VEHICLES LIST:

Radar Trailer	-	1.00 *
Yamaha UTV	-	1.00 *
		<u>2.00 *</u>

* (Included for insurance costs only)

**SCHEDULE A
LAW ENFORCEMENT SERVICES CONTRACT
CITY OF GRAND TERRACE
FY 2025-26**

Proposed - Not Final

ROLLOVER

<u>LEVEL OF SERVICE</u>	<u>FY 2025-26 COST</u>
0.21 - Lieutenant	83,641 ¹
0.90 - Sergeant	293,309 ¹
0.56 - Detective/Corporal	154,428 ¹
5.76 - Deputy Sheriff Tier 2	1,322,767 ¹
0.14 - Sheriff's Service Specialist	13,720 ¹
1.26 - Office Specialist	125,222 ¹
3.00 - Marked Unit	67,976 ²
0.50 - Unmarked Unit	5,698 ²
0.50 - Command Staff Vehicle	7,840 ²
1.00 - Citizen Patrol Truck	8,763 ²
Dispatch Services	146,316 ¹
9.00 - HTs (Amortization, Access & Maintenance)	14,418
7.00 - Taser Replacement (Amortized over 5-years)	7,221
Administrative Support	12,175
Office Automation	29,958
Body Worn Cameras	9,818
Vehicle Insurance	17,269
Personnel Liability & Bonding	176,722
Workers' Comp Experience Modification	(8,355)
County Administrative Cost	36,675
Estimated Cost for FY2025-26	\$ 2,525,581 ¹⁻⁵

Monthly Payment Schedule

1 st payment due July 15, 2025:	\$210,466
2 nd through 12 th payments due the 5 th of each month:	\$210,465

¹ Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.

² Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.

³ No replacement cost is included for grant funded or donated vehicles.

⁴ Services and supplies will be billed to the City on a quarterly invoice.

⁵ Grant funded, donated and non-replaceable vehicles will incur a vehicle insurance and equipment connection cost for the period the vehicle is in use.



Contract Number

94-797 A-33

SAP Number

N/A

Sheriff/Coroner/Public Administrator

Department Contract Representative	<u>Carolina Mendoza, Chief Deputy Director of Sheriff's Administration</u>
Telephone Number	<u>(909) 387-0640</u>
Contractor	<u>City of Grand Terrace</u>
Contractor Representative	<u>Konrad Bolowich, City Manager</u>
Telephone Number	<u>(909) 954-5175</u>
Contract Term	<u>07/01/2025 through 06/30/2026</u>
Original Contract Amount	<u>\$ 2,525,581</u>
Amendment Amount	<u>\$168,797</u>
Total Contract Amount	<u>\$ 2,694,378</u>
Cost Center	<u>4413151000</u>

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT No. 33

Effective October 4, 2025, Contract No. 94-797 to provide law enforcement service to the City of Grand Terrace is hereby amended by replacing Schedule A referred to in Section II. CONSIDERATION, with the Schedule A attached hereto and incorporated herein by this reference.

Except as amended, all other terms and conditions of this Contract remain as stated therein.

[With the exception of signatures, this page is intentionally left blank].

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD
Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

City of Grand Terrace

(Print or type name of corporation, company, contractor, etc.)

By ► _____
(Authorized signature - sign in blue ink)

Name Konrad Bolowich

(Print or type name of person signing contract)

Title City Manager

(Print or Type)

Dated: _____

Address 22795 Barton Road

Grand Terrace, CA 92313-5207

FOR COUNTY USE ONLY

Approved as to Legal Form
►

Grace B. Parsons, Deputy County Counsel
Date _____

Reviewed for Contract Compliance
►

Date _____

Reviewed/Approved by Department
►

Carolina Mendoza, Chief Deputy Director of
Sheriff's Administration
Date _____

SCHEDULE A
Law Enforcement Services Contract
City of Grand Terrace
2025-26

LEVEL OF SERVICE	COST	MOU INCREASES (EFF. 10/4/25)	TOTAL NEW CONTRACT AMOUNT (EFF. 10/4/25)
0.21 Lieutenant	\$ 83,641 ¹	\$ 7,184 ¹	\$ 90,825 ¹
0.90 Sergeant	293,309 ¹	23,312 ¹	316,621 ¹
0.56 Detective/Corporal	154,428 ¹	14,127 ¹	168,555 ¹
5.76 Deputy Sheriff Tier 2	1,322,767 ¹	124,174 ¹	1,446,941 ¹
0.14 Sheriff's Service Specialist	13,720 ¹		13,720 ¹
1.26 Office Specialist	125,222 ¹		125,222 ¹
3.00 Marked Unit	67,976 ²		67,976 ²
0.50 Unmarked Unit	5,698 ²		5,698 ²
0.50 Command Staff Vehicle	7,840 ²		7,840 ²
1.00 Citizen Patrol Truck	8,763 ²		8,763 ²
Dispatch Services	146,316 ¹		146,316 ¹
9.00 HTs (Amortization, Access & Maintenance)	14,418		14,418
7.00 Taser Replacement (Amortized over 5-years)	7,221		7,221
Administrative Support	12,175		12,175
Office Automation	29,958		29,958
Body Worn Cameras	9,818		9,818
Vehicle Insurance	17,269		17,269
Personnel Liability & Bonding	176,722		176,722
Workers' Comp Experience Modification	(8,355)		(8,355)
County Administrative Cost	36,675		36,675
Cost for FY2025-26	\$ 2,525,581 ¹⁻⁵	\$ 168,797 ¹	\$ 2,694,378 ¹⁻⁵

Monthly Payment Schedule

1st payment due July 15, 2025:	\$210,466
2nd through 3rd payments due the 5th of each month:	\$210,465
4th payment due October 5, 2025:	\$229,222
5th through 12th payments due the 5th of each month:	\$229,220

-
- ¹ Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.
- ² Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.
- ³ No replacement cost is included for grant funded or donated vehicles.
- ⁴ Services and supplies will be billed to the City on a quarterly invoice.
- ⁵ Grant funded, donated and non-replaceable vehicles will incur a vehicle insurance and equipment connection cost for the period the vehicle is in use.

SCHEDULE A
Law Enforcement Services Contract
City of Grand Terrace
2025-26

Additional Costs Billed Quarterly:

The City will be billed on a quarterly basis for the following items:

- Increase to salaries and benefits resulting from Board of Supervisors-approved changes to Memoranda of Understanding with the County's various employee organizations.
- Actual overtime costs.
- Actual on-call costs.
- Actual costs of vehicle fuel, repair and maintenance, including the costs of collision repair.
- Actual costs for services and supplies.

LEVEL OF SERVICE SUMMARY

SAFETY:

Lieutenant	-	0.21
Sergeant	-	0.90
Detective/Corporal	-	0.56
Deputy Sheriff	-	5.76
		<u>7.43</u>

GENERAL:

Office Specialist	-	1.26
Sheriff's Service Specialist	-	0.14
Dispatchers	-	0.94
		<u>2.34</u>

VEHICLES:

Marked Patrol Units	-	3.00
Safety Unmarked Units	-	0.50
Command Staff Units	-	0.50
Citizen Patrol	-	1.00
Donated Vehicles-Ins Only	-	2.00 *
		<u>7.00</u>

DONATED VEHICLES LIST:

Radar Trailer	-	1.00 *
Yamaha UTV	-	1.00 *
		<u>2.00 *</u>

* (Included for insurance costs only)



AGENDA REPORT

MEETING DATE: November 12, 2025

TITLE: Acquisition of a new ERP (Accounting) System

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: Approve appropriations of \$83,000 for a new ERP System and authorize the City Manager to execute the contract for the Tyler ERP Pro 10.

2030 VISION STATEMENT:

This staff report supports Goal #1, Ensure our Fiscal Viability

BACKGROUND:

The City is currently under contract with Tyler Technologies and uses their Eden ERP System. Tyler will be sunsetting the Eden system in 2027 which means no updates or support if there are any issue. Therefore staff was tasked with finding a new system compatible with some of the other existing programs.

DISCUSSION:

Staff conducted demonstrations of three cloud-based ERP Systems: Tyler ERP Pro 10, Tyler Munis, and Open Gov ERP. All three solutions offer remote accessibility and cloud-based backup, enhancing system reliability and security by removing the need for local data storage. This ensures staff can access the ERP System even during emergencies or local server outages. Additionally, all three systems allow for the scanning and attachment of supporting documents directly into the system, helping move the City towards a more paperless work flow.

Three bids were solicited, and the table below summarizes the proposed annual and setup fees for each system. The City currently pays \$29,978.46 for Tyler Eden. After evaluation, Tyler ERP Pro 10 was determined to be the most suitable option, as staff are already familiar with Tyler's platform (Eden), therefore making the transition smoother with staff and data transfer, and ERP Pro 10 provides a more cost-effective solution compared to Munis and Open Gov as it has the lowest annual fee and setup costs.

ERP System	Annual Fee	Set Up Fee
ERP Pro 10	\$35,326	\$47,290
Munis	\$45,688	\$104,683
Open Gov	\$45,000	\$64,000

ENVIRONMENTAL IMPACT:

This action does not meet the threshold of a project under CEQA and is exempt.

FISCAL IMPACT:

The fiscal impact is \$83,000. The additional appropriations and expenditures will be coded to account 10-140-250-000-000. Subsequent years will be included in the budget each year.

**Sales Quotation For:**

GRAND TERRACE, CA CITY OF
22795 BARTON ROAD
GRAND TERRACE CA 92313-0000
CHRISTINE CLAYTON
+1 (909) 824-6621,,215
cclayton@grandterrace-ca.gov

Shipping Address

City of Grand Terrace
22795 Barton Rd Ste A
Grand Terrace CA 92313-5271

Quoted By

Brandon Swanson

Quote Expiration

6/1/26

Quote Name

Eden to ERP Pro 10 w/SaaS

Tyler Annual Software – SaaS			
Description	List Price	Discount	Annual
ERP Pro			
ERP Pro 10 Financial Management Suite			
AP Automation Capture with Disbursements	\$ 3,600	\$ 0	\$ 3,600
Core Financials	\$ 18,001	\$ 3,600	\$ 14,401
Fixed Assets	\$ 3,151	\$ 945	\$ 2,206
Employee Access Pro	\$ 0	\$ 0	\$ 0
Purchasing	\$ 5,602	\$ 1,681	\$ 3,921
Accounts Receivable	\$ 4,598	\$ 460	\$ 4,138
ERP Pro 10 Customer Relationship Management Suite			
Cashiering	\$ 1,415	\$ 142	\$ 1,273
Tyler One			
Content Manager Suite			
Content Manager Core	\$ 6,430	\$ 643	\$ 5,787

TOTAL:		\$ 42,797	\$ 7,471	\$ 35,326
Term # of Years:	3			

Tyler Fees per Transaction	
Description	Net Unit Price
ERP Pro	
ERP Pro 10 Financial Management Suite	
AP Automation Disbursements	\$ 0.00

Services		
Description	Hours/Units	Extended Price
ERP Pro 10 Financial Management Suite		
Professional Services	232	\$ 28,840
Data Conversion Services		\$ 4,500
Project Management	1	\$ 2,000
ERP Pro 10 Customer Relationship Management Suite		
Professional Services	20	\$ 2,900
Project Management	1	\$ 1,250
Content Manager Suite		
Professional Services	40	\$ 5,800
Content Manager Project Management	1	\$ 2,000
TOTAL:		\$ 47,290

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 35,326
Total Tyler Services	\$ 47,290	
Summary Total	\$ 47,290	\$ 35,326

Comments

Eden modules migrating to ERP Pro 10:

- Accounts Payable
- Fixed Assets
- General Ledger
- Purchasing

Work will be delivered remotely unless otherwise noted in this agreement.

Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

Cashiering	Cashiering supports credit/debit cards, is PCI Compliant, and includes a cash collection interface and a cashiering receipt import.
Core Financials	Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.
AP Automation Capture with Disbursements	A fully automated vendor payment system, including an automated invoice capture system, invoice approval system, AP Invoice Access
Financial Management Data Conversion	Financial Management conversion includes Chart of Accounts, General Ledger, Accounts Payable, current fiscal year balanced transactions, and unlimited unbalanced transaction history.
Content Manager Core	Core includes Onboarding

AP Automation Disbursements

Expedited disbursement options available to vendors include instant transfer to a bank account, PayPal, Venmo and fast ACH where fees may apply. No fee options include standard ACH, and physical checks. All disbursements will be made pursuant to the terms and conditions found at <https://www.tylertech.com/client-terms/ap-automation-disbursements-software-and-services-terms-of-use>

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees are first payable when Tyler makes the software accessible to the Client, and SaaS fees, Hosting fees, and Subscription fees are first payable on the first day of the month following the date this quotation was signed (or if later, the commencement of the agreement's initial term). Any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the agreement.

Fees for services included in this sales quotation shall be invoiced as indicated below.

- Implementation and other professional services fees shall be invoiced as delivered.
- Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____

Date: _____

Print Name: _____

P.O.#: _____

**Sales Quotation For:**

City of Grand Terrace
22795 Barton Rd Ste A
City Hall

Grand Terrace CA 92313-5271

Shipping Address:

Quoted By: Chris Deroche
Quote Expiration: 03/31/26
Quote Name: City of Grand Terrace-ERP-
EERP
Quote Description: EERP Financials 10.27.25
Saas Term 1.00

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	152	\$ 10,562.00
Accounts Payable	1	24	\$ 3,448.00
Budgeting	1	32	\$ 3,448.00
Capital Assets	1	16	\$ 2,938.00
Cash Management	1	16	\$ 1,882.00
Purchasing	1	68	\$ 4,820.00
Revenue Management			
Accounts Receivable	1	36	\$ 2,538.00
Cashiering	1	28	\$ 4,128.00
General Billing	1	16	\$ 1,785.00
Content Management			
Content Manager Core	1	32	\$ 5,713.00
Data Insights			

2023-428837-W4V2V5

Page 1

Enterprise Analytics and Reporting w Executive Insights	1	64	\$ 7,038.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	1	0	\$ 5,440.00
Sub-Total:			\$ 53,740.00
Less Discount:			\$ 8,052.00
TOTAL		484	\$ 45,688.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Capital Assets Import Hours	12	\$ 155.00	\$ 936.00	\$ 924.00	\$ 0.00
COA Import Hours	12	\$ 155.00	\$ 936.00	\$ 924.00	\$ 0.00
Executive Insights Implementation	1	\$ 4,800.00	\$ 0.00	\$ 4,800.00	\$ 0.00
Conversions – See Detailed Breakdown Below				\$ 6,900.00	\$ 0.00
Project Management	88	\$ 155.00	\$ 0.00	\$ 13,640.00	\$ 0.00
Onsite Implementation	132	\$ 155.00	\$ 0.00	\$ 20,460.00	\$ 0.00
Remote Implementation	352	\$ 155.00	\$ 0.00	\$ 54,560.00	\$ 0.00
TOTAL				\$ 102,208.00	\$ 0.00

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Maint/SaaS Discount	Total Maint/SaaS
Cash Drawer	1	\$ 275.00	\$ 0.00	\$ 275.00	\$ 0.00	\$ 0.00	\$ 0.00
Hand Held Scanner - Model 1960GSR	1	\$ 475.00	\$ 0.00	\$ 475.00	\$ 0.00	\$ 0.00	\$ 0.00
Hand Held Scanner Stand	1	\$ 65.00	\$ 0.00	\$ 65.00	\$ 0.00	\$ 0.00	\$ 0.00
Printer (TM-S9000II)	1	\$ 1,660.00	\$ 0.00	\$ 1,660.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL				\$ 2,475.00			\$ 0.00

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 45,688.00
Total Tyler Services	\$ 102,208.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 2,475.00	\$ 0.00
Summary Total	\$ 104,683.00	\$ 45,688.00
Contract Total	\$ 150,371.00	
Estimated Travel Expenses excl in Contract Total	\$ 8,220.00	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Financials				
Accounting	1	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
Accounts Payable	1	\$ 6,200.00	\$ 3,100.00	\$ 3,100.00
Purchase Orders	1	\$ 3,600.00	\$ 1,800.00	\$ 1,800.00
TOTAL				\$ 6,900.00

Optional Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
2023-428837-W4V2V5			

Financial Management			
Contract Management	1	16	\$ 1,238.00
Project & Grant Accounting	1	16	\$ 2,258.00
TOTAL:		32	\$ 3,496.00

Optional Professional Services

Description	Quantity	Unit Price	Ext. Discount	Extended Price	Maintenance
Conversion – See Detailed Breakdown Below				\$ 2,000.00	\$ 0.00
Onsite Implementation	8	\$ 155.00	\$ 0.00	\$ 1,240.00	\$ 0.00
Remote Implementation	24	\$ 155.00	\$ 0.00	\$ 3,720.00	\$ 0.00
TOTAL				\$ 8,960.00	\$ 0.00

Optional Conversion Details (Prices Reflected Above)

Description	Quantity	Unit Price	Discount	Total
Financials				
Project Accounting	1	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
TOTAL				\$ 2,000.00

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Financial Management			
Accounting	\$ 10,562.00	\$ 2,112.00	\$ 8,450.00
Accounts Payable	\$ 3,448.00	\$ 690.00	\$ 2,758.00
Budgeting	\$ 3,448.00	\$ 690.00	\$ 2,758.00
Capital Assets	\$ 2,938.00	\$ 0.00	\$ 2,938.00
Cash Management	\$ 1,882.00	\$ 0.00	\$ 1,882.00

Purchasing	\$ 4,820.00	\$ 964.00	\$ 3,856.00
Revenue Management			
Accounts Receivable	\$ 2,538.00	\$ 508.00	\$ 2,030.00
Cashiering	\$ 4,128.00	\$ 0.00	\$ 4,128.00
General Billing	\$ 1,785.00	\$ 357.00	\$ 1,428.00
Content Management			
Content Manager Core	\$ 5,713.00	\$ 1,143.00	\$ 4,570.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	\$ 7,038.00	\$ 500.00	\$ 6,538.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	\$ 5,440.00	\$ 1,088.00	\$ 4,352.00
TOTAL	\$ 53,740.00	\$ 8,052.00	\$ 45,688.00

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more

than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 14-day or a 30-day trial of the Managed Detection and Response cybersecurity service. Please reference <https://www.tylertech.com/services/tyler-detect> for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation Rapid Identity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

Accounting conversion includes: Actuals (total balances only) up to 5 years, Budgets (total balances only) up to 5 years

Accounts Payable conversion includes: Standard - Vendors, Remit Addresses, 1099 Amounts, Check History(Header, Detail) - up to 5 years, Invoices (Header, Detail) - up to 5 years

Purchase Orders conversion includes: Standard - Open POs, Closed POs - up to 5 years

Project Accounting conversion includes: Standard, Actuals - up to 5 years, Budgets - up to 5 years



AGENDA REPORT

MEETING DATE: November 12, 2025

TITLE: Institute for Public Strategies MOU

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **THAT THE CITY COUNCIL APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) AMONG THE INSTITUTE FOR PUBLIC STRATEGIES (IPS), THE CALIFORNIA HEALTH COLLABORATIVE (CHC), AND THE CITY OF GRAND TERRACE TO PROVIDE SUBSTANCE USE PREVENTION EDUCATION, OUTREACH, AND TECHNICAL ASSISTANCE TO THE GRAND TERRACE COMMUNITY; AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE MOU AND TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE PARTNERSHIP**

2030 VISION STATEMENT:

This staff report supports Goal #4, Develop and Implement Successful Partnerships and Goal #5, Develop and implement Cost Effective Proactive Communication Program

BACKGROUND:

Substance use prevention and education have been identified as ongoing community health priorities within the City of Grand Terrace. To strengthen prevention and outreach capacity, the City has been invited to partner with the Institute for Public Strategies (IPS) and the California Health Collaborative (CHC) under a San Bernardino County Department of Behavioral Health initiative.

The proposed Memorandum of Understanding, executed on September 24, 2025, outlines roles and responsibilities among the three partners to promote harm-reduction education, substance-use prevention activities, and health-focused community events through June 30, 2026.

IPS will serve as the lead agency for the program, with CHC providing supporting services in tobacco-use prevention. The City will facilitate access to community spaces, logistical support, and communication outreach through City platforms.

The Institute for Public Strategies (IPS) is a California-based nonprofit organization established in 1992. Its mission is to *“work alongside communities to build power, challenge systems of inequity, protect health, and improve quality of life.”* Its vision is of *“safe, secure, vibrant, and healthy communities where everyone can thrive.”*

Core Goals and Capabilities

- Provides population-level substance-use prevention and harm-reduction services across California.
- Funded by the San Bernardino County Department of Behavioral Health and other public health agencies.
- Expertise includes media advocacy, community mobilization, data analysis, technical assistance, and policy development.
- Staff includes specialists in public health, behavioral health, community engagement, and

social marketing.

- IPS Central Valley Division currently leads multi-agency prevention initiatives focusing on cannabis, alcohol, and prescription drug misuse.

California Health Collaborative (CHC) brings additional expertise in tobacco education and prevention, providing outreach, information, and resources to reduce the health and environmental impacts of tobacco use.

DISCUSSION:

The MOU formalizes collaboration between the City and its prevention partners to deliver coordinated education, outreach, and resource distribution throughout Grand Terrace.

IPS Responsibilities

- Provide substance-use prevention education in schools.
- Distribute prevention resources to residents.
- Offer technical assistance to businesses, residents, and schools.
- Conduct community outreach and tabling events.
- Prepare media advisories and promotional materials.
- Collect County-approved anonymous surveys on substance use perceptions.

CHC Responsibilities

- Provide tobacco-prevention information and resources.
- Participate in community and school outreach events.

City Responsibilities

- Provide access to public facilities such as the Senior Center and Community Room.
- Supply available event equipment (tables, chairs, projectors, etc.).
- Promote events and initiatives through the City's social media, website, and local news outlets.
- Allow distribution and posting of flyers in compliance with the Grand Terrace Municipal Code (GTMC Chapters 12.40 and 18.80).
- Support survey collection during community events.

This collaboration will strengthen local prevention networks, increase education opportunities, and enhance the City's ability to address substance-use issues through community partnerships without additional budgetary expense.

- The MOU is a non-binding cooperative agreement that does not create a financial obligation for the City beyond in-kind support.
- The agreement is consistent with California Government Code § 37350, which authorizes municipalities to enter into cooperative arrangements to advance community health and welfare objectives.

ENVIRONMENTAL IMPACT:

This action does not meet the threshold of a project under CEQA and is exempt.

FISCAL IMPACT:

There is no direct fiscal impact to the City's General Fund. City contributions are in-kind (facility use, communication support, and minimal staff coordination).



INSTITUTE FOR PUBLIC STRATEGIES

Memorandum of Understanding between

Institute for Public Strategies, California Health Collaborative, AND the City of Grand Terrace

This Memorandum of Understanding (MOU), made and executed on September 24, 2025, is between the Institute for Public Strategies (IPS), California Health Collaborative (CHC), and the City of Grand Terrace (Grand Terrace). IPS, CHC, and Grand Terrace are sometimes individually referred to herein as “Party” and collectively as “Parties”.

PURPOSE

This MOU is entered into for the purpose of providing substance use prevention services, activities, and event promotion for the residents of Grand Terrace based on community needs. IPS Central Valley, funded by the San Bernardino County Department of Behavioral Health, to provide population-level prevention services and technical assistance that reduce substance use disorders and related harms, will lead this project. The initiative aims to provide services and education in communities, equipping individuals with harm reduction and life-saving resources to promote safe and healthy environments where youth and adults can thrive. This initiative will include cross-collaboration between IPS Central Valley, which focuses on prevention related to cannabis (other focus areas upon request), CHC, which provides tobacco education and resources, and the City of Grand Terrace.

Diana Villanueva-Tafolla (dtafolla@publicstrategies.org), Program Manager with the Institute for Public Strategies, will coordinate and oversee this collaboration.

RESPONSIBILITIES AND EXPECTATIONS

IPS will be responsible for the following:

- Provide substance use prevention education to local Grand Terrace schools, based on need and staff capacity.
- Disseminate information and resources to Grand Terrace residents as needed and as staff capacity allows.

Partners in Change

Administrative Office: 8885 Rio San Diego Drive, Ste 117 • San Diego, CA 92108
Phone: 619-476-9100 • Fax: 619-476-9104

www.publicstrategies.org
facebook.com/vibrantthealthysafecommunities/

- Offer technical assistance to local businesses, residents, and schools on a need basis and within staff capacity.
- Provide annual technical assistance to Grand Terrace City Council members, based on staff availability.
- Participate in community and school events through outreach and tabling opportunities to distribute prevention resources, as staffing permits.
- Create media advisories to be published by local radio stations and the city's website.
- Distribute promotional materials for events to local businesses, schools, City Council members, and Grand Terrace residents.
- Collect San Bernardino County-approved anonymous alcohol and other drug surveys and youth perception surveys during presentations, events, and related activities.

CHC will be responsible for the following:

- Based on need and staff availability, provide the City of Grand Terrace with information and resources regarding the dangers of tobacco use.
- Participate in community and school outreach events through tabling opportunities to distribute tobacco prevention resources, as staffing allows.

Grand Terrace will be responsible for the following:

- Provide access to community spaces for hosting presentations and trainings, including but not limited to the Senior Center and the community room at City Hall.
- Supply available equipment and materials—such as tables, chairs, projectors, and trash cans—to support the facilitation of presentations and events, as city resources allow.
- Promote substance use prevention events through the city's communication channels, including social media platforms, the city website, and local newspapers.
- Permit the distribution and posting of flyers and educational resources throughout the City of Grand Terrace, provided that such distribution and posting complies with the City of Grand Terrace's Municipal Code (GTMC) and any applicable sign or posting requirements, including but not limited to GTMC Chapter 12.40 "Advertising Circulation and Posting," and Chapter 18.80 "Signs". The Parties shall obtain such approvals as needed and ensure compliance with all applicable requirements, including any express authorization required by the City through a no-cost sign permit pursuant to GTMC Section 18.80.060 "Permit Required".
- Allow the continued collection of San Bernardino County-approved alcohol and anonymous surveys during presentations, events, and related activities.

TIME PERIOD

This memorandum of understanding will be in effect from the date it is signed by all parties and will be renewed or terminated on June 30, 2026.

TERMINATION

This agreement may be terminated, in whole or in part, by either party without cause. If terminated, written notice of termination shall be given to the other party.

California Health Collaborative

Signature: _____

Name: _____

Title: _____

Date: _____

Institute for Public Strategies

Signature: _____

Brenda Simmons

CEO/President

Date: _____

Grand Terrace

Signature: _____

Name: _____

Title: _____

Date: _____



AGENDA REPORT

MEETING DATE: November 12, 2025

TITLE: Historical & Cultural Activities Committee Member Appointment — Luke Poutre

PRESENTED BY: Daysi Alcocer, City Clerk

RECOMMENDATION: **THAT ONE (1) CITY COUNCIL MEMBER SELECT AN APPLICANT TO SERVE ON THE HISTORICAL & CULTURAL ACTIVITIES COMMITTEE AS THEIR APPOINTEE; AND THAT THE MAYOR APPOINT, SUBJECT TO CITY COUNCIL APPROVAL**

2030 VISION STATEMENT:

This staff report supports all adopted Goals and all adopted Core Values of the City Council's 2030 Vision.

BACKGROUND:

The Historical & Cultural Activities Committee is a seven-member Committee appointed by the Mayor, subject to City Council approval, and serves four-year terms at the pleasure of the City Council. The terms alternate so that every two (2) years at least two (2) appointments are set to expire. Additionally, the Membership and Appointment Process of the Committee shall be made by minute record of the City Council and shall continue in effect until a successor is appointed.

As of August 26, 2025, the Historical & Cultural Activities Committee has had one (1) vacancy after the removal of former committee member Monica Garcia, who was appointed by Mayor Pro Tem Sabino.

Current Committee Members

NAME	APPOINTED	APPOINTED BY:	TERM ENDS
Daniel Torres	8/26/2025	Council At Large	06/30/2026
Stephanie Darwin	06/25/2024	Council At Large	06/30/2026
Lynne Harmon	08/27/2024	Council Member Allen	06/30/2028
Hanni Bennett	8/26/2025	Council Member Brown	06/30/2028
Vacant	08/27/2024	Mayor Pro Tem Sabino	06/30/2028
Margie Miller	01/28/2025	Mayor Hussey	06/30/2024
Jason Greeley	01/28/2025	Council Member Wilson	06/30/2026

Pursuant to Government Code section 54974(a), “[w]henver an unscheduled vacancy occurs in any board, commission, or committee for which the legislative body has the appointing power, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the office of the clerk of the local agency, on either the local agency’s Internet Website or at the library designated pursuant to Section 54973, and in other places as directed by the legislative body, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk’s office.”

The notice of vacancy was published, as stated above, on September 15, 2025, and the last day to submit applications was on November 3, 2025, at 5pm. The City received one (1) Application for Citizen Service from the following community member to serve on the Committee, and it is attached to this staff report:

- Luke Poutre

DISCUSSION:

The membership and appointment process of the Committee shall be made by minute record of the City Council and shall continue in effect until a successor is appointed. At this time, the above-named applicant would fill the one (1) vacancy on the Committee. Mayor Pro Tem Sabino will have the opportunity to select their appointee from the application submitted, and based on the foregoing, the Mayor appoints, subject to City Council approval.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

None.



RECEIVED

SEP 19 2025

CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT

CITY OF GRAND TERRACE
APPLICATION FOR CITIZEN SERVICE

RECEIVED

SEP 19 2025

CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT

Complete and submit to the City Clerk's Department

Applying as a member of the Historical & Cultural Activities Committee

Name Luke Poutre

Address

Contact Phone Number

Email

Occupation Cultural Resource Management Archaeologist, Assistant Curator of Anthropology

Education M.A. - Near Eastern Archaeology, La Sierra University

Are there any workday evenings you could not meet? () Yes (/) No. If yes, please list them.

Why are you interested in this appointment? I am deeply interested in this appointment because it represents an opportunity to give back to the community that has shaped my family for over seven decades.

For additional information, please see attached email.
(separate from my written statement)

What do you consider to be your major qualifications?

References

1. Kaitlyn Satelmeyer - [redacted] (Museum Director)
2. James Grigsby - [redacted] (Civil Affairs Sergeant)
3. Matthew Biernat, Esq. - [redacted] (Senior Associate - K&A, Inc.)

Please attach a written statement containing any additional information you feel would be useful to the City Council.

RECEIVED

SEP 19 2025

CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT

Statement of Interest

Dear Committee,

My name is Luke Poutre, and I am writing to express my strong interest in serving on the Historical & Cultural Activities Committee for the City of Grand Terrace. My family has lived in Grand Terrace since 1960, and I take great pride in the legacy of our community and its role in shaping the broader history of the Inland Empire. With deep roots in this city, a professional career dedicated to archaeology, cultural resource management, and public engagement, and extensive leadership experience, I believe I am uniquely suited to contribute to the preservation and celebration of Grand Terrace's heritage.

As a cultural resource management (CRM) archaeologist and lithic analyst, I have dedicated my career to studying, preserving, and presenting cultural heritage both locally and internationally. My work as a NAGPRA Coordinator and Assistant Curator of Anthropology at La Sierra University Museum requires me to manage sensitive cultural collections, ensure compliance with federal law, and engage directly with tribal governments and descendant communities. This role has taught me the importance of respecting cultural traditions, fostering collaboration, and making history accessible to the public—all values that align with the mission of this committee.

Beyond my museum work, I have extensive field experience through archaeological surveys, excavations, and compliance projects across southern California, the Near East, and Iraqi Kurdistan. Locally, I have worked with L&L Environmental and Rincon Consultants on archaeological and biological surveys, construction monitoring, and report preparation, which gave me firsthand experience in documenting and preserving the cultural and natural resources of our region. These roles allowed me to collaborate with tribal monitors, learning from their knowledge and traditions while ensuring that projects upheld both legal and ethical standards.

My leadership extends beyond archaeology into service as a U.S. Army Civil Affairs Specialist, where I was trained in cultural relations, negotiation, and cross-cultural communication. These experiences reinforced the importance of community engagement, diplomacy, and respect for diverse perspectives. Combined with my academic work—including a Master of Arts in Near Eastern Archaeology and numerous research and exhibition projects—these skills prepare me to bring both professional expertise and practical leadership to the committee.

In addition to technical knowledge, I have a proven record of public communication and education. I have served as a guest lecturer in archaeology, presented at museum exhibitions, and worked with local schools to introduce students to archaeology through interactive programs. I believe strongly that history should not

remain behind glass or in books but should be shared in ways that inspire curiosity, pride, and a sense of belonging. If appointed, I would work to ensure that Grand Terrace residents, especially younger generations, are connected to the city's historical and cultural heritage.

Ultimately, my candidacy is rooted in both professional expertise and personal connection. My family's history in Grand Terrace spans more than six decades, and I am committed to giving back to this community. The Historical & Cultural Activities Committee provides an opportunity to honor that legacy while applying my skills to preserve and promote the stories, traditions, and cultural richness of our city.

Thank you for your consideration. It would be an honor to serve the City of Grand Terrace in this capacity, and I am eager to contribute my experience, leadership, and passion for history to the committee's important work.

Sincerely,

Luke Poutre, M.A.

Daysi Alcocer

From: Luke Poutre [REDACTED]
Sent: Friday, September 19, 2025 9:22 AM
To: Daysi Alcocer
Subject: Interest & Qualification Responses

RECEIVED

SEP 19 2025

**CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT**

Why I am Interested:

I am deeply interested in this appointment because it represents an opportunity to give back to the community that has shaped my family for more than six decades. I believe that history and culture are essential to building community pride and identity, and I want to help ensure that Grand Terrace's unique story is preserved and shared with future generations. This committee would allow me to combine my professional expertise in archaeology, cultural resource management, and public engagement with my personal commitment to honoring the heritage of our city.

Major Qualifications:

My qualifications include extensive experience in archaeology, cultural resource management, and historical preservation. As NAGPRA Coordinator and Assistant Curator of Anthropology at La Sierra University Museum, I manage compliance, cultural consultations, and public exhibitions. I have conducted archaeological surveys and excavations in Southern California and abroad, and my service as a U.S. Army Civil Affairs Specialist further strengthened my leadership and cross-cultural communication skills.

Thank you very much!

-Luke Poutre