

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**August 5, 2025**

**FROM**

**DAWN ROWE, Chair and Third District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contract for Support Services to the Third Supervisorial District

**RECOMMENDATION(S)**

Approve **Employment Contract No. 25-575** with Ashley Franklin to provide support services to the Third District Supervisor, as a Constituent Services Representative, effective August 9, 2025, for an estimated annual cost of \$103,224 (Salary - \$48,896, Benefits - \$54,328).  
(Presenter: Dawn Rowe, Chair and Third District Supervisor, 387-4855)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Third District's 2025-26 budget to fund the costs related to this employment contract and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

Staff services to members of the Board of Supervisors (Board) are provided through contractual arrangement, as required by the County Charter.

The recommended employment contract would engage Ashley Franklin to provide support services for the Third District Supervisor as a Constituent Services Representative, effective August 9, 2025.

Either party may terminate the contract at any time without cause with a 14-day prior written notice to the other party. The contract may be terminated for just cause immediately by the County.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on July 2, 2025; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on July 3, 2025; and County Finance and Administration (Penelope Chang, Principal Administrative Analyst, 387-4886) on June 26, 2025.

**Employment Contract for Support Services to the Third Supervisorial  
District  
August 5, 2025**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman

Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: August 5, 2025



cc: CAO - Chang w/agree  
Contractor - c/o CAO w/agree  
File - w/agree

CCM 08/7/2025