

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

September 23, 2025

**FROM**

**JESSE ARMENDAREZ, Second District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contract and Amendment to Employment Contract for Support Services to the Second Supervisorial District

**RECOMMENDATION(S)**

1. Approve **Employment Contract No. 25-748** with Alondra Cabrera to provide support services to the Second District Supervisor, as a Supervisors Executive Aide I, effective September 20, 2025, for an estimated annual cost of \$68,458 (Salary - \$44,720, Benefits - \$23,738).
2. Approve **Amendment No. 2 to Employment Contract No. 23-39** with Michael Stoffel to continue to provide support services to the Second District Supervisor, changing the job title to Chief of Staff, as well as updating corresponding duties, retroactively effective August 23, 2025.

(Presenter: Jesse Armendarez, Second District Supervisor, 387-4833)

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

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

**FINANCIAL IMPACT**

Approval of the recommendations will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Second District's 2025-26 budget to fund the costs related to the employment contract and the amendment 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.

Recommendation No. 1 will engage Alondra Cabrera to provide support services for the Second District Supervisor as a Supervisors Executive Aide I, effective September 20, 2025.

On January 24, 2023 (Item No. 5), the Board approved Employment Contract No. 23-39 to engage Michael Stoffel as a Deputy Chief of Staff to provide support services for the Second District Supervisor. On May 23, 2023 (Item No. 6), the Board approved Amendment No. 1 to Mr. Stoffel's employment contract, changing the salary range. Recommendation No. 2 will approve Amendment No. 2 to Mr. Stoffel's employment contract changing the job title, as well as updating corresponding duties, retroactively effective August 23, 2025, as Mr. Stoffel has been acting in the capacity of the Chief of Staff for the Second District Supervisor.

**Employment Contract and Amendment to Employment Contract for  
Support Services to the Second Supervisorial District  
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Either party may terminate their respective contract at any time without cause with a 14-day prior written notice to the other party. The contracts 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 September 2, 2025; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on September 3, 2025; and County Finance and Administration (Penelope Chang, Principal Administrative Analyst, 387-4886) on August 29, 2025.

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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: September 23, 2025



cc: BOS - Chang w/agrees  
Contractor - c/o BOS w/agree  
File - w/agree  
CCM 09/25/2025