

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.42
(ID # 29852)

MEETING DATE:

Tuesday, March 03, 2026

FROM : AGRICULTURAL COMMISSIONER

SUBJECT: AGRICULTURAL COMMISSIONER: Authorize and Approve the Use of General Fund Contingency for the addition of one (1) Full-Time Equivalent (FTE) Fiscal Analyst position for the Agricultural Commissioner's Office to lead budget development/monitoring, annual financial reporting support, monthly contract billing, and grant/compliance functions; and Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9527 submitted herewith. All Districts. [\$70,049 FY 25/26 Total Cost, \$140,099 Ongoing Cost - General Fund Contingency 100%] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the addition of one (1) Full-time Equivalent (FTE) fiscal Analyst for the Agricultural Commissioner's Office to lead budget development/monitoring, annual financial reporting support, monthly contract billing, and grant/compliance functions; and
2. Authorize the Use of General Fund Contingency for the Agricultural Commissioner's Office for the addition of one (1) Full-Time Equivalent (FTE) Fiscal Analyst for Fiscal Year 2025/2026 in the amount of \$70,049 for salary and benefits; and
3. Approve and direct the Auditor-Controller to make the budget adjustment included in Schedule A for ongoing support of one (1) Full-Time Equivalent (FTE) Fiscal Analyst into Fiscal Year 2026/2027; and
4. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9527 submitted herewith.

ACTION: 4/5 Vote Required, Position Added, Policy


ACTION: 4/5 Vote Required, Position Added


Delia Cioce, Assistant Agricultural Commissioner. 2/24/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Medina, seconded by Supervisor Gutierrez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Perez, and Gutierrez
Nays: None
Absent: Washington
Date: March 3, 2026
xc: Agric. Comm., HR

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 70,049	\$ 140,099	\$ 70,049	\$ 140,099
NET COUNTY COST	\$ 70,049	\$ 140,099	\$ 70,049	\$ 140,099
SOURCE OF FUNDS: 100% General Fund Contingency			Budget Adjustment:	Yes
			For Fiscal Year:	25/26 – 26/27

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Agricultural Commissioner’s Office currently lacks a dedicated fiscal analyst to support comprehensive financial management across its programs. Adding one (1) Fiscal Analyst is necessary to meet County financial reporting expectations for the Annual Comprehensive Financial Report (ACFR), including timely, accurate department schedules and coordination with the Auditor-Controller’s calendared processes. The position will ensure compliance with Governmental Accounting Standards Board (GASB) requirements—improving transparency, comparability, and audit readiness of county financial statements—and implement the federal Uniform Guidance (2 CFR Part 200) for grants and cooperative agreements. This includes allowability reviews, documentation standards, procurement controls, subrecipient monitoring, and preparing the Schedule of Expenditures of Federal Awards (SEFA) for Single Audit purposes.

Operationally, the Fiscal Analyst will perform the monthly contract billing cycle (coding, documentation, reconciliation, and collections) to prevent revenue leakage, accelerate reimbursements, and maintain auditable records consistent with County policy and open-budget transparency objectives. The role will also strengthen internal controls, formalizing control activities for budget, purchasing, accounts receivable, and grants—reducing the risk of audit findings and safeguarding public resources. Improved fiscal stewardship will enhance program stability and service delivery across agricultural and weights & measures programs, support industry confidence, and sustain enforcement and outreach activities consistent with state and federal mandates.

Impact on Residents and Businesses

Addition of a Fiscal Analyst position for the Agricultural Commissioner’s Office will support improved fiscal stewardship, enhance program stability and service delivery across agricultural and weights & measures programs, supports industry confidence, and sustains enforcement and outreach activities consistent with state and federal mandates.

Additional Fiscal Information

Mid-year funding of one (1) Full-Time Equivalent (FTE) Fiscal Analyst in the Agricultural Commissioner’s Office, will cost \$70,049 for salary and benefits for the remainder of Fiscal Year 2025/2026. The ongoing cost of this position will be incorporated into the department’s approved base budget. Fully funded support for this position into Fiscal Year 2026/2027 will require a total cost of \$140,099. This position will strengthen fiscal oversight by improving financial reconciliation and the timely collection of grant and contract revenues, supporting efficient operations and long-term fiscal sustainability.

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ATTACHMENTS:

1. Schedule A Budget Adjustment FY 25/26
2. Resolution No. 440-9527

**Schedule A
Budget Adjustment
FY25/26**

Anticipated Use of Unassigned Fund Balance:

10000-2800100000-370100	Unassigned Fund Balance	\$70,049
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Increase Appropriations:

10000-2800100000-510040	Regular Salaries	\$70,049
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Decrease Appropriations:

10000-1109000000-581000	Appropriation for Contingency	\$70,049
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Increase Unassigned Fund Balance:

10000-1109000000-370100	Unassigned Fund Balance	\$70,049
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Brett Austin, Supervising Accountant

2/26/2026


Crystal Carrillo, Senior Management Analyst

2/26/2026

1 RESOLUTION NO. 440-9527

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on March 3, 2026, that pursuant to Section 4(a)(ii) of Ordinance No. 440, the
5 Agricultural Commissioner is authorized to make the following listed change(s), operative on the date of
6 approval, as follows:

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<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
77497	+ 1	280010000	Fiscal Analyst

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12 ROLL CALL:

13 Ayes: Medina, Spiegel, Perez, and Gutierrez

14 Nays: None

15 Absent: Washington

16 Abstain: None

17
18 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on
19 the date therein set forth.

20 KIMBERLY A. RECTOR, Clerk of said Board

21
22 By:  _____
23 Deputy

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27 /kc
28 02/25/2026
440 Resolutions\KC

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Schedule A
Budget Adjustment
FY 25/26

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10000-2800100000-370100	Unassigned Fund Balance	\$70,049
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10000-1109000000-370100	Unassigned Fund Balance	\$70,049
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