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March 4, 2026

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street – Suite 710
Albany, New York 12207

RE: RLA – Title Changes within the 2026 Adopted Budget of the Department of Audit and Control

Dear Chairwoman Cunningham,

The Department of Audit and Control respectfully requests approval to amend the 2026 Adopted Budget. The requested changes eliminate the outdated title of “Clerical Aide” and the title of “Associate Operations Supervisor”. The new titles requested include the title of “Office Assistant I” and “Director of Fiscal Operations”.

Should you require any additional information, please let me know.

Sincerely,

Susan A. Rizzo
Albany County Comptroller
112 State Street, Room 1100
Albany, New York 12207
(518) 447-7130

CC: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Necole Chambers, Clerk of the Legislature
Caitlin O'Brien, Chief of Staff
Thomas DeBose, Counsel to the Chair
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

Title Changes within the 2026 Adopted Budget of the Department of Audit and Control

Date: March 4, 2026
Submitted By: Susan A. Rizzo
Department: Department of Audit and Control
Title: Albany County Comptroller
Phone: (518) 447-7130
Department Rep.
Attending Meeting: Susan A. Rizzo

Purpose of Request:

- Adopting of Local Law
 - Amendment of Prior Legislation
 - Approval/Adoption of Plan/Procedure
 - Bond Approval
 - Budget Amendment
 - Contract Authorization
 - Countywide Services
 - Environmental Impact/SEQR
 - Home Rule Request
 - Property Conveyance
 - Other: (state if not listed) _____
-

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.: See attached
Source of Funds: See attached
Title Change: See attached

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) _____

Contract Terms/Conditions:

Party (Name/address):

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee:

Click or tap here to enter text.

Scope of Services:

Click or tap here to enter text.

Bond Res. No.:

Date of Adoption:

CONCERNING ALL REQUESTS

Mandated Program/Service:

Yes No

If Mandated Cite Authority:

Click or tap here to enter text.

Is there a Fiscal Impact:

Yes No

Anticipated in Current Budget:

Yes No

County Budget Accounts:

Revenue Account and Line:

Revenue Amount:

Appropriation Account and Line:

See attached

Appropriation Amount:

See attached

Source of Funding – (Percentages)

Federal:
State:
County: 100%
Local:

Term

Term: (Start and end date) Click or tap here to enter text.
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation Yes No

If yes, explain:

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

The requested changes eliminate the outdated title of "Clerical Aide" and the title of "Associate Operations Supervisor". The new titles requested are "Office Assistant I" and "Director of Fiscal Operations".

ACCOUNT NO.				RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
A91315	11381	001	190005	ASSOC. OPERATIONS SUPERVISOR		\$ 120,376	\$ -	Department of Audit and Control
A91315	16104	001	190059	ACCOUNT CLERK II (POOLED)		\$ 8,212	\$ 146,161	Department of Audit and Control
A91315	16211	001	190057	CLERICAL AIDE		\$ 42,707	\$ -	Department of Audit and Control
A91315	19970			TEMP HELP		\$ 5,000	\$ 10,000	Department of Audit and Control
A91315	CREATE			DIRECTOR OF FISCAL OPERATIONS	\$ 133,588		\$ 133,588	Department of Audit and Control
A91315	CREATE			OFFICE ASSISTANT I	\$ 42,707		\$ 42,707	Department of Audit and Control
				TOTAL APPROPRIATIONS	\$ 176,295	\$ 176,295		

ESTIMATED REVENUES

ACCOUNT NO.				RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
				TOTAL ESTIMATED REVENUES	\$ -	\$ -		
				GRAND TOTAL	\$ 176,295	\$ 176,295		