



SUSAN A. RIZZO  
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COUNTY OF ALBANY  
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March 6, 2024

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

RE: RLA – Adjustment to the 2024 Adopted Budget of the Department of Audit and Control

Dear Chairwoman Cunningham,

The Department of Audit and Control is requesting approval to amend the 2024 Adopted Budget. The changes requested will enhance our audit capability and claims-processing function by increasing the number of hours worked per week by a key staff member. Please note these changes are budget-neutral. The Request for Legislative Action template and backup are attached for your review and convenience.

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

Sincerely,

Susan A. Rizzo  
Albany County Comptroller  
112 State Street, Room 1030  
Albany, New York 12207  
(518) 447-7130

CC: Dennis Feeny, Majority Leader  
Frank Mauriello, Minority Leader  
Necole Chambers, Clerk of the Legislature  
Caitlin O'Brien, Chief of Staff  
Patrick Collins, Counsel to the Chair  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel

## REQUEST FOR LEGISLATIVE ACTION

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Adjustment to the 2024 Adopted Budget of the Department of Audit and Control

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Date: March 6, 2024  
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) \_\_\_\_\_
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## CONCERNING BUDGET AMENDMENTS

### Increase/decrease category (choose all that apply):

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

Increase Account/Line No.: A.91315.15502.002 (190031 - Administrative Aide PT)  
Source of Funds: See attached  
Title Change: N/A

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## 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:

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**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:

A.91315.15502.002

Appropriation Amount:

\$53,797.00

**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)

This increase enhances the Department of Audit and Control's audit capability and claims-processing function by increasing the hours worked by a current part-time employee in the Department of Audit and Control.

ACCOUNT NO.			RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
A91315	15502	002	190031 ADMINISTRATIVE AIDE PT	\$ 15,371		\$ 53,797	Department of Audit and Control
A91315	19970		TEMPORARY HELP		\$ 10,000	\$ 10,000	Department of Audit and Control
A91315	11132	001	190064 CHIEF OF STAFF		\$ 3,675	\$ 105,000	Department of Audit and Control
A91315	16401	001	190022 CONFIDENTIAL SECRETARY		\$ 1,696	\$ 62,564	Department of Audit and Control
TOTAL APPROPRIATIONS				\$ 15,371	\$ 15,371		

ACCOUNT NO.			RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
TOTAL ESTIMATED REVENUES				\$ -	\$ -		
GRAND TOTAL				\$ 15,371	\$ 15,371		