



# ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

**CRAIG D. APPLE, SR.**  
SHERIFF

**WILLIAM M. RICE**  
UNDERSHERIFF

**SHAWN P. NOONAN**  
CHIEF DEPUTY

**LEON A. BORMANN**  
CHIEF DEPUTY

April 13, 2022

Honorable Andrew C. Joyce  
Legislative Clerk's Office  
112 State Street, Room 710  
Albany, New York 12207

Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the members of the Albany County Legislature.

Legislative approval is being requested authorizing the following personnel change and we have attached a budget amendment.

Eliminate	Salary
Court Attendant	\$37,933.00
Add	
P/T Policy Analyst (20 Hours)	\$37,000.00

Should there be any questions, please do not hesitate to contact me.

Sincerely,

Craig D. Apple, Sr.  
Sheriff

cc: Hon. Daniel McCoy, County Executive  
Hon. William Clay, Public Safety Chairman  
Hon. Wanda Willingham, Audit & Finance Committee  
Brandon Russell, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel  
Christian Barnes, Minority Conference

**REQUEST FOR LEGISLATIVE ACTION**

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

**DATE :** APRIL 14, 2022

**DEPARTMENT:** ALBANY COUNTY SHERIFF'S DEPT

**CONTACT PERSON:** SHERIFF CRAIG D APPLE SR  
**TELEPHONE:** 518-447-5440  
**DEPT. REPRESENTATIVE ATTENDING** SHERIFF CRAIG D APPLE SR  
**COMMITTEE MEETING:**

**PURPOSE OF REQUEST:**

- ADOPTION OF LOCAL LAW \_\_\_\_\_
- AMENDMENT OF PRIOR LEGISLATION \_\_\_\_\_
- APPROVAL/ADOPTION OF PLAN/PROCEDURE \_\_\_\_\_
- BOND APPROVAL \_\_\_\_\_
- BUDGET AMENDMENT(SEE BELOW) X
- CONTRACT AUTHORIZATION (SEE BELOW) \_\_\_\_\_
- ENVIRONMENTAL IMPACT \_\_\_\_\_
- HOME RULE REQUEST \_\_\_\_\_
- PROPERTY CONVEYANCE \_\_\_\_\_
- OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE) X

THE SHERIFF'S OFFICE IS REQUESTING THE FOLLOWING PERSONNEL ADJUSTMENT IN DEPT. 3110  
THIS MOVE WILL BE BUDGET NEUTRAL IN OUR 2022 BUDGET  
SEE ATTACHED SPREADSHEETS

**CONCERNING BUDGET AMENDMENTS**

**STATE, THE FOLLOWING**

**INCREASE ACCOUNT/LINE NO.** SEE ATTACHED  
**SOURCE OF FUNDS:** \_\_\_\_\_  
**TITLE CHANGE:** \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION,**

**STATE THE FOLLOWING:**

**TYPE OF CONTRACT**

- CHANGE ORDER/CONTRACT AMENDMENT \_\_\_\_\_
- PURCHASE (EQUIPMENT/ SUPPLIES) \_\_\_\_\_
- LEASE (EQUIPMENT/SUPPLIES) \_\_\_\_\_
- REQUIREMENTS \_\_\_\_\_
- PROFESSIONAL SERVICES \_\_\_\_\_
- EDUCATIONAL/TRAINING \_\_\_\_\_
- GRANT: **NEW** \_\_\_\_\_
- RENEWAL** \_\_\_\_\_
- SUBMISSION DEADLINE DATE** \_\_\_\_\_

**SETTLEMENT OF A CLAIM** \_\_\_\_\_  
**RELEASE OF LIABILITY** \_\_\_\_\_  
**OTHER: (STATE BRIEFLY)** \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION (CONT'D)**

**STATE THE FOLLOWING:**

CONTRACT TERMS/CONDITIONS: \_\_\_\_\_ PARTY (NAME/ADDRESS): \_\_\_\_\_

AMOUNT/RATE SCHEDULE/FEE: \_\_\_\_\_

TERM: \_\_\_\_\_

SCOPE OF SERVICES: \_\_\_\_\_

**CONTRACT FUNDING:**

ANTICIPATED IN CURRENT BUDGET: YES \_\_\_\_\_ NO \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

COUNTY BUDGET ACCOUNTS: \_\_\_\_\_

REVENUE: \_\_\_\_\_

APPROPRIATION: \_\_\_\_\_

BOND (RES. NO. & DATE OF ADOPTION) \_\_\_\_\_

**CONCERNING ALL REQUESTS:**

MANDATED PROGRAM/SERVICE: YES \_\_\_\_\_ NO

IF MANDATED CITE: AUTHORITY \_\_\_\_\_

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES \_\_\_\_\_ NO

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS: \_\_\_\_\_

FISCAL IMPACT - FUNDING: \_\_\_\_\_ (DOLLARS OR PERCENTAGES)

FEDERAL \_\_\_\_\_

STATE \_\_\_\_\_

COUNTY 100%

TERM/LENGTH OF FUNDING \_\_\_\_\_

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION: \_\_\_\_\_

RESOLUTION/LAW NUMBER: \_\_\_\_\_

DATE OF ADOPTION: \_\_\_\_\_

JUSTIFICATION: \_\_\_\_\_ (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

PER SPREAD SHEET

THIS WILL BE BUDGET NEUTRAL IN OUR 2022

BACK-UP MATERIAL SUBMITTED \_\_\_\_\_ (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE, BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF