



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

LEON A. BORMANN
CHIEF DEPUTY

August 1, 2022

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

ANDREW
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the members of the Albany County Legislature. We will be eliminating one (1) full time position thereby saving the County \$8,496.00 dollars.

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

Eliminate	Salary
Data Entry Operator	\$33,496.00
Add	
Senior Policy Analyst	18,000.00
Court Attendant	7,000.00

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

Sincerely,

Craig D. Apple, Sr.
Craig D. Apple, Sr.
Sheriff

REQUEST FOR LEGISLATIVE ACTION

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

DATE : AUGUST 1, 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)	<u>X</u>
CONTRACT AUTHORIZATION (SEE BELOW)	_____
ENVIRONMENTAL IMPACT	_____
HOME RULE REQUEST	_____
PROPERTY CONVEYANCE	_____
OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE)	<u>X</u>

THE SHERIFF'S OFFICE IS REQUESTING THE FOLLOWING PERSONNEL ADJUSTMENTS IN DEPT. 3110
AND IN DEPT. 3150. THESE MOVES WILL RESULT IN A COST SAVINGS FOR THE COUNTY IN 2022

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING

INCREASE ACCOUNT/LINE NO.	<u>SEE ATTACHED</u>
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

X

IF MANDATED CITE: AUTHORITY

ANTICIPATED IN CURRENT ADOPTED BUDGET:

YES

NO

X

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 RESULT IN A COST SAVINGS FOR THE COUNTY IN 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

2022 BUDGET AMENDMENT (3110 AND 3150)														
						APPROPRIATIONS								
RESOLUTION NO. /BCH				ACCOUNT NO.		RESOLUTION DESCRIPTION		INCREASE		DECREASE		ANNUAL SALARY	POSITION CONTROL NUMBER	
	A	3150	1	2550	001	SENIOR POLICY ANALYST		18,000.00				90,163.00	390469	
	A	3110	1	4502	007	COURT ATTENDANT		7,000.00				44,933.00	370169	
						TOTAL APPROPRIATIONS		25,000.00				135,096.00		