

# ALBANY COUNTY SHERIFF'S OFFICE

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



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

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

June 20, 2025

Honorable Joanne Cunningham  
Legislative Chairwoman  
112 State Street, Room 710  
Albany, New York 12207

SO  
Dear Chairwoman Cunningham:

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

Authorization is requested to create one (1) full time Maintenance Mechanic III position at the Albany County Correctional Facility. This position is necessary to ensure the proper functioning and safety of our facility. This role involves routine inspections, preventative maintenance, basic repairs and responding to maintenance requests from jail staff. This request is budget neutral.

Should there be any questions, do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig D. Apple, Sr.", written over the typed name and title.

Craig D. Apple, Sr.  
Sheriff

Cc: Hon. Daniel P. McCoy, County Executive  
Hon. Wanda F. Willingham, Deputy Chairwoman

## REQUEST FOR LEGISLATIVE ACTION

### Description (e.g., Contract Authorization for Information Services):

..title

Request for Legislative approval for personnel adjustments at the Albany County Correctional Facility

..body

Date: June 17, 2025 Submitted By: Craig D. Apple, Sr.  
Department: Sheriff's Office Title: Sheriff  
Attending Meeting: Sheriff Craig D. Apple, Sr. Phone: 518-487-5440

Purpose of Request: Budget Amendment Enter text.

### **CONTRACT TERMS/CONDITIONS:**

Party Names and Addresses:  
Enter text.

Term: (Start/end date or duration) Enter text.  
Amount/Raise Schedule/Fee: Enter text.

### **BUDGET INFORMATION:**

Is there a Fiscal Impact: Yes  No   
Anticipated in Budget: Yes  No   
Spreadsheet attached: Yes  No

### **Source of Funding – (Percentages)**

Federal: 0% County: 100%  
State: 0% Local: 0%

### **County Budget Accounts:**

Revenue Account and Line: Enter text.  
Revenue Amount: Enter text.  
Appropriation Account and Line: Enter text.  
Appropriation Amount: Enter text.

### **ADDITIONAL INFORMATION:**

Mandated Program/Service: Yes  No   
If Mandated, Cite Authority: Enter text.  
Request for Bids / Proposals:  
Competitive Bidding Exempt: Yes  No   
# of Response(s): Enter text.  
# of MWBE: Enter text.  
# of Veteran Business: Enter text.  
Bond Resolution No.: Enter text.  
Apprenticeship Program Yes  No

### **Previous requests for Identical or Similar Action:**

Resolution/Law Number and Date: Enter text.

### **DESCRIPTION OF REQUEST:** (state briefly why legislative action is requested)

Position necessary to ensure proper functioning and safety of the Correctional Facility.

APPROPRIATIONS

ACCOUNT NO.	RESOLUTION DESCRIPTION	INCREASE	DECREASE	ANNUAL SALARY	POSTION CONTROL #	COMMENTS
A 3150 1 7021 003	Maintenance Mechanic III	36,559		90,526.00		
A 3150 1 8124 003	Building Maintenance Helper		33,925.00			Payroll check 8/6 delete
A 3150 1 7115 001	Electrician		2,634.00			reduce
	TOTAL APPROPRIATIONS	36,559.00	36,559.00			

ESTIMATED REVENUES

ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	COMMENTS
	TOTAL ESTIMATED REVENUES	0.00	0.00		

GRAND TOTALS 36,559.00 36,559.00