



ECLIEG APR23'14 AM 10:21

COUNTY OF ERIE
STEFAN I. MYCHAJLIW
COMPTROLLER

April 23, 2014

Commissioner John C. Loffredo
Erie County Department of Public Works
95 Franklin Street, Room 1400
Buffalo, New York 14202

Re: Investigation of the Bureau of Weights and Measures

Dear Commissioner Loffredo:

The Erie County Comptroller's office is commencing an investigation of the Bureau of Weights and Measures for the period of January 1, 2014 through April 1, 2014.

The Objective of this investigation will be to:

- Review the work life cycle for tasks performed;
- Departmental documentation of the work performed;
- Adherence to internal policies governing the Bureau; and
- Invoices and billing standards to individual clients and New York State

Please provide the following documents within our investigating period in accordance with the attached Subpoena immediately:

- Copies of all Field Inspection Reports;
- Spreadsheets totaling weekly inspections for individual employees;
- Weekly, Monthly and Quarterly Summary Reports compiled by Supervisors/Department Head;
- Copies of all invoices associated with category H inspections ;
- Onsite balance of petty cash account, all available petty cash records as they exists at time subpoena is served;
- Master Inventory List;
- Copies of all departmental Policies and Procedures; and
- List of all departmental (Weights and Measures) employees, their job descriptions and work schedules

As this list is only our initial request for information, we may request additional documentation when necessary as the investigation progresses.

Sincerely yours,


Christopher M. Musialowski
Deputy Comptroller for Audit

cc: Hon. Mark C. Poloncarz, Erie County Executive
Hon. Erie County Legislature
Robert W. Keating, Director of Budget and Management
Michael A. Siragusa, Erie County Attorney
Erie County Fiscal Stability Authority