

MARCUS J. MOLINARO  
COUNTY EXECUTIVE



NOEL H.S. KNILLE, AIA, ASLA  
COMMISSIONER

ROBERT H. BALKIND, P.E.  
DEPUTY COMMISSIONER

**COUNTY OF DUTCHESS**  
DEPARTMENT OF PUBLIC WORKS  
ADMINISTRATION

June 17, 2014

James Coughlan, Comptroller  
County Office Building, 4<sup>th</sup> Floor  
22 Market Street  
Poughkeepsie, NY 12601

RE: 2014 Public Works Inventory Audit Response

Dear Comptroller Coughlan:

In order to provide the diverse services offered by the Department of Public Works, it is necessary to maintain a sizeable inventory of expendable supplies, tools, equipment, and construction materials. In addition, the Department has a large inventory of repair parts for automobiles, machinery, construction equipment, HVAC systems, and buildings. The Department operates and provides services from numerous locations throughout the County. DPW operations are conducted from five Highway Outpost facilities in Beekman, Amenia, Millbrook, Pine Plains and Rhinebeck; the Main Highway Garage in Poughkeepsie; the County Office Building on Market Street; Bowdoin Park in Poughkeepsie; Wilcox Park in Milan; Quiet Cove Park in Hyde Park; Dutchess County Airport in Wappinger; and the Auto Service Center in Hyde Park. At each location an inventory is maintained. Only two facilities have staff dedicated to inventory management; the Auto Service Center and the Main Highway Garage. As your audit report identified, the Department has room to improve inventory management in order to increase efficiency and accountability.

The Department is aware that there are currently no written procedures concerning inventory management for all of the DPW Divisions and work locations. As there is no dedicated inventory management staff at most locations, it will be challenging to develop a uniform written procedure for inventory control; however, the Department is going to establish guidelines for inventory management. Within the guideline, physical inventories will be prescribed and a centralized recording system will be developed. Guidance will include proper asset disposal procedures and recording of disposed assets. The goal is to establish this guideline by January 01, 2015.

Thank you for the opportunity to offer this response to the 2014 Public Works' Audit Report.

Sincerely,

Noel H.S. Knille, AIA, ASLA  
Commissioner of Public Works

c: R. Balkind, Deputy Commissioner of Public Works  
M. Aldrich, DPW Director of Budget and Finance