



Lexington-Fayette Urban County Government  
OFFICE OF INTERNAL AUDIT

## INTERNAL AUDIT MEMORANDUM

DATE: November 11, 2015

TO: Jim Gray, Mayor

CC: Sally Hamilton, Chief Administrative Officer  
Glenn Brown, Deputy Chief Administrative Officer  
David Holmes, Commissioner of Environmental Quality & Public Works  
Jamshid Baradaran, Director of Facilities & Fleet Management  
Patrick Johnston, Director of Risk Management  
Tracey Thurman, Director of Waste Management  
Susan Straub, Communications Director  
Urban County Council  
Internal Audit Board

FROM: Bruce Sahli, CIA, CFE, Director of Internal Audit  
Chris Ensslin, CIA, CFE, Deputy Director of Internal Audit

RE: Material Recycling Facility Raccoon Issue

On June 9, 2015, an administrative specialist from the Materials Recycling Facility (MRF) contacted the Deputy Director of the Office of Internal Audit. Although previous attempts had been made to remove raccoon access points at the MRF, this employee explained that the MRF was still experiencing issues with raccoon infiltration in the office work areas. The employee requested assistance from the Office of Internal Audit.

The Deputy Director arrived at the MRF shortly thereafter and was shown the area that the Plant Manager suspected was an entry point for the raccoons. The Plant Manager stated that a vendor had worked on this area to close off all possible entry points, but the Plant Manager was convinced that raccoons were still accessing the MRF. The Plant Manager also stated he heard raccoons in his office recently and one had been trapped at the MRF the previous week, so he was confident that the raccoons were still accessing

the MRF. The Deputy Director was shown areas of possible contamination created by raccoon activity and was also shown pictures taken by the Plant Manager of possible areas of contamination.

As this was a health and wellbeing issue affecting LFUCG employees, senior management was advised. One MRF administrative staff member was temporarily relocated to Waste Management headquarters and the other to a temporary shelter and truck outside the MRF weight scales. A trailer placed by the weight scale was later provided for these two employees to work in. This also improved the oversight of the scale and communication between the drivers and weight station personnel. The Division of Risk Management became involved in the mitigation process, and vendors were obtained to seal off all raccoon access to the MRF and remove the raccoons already within the MRF.

On November 6, 2015 we were informed by the Plant Manager that there have been no further issues with raccoons since the vendor completed the mitigation work at the MRF. The matter is therefore considered resolved.

Reported for your information.