



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Inspector General

Report of Investigation

10/23/2025

Odie Donald II
Chief Administrative Officer
City of Richmond

Code of Virginia §15.2-2511.2- Authorization to perform investigative duties, the Inspector General is required to investigate all allegations of fraud, waste, and abuse. City of Richmond Code §2-214 authorizes the Office of the Inspector General to conduct criminal, civil, and administrative investigations related to the municipal affairs of the City.

The Office of the Inspector General (OIG) has completed an investigation within the City of Richmond Department of Public Utilities (DPU). This report presents the results of the investigation.

Case Origin:

This administrative investigation originated from information provided through an anonymous complaint concerning the violation of the City of Richmond Administrative Policy § 21-7, Unauthorized Purchases. On August 14, 2025, the OIG was notified of a potential discrepancy involving unauthorized requisitions created in the DPU MainSaver system for the Wastewater Warehouse. These requisitions involved an employee who appeared to have (169) transactions recorded after their departure from the department. The total of these suspicious requisitions is estimated \$1,003,592.50.

Investigative Facts:

A database query indicated that the employee separated from the wastewater position on April 30, 2025. Upon review, (169) transactions were identified as having occurred after the employees documented end date within the department.

An OIG interview with DPU management determined that the transactions are valid and were not associated with fraudulent or personal use. It was further identified that the employee's name remained pre-filled with supplier purchasing sheets and was not updated following their departure. However, once an employee is no longer assigned to a department their system access and associated profiles will be removed to prevent future discrepancies and potential fraud.

Conclusion:

Based on the findings, the Office of Inspector General concludes that this complaint is unsubstantiated in violation of the City of Richmond Administrative Policy § 21-7, Unauthorized Purchases. The investigation into the unauthorized transactions in the MainSaver system determined that although the transactions were for legitimate supplies, evidence shows that the employee who was no longer assigned to the department remained listed as the purchasing representative, therefore not authorizing the transactions.

It is recommended that the department eliminate prefilled requisitions which can lead to criminal fraud. The actual financial loss to the City of Richmond is \$0.00.

Submitted,



Foster Curtiss
Interim Inspector General

CC: Honorable Members of City Council
Scott Morris, Director of Public Utilities