



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Inspector General

Report of Investigation

10/16/2025

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 Parks and Recreation (DPR). This report presents the results of the investigation.

Case Origin:

This administrative investigation is predicated from information shared by the City of Richmond (COR) Auditors Office, concerning an employee in violation of the City of Richmond Administrative Policy § 21-7 Unauthorized Purchases. On July 8, 2025, it was brought to the attention of the Richmond OIG during an audit of city-issued fuel card transactions, a discrepancy was identified involving fuel purchases made with a fuel card and corresponding PIN number assigned to a DPR employee. The audit revealed multiple fuel purchases that appeared to be outside the normal course of business operations. Estimated Loss to the city \$985.00.

Investigative Facts:

Database queries indicated that between July 2024 and July 2025, multiple fuel purchases totaling approximately \$985.00. were made at various gas stations outside of city business hours. These transactions were not associated with any authorized city vehicle or approved work-related travel. A review of transaction dates and times revealed a pattern indicative of potential personal use of the city-issued fuel card.

Review of video surveillance evidence corroborated that the individual conducting the purchases was not a city employee.

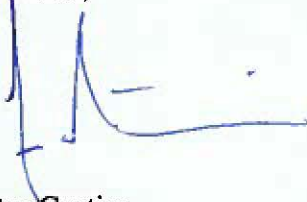
OIG interviews indicated the employee had lost possession of his fuel card information and denied any knowledge of the unauthorized transactions.

Conclusion:

The investigation into the unauthorized fuel purchases made using a city-issued fuel card confirms that the employee was in violation of city Administrative Policy § 21-7 . Evidence indicates that the employee failed to properly secure their assigned PIN, which led to the unauthorized use and misuse of city funds. Based on these findings, it is recommended that the city consider appropriate disciplinary action, up to and including termination and potential criminal charges. In addition, the Richmond Police Department is actively pursuing information regarding individuals not employed by the city who were involved in unauthorized transactions, with efforts underway to pursue those individuals for theft.

Furthermore, it is recommended that the Department of Parks and Recreation seek recovery of the misused funds from the employee. This case underscores the importance of enhanced oversight and accountability in the management of city-issued fuel cards. Recent audit trends have identified an increase in instances of fuel card misuse, revealing vulnerabilities in existing control measures. Therefore, it is further recommended that the city review and strengthen its fuel card management system by implementing stricter authorization and tracking procedures, and by providing regular training and policy reinforcement to reduce the risk of future misuse or theft. Actual loss to the City of Richmond is valued at \$985.00.

Submitted,

A handwritten signature in blue ink, appearing to read 'Foster Curtiss', written over a horizontal line.

Foster Curtiss
Interim Inspector General

CC: Honorable Members of City Council
Christopher Freckle, Director of Parks and Recreation