



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Inspector General

DATE 10/20/2025

Odie Donald
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 Department of Public Works (DPW) 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. During a routine audit of the Department of Public works (DPW) departmental fuel purchases, a DPW employee is alleged to have abused city fueling policy for possible personal gain. The Auditor's Office requested a review of a department employee after the card was flagged for abnormal usage. Estimated loss to the city is \$38,226.06.

Investigative Facts:

Through interviews with DPW staff and fleet managers, it was determined that the fuel card in question was used by the assigned employee to fuel multiple department vehicles operated by employees within their crew, and under their supervision. This practice is consistent with the responsibilities of department supervisors, who are authorized to use their assigned cards to fuel fleet vehicles under their supervision. Additionally, it was verified that the cardholder was present during all fuel transactions, which is within city fuel card policy compliance. It was further determined that higher fuel purchase volumes for supervisory staff can occur when supervisors are responsible for fueling multiple crew vehicles who are not assigned fuel cards.

Conclusion:

Based on all the facts, it has been determined that the fuel card identified during the audit operated within proper procedures and guidelines and is not in violation of Administrative Policy § 21-7 Unauthorized Purchases. Therefore, the Office of the Inspector General concludes that this allegation is unsubstantiated. The actual loss to the City of Richmond is valued at \$0.00.

Submitted,



Foster Curtiss

Interim Inspector General

CC: Honorable Members of City Council

Bobby Vincent, Jr., Director of Public Works