



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Inspector General

Report of Investigation

12/05/2025

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 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. 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 DPW employee. Reported loss to the city \$335.21.

Investigative Facts:

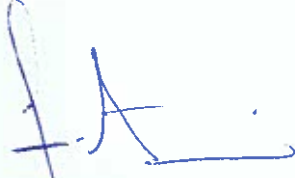
Database queries for the period between July 2023 and July 2024 identified seven (7) fuel transactions totaling \$335.21 made at City fueling stations while the assigned cardholder was on approved leave. During an interview, the cardholder stated that the purchases were made by employees under his supervision; however, due to the time elapsed, he was unable to identify the specific individual responsible for the transactions. The supervisor is currently in good standing with the City with no disciplinary history.

Conclusion:

The investigation into the alleged unauthorized fuel purchases made using a City-issued fuel card, in violation of City Administrative Policy § 21-7, is unsubstantiated. At the time of the transactions, the previous City fueling policy permitted this practice; therefore, the conduct did not constitute a policy violation. The employee has been advised of the updated City fueling policy and instructed not to share their personal PIN with other employees.

The total confirmed financial loss to the City of Richmond from this incident \$0.00.

Submitted,

A handwritten signature in blue ink, appearing to read 'F. Curtiss', with a stylized flourish at the end.

Foster Curtiss
Interim Inspector General

CC: Honorable Members of City Council
Bobby Vincent, Jr. Department of Public Works