



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Office of the Inspector General

### Report of Investigation

10/28/2025

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 \$176.38.

#### **Investigative Facts:**

Database queries conducted for the period between July 2023 and July 2024 revealed seven (7) fuel purchases totaling \$176.38 made at City fueling stations while the cardholder was on leave from work. These transactions were not associated with any authorized City vehicle or approved work-related travel. A review of transaction dates and times identified a pattern consistent with potential personal use of the City-issued fuel card.

OIG Interviews indicated that the employee had been terminated prior to this investigation due to previous instances of fraudulent fuel purchases.

**Conclusion:**

The investigation into the unauthorized fuel purchases made using a city-issued fuel card confirms that the allegation of a violation of City Administrative Policy § 21-7 is substantiated. Evidence demonstrates that the employee misused their assigned fuel card for personal purposes. Based on these findings, the employees' employment with Richmond City has been terminated, and they are no longer serving in any capacity. No criminal charges are being pursued currently.

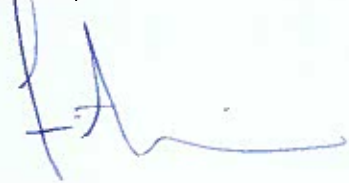
This investigation underscores the need for stronger oversight and accountability in the management of City-issued fuel cards. Recent audit reviews have identified an upward trend in fuel card misuse, revealing vulnerabilities in existing control measures.

Accordingly, it is recommended that the Department of Public Works:

- Conduct a comprehensive review of its fuel card management system.
- Implement enhanced authorization and transaction tracking procedures; and
- Provide regular staff training and policy reinforcement to mitigate the risk of future misuse or theft.

The total confirmed financial loss to the City resulting from this incident is \$176.38.

Submitted,



Foster Curtiss  
Interim Inspector General

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