



# Richmond Office of the City Auditor

Office of the Inspector General

*Fighting government waste, fraud and abuse*

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Richmond City Auditor/Inspector General

January 5, 2016

Mrs. Selena Cuffee-Glenn – Chief Administrative Officer  
City of Richmond

The Office of the Inspector General (OIG) has completed an investigation about an employee's abuse of time in the Department of Public Works (DPW). This report presents the results of the investigation.

### **Allegation:**

The OIG received a complaint that the Interim Director with the Department of Public Works served in the capacity of Project Manager for the construction of First Baptist Church, located on Ironbridge Road in Chesterfield County. The allegation further stated that the Interim Director spent numerous hours during the City's workday on activities related to this project.

### **Legal & City Policy Requirements:**

1. In accordance with the Code of Virginia, §15.2-2511.2, the City Auditor is required to investigate all allegations of fraud, waste, and abuse. Also, City Code section 2-231 requires the Office of the Inspector General to conduct investigations of alleged wrongdoing. In addition, during this investigation the investigator referred to the following regulations:
2. The City's Administrative Regulation 5.13 Time and Attendance Policy

### **Findings:**

The allegation stated that the DPW Interim Director who has now been permanently assigned to that position, spent numerous hours during the City's workday on:

- Visiting the construction site
- Attending meetings and phone calls related to the project

Due to lack of records, the investigator could not verify if the Director visited the construction site or attended project related meetings during business hours. However, the investigator found that the Director participated in the church related conference calls. The investigator estimated that the Director spent at least 38 hours during the one and a half year time period. In addition, the Director conducted limited communications using the City's email system related to the church construction.

During the interview, the Director stated that he volunteers at the church and serves as an assistant pastor. He also indicated that he provides guidance for the church construction project and that he typically spends well in excess of 40 hours a week conducting City business.

**Conclusion:**

The OIG concludes that the allegation is substantiated. The OIG recommends the Chief Administrative Officer take appropriate action, as deemed necessary. If you have any questions, please contact me at extension 5616.

Sincerely,

*Umesh Dalal*

Umesh Dalal, CPA, CIA, CIG  
City Auditor/Inspector General

cc: John Buturla, Interim DCAO of Operations  
City Council Members  
City Audit Committee