

ETHICS REVIEW COMMISSION
CHAPTER 2-7 CITY CODE
COMPLAINT

NAME OF PERSON(S) FILING COMPLAINT: Jason Hadavi, Deputy City Auditor, Office of the City Auditor

MAILING ADDRESS: PO Box 1088, Austin TX 78767-1088

PHONE NUMBER: 512-974-2469

EMAIL ADDRESS: jason.hadavi@austintexas.gov

PLEASE FILE A SEPARATE COMPLAINT FORM FOR EACH PERSON COMPLAINED AGAINST.

NAME OF PERSON COMPLAINED AGAINST: Curtis Graves

CITY OFFICE, DEPARTMENT, COMMISSION: Austin Energy

MAILING ADDRESS: 

PHONE NUMBER [IF KNOWN]: 

EMAIL ADDRESS [IF KNOWN]: 

The Ethics Review Commission has jurisdiction to hear complaints alleging violation(s) of the following provisions:

- City Code, Chapter 2-1, Section 2-1-24 (City Boards, Conflict of Interest and Recusal)
- City Code, Chapter 2-2 (Campaign Finance)
- City Code, Chapter 2-7 (Ethics and Financial Disclosure), except for Article 6 (Anti-lobbying and Procurement)
- City Code, Chapter 4-8 (Regulation of Lobbyists)
- City Charter, Article III, Section 8 (Limits on Campaign Contributions and Expenditures)

PLEASE LIST EACH ALLEGED VIOLATION OF THE ABOVE CITY CODE AND CHARTER PROVISIONS SEPARATELY ON THE FOLLOWING PAGES.

I.

SECTION OF CHARTER OR ORDINANCE VIOLATED: City Code 2-7-62 (O)
and City Code 2-3-5(A)

DATE OF ALLEGED VIOLATION: March 8, 2016 – March 31, 2017

ACTIONS ALLEGED TO BE A VIOLATION:

We found evidence that throughout the last 16 months of Graves' tenure with the City, he repeatedly coded his timesheets to reflect that he was working after sending emails stating that he was going to be out sick, on vacation, or otherwise not working. On these days, badge swipe data shows that Graves was not physically present at his worksite for the hours that he claimed on his timesheets. These actions appear to constitute fraud as defined by City Code 2-3-5(A), and City Code 2-7-62(O) prohibits City employees from engaging in fraud.

WITNESSES OR EVIDENCE THAT WOULD BE PRESENTED: _____

(see the table of contents attached)

CONTACT INFORMATION OF ANY PERSON(S), OTHER THAN THE PERSON COMPLAINED AGAINST, WHO IS IDENTIFIED BY NAME ABOVE OR IN ANY ATTACHMENTS AS INVOLVED IN THE ALLEGED INAPPROPRIATE CONDUCT: (Leave blank if inapplicable.)

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

II.

SECTION OF CHARTER OR ORDINANCE VIOLATED: _____
City Code 2-7-62(J) _____

DATE OF ALLEGED VIOLATION: _____ March 8, 2016 – March 31, 2017 _____

ACTIONS ALLEGED TO BE A VIOLATION:

We found evidence that throughout the last 16 months of Graves' tenure with the City, he repeatedly coded his timesheets to reflect that he was working after sending emails stating that he was going to be out sick, on vacation, or otherwise not working. On these days, badge swipe data shows that Graves was not physically present at his worksite for the hours he claimed on his timesheets. By claiming work time when he does not appear to have been working, Graves used City personnel for private purposes in violation of City Code 2-7-62(J).

WITNESSES OR EVIDENCE THAT WOULD BE PRESENTED: _____

CONTACT INFORMATION OF ANY PERSON(S), OTHER THAN THE PERSON COMPLAINED AGAINST, WHO IS IDENTIFIED BY NAME ABOVE OR IN ANY ATTACHMENTS AS INVOLVED IN THE ALLEGED INAPPROPRIATE CONDUCT: (Leave blank if inapplicable.)

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

III.

SECTION OF CHARTER OR ORDINANCE VIOLATED: _____

DATE OF ALLEGED VIOLATION: _____

ACTIONS ALLEGED TO BE A VIOLATION:

WITNESSES OR EVIDENCE THAT WOULD BE PRESENTED: _____

CONTACT INFORMATION OF ANY PERSON(S), OTHER THAN THE PERSON COMPLAINED AGAINST, WHO IS IDENTIFIED BY NAME ABOVE OR IN ANY ATTACHMENTS AS INVOLVED IN THE ALLEGED INAPPROPRIATE CONDUCT: (Leave blank if inapplicable.)

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

IV.

SECTION OF CHARTER OR ORDINANCE VIOLATED: _____

DATE OF ALLEGED VIOLATION: _____

ACTIONS ALLEGED TO BE A VIOLATION:

WITNESSES OR EVIDENCE THAT WOULD BE PRESENTED: _____

CONTACT INFORMATION OF ANY PERSON(S), OTHER THAN THE PERSON COMPLAINED AGAINST, WHO IS IDENTIFIED BY NAME ABOVE OR IN ANY ATTACHMENTS AS INVOLVED IN THE ALLEGED INAPPROPRIATE CONDUCT: (Leave blank if inapplicable.)

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS [IF KNOWN]: _____

[IF MORE ROOM IS NECESSARY, PLEASE CONTINUE ON A BLANK PAGE USING THE SAME FORMAT]

ALL THE STATEMENTS AND INFORMATION IN THIS COMPLAINT ARE TRUE AND FACTUAL TO THE BEST OF MY KNOWLEDGE.

DATE: _____

COMPLAINANT'S SIGNATURE

PRINT NAME

STATE OF TEXAS

COUNTY OF TRAVIS

This instrument was acknowledged, sworn to and subscribed before me by

On the _____ day of _____, _____, to certify which witness my hand and official seal.

Notary Public in and for the State of Texas

Typed or Printed Name of Notary

THIS FORM MUST BE SUBMITTED TO THE OFFICE OF THE CITY CLERK.

Table of Contents

Exhibit A 2
Office of the City Auditor, Investigative Complaint

Exhibit B 7
Curtis Graves' Emails and Timesheets

Exhibit A

Office of the City Auditor, Investigative Complaint

March 2018

Office of the City Auditor's complaint against Curtis Graves

Allegation

In May 2017, the Office of the City Auditor received an allegation that former Austin Energy Superintendent of System Operations, Curtis Graves, may have inappropriately coded his timesheets to show he had been working, when he had in fact been out on vacation, sick, or otherwise not working.

Background

Austin Energy's (AE) mission "is to safely deliver clean, affordable, reliable energy and excellent customer service." Prior to retirement, Curtis Graves worked in Austin Energy's Electric Service Delivery program, which builds, operates and maintains "the transmission and distribution systems in the Austin Energy service territory in order to provide clean, reliable and affordable electric service to our customers."

As Superintendent of System Operations, a unit housed within the Electric Service Delivery program, Curtis Graves was responsible for the "management of the transmission and distribution system operations and control, system restoration, and operational planning process of the power delivery system for a 24 hour day operation." Graves was also "responsible for the full range of supervisory activities" and was expected to work "under minimal direction." Graves retired from the City on June 30, 2017.

Investigation Results

We found evidence that throughout the last 16 months of Graves' tenure with the City, he repeatedly coded his timesheets to show that he was working, after sending emails stating that he was going to be out sick, on vacation, or otherwise not working. Graves was not expected to work from home, and on these days badge swipe data confirmed that he did not enter his work location to work the hours that he claimed on his timesheets.

Fraudulent Time Reporting and Misuse of City Resources

A City employee's time is considered a City resource, and City employees are expected to accurately account for their time. City employees accrue to their benefit various forms of paid leave, such as sick leave and vacation leave, to use for planned and unplanned absences. When a City employee is ill, on vacation, or otherwise not at work, they are expected to use a specific time code that draws from the appropriate leave balance to account for their absence. If an employee codes their timesheet to show that they were working when they were in fact absent, the employee benefits by maintaining a greater leave balance. In addition, certain employees are eligible to cash out unused personal leave when they leave City employment.

We found that on at least 17 dates between March 2016 and June 2017 (when Graves retired from the City), he notified people throughout his chain of command via email that he would be absent from work, but subsequently claimed to be working on those dates on his timesheets. [Exhibit B] Graves worked in a high-security facility where we observed multiple layers of badge access to enter and leave, and on each of the dates in question we confirmed that Graves did not badge into or out of his worksite. According to Graves' supervisor, employees are not supposed to work from home, but they may be asked to respond to an email or

Investigation Criteria:

City Code defines fraud as "the unauthorized use of a City resource for personal gain by deception..." and "the misappropriation of funds, supplies, or other City resources, through methods including, but not limited to theft, embezzlement, or misrepresentation..."

City Code §2-3-5(A)(2)

See Investigation Criteria for More Details

Exhibit A

phone call as part of their normal duties as a salaried employee. Specific instances where Graves claimed to be working after announcing that he would be out include:

- In an April 14, 2016, email titled "Off," Graves informed his supervisor that he was feeling sick and would "be off tofay [sic]." The following day he sent another email saying "I am still not feeling well and will not be in today." On his timesheet, however, Graves claimed 8 hours of regular time for each day. Additionally, we noticed that on this timesheet, as well as on several other timesheets we reviewed, Graves had one of his direct reports sign off on the timesheet instead of his supervisor. [Exhibit B]
- On March 31, 2017, Graves emailed his supervisor and wrote, "Someone ran through my front fence last night. I will need to be off this morning to make repairs so animals do not get out." Approximately 20 minutes later he emailed one of his reports, "I was originally scheduled to be off half a day today, but will be off all day now..." On his timesheet, however, Graves recorded only 2 hours of vacation leave and claimed 6 hours of regular time. [Exhibit B]
- On Wednesday, November 9, 2016, Graves emailed his supervisor, "I will be out sick today." On his timesheet, however, he did not record any time whatsoever. Instead, Graves claimed to have worked a full 8-hour shift on the previous Sunday (November 6, 2016), outside his normal work schedule. [Exhibit B] Badge swipe data does not show that Graves worked either of these days.
- On March 8, 2016, Graves notified two of his direct reports that he would "be in late this morning" for personal reasons. Badge swipe data shows that Graves badged in at work around 1:20 pm and worked about 4 ½ hours that day, but Graves recorded a full 8-hour shift on his timesheet. [Exhibit B]

Investigation Criteria:

City Code states that "No City official or employee shall use City... personnel... for private purposes, except to the extent such are lawfully available to the public."

City Code §2-3-5(A)(2)

See Investigation Criteria for More Details

When interviewed, Graves denied claiming time that he did not work and said that he had kept records of the work he performed outside of his normal schedule, but that he destroyed the records when he left the City. He also stated that he regularly received work-related phone calls at home that would require him to do anywhere from thirty minutes to several hours of work. However, despite initially displaying a willingness to provide phone records that could support his testimony, Graves did not respond to repeated requests from our office for records. Additionally, Graves said that he generally monitored his City email account when out of the office. We found evidence that Graves monitored and responded to his email on some of the dates in question, but when shown Graves' level of email output, Austin Energy staff and management we spoke with did not believe that it justified the time Graves claimed on his timesheet.

Graves' misrepresentation of the hours he worked for the 17 dates between March 2016 and June 2017 appear to constitute violations of the following criteria:

- §2-7-62(O): Prohibition of Fraud and Abuse
- §2-3-5(A)(2)(a): Fraud includes the Unauthorized Use of a City Resource
- §2-3-5(A)(2)(b): Fraud includes the Misappropriation of City Resources
- City Code §2-7-62(J): Standards of Conduct
- City Personnel Policy (G): Use of City Resources

Investigation Criteria

Fraudulent Time Reporting and Misuse of City Resources

City Code §2-7-62 – STANDARDS OF CONDUCT

(O) A City official or employee may not engage in fraud or abuse, as defined in City Code Chapter 2-3 (City Auditor).

City Code §2-3-5 – POWERS AND DUTIES

(A)(2) FRAUD includes, but is not limited to:

(a) the unauthorized use of a City resource for personal gain by deception, including by forgery or by altering a document;

(b) the misappropriation of funds, supplies, or other City resources, through methods including, but not limited to theft, embezzlement, or misrepresentation;

City Code §2-7-62 – STANDARDS OF CONDUCT

(J) No City official or employee shall use City facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public.

City Personnel Policy – USE OF RESOURCES

(G) Employees are prohibited from using City facilities, equipment, supplies, employee time, or any other City resource for personal use, except to the extent that such resources are available to the public. City resources which may not be used by employees for personal use include, but are not limited to, the following: computers, internet accounts, e-mail and voice mail systems, telephones, facsimile machines, copiers, postage machines, vehicles, office space, desks, and filing cabinets. These resources are dedicated to City business, and City Management shall have full access to both the resources and any contents thereof at all times. Employees have no legitimate expectation of privacy when using these resources. Department Directors may allow employees limited use of telephones for local calls while ensuring that the operational needs of the department are being met.

Methodology

To accomplish our objective, we performed the following steps:

- reviewed applicable City Code and policy;
- conducted background research;
- conducted interviews with City of Austin staff;
- conducted forensic analysis of email data;
- conducted analysis of badge swipe data;
- conducted analysis of time sheet data;
- interviewed the subject; and
- requested phone records from the subject, but they were not provided for analysis.

CAIU Investigative Standards

Investigations by the Office of the City Auditor are considered non-audit projects under the Government Auditing Standards and are conducted in accordance with the ethics and general standards (Chapters 1-3), procedures recommended by the Association of Certified Fraud Examiners (ACFE), and the ACFE Fraud Examiner's Manual. Investigations conducted also adhere to quality standards established by the Council of the Inspectors General on Integrity and Efficiency (CIGIE), Quality Standards for Investigations, and City Code.

The Office of the City Auditor was created by the Austin City Charter as an independent office reporting to City Council to help establish accountability and improve City services. We conduct investigations of allegations of fraud, waste, and abuse by City employees or contractors.

Exhibit B

Curtis Graves' Emails and Timesheets

March 2016 - March 2017

Emails in which Curtis Graves announced that he would be out sick, on vacation, or otherwise not at work along with his timesheets showing that he claimed to be working on those dates.

Summary of Inappropriately Claimed Work Hours

Exhibit Reference	Emails Announcing Time Off			Badge Swipe Data			Email Analysis	Coded on Timesheet				Hours Misrepresented	Hours Paid by City				
	Reason Out	Day	Date	Badge In	Badge Out	Duration	# Emails Sent by Graves	REG	VCU	SCK	Employee Signature on Timesheet	Supervisor Signature on Timesheet	# of REG Hours Claimed but Not Worked	REG	VCU	SCK	
B - 1	In Late - Not Sick	Tuesday	3/8/2016	13:19:58	17:53:19	4:33:21	15	8			Curtis Graves	Unsigned	3:26:39	8			
B - 2	Sick	Thursday	4/14/2016	Graves did not badge in for any of these days.	Graves did not badge out for any of these days.	0	0	8			Curtis Graves	Billy Reid	8	8			
B - 2	Sick	Friday	4/15/2016			0	3	8				Curtis Graves	Billy Reid	8	8		
B - 3	Out - Not Sick	Thursday	5/5/2016			0	14	4	4			Kenneth Saegert	Billy Reid	4	4	4	
B - 4	Sick	Tuesday	6/7/2016			0	5	4			4	Curtis Graves	Unsigned	4	4		4
B - 5	Sick	Wednesday	6/15/2016			0	14	8				Brock Carter	Illegible	8	8		
B - 6	Out - Not Sick	Monday	8/1/2016			0	4	6	2			Curtis Graves	Unsigned	6	6	2	
B - 6	Out - Not Sick	Tuesday	8/2/2016			0	7	6.5	1.5			Curtis Graves	Unsigned	6.5	6.5	1.5	
B - 7	Sick (Daughter)	Friday	8/19/2016			0	18	8				Kenneth Saegert for Curtis Graves	Billy Reid	8	8		
B - 8	Sick	Thursday	9/8/2016			0	10	4			4	Brock Carter on behalf of Curtis Graves	Billy Reid	4	4		4
B - 9	Sick	Wednesday	10/5/2016			0	14	8				Kenneth Saegert	Billy Reid*	8	8		
B - 10	Out - Not Sick	Friday	10/14/2016			0	18	4	4			Kenneth Saegert	Billy Reid*	4	4	4	
B - 11	Out - Not Sick	Monday	10/17/2016			0	9	8				Curtis Graves	Billy Reid	8	8		
B - 12	Out - Not Sick	Friday	10/28/2016			0	5	4	4			Curtis Graves	Unsigned	4	4	4	
B - 13	Sick**	Sunday	11/6/2016			0	4	8				Illegible	Billy Reid	8	8		
B - 14	Sick (Daughter)	Monday	11/14/2016			0	3	6				Curtis Graves	Danny Ee	6	6		
B - 15	Out - Not Sick	Friday	3/31/2017	0	2	6	2			Curtis Graves	Danny Ee	6	6	2			

*Although Graves did not sign these two timesheets, he emailed Reid instructions on how to fill out these timesheets on his behalf.

**Graves said that he would be out sick on Wednesday, November 9, 2016, but did not claim anything on his timesheet. Instead, he claimed 8 hours of REG on Sunday, November 6, 2016. We did not find evidence that he worked either day.

Explanation of Earning Codes Seen in Graves' Banner Data and Timesheets

REG	Regular Hours	This Earning Code is used to enter regular hours worked by an employee who uses vacation leave during a regular scheduled work week.
VCU	Vacation Hours Used	This Earning Code is used to enter vacation time used for an employee who uses vacation leave during a regular scheduled work week.
SCK	Sick Hours Used	This Earning Code is used to enter sick time used for an employee who uses sick leave during a regular scheduled work week.
HPT	Holiday Pay Taken (Not Worked) (Productive)	This code is used to pay an employee for a holiday when it is observed on the employee's scheduled work day and the employee is allowed to take off.

Balances Upon Graves' Retirement on June 30, 2017

78.62	Number of hours of accumulated vacation time paid out upon Graves' retirement.
16.00	Number of hours of accumulated sick time when Graves' retired.
94.62	Combined number of accumulated vacation and sick leave hours when Graves' retired.
103.94	Total number of misrepresented hours identified in this investigation.

From: Graves, Curtis
Sent: Tuesday, March 08, 2016 5:24 AM
To: Reid, Billy; Carter, Brock
Subject: In late

I will be in late this morning. I need to drop off my truck and then I will be there.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location
 Year
 ID
 Emp No
 Posn

Web Access
 Pay ID
 Name
 Job Title
 Job Status

Print Other
 Pay Number
 GRAVES, CURTIS
 Supt, Systems Operations

Begin Date
 End Date
 Check Date
 Employee Class
 Hrs/Pay
 Separation Date

Week 1

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total	
5010	1100	5111		5810						REG		8.00	8.00	8.00	8.00	8.00		40	32.00
Totals											8.00	8.00	8.00	8.00	8.00			40	32.00

[Handwritten Signature]

Employee Signature

Supervisor Signature

Ee, Danny

From: Graves, Curtis
Sent: Thursday, April 14, 2016 7:04 AM
To: Ee, Danny
Subject: Off

Danny,

MEDICAL INFORMATION I will be off today. I will be monitoring emails and my phone if needed.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420

Ee, Danny

From: Graves, Curtis
Sent: Friday, April 15, 2016 5:38 AM
To: Ee, Danny
Subject: Off

Danny,

I am still not feeling well and will not be in today.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location NU0061
 Year 2016
 ID
 Emp No 10025107
 Posn 109640

Web Access Y
 Pay ID BW
 Name GRAVES, CURTIS
 Job Title Supt, Systems Operations
 Job Status A

Print Other N
 Pay Number 8
 Employee Class Standard/Exempt
 Hrs/Pay 80
 Separation Date

Begin Date April 03, 2016
 End Date April 16, 2016
 Check Date April 22, 2016
 Employee Class Standard/Exempt
 Hrs/Pay 80
 Separation Date

Week 2

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Pgm	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total	
5010	1100	5111		5800							SCK			4.00						4.00
5010	1100	5111		5810							REG		8.00	4.00	8.00	8.00	8.00			36.00
Totals												8.00	8.00	8.00	8.00	8.00				40.00

Employee Signature _____

Supervisor Signature _____

Ee, Danny

From: Graves, Curtis
Sent: Wednesday, May 04, 2016 8:22 PM
To: Ee, Danny
Subject: Out again tomorrow

Danny,

I will be out again tomorrow. The insurance claim adjuster called and tomorrow at 10:30am is the only time this week he was available. I will be missing the storm debriefing meeting. I will try and have someone there in my place but will have to see who is available tomorrow. [REDACTED] MEDICAL INFORMATION [REDACTED] MEDICAL INFORMATION. I will let you know tomorrow who will attend.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420

From: [Graves, Curtis](#)
To: [Reid, Billy](#); [Carter, Brock](#)
Subject: Off sick
Date: Tuesday, June 07, 2016 8:23:49 AM

Billy,

I turned around and came back home sick. Can one of you go to my Danny meeting at 1030 in 2017? All I have to discuss is OPERATIONAL and I plan on ordering food for everyone involved within my group for a lunch and

OPERATIONAL

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



ID:

Location:

Year:

Emp No:

Posn:

Web Access:

Pay ID:

Name:

Job Title:

Job Status:

Print Other:

Pay Number:

Begin Date:

End Date:

Check Date:

Employee Class:

Hrs/Pay:

Separation Date:

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total	
5010	1100	5110		5810						REG		4	4	4	4	8			28
5010	1100	5110		5810						SCK		4	4		4				8
5010	1100	5110		5870						VEA					4				4
Totals											8	8	8	8	8	8			40

[Handwritten Signature]

Employee Signature

Supervisor Signature

Ee, Danny

From: Graves, Curtis
Sent: Wednesday, June 15, 2016 7:07 AM
To: Ee, Danny
Subject: Off today

Danny,

I will be off today sick **MEDICAL INFORMATION** Billy or Brock will attend **OPERATIONAL** meeting.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location: NU0061
 Year: 2016
 ID: 10025107
 Emp No: 109640
 Posn:

Web Access: Y
 Pay ID: BW
 Name: GRAVES, CURTIS
 Job Title: Supt, Systems Operations
 Job Status: A

Print Other: N
 Pay Number: 13
 Employee Class: 02
 Hrs/Pay: 80
 Standard/Exempt:

Begin Date: June 12, 2016
 End Date: June 25, 2016
 Check Date: July 01, 2016
 Separation Date:

Week 1

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Code	Earn	SUN	MON	TUE	WED	THU	FRI	SAT	Total	
5010	1100	5111		5810						REG	8.00		8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00
Totals													8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00

[Signature]
 Employee Signature

[Signature]
 Supervisor Signature

From: [Graves, Curtis](#)
To: [Reid, Billy](#)
Subject: Off Monday
Date: Sunday, July 31, 2016 9:34:54 PM

Billy,

I will be off tomorrow to take care of some things. I will be available by phone but may not be checking email much. Can you please fill in my timesheet.

Monday/Tuesday -REG
Wednesday- Personal Holiday
Thursday/Friday- VCU

Thank you ,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420

On Aug 1, 2016, at 21:43, Graves, Curtis <Curtis.Graves@austinenergy.com> wrote:

I will be out again tomorrow to help my dad with family issues. I will be available by phone and email.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location
 Year
 ID
 Emp No
 Postn

Web Access
 Pay ID
 Name
 Job Title
 Job Status

Print Other
 Pay Number
 Employee Class
 Hrs/Pay
 Separation Date

Begin Date
 End Date
 Check Date
 Employee Class
 Hrs/Pay
 Separation Date

Week 2

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Code	Earn	SUN	MON	TUE	WED	THU	FRI	SAT	Total		
5010	1100	5110		5810						REG			6	6.5	8	8	8			36.5 0.00	
5010	1100	5110		5810						V-C			2	1.5						3.5	
Totals													8	8	8	8	8			40	0.00

Curtis Graves

Employee Signature

Supervisor Signature

Ee, Danny

From: Graves, Curtis
Sent: Friday, August 19, 2016 7:22 AM
To: Ee, Danny
Subject: RE: Out this morning but available

Thanks and you do the same

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420

----- Original message -----

From: "Ee, Danny" <Danny.Ee@austinenergy.com>
Date: 8/19/16 7:05 AM (GMT-06:00)
To: "Graves, Curtis" <Curtis.Graves@austinenergy.com>
Subject: Re: Out this morning but available

Thx and have a great weekend

Danny Ee, P.E. | Director, Smart Grid & System Operations | Austin Energy
2500 Montopolis Drive | Austin, TX 78741 | 512.505.7128 (office) 512.751.1154 (cell)

On Aug 19, 2016, at 6:52 AM, Graves, Curtis <Curtis.Graves@austinenergy.com> wrote:

Danny,

I need to take my youngest daughter back to the dentist this morning. [REDACTED]
[REDACTED] MEDICAL INFORMATION [REDACTED] I will have my personal tablet and phone
with me.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location
 Year
 Emp No
 Posn

Web Access
 Pay ID
 Name
 Job Title
 Job Status

Begin Date
 End Date
 Check Date
 Employee Class
 Hrs/Pay
 Separation Date

Week 2

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Pgm	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total		
5010	1100	5111		5810							REG			16.00	8.00	8.00	8.00	8.00	8.00	40.	
Totals													16.00				8.00	8.00	8.00	8.00	40.

Employee Signature 

Supervisor Signature 

Ee, Danny

From: Graves, Curtis
Sent: Thursday, September 08, 2016 4:30 AM
To: Ee, Danny
Subject: Sick

Danny,

I will not be in today. [REDACTED] MEDICAL INFORMATION [REDACTED] I will try and check emails periodically but first I am going to try and get some sleep. I do have [REDACTED] OPERATIONAL [REDACTED] meeting today from 1:00-2:30 that I will try and have someone attend. I now both Brock and Billy have busy schedules today and there is training taking place today.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location
 Year
 ID
 Emp No
 Posn

Web Access
 Pay ID
 Name
 Job Title
 Job Status

Print Other
 Pay Number
 Employee Class
 Hrs/Pay
 Separation Date

Begin Date
 End Date
 Check Date
 Employee Class
 Hrs/Pay
 Separation Date

Week 1

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Pgm	Phase	Loc	Earn Code	SUN 9/4/16	MON 9/5/16	TUE 9/6/16	WED 9/7/16	THU 9/8/16	FRI 9/9/16	SAT 9/10/16	Total		
5010	1100	5111		5800							SCK			8.00		4.00				12.00	
5010	1100	5111		5810							REG		8		8.00	4	8.00			20	
											HA		8							8	
Totals													8.00		8	8.00	8	8.00			40

Curtis Graves
 Employee Signature

[Signature]
 Supervisor Signature

Ee, Danny

From: Graves, Curtis
Sent: Wednesday, October 05, 2016 4:59 AM
To: Ee, Danny
Subject: Out today

Danny,

I have picked up what my daughter had and will be out today. I will be available if needed and I will be remoted in to my computer and will be monitoring email and my phone.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420

From: [Graves, Curtis](#)
To: [Reid, Billy](#)
Subject: Work from home today
Date: Monday, October 10, 2016 5:58:13 AM

Billy,

I got with Danny already and have to take my daughter to practice at lunch today for volleyball. They are off today but the coach texted yesterday for them to practice. My laptop will not remote in so I'm going to work with the help desk this morning to get it working and work from home this morning. **Can you please complete my timesheet.** Also a reminder we have **OPERATIONAL** tomorrow.

Monday-8 reg
Tuesday-4 sck, 4 vcu
Wednesday-8 reg
Thursday-8 reg
Friday-8 reg

Auditor Note: This instruction was for Wednesday, October 5, 2016.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location: NU0061
 Year: 2016
 ID: 10025107
 Emp No: 109640
 Posn:

Web Access: Y
 Pay ID: BW
 Name: GRAVES, CURTIS
 Job Title: Supt, Systems Operations
 Job Status: A

Print Other: N
 Pay Number: 21
 Employee Class: Standard/Exempt
 Hrs/Pay: 80
 Separation Date:

Week 1

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Earn Code	SUN 10/2/16	MON 10/3/16	TUE 10/4/16	WED 10/5/16	THU 10/6/16	FRI 10/7/16	SAT 10/8/16	Total	
5010	1100	5111		5800						SCK			4.00					4.00	
5010	1100	5111		5800						VCU			4.00					4.00	
5010	1100	5111		5810						REG		8		8.00	8.00	8.00		32.00	
Totals												8		8.00	8.00	8.00			40.00

[Handwritten Signature]

Employee Signature

[Handwritten Signature]

Supervisor Signature

From: [Graves, Curtis](#)
To: [Reid, Billy](#)
Subject: RE: Off vacation
Date: Wednesday, October 12, 2016 9:59:07 PM

They will probably want to discuss [REDACTED] OPERATIONAL [REDACTED]. Brock can go over details with you quickly in the morning but basically an [REDACTED] OPERATIONAL [REDACTED] OPERATIONAL [REDACTED]

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420

----- Original message -----

From: "Reid, Billy" <Billy.Reid@austinenergy.com>
Date: 10/12/16 9:42 PM (GMT-06:00)
To: "Graves, Curtis" <Curtis.Graves@austinenergy.com>
Subject: Re: Off vacation

10-4. Do you know of possibly anything that might come up or anything you want to bring up? I really don't want to feel blind sided in this meeting again.

Thanks,

Billy Reid | Supervisor, System Operations | Austin Energy | 2500 Montopolis Dr. Austin, TX 78741 | Phone: 512-322-6870

On Oct 12, 2016, at 20:58, Graves, Curtis <Curtis.Graves@austinenergy.com> wrote:

Billy,

I will be off tomorrow and Friday on vacation. I will periodically check email and phone but won't be readily available. We fired that contractor today and I have about 2000' of trees still to clear and fix the splintered mess that he made. My fence guy starts Saturday and is on tight schedule. He won't be available for a couple months. I just let Danny know as well while we were discussing issues at RP substation.

I only have one meeting that needs to be covered and that's tomorrow [REDACTED] OPERATIONAL [REDACTED] if you can cover.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy

2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420

From: [Graves, Curtis](#)
To: [Reid, Billy](#)
Bcc: [Graves, Curtis](#)
Subject: Off tomorrow
Date: Sunday, October 16, 2016 11:44:43 PM

Billy,

I will be off Monday to finish things up. I also have to stay up tonight because an amber from my fire started a small brush fire tonight on the land next to me. The Fire department just left.

I will be back Tuesday. **Can you also please complete my timesheet;**

Monday/Tuesday -8 reg

Wednesday- 4 reg/4 vcu

Thursday- 8 vcu

Friday- 4 reg/4vcu

Auditor Note: This instruction was for Friday, October 14, 2016.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy

2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location
 Year
 ID
 Emp No
 Posn

Web Access
 Pay ID
 Name
 Job Title
 Job Status

Print Other
 Pay Number
 Employee Class
 Hrs/Pay
 Separation Date

Begin Date
 End Date
 Check Date
 Employee Class
 Hrs/Pay
 Separation Date

Week 2

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total	
											10/9/16	10/10/16	10/11/16	10/12/16	10/13/16	10/14/16	10/15/16		
5010	1100	5111		5800						VCU				4.00	8.00	4.00		16.00	
5010	1100	5111		5810						REG		8	8.00	4.00		4.00		16.00	
Totals												8	8.00	8.00	8.00	8.00	8.00		40

[Handwritten Signature]

Employee Signature

[Handwritten Signature]

Supervisor Signature

Ee, Danny

From: Graves, Curtis
Sent: Sunday, October 16, 2016 11:46 PM
To: Ee, Danny
Subject: Off tomorrow

Danny,

I will need to be off Monday to finish things up. I also have to stay up tonight because an amber from my fire this morning started a small brush fire tonight on the land next to me. The Fire department just left. I will be back Tuesday.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location
 Year
 ID
 Emp No
 Posn

Web Access
 Pay ID
 Name
 Job Title
 Job Status

Print Other
 Pay Number
 Employee Class
 Hrs/Pay
 Separation Date

Begin Date
 End Date
 Check Date
 Employee Class
 Hrs/Pay
 Separation Date

Week 1

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total
5010	1100	5111		5810						REG								40.00
																		40.00
Totals																		
												8.00	8.00	8.00	8.00	8.00	8.00	40.00

 Employee Signature

 Supervisor Signature

Ee, Danny

From: Graves, Curtis
Sent: Friday, October 28, 2016 5:56 AM
To: Ee, Danny
Subject: Out of the office

Danny,

I will be off today. I will be monitoring my email. If you need me, email, text or call.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location: NU0061
 Year: 2016
 ID: 10025107
 Emp No: 109640
 Posn:
 Web Access: Y
 Print Other: N
 Pay ID: BW
 Pay Number: 22
 Name: GRAVES, CURTIS
 Job Title: Supt, Systems Operations
 Job Status: A
 Employee Class: 02
 Standard/Exempt:
 Hrs/Pay: 80
 Separation Date:
 Begin Date: October 16, 2016
 End Date: October 29, 2016
 Check Date: November 04, 2016

Week 2

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total	
5010	1100	5111		5810						REG	8.00	8.00	8.00	5.00	8.00	4.00		33.00	
5010	1100	5111		5810						SCK				3.00				3.00	
										Vcy				4.00				4.00	
Totals											8.00	8.00	8.00	8.00	8.00	4.00			40.00

Employee Signature

Supervisor Signature

Ee, Danny

From: Graves, Curtis
Sent: Wednesday, November 09, 2016 8:45 AM
To: Ee, Danny
Cc: Saegert, Kenneth; Sweatman, Carlan
Subject: Sick today

Danny,

My email this morning does not appear to have gone through. I will be out sick today.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location
 Year
 ID
 Emp No
 Posn

Web Access
 Pay ID
 Name
 Job Title
 Job Status

Print Other
 Pay Number
 Employee Class
 Hrs/Pay
 Separation Date

Begin Date
 End Date
 Check Date
 Employee Class
 Hrs/Pay
 Separation Date

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total	
5010	1100	5111		5800						HPT				11/9/16	11/10/16	11/11/16	11/12/16	8.00	
5010	1100	5111		5810						REG	11/6/16	11/7/16	11/8/16	11/9/16	11/10/16	11/11/16	11/12/16	32.00	
Totals											8.00	12.00	6.00	6.00	8.00	6.00	8.00		40.00

Employee Signature

Supervisor Signature

Ee, Danny

From: Graves, Curtis
Sent: Monday, November 14, 2016 5:08 AM
To: Ee, Danny
Subject: Home today

I will be home today with a sick kid. I will check email, respond and be available if needed.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location NU0061
 Year 2016
 ID
 Emp No 10025107
 Posn 109640

Web Access
 Pay ID
 Name
 Job Title
 Job Status

Y
 BW
 GRAVES, CURTIS
 Supt, Systems Operations
 A

Print Other N
 Pay Number 24

Begin Date November 13, 2016
 End Date November 26, 2016
 Check Date December 02, 2016
 Employee Class 02 Standard/Exempt
 Hrs/Pay 80
 Separation Date

Week 1

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total
5010	1100	5111		5800						VCU				2.00				2.00
5010	1100	5111		5810						REG		6.00	10.00	6.00	7.00	9.00		38.00
Totals												6.00	10.00	8.00	7.00	9.00		40.00

 Employee Signature

Duffy

 Supervisor Signature

From: [Graves, Curtis](#)
To: [Fe, Danny](#)
Cc: [Reid, Billy](#)
Subject: Out of office today
Date: Friday, March 31, 2017 5:52:17 AM

Danny,

Someone ran through my front fence last night. I will need to be off this morning to make repairs so animals do not get out. Billy Reid will be in charge in my absence.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420

From: [Graves, Curtis](#)
To: [Abernethy, Michael](#)
Subject: Out of office
Date: Friday, March 31, 2017 6:10:55 AM

Mike,

I was originally scheduled off half a day today but will be off all day now to repair my fence someone ran into last night. Billy Reid is in charge in my absence if you need anything.

Thanks,

Curtis Graves | Superintendent System Operations | Austin Energy
2500 Montopolis Dr. | Austin, TX 78741 | Phone: 512-322-6665 | Fax: 512-476-9420



Location
 Year
 ID
 Emp No
 Posn

Web Access
 Pay ID
 Name
 Job Title
 Job Status

Print Other
 Pay Number
 Employee Class
 Hrs/Pay
 Separation Date

Begin Date
 End Date
 Check Date
 Employee Class
 Hrs/Pay
 Separation Date

Week 2

Labor Distribution

Fund	Dept	Unit	SU	Activity	Task Order	Pgm	Pd	Phase	Loc	Earn Code	SUN	MON	TUE	WED	THU	FRI	SAT	Total	
5010	1100	5111		5800						VCU						2.00		2.00	
5010	1100	5111		5810						REG		8.00	8.00	8.00	8.00	6.00		38.00	
Totals												8.00	8.00	8.00	8.00	8.00			40.00

 Employee Signature

 Supervisor Signature