

TO: Lisa Frank, Chief Operating and Administrative Officer

FROM: Jeff Skalican, Acting Director, Department of Mobility and Infrastructure

DATE: July 21, 2025

SUBJECT: Acting Pay Request

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I am requesting acting pay for Brian Ralston, Utility & Right of Way Supervisor, for a period commencing August 4th; this employee will be acting in the position of Senior Manager – Right of Way, pending the birth of a baby.

Per the Acting Pay Policy revised in June of 2022, Brian Ralston “is assuming, on a temporary basis, the duties of a higher-level position when it is absolutely necessary to have an employee immediately available to make pressing decisions that cannot be deferred or referred to a higher level”.

Upon initial approval from your office, forward this memo to your department Chief if applicable, otherwise forward this memo to the Office of Management & Budget for approval. Thank you.

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**Acting Payroll Approval**

Employee: Brian Ralston  
Current Position Title: Utility & Right of Way Supervisor  
Acting Position Title: Senior Manager Right of Way  
Dates: 8/4/25-2/4/26  
Current Salary and Step & Grade: \$91,021 – 27G  
Acting Salary and Step & Grade: \$98,571 – 29G



Department Chief, if applicable

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Budget Analyst, Office of Management & Budget

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Director, Office of Management & Budget

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Cc: Lead Payroll Coordinator  
Supervisor of Applications & Records