

ED GAINEY
MAYOR



KIMBERLY LUCAS
DIRECTOR

MEMORANDUM

TO: Lisa Frank, Chief Operating and Administrative Officer

FROM: Kim Lucas, Director, Department of Mobility and Infrastructure

DATE: June 3, 2025

SUBJECT: Acting Pay Request

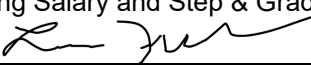
I am requesting acting pay for Daniel Rodriguez, Project Manager, for the period commencing May 29, 2025; this employee will be acting in the position of Senior Project Manager.

Per the Acting Pay Policy revised in June of 2022, Daniel Rodriguez "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".

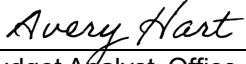
Upon initial approval from your office, forward this memo to your department Chief if applicable, otherwise forward this memo to the Office of Management & Budget for approval. Thank you.

Acting Payroll Approval


Employee: Daniel Rodriguez
Current Position Title: Project Manager
Acting Position Title: Senior Project Manager
Dates: May 29, 2025 – July 22, 2025
Current Salary and Step & Grade: \$91,021 – 27G
Acting Salary and Step & Grade: \$98,571 – 29G



Department Chief



Budget Analyst, Office of Management & Budget



Director, Office of Management & Budget

Cc: Lead Payroll Coordinator
Supervisor of Applications & Records