

TO: Jake Pawlak, Director, Office of Management and Budget
Lisa Frank, Chief Operating and Administrative Officer, Office of the Mayor

FROM: Chris Hornstein, Director Department of Public Works

DATE: January 1, 2026

SUBJECT: Acting Pay Request

Chris Hornstein

I am requesting acting pay for Zachary Delaney for the period commencing December 5, 2025, until a replacement is found or six months. This employee will be acting in the position of Recycling Supervisor in the Bureau of Environmental Services. This letter is to reflect the new 2026 rate for this position.

Per the Acting Pay Policy revised in June of 2022, Zachary Delaney "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".

Thank you.

Acting Payroll Approval

Employee: Zachary Delaney
Current Position Title: Environmental Enforcement
Acting Position Title: Program Manager
Dates: Recycling Supervisor
January 1, 2026, to June 5, 2026
Current Salary and Step & Grade: \$73,238 / 21G
Salary and Step & Grade: \$79,352 / 23G

Sheri Rolowski 1/7/2025

Budget Analyst, Office of Management and Budget

Dawn Jell

Chief of Staff, Mayor's Office

Rea Price

Acting Director, Office of Management and Budget

CC: Lead Payroll Coordinator
Manager of HR Administration
Kelli Lewis
Don Mudrick