

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: December 5, 2025
SUBJECT: Acting Pay Request



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.

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 Program Manager
Acting Position Title:	Recycling Supervisor
Dates:	December 5, 2025 to December 31, 2025

Current Salary and Step & Grade: \$71,115.00/21G
Acting Salary and Step & Grade: \$77,043.00/23G

Sheri Rolewski 12/10/2025

Budget Analyst, Office of Management and Budget



Assigned Chief, Office of Management and Budget



Director, Office of Management and Budget

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