

TO: Jake Pawlak, Deputy Mayor
Lisa Frank, Chief Operating and Administrative Officer

FROM: Kimberly Lucas - Director, Department of Mobility and Infrastructure

DATE: February 29, 2024

SUBJECT: Acting Pay Request

I am requesting acting pay for David Fromm, Inspector 4, for the period commencing March 4, 2024 until June 30, 2024 this employee will be acting in the position of Paving Supervisor.

Per the Acting Pay Policy revised in June of 2018, David Fromm "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: David Fromm
Current Position Title: Inspector 4
Acting Position Title: Paving Supervisor
Dates: March 4, 2024 – June 30, 2024
Current Salary and Step & Grade: 23E - \$69,036
Acting Salary and Step & Grade: 29E - \$88,375

Adam Clevenger

Budget Analyst, Office of Management & Budget

Lisa Frank

Department Chief

Kimberly Lucas

Director, Office of Management & Budget

Cc: Lead Payroll Coordinator
Supervisor of Applications & Records