



City of Cleveland
Justin M. Bibb, Mayor

April 9, 2026

Blaine A. Griffin, President
Cleveland City Council
601 Lakeside Ave.
Cleveland, Ohio 44114

**Re: Request for Passage & Summary – Pay Band Ordinance Changes –
Sections 4 and 31 – April 20, 2026 Meeting**

Dear Council President Griffin:

I am requesting legislation to be passed **under suspension** at the April 20, 2026 meeting:

Section 4 (Employees of Council)

Line #11: **Executive Assistant I** – Changing title, pay structure, and associated progression to accurately reflect position.

Line #12: **Executive Assistant II** – Changing title, pay structure, and associated progression to accurately reflect position.

Section 31 (Non-Bargaining)

Line #2: **Administrative Officer** – Changing maximum pay to accurately reflect position rate of pay pursuant to market review.

This legislation is requested to be passed **under suspension** as it relates to employees' positions and associated compensation. Thank you for your consideration of this request.

If you have any questions, please contact me at (216) 664-2458.

Sincerely,

Matthew J. Cole
Director of Human Resources

Cc: Ryan Puente, Chief of Staff
Jessica Trivisonno, Deputy Chief of Staff/Chief Strategy Officer

Mike Culp, Chief of Government Affairs
Rachon Long, Director of Civil Service
Egdilio Morales, Assistant Director of Human Resources
Mark Chimo, Labor Relations Manager
Andre Reynolds, Legislation Liaison, Department of Finance
Lonya Moss-Walker, Commissioner of Accounts, Department of Finance
Tiffany Fischbach, Chief Assistant Director of Law
Nancy Lanzola, Project Director, Department of Law
Ursula O'Hannon, Project Specialist, Department of Law