



**City of Cleveland**  
Justin M. Bibb, Mayor

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September 2, 2025

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

**Re: Request for Passage & Summary – Pay Band Ordinance Changes –  
Sections 37, 39 and 43 – September 15, 2025 Meeting**

Dear Council President Griffin:

I am requesting legislation to be passed **under suspension** at the September 15, 2025 meeting:

**Section 37**

***Chief Architect***

Following assessment of this position by Civil Service, including level of authority and associated responsibilities -- Amend minimum salary to \$85,000.00 and maximum salary to \$132,000.00. For reference, comparable salary ranges for this position within the United States are \$111,000 to \$145,000; the average in Ohio is \$142,500 to \$183,000.

**Sections 39 and 43**

***Administrative Manager***

The Administrative Manager classification was originally created to serve as a higher-level management position. However, based on analysis of the employees currently serving in this role, that does not always appear to be the case.

Following an assessment by Civil Service, including a review of the level of authority and associated responsibilities, the salary range for this classification will be amended to a minimum of \$65,000.00 and a maximum of \$80,000.00.

***Administrative Manager II***

Following an assessment of this position by Civil Service, an additional tier, Administrative Manager II, has been created to align with the existing Administrative Manager classification. This adjustment better reflects the level of authority, oversight, and associated responsibilities.

The salary range for this classification will be a minimum of \$80,000.00 and a maximum of \$170,000.00. Employees whose current compensation does not fall within these ranges will be reclassified to the appropriate classification.

**Project Manager II**

Revise classification from IT Project Manager II to Project Manager II. This position will be used citywide, rather than being restricted to a single department. Additionally, it will align with the Project Manager classification as part of development of Career Ladders (currently within IT and Architecture) and support tiered progression.

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: Bradford Davy, Chief of Staff  
Ryan Puente, Deputy Chief of Staff/Chief of Government Affairs  
Rachon Long, Director of Civil Service  
Mike Culp, Senior Advisor  
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