



January 7, 2026
Special Meeting
6:00 PM

Cleveland Heights City Hall
Council Chambers
40 Severance Cir
Cleveland Heights, Ohio

AGENDA - CLEVELAND HEIGHTS CITY COUNCIL MEETING

- 1) Meeting called to order by Council President
- 2) Roll Call of Council Members
- 3) Excuse absent members
- 4) Executive Session
 - a. *To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of any public employee or public official, the investigation of charges or complaints against a public employee, official, licensee or contractee of the City or one who seeks to be an employee, licensee or contractee of the City.*

5) **LEGISLATION**

Note: The title for each piece of legislation contains a parenthetical reference to the Council Committee within which the subject matter of the legislation falls. Council Committees are abbreviated as follows: (AS)-Administrative Services; (COTW)-Committee of the Whole; (CRR)-Community Relations and Recreation; (F)-Finance; (HB)-Housing and Building; (MSES)-Municipal Services and Environmental Sustainability; (PD)-Planning and Development; (PSH)-Public Safety and Health. See Resolution 97-2022 for a list of Council Committee subject matter areas.

a. **First Readings – Consideration of Adoption Requested**

ORDINANCE NO. 001-2026(AS): First Reading. An Ordinance amending Ordinance No. 023-2025, “An Ordinance establishing salary schedules, position classifications, and other compensation, and benefits for officers and employees of the City,” to assign the Cain Park General Manager position to Salary Grade 19; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Petras

6) Adjournment

NEXT MEETING OF COUNCIL: JANUARY 20, 2026

Proposed: 01/07/2026

ORDINANCE NO. 001-2026(AS), *First Reading*

By Mayor Petras

An Ordinance amending Ordinance No. 023-2025, “An Ordinance Establishing salary schedules, position classifications, and other compensation, and benefits for officers and employees of the City,” to assign the Cain Park General Manager position to Salary Grade 19; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, Article 5, Section 4 of the Cleveland Heights Charter requires this Council to “fix by ordinance the salary, rate, or amount of compensation of all officers and employees of the City;” and

WHEREAS, pursuant to Article V, Section 4 of the Charter of the City of Cleveland Heights and Section 139.21 of the Codified Ordinances of the City of Cleveland Heights, this Council established salary schedules, position classifications and other compensation, and benefits for officers and employees of the City through the adoption of Ordinance No. 023-2025, as amended by Ordinances No. 111-2025 and 210-2025, passed May 5, 2025, and June 2, 2025, and October 20, 2025, respectively; and

WHEREAS, the City wishes to further amend Ordinance No. 023-2025 by assigning the position of “General Manager – Cain Park” to Salary Grade 19.

BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. That Exhibit 2 to Ordinance 023-2025 is hereby amended in the manner described by Exhibit 1-A, which is attached hereto and incorporated as if fully rewritten herein.

SECTION 2. That Ordinance 023-2025 as it existed prior to this amendment is repealed to the extent inconsistent with this amendment, and the remaining provisions of Ordinance No. 023-2025 not amended hereby shall remain in full force and effect.

SECTION 3. It is found and determined that all formal actions of the Council relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 4. Notice of the passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Ordinance to the City of Cleveland Heights website.

ORDINANCE NO. 001-2026(AS)

SECTION 5. It is necessary that this Ordinance become immediately effective as an emergency measure necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need for the amendments to Ordinance No. 023-2025 to be effective at the earliest time possible to provide sufficient clarity to City employees as to their compensation and benefits. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Ordinance shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

TONY CUDA
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved: _____

JIM PETRAS
Mayor

Ordinance No. 001-2026**Exhibit 1-A**

Ord. No. 23-2025

Exhibit 2 – Job Classification Schedule for permanent full- and part-time employees not covered by a collective bargaining agreement

Salary Grade	Position	FLSA Exempt/Non-exempt
1		
	Receptionist	Non-exempt
	Van Driver	Non-exempt
	Front Desk Assistant	Non-exempt
	Building Attendant	Non-exempt
	Cashier	Non-exempt
	Finance Clerk	Non-exempt
2		
	Administrative Assistant	Non-exempt
	Mayoral Intern	Non-exempt
	Office Assistant I	Non-exempt
3	Deputy Clerk I	Non-exempt
	Billing Clerk	Non-exempt
	Office Assistant II	Non-exempt
	Deputy Clerk II	Non-exempt
	Permit Technician	Non-exempt
4	Planning Technician	Non-exempt
	Human Resources Coordinator	Non-exempt
5	Office Manager	Exempt
	Deputy Bailiff	Non-exempt
	Deputy Clerk III	Non-exempt
	Special Projects Coordinator	Non-exempt
	Public Works Response Specialist	Non-exempt
6	Secretary to Director	Non-exempt
	Accounts Payable Coordinator	Non-exempt
	Camera Operator	Non-exempt
	Audio Engineer	Non-exempt
	City Planner I	Non-exempt
	Community Services Specialist	Non-exempt
	Information Systems Technician	Non-exempt
7	Paralegal	Non-exempt

Salary Grade	Position	FLSA Exempt/Non-exempt
	Accountant I	Non-exempt
	Special Events Coordinator	Non-exempt
	Housing Property/Bldg. Inspector I	Non-exempt
	Housing Rehab Specialist	Non-exempt
	Housing Specialist	Non-exempt
	Planning Clerk	Non-exempt
	Payroll Administrator	Non-exempt
	Planning/Zoning Inspector	Non-exempt
	Probation Officer	Non-exempt
	Utility Inspector	Non-exempt
8		
	Central Purchasing Administrator	Exempt
	Chief Deputy Clerk	Non-exempt
	Economic Development Specialist	Exempt
	Horticulturist	Exempt
	Housing Court Representative/Inspector	Non-exempt
	Housing Investigator/Inspector	Non-exempt
	Housing Program Coordinator	Non-exempt
	Housing Property/Bldg. Inspector II	Non-exempt
	Youth Program Coordinator	Exempt
	Supervisor - Fitness Center	Exempt
	Supervisor - General Recreation	Exempt
	Supervisor - Ice & Aquatics	Exempt
	Supervisor - Sports Programs	Exempt
	Supervisor - Office on Aging	Exempt
	Supervisor - Utilities Administration	Exempt
9		
	Accountant II	Exempt
	Application Support Manager	Exempt
	Assistant Commissioner	Exempt
	Assistant General Manager - Cain Park	Exempt
	Chief Probation Officer	Exempt
	City Planner II	Exempt
	Communications Specialist I	Exempt
	Construction Inspector/Engineer	Non-exempt
	Executive Assistant	Exempt
	Housing Property/Bldg. Inspector III	Exempt
	Human Resources Generalist	Exempt
	Production Manager - Cain Park	Exempt
	Marketing/Communications Specialist	Exempt
	Police Academy Instructor	Non-exempt

Salary Grade	Position	FLSA Exempt/Non-exempt
	Senior Housing Rehab Specialist	Exempt
10		
	Chief Bailiff	Exempt
	Clerk of Council	Exempt
	Community Planner	Exempt
	Housing Property/Bldg. Inspector IV	Exempt
	Mayor's Action Center Coordinator	Exempt
11		
	Financial Analyst	Exempt
	GIS Coordinator - Planner I	Exempt
	Supervisor - Forestry	Exempt
	Supervisor - Sanitation	Exempt
	Supervisor - Sewer	Exempt
	Supervisor - Streets	Exempt
	Supervisor - Vehicle Maintenance	Exempt
12		
	Special Assistant to the Mayor	Exempt
	Chief Housing Inspector	Exempt
	Digital & TV Program Coordinator	Exempt
	Communications Specialist II	Exempt
	General Manager — Cain Park	Exempt
13		
	Organizational Performance Coordinator	Exempt
	Sustainability & Resiliency Coordinator	Exempt
	Utilities Commissioner	Exempt
	Capital Projects Manager	Exempt
14		
	Facilities Superintendent	Exempt
15		
	Information Systems Manager	Exempt
16		
	Assistant Director - Community Services	Exempt
	Clerk of Courts	Exempt
17		
	Assistant Director - Parks & Recreation	Exempt
	Assistant Director - Community Development	Exempt
	Assistant Director - Economic Development	Exempt
	Assistant Director - Housing	Exempt
	Assistant Director - Planning	Exempt
	Building Commissioner	Exempt
18		

Salary Grade	Position	FLSA Exempt/Non-exempt
	Assistant Director - Human Resources	Exempt
	Assistant Director - Public Works	Exempt
	Assistant Director - Finance	Exempt
	Assistant Director - Law	Exempt
	Court Administrator	Exempt
	Deputy Director of Law	Exempt
	Magistrate	Exempt
19		
	General Manager – Cain Park	Exempt
	Director - Community Services	Exempt
20	Director - Parks & Recreation	Exempt
	Assistant Chief - Fire	Exempt
	Assistant Chief - Police	Exempt
21	Director - Human Resources	Exempt
	Director - Information Technology	Exempt
	Director - Planning Neighborhoods & Development	Exempt
22	Director - Public Works	Exempt
23	Director - Finance	Exempt
	Director - Law	Exempt
	Chief - Fire	Exempt
24	Chief - Police	Exempt
25	~	
	City Administrator	Exempt
	Mayor	Exempt