



LOBBYISTS FOR CITIZENS

May 19, 2020

VIA EMAIL

City of Eastlake
Office of the Mayor
Attn: Custodian of Records
35150 Lakeshore Boulevard
Eastlake, OH 44095

Re: Ohio Open Record Law Request

Dear Sir or Madam:

Pursuant to the provisions of the Ohio Open Records Law ORC 149.43 B (1), Lobbyists for Citizens requests from the City of Eastlake, access to and a copy of the following records within a reasonable time period:

1. Copy of the Job Description of the Administrative Assistant to the Mayor ✓
2. Salary information of the Administrative Assistant position, to include
 - a. Starting salary of the current Administrative Assistant to the Mayor, Judy Moran
 - b. Documented increases in annual salary of the current Administrative Assistant to the Mayor, Judy Moran, when they occurred and the percentage of salary increase received ✓
 - c. Current annual salary of the Administrative Assistant to the Mayor, Judy Moran ✓
3. Copies of all resumes that were received by the City of Eastlake for the position of the Administrative Assistant to the Mayor that was eventually offered to Judy Moran ✓

Ord. 2018-098

NOT on file

Public record means records kept by any public office, including, but not limited to, state, county, city, village, township, and school district units. ORC 149.43 (A)(I).

If this request is denied you are required to provide a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement is received. ORC 149.43 (B)(3).

Any reasonably segregable portion of a record otherwise exempt from disclosure is required to be made available after deletion of the portions that are exempted by law. ORC 149.43.

If any fee is to be charged for copying the requested records, please notify us in advance if the expected cost is likely to exceed \$10.00.

If you do not understand this request or any portion thereof, or if you feel you require clarification, please contact us immediately at (440) 479-7061 or brian@LobbyistsforCitizens.com.

Very respectfully,

Brian Massie, President