

June 2025

Cincinnati Mayor and Council
801 Plum Street
Cincinnati, Ohio 45202

Dear Mayor and Members of Council:

Pursuant to the Charter of the City of Cincinnati, Article II, Section 5a, this letter is to inform you that I will be retiring from my position as Clerk of Council **effective, November 1, 2025**.

As I stated previously, I will continue to work on all moving parts pertaining to the election year, Inauguration, office moves, charter amendments for the ballot, etc. and am willing to assist in any additional ways needed in order for this transition to go as smoothly as possible. This letter is being given in advance of my actual retirement date to allow time for the process as these next few months will be very busy for everyone.

I have created and given a copy of a General Statement of Duties for the position of Clerk of Council (Job Description) to the Vice-Mayor and President Pro-temp for consideration with the Mayor and Council.

Best wishes to all of you,



Melissa Autry, CMC
Clerk of Council