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# MEMORANDUM

*City Recorder's Office*

To: Mayor Jackola and City Council  
From: Julie Fisher, City Recorder  
Subject: City Council Vacancy

Date: December 10, 2025

## **Purpose**

The purpose of this memo is to present a resolution declaring the Ward 1 City Council seat vacant due to the resignation of Councilor Carl Mann, consistent with the requirements of the Lebanon City Charter, and to outline the proposed appointment timeline.

## **Background**

Chapter VII, Section 33 of the Charter of the City of Lebanon states that an elected office becomes vacant upon the incumbent's resignation. Councilor Carl Mann has formally submitted his letter of resignation, and his current term is scheduled to expire on December 31, 2026.

In anticipation of the vacancy, staff recommends establishing a clear process and timeline for filling the position through Council appointment. Staff proposes that following a public notice and acceptance of applications, candidate interviews take place during the January 28, 2026 City Council meeting, with the selected appointee being sworn in at the February 11, 2026 meeting.

## **Resolution**

The attached resolution formally declares the Ward 1 City Council seat vacant effective 12:01 AM on December 11, 2025 and affirms that the vacancy shall be filled by appointment of a qualified individual by a majority vote of the incumbent members of the Council, as allowed by the City Charter.

## **Requested Action**

Staff respectfully requests that the City Council adopt the attached resolution declaring the Ward 1 seat vacant and approving the proposed timeline for appointment.