CITY COUNCILMEMBER APPLICATION
FACT SHEET AND INSTRUCTIONS

City Council Position #2 of the Lake Forest Park City Council is currently vacant. The City Council will appoint a qualified Lake Forest Park resident to serve in this role for a term of approximately six months. The appointment will commence upon Council action and will expire when King County certifies the results of the November 2025 General Election.

Current Compensation: Councilmembers receive a stipend of $800 per month (set by the independent Salary Commission).

WHO MAY APPLY?

Residents who are registered to vote in Lake Forest Park and have resided in the City for at least one year may apply for this position using the attached Application Form.

APPLICATION INSTRUCTIONS AND PROCEDURES

- Complete and submit the City Councilmember Application Form by 5:00 p.m. on May 27, 2025.

- Forms may be submitted online www.cityoflfp.gov, mailed or delivered in person, or scanned and emailed to the City Clerk's Office:

  Matt McLean, City Clerk
  City of Lake Forest Park
  17425 Ballinger Way NE, Lake Forest Park, WA 98155
  Phone: (206) 368-5440   Email: mmclean@cityoflfp.gov

- Please complete the Application Form as accurately and comprehensively as possible. If you need additional space, you may attach extra sheets.

- The successful candidate will be required to file a Personal Financial Affairs Statement with the Washington State Public Disclosure Commission within two weeks of appointment.

ABOUT THE LAKE FOREST PARK CITY COUNCIL

Lake Forest Park's seven part-time Councilmembers establish City policies and laws, adopt the biennial budget, approve appropriations and contracts, and hire and evaluate the City Administrator. Councilmembers serve staggered four-year terms and are elected at-large. Regular Council meetings are held on the 2nd and 4th Thursdays at 7:00 p.m., with Work

Sessions at 6:00 p.m. on the 2nd Thursday and Committee of the Whole meetings at 6:00 p.m. the Monday before the 4th Thursday; special meetings are scheduled as needed. Council members are expected to prepare for meetings by reviewing the council packet before each council meeting.

NEXT STEPS IN THE APPOINTMENT PROCESS

- Application period opens: May 13, 2025

- Application deadline: May 27, 2025

- Council reviews applications and selects finalists: May 29, 2025 starting at 7:00 pm

- Public interviews & Council vote to appoint: Depending on the number of applications received, the Council will tentatively interview on June 4 and June 5, 2025 starting at 6:00 pm

- Appointee sworn in and assumes duties: June 6, 2025

- Appointee serves until King County certifies the results of the November 2025 General Election

CITY COUNCILMEMBER APPLICATION

Application is due by 5:00 p.m. on May 27, 2025.

Name	
Home Address	
Zip Code	
Telephone Number	
Email Address	
Are you a registered voter?	
Are you a resident of the City of Lake Forest Park?	
Length of residence in Lake Forest Park	

1. List your educational background.

2. Please state your occupational background, beginning with your current occupation and employer.

3. Describe your community activities and volunteer work.

4. Describe your special qualifications applicable to the City Council.

5. Why do you want to serve on the Lake Forest Park City Council? **(300 Word Limit)**

6. Specify any activities that might create a conflict of interest if you should be appointed to the City Council.

7. Briefly explain what you believe are the most important issues facing the Lake Forest Park community and the City Council's role in addressing each issue. **(300 Word Limit)**

APPLICATION FORM ATTACHMENTS

8. Please provide contact information for two professional references (not related to you):

Professional Reference 1 – Name, Relationship, Phone, Email:

Professional Reference 2 – Name, Relationship, Phone, Email:

9. Letters of Recommendation (optional): You may attach up to two letters of recommendation to this application.

I declare under penalty of perjury under the laws of the State of Washington that the information provided herein is true and correct.

Signature	Date