



## STAFF REPORT

**Meeting Date:** May 17, 2016

**To:** Honorable Mayor & City Council

**From:** Laurence S. Wiener, City Attorney  
Byron Pope, City Clerk

**Subject:** Interview Process for City Council Appointment

**Attachment:** 1. Email from Mahdi Aluzri dated May 12, 2016 to Homeowner Representatives

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### RECOMMENDATION

That the City Council discuss options for the City Council appointment interview process and give direction to staff.

### INTRODUCTION

The City Council approved the application form to fill the councilmember vacancy at the May 3<sup>rd</sup> meeting. The applications are due on May 20<sup>th</sup>. There was some discussion at the May 3<sup>rd</sup> meeting about the process for interviewing applicants. Staff now seeks formal direction regarding what the process will be for interviewing applicants, and the availability of the Council for a special meeting, if one will be called.

### DISCUSSION

There was a fair amount of discussion at the last meeting concerning the process for interviewing applicants for the vacant councilmember position. However, a consensus was not built around a particular process.

Upon consultation with the Mayor, he suggested that each applicant be given 3 minutes to present an introduction. Then, the Council would ask 3 standard questions. Those questions would be:

1. Why did you apply for this Beverly Hills City Council appointment?
2. Why do you feel you are the most qualified to serve?
3. What do you hope to achieve?

Subsequent to that, the public would have a right to ask certain questions.

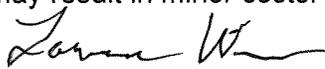
Upon the Mayor's request, an email was sent to the Homeowner's associations soliciting input concerning the approach and types of questions that they would like to see asked. Those responses, if any, will be provided to you prior to your meeting on Tuesday.

Whether the Council is comfortable with this process or not, staff would like direction on the following issues:

1. Is the Mayor's suggested procedure acceptable, or does the Council wish to suggest a different procedure or a modified procedure?
2. How should the Council entertain questions from the public? Should those questions be submitted prior to the meeting? If time is limited, who will choose which questions to ask?
3. Are there any other procedures which the Council believes would be beneficial in helping to select an applicant?
4. How many applicants are you willing to interview in one meeting? As of May 12th, we have four applicants. However, we don't know how many applicants will apply for the position. If we have, for example, more than 10 applicants is the Council willing to schedule more than one meeting?
5. What is the Council's availability for a special meeting? The deadline for appointing applicants to this position or calling an election is July 1, 2016. There seemed to be consensus around holding a special meeting to interview the applicants. Staff would like direction regarding when the Council would like to hold these special meeting(s). Please keep in mind that adequate time is needed to call an election if the Council is not able to agree on a single applicant.

## **FISCAL IMPACT**

Staff time to collect applications to administer the selection process may result in minor costs.

  
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Laurence Wiener  
City Attorney

# **Attachment 1**

**From:** Mahdi Aluzri <[maluzri@beverlyhills.org](mailto:maluzri@beverlyhills.org)>  
**Date:** May 12, 2016 at 9:54:48 AM PDT  
**To:** Dorina Mohan <[dmohan@beverlyhills.org](mailto:dmohan@beverlyhills.org)>  
**Subject:** Beverly Hills City Council Candidate Selection Process

Dear Homeowner Representatives,

As you may know, the City Council at the May 3, 2016, meeting approved the application for selection of Dr. Brien's vacant City Council seat, and set May 20<sup>th</sup> as the deadline for filing candidate applications.

(<http://www.beverlyhills.org/citygovernment/electioninformation/citycouncilappointmentapplication/>)

The City Council will be discussing the process for the selection of the new Councilmember at their Study Session meeting on May 17<sup>th</sup> starting at 2:30pm. Mayor Mirisch has requested that we reach out to you to gather information about the approach and type of questions you and your members may have for the applicants while the City Council is conducting the public interviews. City Clerk, Byron Pope, ([bpope@beverlyhills.org](mailto:bpope@beverlyhills.org)) and I will be happy to gather any feedback we would receive from you and transmit that to the City Council to consider at their selection process discussion next Tuesday. Of course you are invited to attend the meeting and share your thoughts with the Council as well.

Thank you and I look forward to your questions and feedback.

Mahdi Aluzri, City Manager  
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P: (310) 285-1012  
**BC: CC**

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