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TO: The Honorable Detroit City Council

FROM: David D. Whitaker 
Legislative Policy Division Staff

DATE: January 23, 2023

RE: **Auditor General appointment process**

The Legislative Policy Division (“LPD”) was requested to draft a resolution relative to the procedure to appoint a new Auditor General. That resolution is attached for your consideration.

RESOLUTION BY THE DETROIT CITY COUNCIL

RESOLUTION ADOPTING A PROCESS TO APPOINT THE AUDITOR GENERAL

WHEREAS, The Auditor General is appointed by City Council to a ten-year term (2012 Detroit City Charter Section 7.5-103). The term of the current Director will expire on Tuesday, February 21, 2023; and

WHEREAS, City Council has posted the position to consider qualified applicants for the appointment to a new ten-year term, and is adopting a process of appointment in a fair, just and reasonably expeditious manner; and

WHEREAS, City Council has developed a process that will allow all interested and qualified members of the community to apply for the opening. **NOW THEREFORE BE IT**

RESOLVED, That the Detroit City Council shall utilize the following process to fill the position of the Auditor General for a term of ten years beginning with the appointment of the successful applicant:

1. The position will be posted electronically on government employment websites, general employment websites, and through the City's internal communication network. The Legislative Policy Division (LPD) will accept applications responsive to the postings, submitted to a dedicated email address, through Friday, February 3, 2023, at 5:00 p.m.
2. Applications **must be submitted electronically** during the stated application period. **Other applications, resumes or other materials received after the application period or through other channels will not be considered.** All persons seeking appointment shall submit a cover letter and resume by the due date. An applicant may submit supporting documents, however, none are required; and
3. LPD shall canvas all applicants to determine that each has met the minimum qualifications for the position. LPD shall forward all candidates' resumes to City Council categorizing whether the candidate met those qualifications; and
4. Each Council Member may submit up to one (1) name from the qualified applicants' pool for further consideration in the interview phase of the process. The interview choices should be submitted to LPD by February 10, 2023 at 5:00 p.m. LPD shall provide a report indicating results of the submissions and a list of those who will be interviewed; and

5. All interviews shall be conducted in open session within the Committee of the Whole to be scheduled as soon thereafter as practicable; and
6. Once the interviews have concluded, City Council shall, during a meeting, implement a run-off voting system to select a candidate if necessary; and **BE IT FURTHER**

RESOLVED, The Detroit City Council directs this application process be posted on the City's website and the appropriate electronic employment sites.

January 23, 2023