

**City of Detroit**  
OFFICE OF THE CITY CLERK

**Janice M. Winfrey**  
City Clerk

**Andre P. Gilbert II**  
Deputy City Clerk

**To:** Latisha Johnson, City Council Member  
**From:** Janice Winfrey, City Clerk  
Andre Gilbert II, Deputy City Clerk  
**Date:** March 14, 2023  
**Re:** **2023-2024 City Clerk Budget Questions**

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1. How does the City Clerk receive information requests from the public? Internally?

**Response:**

The City Clerk's Office receives requests from the public in various ways, including email, phone calls, and in-person visits. We have a dedicated email address, [CityClerkHelpDesk@detroitmi.gov](mailto:CityClerkHelpDesk@detroitmi.gov), which is managed by our administration, allowing us to easily track and respond to a request in a timely and efficient manner and route them to the appropriate department or person. Additionally, our website includes a form to submit archived information requests online to our Archives and Records division. We also work closely with other City departments to ensure information requests are promptly addressed and responded to.

2. The Mayor is proposing a \$273,000 budget cut for your office. How will that affect overall operations?

CC: City Council Members and Staff