

Message

From: Mindala Wilcox [/O=Inglewood/OU=CITY/cn=Recipients/cn=mwilcox]
Sent: 11/7/2018 5:01:42 PM
To: Cynthia Robinson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=98f5caec896d4b4e83824e4150beec8d-Cynthia Robins]
Subject: RE: Murphy's Bowl Communication Protocol

Hi Cynthia, to the Subject of this calendar entry, please change to the following:

Murphy's Bowl/Inglewood Basketball and Entertainment Center (IBEC) Communication Protocol

Thanks.

Respectfully,
Mindy Wilcox, AICP : Planning Manager : City of Inglewood
Economic and Community Development Department
Planning Division : One Manchester Boulevard : Inglewood, CA 90301
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EXCELLENCE in Public Service. **C**OMMITMENT to Problem Solving. **D**ETERMINATION to Succeed.



Please consider the environment before printing this email.

-----Original Appointment-----

From: Cynthia Robinson
Sent: Wednesday, October 31, 2018 3:39 PM
To: Cynthia Robinson; Mindala Wilcox; Fred Jackson; Royce Jones; Wmanley@rmmenvirolaw.com; Christopher E. Jackson; Artie Fields; Yvonne Horton; Louis A. Atwell; Sharon Koike; Margarita Cruz; Louis Perez; Melanie McDade Dickens; Bettye Griffith; Matthew Chambers; Jose O. Cortes; David L. Esparza; Mark Fronterotta; Cecil Flournoy; Ken Campos; Sabrina Barnes
Subject: Murphy's Bowl Communication Protocol
When: Wednesday, November 7, 2018 1:00 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Community Room A - 1st Floor, City Hall

Subject: Murphy's Bowl Communication Protocol

This is a follow-up to the meeting held on March 14, 2018 to discuss the communication protocol for the Murphy's Bowl (Inglewood Basketball and Entertainment Center) project. An electronic file saving framework has been set up by the City's IT Department that will be used to gather all past and future records pertaining to this project.

We ask that each Department appoint a point person who will be responsible for checking with each of their Department members, on a weekly basis, for any emails, correspondence or documents received or sent on the Murphy's Bowl project. The point person will then be transferring all files to the shared file storage location.

For this communication protocol meeting, we ask that both the Department head as well as your designated point person attend from each Department.

Thank you and please contact Mindy Wilcox (4241) for any questions.

Cynthia Robinson | Staff Assistant | City of Inglewood
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