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**From:** Mindala Wilcox [/O=Inglewood/OU=CITY/cn=Recipients/cn=mwilcox]  
**on behalf of** Mindala Wilcox  
**Sent:** 3/16/2018 5:09:05 PM  
**To:** Fred Jackson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fjackson]  
**Subject:** Murphy's Bowl: Email Formatting

Please send the following email to everyone who attended or was invited to the Communication Protocol Meeting on Wednesday as well as the consultants listed below:

Good day Everyone,

The City has established a communication protocol to facilitate easier organization of our email records. Going forward for emails on the Murphy's Bowl/Clipper's Arena project, in the subject heading please start it with 'Murphy's Bowl' followed by the subject/topic of the email

Examples:

Murphy's Bowl: Scoping Meeting

Murphy's Bowl: Public Comments

Please contact me should you have any questions.

Brian Boxer  
Christina Erwin  
Whit Manley  
Tiffany Wright  
Lisa Trifiletti  
Perla Solis  
Tom Gaul

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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**E**XCELLENCE in Public Service. **C**OMMITMENT to Problem Solving. **D**ETERMINATION to Succeed.



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