

Message

From: Christina Erwin [/O=ESA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CHRISTINA ERWINA70]
Sent: 3/16/2018 5:46:39 PM
To: Brian Boxer [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Brian Boxer294]; Addie Farrell [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Addie Farrell8b5]; Justin Hall [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0c55354f9cc4482b63f3af814167d1f-Justin Hall]; Jessica Spurgeon [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Jessica Roth3ca]; Alan Sako [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a13e25444a79477a9623b59fc77bca01-Alan Sako]; Olivia Chan [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5bad57a4af7949518f8cd9ce1eebd2f5-Olivia Chan]; May Lau [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=May Lauea8]; Sara Dietler [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Sara Dietlerebc]; Chris Taylor [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c8ac7214b7bc471e8233d9e46b49b160-Chris Taylor]; Alyssa Bell [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=34d85f06a19d4b28a83c49f810904fdd-Alyssa Bell]; Eric Schniewind [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Eric Schniewind0e0]; Douglas DiCarlo [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Doug Dicarlof10]; Sean Burlingame [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Sean Burlingame806]; Janelle Kassarrjian [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Janelle Kassarrjian4ec]; Brian Allee [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=70a0582a31a749a1b50ccacc302437e8-Brian Allee]; Susumu Shirayama [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Susumu Shirayama659]; Lisa Maier [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8b7108b09ad14a3f821999359710bbb8-Lisa Maier]; Arabesque Abdelwahed [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Arabesque Abdelwahed665]; Jonathan Teofilo [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Jonathan Teofilo9ff]; Monica Strauss [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Monica Straussce1]; Heidi Rous [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=addd754d9efc4b149acd17a54abc5a7c-Heidi Rous]
CC: James Songco [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=James Songco944]; Eryn Pimentel [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=F. Eryn Pimentel8a8]; Kristine Olsen [/o=ESA/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=Kristine Olsen41d]
Subject: FW: Murphy's Bowl: Email Formatting

Team – Remember when we were talking this week during the Inglewood Arena kickoff meeting about email formatting and keeping track of your emails and communications? The protocol has now changed. In the subject line of your email communications – internal and external – regarding the project, please start your subject line with “Murphy’s Bowl:” followed by the subject/topic of the email.

- Examples:
Murphy’s Bowl: Utilities Information Request
Murphy’s Bowl: Site Visit
Murphy’s Bowl: Schedule Changes

Please let me know if you have any questions.
Thanks,
Christina

Christina Erwin
Senior Managing Associate
ESA | Environmental Science Associates
916.231.1271 direct | 916.564.4500 main

From: Fred Jackson [mailto:fljackson@cityofinglewood.org]

Sent: Friday, March 16, 2018 10:35 AM

To: Brian Boxer <BBoxer@esassoc.com>; Christina Erwin <CErwin@esassoc.com>; Whit Manley <WManley@rmmenvirolaw.com>; Tiffany Wright <TWright@rmmenvirolaw.com>; Lisa Trifiletti <lisa@trifiletticonsulting.com>; Omar Pulido <omar@trifiletticonsulting.com>; Perla Solis <perla@trifiletticonsulting.com>; Tom Gaul <T.Gaul@fehrandpeers.com>

Cc: Fred Jackson <fljackson@cityofinglewood.org>; Mindala Wilcox <mwilcox@cityofinglewood.org>; Christopher E. Jackson <cejackson@cityofinglewood.org>; Royce Jones <royce@kbblaw.com>

Subject: Murphy's Bowl: Email Formatting

Good Day All,

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.

Regards,

Fred

Fred Jackson: Senior Planner : City of Inglewood

Economic and Community Development Department

Planning Division : One Manchester Boulevard , 4th Floor, Inglewood, CA 90301

V(310) 412-5230 : F(310) 412-5681 : fljackson@cityofinglewood.org

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

 Please consider the environment before printing this email