

Message

**From:** Mindala Wilcox [mwilcox@cityofinglewood.org]  
**Sent:** 1/30/2019 5:47:48 PM  
**To:** Catherine Aguilar [catherine@trifiletticonsulting.com]; Perla Solis [perla@trifiletticonsulting.com]; Marietta Torriente [marietta@trifiletticonsulting.com]  
**CC:** Cynthia Robinson [crobinson@cityofinglewood.org]; Lisa Trifiletti [lisa@trifiletticonsulting.com]  
**Subject:** RE: IBEC: EIR Coordination Public Admin Records Collection - Weekly Check in

Catherine, Perla, and Marietta,

Thank you for these weekly emails. I wanted to request that at least for the time being, until we know things are going smoothly, please call the point person (in addition to the email) to confirm that the files have been saved and/or any issues they are encountering. Also, I've asked Maurice Hernandez in our IT Department to give you three access to the folder where we're saving everything which will allow you to monitor that everything is being kept up to date. FYI, per my review earlier today, things are not being saved there yet by everyone. He advised that you need to call him so he can walk you through how to gain access. As such, please call Maurice Hernandez at 310.412.5523 so that he can set this up.

After you check in with everyone over the phone, please give me a call and update me on any issues or obstacles that people are encountering so we can find solutions. Thanks so much for your help on this!

Respectfully,

**Mindy Wilcox, AICP** : Planning Manager : City of Inglewood  
Economic and Community Development Department  
Planning Division : One Manchester Boulevard : Inglewood, CA 90301  
V(310) 412-5230 : F(310) 412-5681 : [mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)

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



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL.

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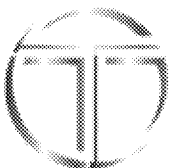
**From:** Catherine Aguilar [mailto:catherine@trifiletticonsulting.com]  
**Sent:** Friday, January 25, 2019 6:33 PM  
**To:** Cynthia Robinson <crobinson@cityofinglewood.org>; Sharon Koike <skoike@cityofinglewood.org>; Cardell Hurt <churt@cityofinglewood.org>; Maurice Hernandez <mhernandez@cityofinglewood.org>  
**Cc:** Lisa Trifiletti <lisa@trifiletticonsulting.com>; Mindala Wilcox <mwilcox@cityofinglewood.org>; Perla Solis <perla@trifiletticonsulting.com>; Marietta Torriente <marietta@trifiletticonsulting.com>  
**Subject:** RE: IBEC: EIR Coordination Public Admin Records Collection - Weekly Check in

Hello,

Happy Friday!

This is a reminder to please confirm that your department has copied/stored all relevant Clippers files to the appropriate shared file storage location.

Thanks,



**Catherine Aguilar**  
*Environmental Policy and Planning Associate*  
Trifiletti Consulting, Inc  
Office: 213-315-2121 ext 106  
Cell: 562-900-5270

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**From:** Catherine Aguilar  
**Sent:** Thursday, January 24, 2019 10:33 AM  
**To:** 'crobinson@cityofinglewood.org' <crobinson@cityofinglewood.org>; 'Skoike@cityofinglewood.org' <Skoike@cityofinglewood.org>; 'Churt@cityofinglewood.org' <Churt@cityofinglewood.org>; 'Mhernandez@cityofinglewood.org' <Mhernandez@cityofinglewood.org>  
**Cc:** Lisa Trifiletti <lisa@trifiletticonsulting.com>; Mindala Wilcox <mwilcox@cityofinglewood.org>; Perla Solis <perla@trifiletticonsulting.com>; Marietta Torriente <marietta@trifiletticonsulting.com>  
**Subject:** IBEC: EIR Coordination Public Admin Records Collection - Weekly Check in

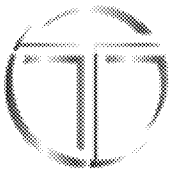
Hello,

This is a weekly check-in to assist the City in compiling the record of proceedings for IBEC. **Kindly confirm that your department has copied/stored all relevant Clippers files to the appropriate shared file storage location by COB today.**

In the shared file, you will find a folder for each Department. We ask that once a week, any and all files from the previous week be copied to this location. For the initial save of documents to this location, please save emails and documents associated with the IBEC/Clippers Arena, beginning with the preparation of the Exclusive Negotiation Agreement which was approved by City Council on August 15, 2017.

If you, or anyone in your department, has any issues accessing the shared file folder location, please contact Maurice Hernandez in ITC at [mhernandez@cityofinglewood.org](mailto:mhernandez@cityofinglewood.org) or x5526.

Best,



**Catherine Aguilar**  
*Environmental Policy and Planning Associate*  
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Cell: 562-900-5270

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