

Message

From: Marietta Torriente [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=864bdb3fc4ed489f9e568a47d1348eb2-marietta]
Sent: 2/22/2019 10:56:46 AM
To: Marietta Torriente [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=864bdb3fc4ed489f9e568a47d1348eb2-marietta]; jalewis@cityofinglewood.org; athompson@cityofinglewood.org; tsandford@cityofinglewood.org; lrichardsong@cityofinglewood.org
CC: 'Mindy Wilcox (mwilcox@cityofinglewood.org)' [mwilcox@cityofinglewood.org]; Catherine Aguilar [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=10dc6681da7242ae910cd168a25b5d41-catherine]
Subject: RE: IBEC: EIR Coordination Public Admin Records Collection - Weekly Check in

Hello,

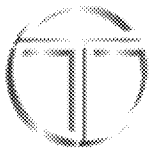
This is a weekly check-in to assist the City in compiling the record of proceedings for IBEC. **Kindly confirm that your department has copied/stored all relevant Clippers files to the appropriate shared file storage location by COB today.**

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 or x5526.

I'd like to repeat – I please need you to respond to this email indicating that you have received and stored all relevant files to the shared storage site. I understand you may be off today, but please respond on Monday.

Best,



Marietta Torriente
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