

Message

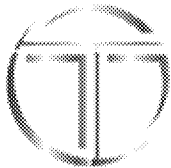
**From:** Catherine Aguilar [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=10DC6681DA7242AE910CD168A25B5D41-CATHERINE]  
**Sent:** 2/22/2019 10:45:16 AM  
**To:** Cynthia Robinson [crobinson@cityofinglewood.org]  
**CC:** Mindala Wilcox [mwilcox@cityofinglewood.org]  
**Subject:** RE: IBEC: EIR Coordination Weekly TC-City Check-In

Hi Cynthia,

I haven't heard from you in a while on whether your department has been keeping up with the filing/storing of relevant Clippers files.

Can you kindly confirm by noon today?

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, February 21, 2019 1:59 PM  
**To:** Cynthia Robinson <crobinson@cityofinglewood.org>; 'Skoike@cityofinglewood.org' <Skoike@cityofinglewood.org>; 'Churt@cityofinglewood.org' <Churt@cityofinglewood.org>; 'Mhernandez@cityofinglewood.org' <Mhernandez@cityofinglewood.org>  
**Cc:** 'Mindala Wilcox' <mwilcox@cityofinglewood.org>; lisa@trifiletticonsulting.com; perla@trifiletticonsulting.com; marietta@trifiletticonsulting.com  
**Subject:** IBEC: EIR Coordination Weekly TC-City Check-In

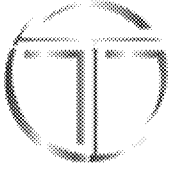
Hello,

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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