
From: Artie Fields
Sent: Wednesday, June 6, 2018 12:20 PM PDT
To: Department Heads
Subject: Subject: Murphy's Bowl Communication Protocol

Good day,

In follow-up to the meeting held on March 14, 2018, by the Planning Division, to discuss the communication protocol for the Murphy's Bowl project, an electronic file saving framework has been set up by the City's IT Department that will be used to gather all past and future records pertaining to this project. Towards this end, the Planning Division will be sending out a meeting invitation to go over these procedures with all Departments. I ask that each Department appoint a point person who will be responsible for checking with each of their Department members, on a weekly basis, for any emails, correspondence, documents, received or sent on the Murphy's Bowl project. The point person will then be transferring all files to the shared file storage location.

For the upcoming communication protocol meeting, I ask that both the Department head as well as the point person attend from each Department.

Should you have any questions, please feel free to contact Economic and Community Development Department Director Chris Jackson or Planning Manager Mindy Wilcox.