
From: Mindala Wilcox
Sent: Friday, May 11, 2018 10:51 AM PDT
To: Christopher E. Jackson
CC: Phoebe Allen
Subject: Communication Protocol

Hi Chris,

As discussed recently, below is a draft letter that we need to send to all department heads on the communication protocol. After you send it, we will send them a meeting invite about 1 week out. As discussed, we thought it would be best if it came from you or Artie. Thanks.

Good day,

In follow-up to our meeting on March 14, 2018 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, we will be sending out a meeting invitation to go over these procedures with all Departments. We 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, we 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 me or Planning Manager Mindy Wilcox.

Respectfully,

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