



**CITY OF INGLEWOOD**  
ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT  
Planning Division



Christopher E. Jackson, Sr.  
Department Director

Mindy Wilcox  
Planning Manager

**MEMORANDUM**

**DATE:** November 13, 2018  
**TO:** City Departments  
**THROUGH:** Mindy Wilcox, AICP, Planning Manager  
**FROM:** Fred Jackson, Senior Planner  
**SUBJECT:** Inglewood Basketball and Entertainment Center (IBEC) –  
Record of Proceedings

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Thank you for your attendance at the IBEC communication protocol/record of proceedings meeting held last week on Wednesday, November 5, 2018. At that meeting we asked each Department to appoint a point person and a back-up who will be responsible for checking with each of their Department members, on a weekly basis, for any emails, correspondence or documents received or sent on the IBEC project. The following point persons and back ups were identified:

An electronic file saving framework has been set up by the City's IT Department that can be accessed via the following link:

MURPHY'S BOWL (\\ing-rds1) (B:)

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.

To assist the City in compiling the record of proceedings, the City's consultant, Trifiletti Consulting, Inc., will contact each Department point person, on a weekly basis, to confirm the copying of all files to the shared file storage location.

As discussed at our meeting on November 5<sup>th</sup>, the end result of this effort will be a website database of all public records related to the IBEC project. A similar database was prepared by the City of San Francisco, refer to: <http://santaclaraca.gov/government/stadium-authority> .

Prior to posting online, all documents will be reviewed by an attorney on behalf of the City to confirm that a record is public.

Should you have any questions, please feel free to contact me at x4255.