

Message

**From:** Mindala Wilcox [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b46bfd8a1e12482fb4f973bea21d23c4-Mindala Wilcox]  
**on behalf of** Mindala Wilcox  
**Sent:** 8/8/2019 5:47:06 PM  
**To:** Christopher E. Jackson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=d28bfd2b0f274cd8af3119a3b715d010-Christopher E.]; 'Gordon Anderson' [gordon@gandersonassociates.com]  
**Subject:** IBEC: Administrative Record Preparation

Chris and Gordon,

I'd like to send the below on Monday morning. Please let me know if you have any edits or suggestions. Thanks.

Good Afternoon Everyone,

We are in the final stages of preparing the Administrative Record for the Clippers/Murphy's Bowl project and posting online. Thank you to those of you who have been receiving project correspondence and then uploading it to our shared drive over the past number of months.

Please note that beginning on Wednesday, August 14 we need to start following the below schedule of uploading emails and documents twice a week. It will be important that we follow the schedule specified below in order for our Administrative Record to meet certain State legal requirements associated with the proposed arena project. In fact, the development of the proposed arena depends on us following this schedule:

<b>Correspondence Received</b>	<b>Deadline to Upload to Murphy's Bowl Drive</b>
Wednesday thru Sunday	The following Monday at 10am
Monday thru Tuesday	The following Wednesday at 10am

Please note that as we begin this new schedule, on Wednesday, August 14 by 10am you will upload any and all past documents that you have not previously uploaded, through Tuesday. After that, stick to the above schedule of uploading documents for the two or five day period specified above. We will send calendar reminders to anyone who we know has been uploading documents, for the Monday and Wednesday 10am uploads. If you would like to receive the calendar invites, please let me and Cynthia know and you will be included.

Please feel free to contact me with any questions you may have.

Respectfully,

**Mindy Wilcox, AICP** : Planning Manager : City of Inglewood

Economic and Community Development Department

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**E**XCELLENCE in Public Service. **C**OMMITMENT to Problem Solving. **D**ETERMINATION to Succeed.

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