

Message

**From:** Artie Fields [afields@cityofinglewood.org]  
**Sent:** 8/14/2019 6:04:59 PM  
**To:** Mindala Wilcox [mwilcox@cityofinglewood.org]  
**CC:** Gordon Anderson [gordon@gandersonassociates.com]; Christopher E. Jackson [cejackson@cityofinglewood.org]  
**Subject:** RE: IBEC: Administrative Record Preparation

You can send the list out on my behalf.

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**From:** Mindala Wilcox <mwilcox@cityofinglewood.org>  
**Sent:** Wednesday, August 14, 2019 11:16 AM  
**To:** Artie Fields <afields@cityofinglewood.org>  
**Cc:** Gordon Anderson <gordon@gandersonassociates.com>; Christopher E. Jackson <cejackson@cityofinglewood.org>  
**Subject:** RE: IBEC: Administrative Record Preparation

You should be able to save the list I sent you to your outlook as a group and then send to that group name.

Respectfully,

**Mindy Wilcox, AICP** : Planning Manager : City of Inglewood  
Economic and Community Development Department  
Planning Division : One Manchester Boulevard : Inglewood, CA 90301  
V(310) 412-5230 : F(310) 412-5681 : [mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)

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

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**From:** Artie Fields  
**Sent:** Wednesday, August 14, 2019 11:14 AM  
**To:** Mindala Wilcox <mwilcox@cityofinglewood.org>  
**Cc:** Gordon Anderson <gordon@gandersonassociates.com>; Christopher E. Jackson <cejackson@cityofinglewood.org>  
**Subject:** RE: IBEC: Administrative Record Preparation

Wow! Do you expect me to enter all these email addresses individually or is there a way I can use the list to automatically populate the email address? Have you ever sent an email to this group? If so, send it to me and I can use it to forward a new email.

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**From:** Mindala Wilcox <mwilcox@cityofinglewood.org>  
**Sent:** Tuesday, August 13, 2019 8:18 AM  
**To:** Artie Fields <afields@cityofinglewood.org>; Christopher E. Jackson <cejackson@cityofinglewood.org>  
**Cc:** Gordon Anderson <gordon@gandersonassociates.com>  
**Subject:** RE: IBEC: Administrative Record Preparation

Good day Artie,

I have revised our message slightly based on feedback received from the team. Revised message is below and attached is the email list it should go to.

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/materials 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 other documents twice a week. It is 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.

Day of Week Correspondence Received	Deadline to Upload to Murphy's Bowl Drive
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, August 13. After that, adhere 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 email Mindy Wilcox and you will be included.

As a reminder, the following types of documents need to be uploaded to the shared "Murphy's Bowl" drive:

- Emails sent or received pertaining to the Clippers/Murphy's Bowl/IBEC project (Project)
- Electronic documents downloaded from emails that pertain to the Project
- Hard copy materials received or issued that pertain to the Project

For any questions, please contact Planning Manager Mindy Wilcox at x4241.

Respectfully,

**Mindy Wilcox, AICP** : Planning Manager : City of Inglewood  
Economic and Community Development Department  
Planning Division : One Manchester Boulevard : Inglewood, CA 90301  
V(310) 412-5230 : F(310) 412-5681 : [mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)

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**From:** Artie Fields  
**Sent:** Monday, August 12, 2019 11:55 AM  
**To:** Christopher E. Jackson <[cejackson@cityofinglewood.org](mailto:cejackson@cityofinglewood.org)>  
**Cc:** Mindala Wilcox <[mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)>; Gordon Anderson <[gordon@gandersonassociates.com](mailto:gordon@gandersonassociates.com)>  
**Subject:** Re: IBEC: Administrative Record Preparation

Let me know who I have to send it out to.

Sent from my iPhone

On Aug 9, 2019, at 1:54 PM, Christopher E. Jackson <[cejackson@cityofinglewood.org](mailto:cejackson@cityofinglewood.org)> wrote:

Good day Mindy,

Looks good but I believe it needs to come from Artie to have the best effect. I have copied Artie to opine.

**Mr. Christopher E. Jackson, Sr.**  
City of Inglewood  
Director - Economic and Community Development Department

Economic Development. Planning. Building Safety. Code Enforcement  
One West Manchester Blvd., 4th Floor, Inglewood, CA 90301  
Voice: (310) 412-5672 Fax: (310) 412-5681 Email: [cejackson@cityofinglewood.org](mailto:cejackson@cityofinglewood.org)

On Aug 8, 2019, at 5:47 PM, Mindala Wilcox <[mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)> wrote:

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:

Correspondence Received	Deadline to Upload to Murphy's Bowl Drive
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  
Planning Division : One Manchester Boulevard : Inglewood, CA 90301  
V(310) 412-5230 : F(310) 412-5681 : [mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)

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