

Message

**From:** Mindala Wilcox [/O=INGLEWOOD/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B46BFD8A1E12482FB4F973BEA21D23C4-MINDALA WILCOX]  
**Sent:** 8/12/2019 12:09:14 PM  
**To:** Cynthia Robinson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e41ffdde22854399b88fa7947a3f9c50-Cynthia Robins]  
**Subject:** IBEC: Administrative Record Procedures Follow-Up

Cynthia,

Can you please list the City people who we have emailed the Clippers Admin Record procedures to in the past. We don't need their emails, just a list of names. Thanks.

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

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