

Message

From: Mindala Wilcox [/O=INGLEWOOD/OU=CITY/CN=RECIPIENTS/CN=MWILCOX]
Sent: 3/16/2018 10:09:06 AM
To: Fred Jackson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fjackson]
Subject: Murphy's Bowl: Email Formatting

Please send the following email to everyone who attended or was invited to the Communication Protocol Meeting on Wednesday as well as the consultants listed below:

Good day Everyone,

The City has established a communication protocol to facilitate easier organization of our email records. Going forward for emails on the Murphy's Bowl/Clipper's Arena project, in the subject heading please start it with 'Murphy's Bowl' followed by the subject/topic of the email

Examples:

Murphy's Bowl: Scoping Meeting

Murphy's Bowl: Public Comments

Please contact me should you have any questions.

Brian Boxer
Christina Erwin
Whit Manley
Tiffany Wright
Lisa Trifiletti
Perla Solis
Tom Gaul

Thanks

Respectfully,

Mindy Wilcox, AICP : Planning Manager : City of Inglewood

Economic and Community Development Department

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