

Message

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**From:** Bianca Plascencia [/O=INGLEWOOD/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FA64FA290A5E4A4BB748562DD3FA9051-BIANCA PLASCEN]  
**Sent:** 9/9/2019 11:45:27 AM  
**To:** Mindala Wilcox [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b46bfd8a1e12482fb4f973bea21d23c4-Mindala Wilcox]  
**CC:** Michael H. Tate [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=2c7f993058ea44bab730de3a731c48b9-Michael M. Tat]  
**Subject:** FW: IBEC: Travel Arrangements to Sacramento

Hi Mindy,

Will we be making the reservation under Mindala Wilcox? Please advise.

Thank you,  
Bianca

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**From:** Michael H. Tate  
**Sent:** Monday, September 09, 2019 11:22 AM  
**To:** Bianca Plascencia <bplascencia@cityofinglewood.org>  
**Subject:** FW: IBEC: Travel Arrangements to Sacramento

Hello Bianca,

Please book flight.

Thanks,


Michael

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**From:** Mindala Wilcox  
**Sent:** Monday, September 9, 2019 11:18 AM  
**To:** Michael H. Tate <mtate@cityofinglewood.org>  
**Cc:** Cynthia Robinson <crobenson@cityofinglewood.org>; Christopher E. Jackson <cejackson@cityofinglewood.org>; Phoebe Allen <psims@cityofinglewood.org>  
**Subject:** FW: IBEC: Travel Arrangements to Sacramento

Michael,  
Here is additional information needed:

We would like to leave on Tuesday, 9/10 in the evening from LAX between 8:30-9:30pm and leave from Sacramento on 9/11 at approximately 10pm.

My birthdate: 

Chris' birthdate: 

Please let me know if any additional information is needed. Thanks.

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:** Monday, September 9, 2019 10:46 AM

**To:** Mindala Wilcox <[mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)>

**Cc:** Michael H. Tate <[mtate@cityofinglewood.org](mailto:mtate@cityofinglewood.org)>; Christopher E. Jackson <[cejackson@cityofinglewood.org](mailto:cejackson@cityofinglewood.org)>

**Subject:** RE: IBEC: Travel Arrangements to Sacramento

Approved.

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**From:** Mindala Wilcox <[mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)>

**Sent:** Monday, September 9, 2019 10:24 AM

**To:** Artie Fields <[afields@cityofinglewood.org](mailto:afields@cityofinglewood.org)>

**Cc:** Michael H. Tate <[mtate@cityofinglewood.org](mailto:mtate@cityofinglewood.org)>; Christopher E. Jackson <[cejackson@cityofinglewood.org](mailto:cejackson@cityofinglewood.org)>

**Subject:** FW: IBEC: Travel Arrangements to Sacramento

Good day Artie,

Please confirm if the below is approved. The cost for the flights will be approximately \$600 each on Southwest and hotels range from \$250-350 per room. In addition, we expect to have ground transportation costs to get to the meeting location which is in downtown Sacramento as well as to/from the airport (if not provided by the hotel). Please let me know if you need any additional information. Thanks.

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:** Mindala Wilcox

**Sent:** Thursday, September 5, 2019 5:19 PM

**To:** Michael H. Tate <[mtate@cityofinglewood.org](mailto:mtate@cityofinglewood.org)>

**Cc:** Christopher E. Jackson <[cejackson@cityofinglewood.org](mailto:cejackson@cityofinglewood.org)>

**Subject:** IBEC: Travel Arrangements to Sacramento

Good day Michael,

Chris Jackson and I need to travel to Sacramento for an all day meeting on Wednesday, September 11 for the Clippers EIR. Our meeting will be starting at 8 or 9 so we will need to travel up in the afternoon/evening of September 10, spend the night, and fly back on the evening of September 11. I was told I need to email this request to you so that you may request the City Manager's approval. Please let me know if you need any additional information. Thanks.

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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