

Message

From: Mindala Wilcox [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b46bfd8a1e12482fb4f973bea21d23c4-Mindala Wilcox]
on behalf of Mindala Wilcox
Sent: 9/9/2019 10:23:52 AM
To: Artie Fields [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ac3ecaf73edc4c538f3344c6ac33b5d9-Artie Fields]
CC: Michael H. Tate [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=2c7f993058ea44bab730de3a731c48b9-Michael M. Tat]; Christopher E. Jackson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=d28bfd2b0f274cd8af3119a3b715d010-Christopher E.]
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

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



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL.

From: Mindala Wilcox
Sent: Thursday, September 5, 2019 5:19 PM
To: Michael H. Tate <mtate@cityofinglewood.org>
Cc: Christopher E. Jackson <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

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



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL.