

Message

From: Mindala Wilcox [/O=INGLEWOOD/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B46BFD8A1E12482FB4F973BEA21D23C4-MINDALA WILCOX]
Sent: 9/9/2019 11:18:10 AM
To: Michael H. Tate [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=2c7f993058ea44bab730de3a731c48b9-Michael M. Tat]
CC: Cynthia Robinson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e41ffdde22854399b88fa7947a3f9c50-Cynthia Robins]; Christopher E. Jackson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=d28bfd2b0f274cd8af3119a3b715d010-Christopher E.]; Phoebe Allen [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a03a58f730b043b29694903fcb145bef-Phoebe Allen]
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

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



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL.

From: Artie Fields
Sent: Monday, September 9, 2019 10:46 AM
To: Mindala Wilcox <mwilcox@cityofinglewood.org>
Cc: Michael H. Tate <mtate@cityofinglewood.org>; Christopher E. Jackson <cejackson@cityofinglewood.org>
Subject: RE: IBEC: Travel Arrangements to Sacramento

Approved.

From: Mindala Wilcox <mwilcox@cityofinglewood.org>
Sent: Monday, September 9, 2019 10:24 AM
To: Artie Fields <afields@cityofinglewood.org>
Cc: Michael H. Tate <mtate@cityofinglewood.org>; Christopher E. Jackson <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

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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

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