

Message

**From:** Mindala Wilcox [/O=INGLEWOOD/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B46BFD8A1E12482FB4F973BEA21D23C4-MINDALA WILCOX]  
**Sent:** 9/9/2019 10:23:56 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](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  
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