

Appointment

From: Cynthia Robinson [/O=INGLEWOOD/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E41FFDDE22854399B88FA7947A3F9C50-CYNTHIA ROBINS]
Sent: 9/18/2019 5:07:34 PM
To: Mindala Wilcox [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b46bfd8a1e12482fb4f973bea21d23c4-Mindala Wilcox]; Christopher E. Jackson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=d28bfd2b0f274cd8af3119a3b715d010-Christopher E.]; Fred Jackson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b7154513b3a5468cab5e42bf795b937b-Fred Jackson]; Peter Puglese [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0aa41c64afa4f1b9f4a6b87cf610752-Peter Puglese]
Subject: Canceled: IBEC: Communication Protocol Update
Start: 8/19/2019 10:00:00 AM
End: 8/20/2019 10:30:00 AM
Show Time As: Free
Importance: High
Recurrence: Weekly
every Monday and Wednesday from 10:00 AM to 10:30 AM
Required Attendees: Mindala Wilcox; Christopher E. Jackson; Fred Jackson; Peter Puglese

Pursuant to the email sent on August 14, 2019:

We are in the final stages of preparing the Administrative Record for the Clippers/Murphy's Bowl project and posting online. Thank you to those of you who have been receiving project correspondence/materials and then uploading it to our shared drive over the past number of months.

Please note that beginning on Monday, August 19 it is critical that we start to follow the below schedule of uploading emails and other documents twice a week. This is necessary in order for our Administrative Record to meet certain State legal requirements associated with the proposed arena project.

Day of Week Correspondence Received	City Deadline to Upload to Murphy's Bowl Drive
Wednesday thru Sunday	The following Monday at 10am
Monday thru Tuesday	The following Wednesday at 10am

Please note that as we begin this new schedule, on Monday, August 19 by 10am you will need to upload any and all past documents that you have not previously uploaded, received through Sunday, August 18. After that, adhere to the above schedule of uploading documents for the two or five day period specified above. We will send calendar reminders to anyone who we know has been uploading documents, for the Monday and Wednesday 10am uploads. If you would like to receive the calendar invites, please email Mindy Wilcox and you will be included.

As a reminder, the following types of documents need to be uploaded to the shared "Murphy's Bowl" drive:

- Emails sent or received pertaining to the Clippers/Murphy's Bowl/IBEC project (Project)
- Electronic documents downloaded to your computer from emails that pertain to the Project
- Hard copy materials received or issued that pertain to the Project

For any questions, please contact Planning Manager Mindy Wilcox at x4241.

Respectfully,

Mindy Wilcox, AICP : Planning Manager : City of Inglewood

Economic and Community Development Department

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