



CITY OF INGLEWOOD

OFFICE OF THE CITY MANAGER



DATE: February 14, 2023

TO: Mayor and Council Members

FROM: Parks, Recreation and Community Services Department

SUBJECT: Payment of Invoice to Instrument Audio Service, LLC

RECOMMENDATION:

It is recommended that the Mayor and Council Members authorize payment of an invoice submitted by Instrument Audio Service, LLC, for providing a stage covering for the City's Annual Holiday Tree Lighting Ceremony on Thursday, December 1, 2022, in the amount of \$458. (General Fund)

BACKGROUND:

For many years, it has been the City's tradition to kick off the holiday season with an Annual Holiday Tree Lighting Ceremony at Inglewood City Hall. The event occurs the first Thursday of December and includes live entertainment, refreshments, stockings, and a special visit from Santa.

DISCUSSION:

Instrument Audio Services, LLC was contracted to provide a stage and audio services for the City's Annual Holiday Tree Lighting Ceremony on Thursday, December 1, 2022. A short form agreement was routed and approved prior to the event; however due to unexpected rain, the vendor was required to upgrade the stage and provide a hard top roof and side and rear wall enclosures, which resulted in additional costs. As such, the Parks, Recreation and Community Services Department requests authorization to pay an invoice from Instrument Audio Services, LLC, in the amount of \$458, to cover the additional cost incurred for the rain contingency.

FINANCIAL/FUNDING ISSUES AND SOURCES:

Sufficient funds in the amount of \$458 are available in the Fiscal Year 2022-2023 Budget under Account Code 001.070.7011.45008.00 (Parks, Recreation and Community Services – City Promotional Activities – General Fund).

DESCRIPTION OF ANY ATTACHMENTS:

Attachment No. 1 - Invoice

PREPARED BY:


Sabrina Barnes, Parks, Recreation and Community Services Director


COUNCIL PRESENTER:

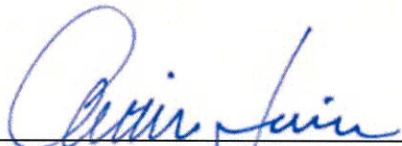
Sabrina Barnes, Parks, Recreation and Community Services Director

7.

APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD APPROVAL: 
Sabrina Barnes, Parks, Rec. and Comm. Svcs. Director

ASSISTANT CITY MANAGER APPROVAL: 
Louis Atwell, Asst. City Mgr./PW Director

CITY MANAGER APPROVAL: 
Artie Fields, City Manager

ATTACHMENT NO. 1



Instrument Audio Service, LLC
IAS Audio

P.O. Box 83117
Los Angeles, CA. 90045
323-229-0425
info@iasaudio.com

City of Inglewood
One Manchester Blvd
Inglewood, California 90301

INVOICE # 2022-1121R2

ATTN: Teresa Estrada
Parks, Recreation and Community Services Department
testrada@cityofinglewood.org
310-412-4252

Event:	2022 Holiday Tree Lighting Ceremony	Event Hours:	11:00 AM – 6:00 PM
Date Ordered:	11-23-2022	Ordered By:	Teresa Estrada
Coordination:	11-30-22 to 12-2-2022	Load In:	Thurs. 12-1-22 9:00 AM
Ship To:	Inglewood City Hall South Lawn	Load Out:	Thurs, 12-1-22 8:15 PM
Venue:	*****SAME*****		

All rights of this invoice are reserved by Instrument Audio Service, LLC

Stage upgrade to Mobile Stage with hard roof, vinyl sidewall and rear wall enclosure. Rain contingency.

TOTAL	Balance Due	\$	458.00
-------	-------------	----	--------

Accepted By: _____

Date: _____

Printed Name: _____

Title: _____

Please sign and return signature page.

INVOICE # 2022-1121R2

Thank You for your valued business !