



# CITY OF INGLEWOOD

## OFFICE OF THE CITY MANAGER



**DATE:** April 4, 2023

**TO:** Mayor and Council Members

**FROM:** Parks, Recreation and Community Services Department

**SUBJECT:** Payment of Invoice to Bell Event Services, Inc.

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**RECOMMENDATION:**

It is recommended that the Mayor and Council Members authorize payment of an invoice submitted by Bell Event Services, Inc., for providing a light tower for the City's Annual Dr. Martin Luther King, Jr. Day Festival on Saturday, February 18, 2023, in the amount of \$535. (General Fund)

**BACKGROUND:**

On Saturday, February 18, 2023, the City of Inglewood hosted the 40<sup>th</sup> Annual Dr. Martin Luther King, Jr. Day Celebration. The event celebrated the life and accomplishments of Dr. King, along with other black historical figures who changed the world. The event included live entertainment, commercial and food vendors, information booths, art exhibits, children's activities, and health screenings.

**DISCUSSION:**

Bell Event Services, Inc. was contracted to provide stage and audio services for the City's 40<sup>th</sup> Annual Dr. Martin Luther King, Jr. Day Celebration on Saturday, February 18, 2023. A short form agreement was routed and approved prior to the event; however, due to insufficient lighting during the set-up, the vendor was required to provide a light tower, which resulted in additional costs. As such, the Parks, Recreation and Community Services Department requests authorization to pay an invoice from Bell Event Services, Inc., in the amount of \$535, to cover the additional cost incurred for the light tower.

**FINANCIAL/FUNDING ISSUES AND SOURCES:**

Sufficient funds in the amount of \$535 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

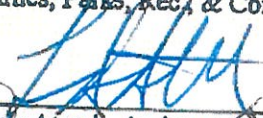
**COUNCIL PRESENTER:**

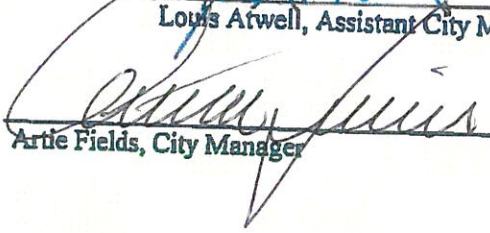
Sabrina Barnes, Parks, Recreation and Community Services Director

3.

**APPROVAL VERIFICATION SHEET**

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

**ASSISTANT CITY MANAGER APPROVAL:**   
Louis Arwell, Assistant City Manager

**CITY MANAGER APPROVAL:**   
Artie Fields, City Manager

# **ATTACHMENT NO. 1**

# **Bell** *Event Services Inc.*

531 Main St. # 228  
El Segundo, CA 90245  
Email: [bellevent@gmail.com](mailto:bellevent@gmail.com)  
Phone: (310) 349-0743  
Fax: (310) 570-2989

## INVOICE

**BILL TO**

Teresa Estrada  
City of Inglewood  
Attn: Teresa Estrada  
One Manchester Blvd. #500  
Inglewood, CA 90301

**SHIP TO**

MLK/ Black History Festival  
Market Street  
Stage #1

**INVOICE # 7518**

**DATE** 02/21/2023  
**DUE DATE** 02/28/2023  
**TERMS** COD

**SHIP DATE**

02/17/2023

**SHIP VIA**

Truck

**EVENT DATE**

02/17/2023

ACTIVITY	QTY	RATE	AMOUNT
<b>Rental</b> Light Tower (Two Day Rental).	1	385.00	385.00
<b>Labor</b> Delivery/Pickup.	1	150.00	150.00

Please contact Michael Bell with any questions. Thank you for your business.

SUBTOTAL	535.00
TAX	0.00
TOTAL	535.00
BALANCE DUE	<b>\$535.00</b>