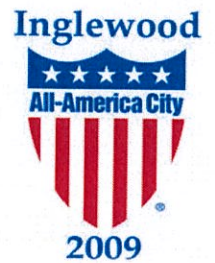




CITY OF INGLEWOOD

OFFICE OF THE CITY MANAGER



DATE: September 19, 2023

TO: Mayor and Council Members

FROM: Public Works Department

SUBJECT: Payment of Invoice – It’s Your Party Floral & Event Design for National Night Out

RECOMMENDATION:

It is recommended that the Mayor and Council Members authorize the payment of an invoice submitted by It’s Your Party Floral & Event Design (It’s Your Party) for event décor services rendered for the National Night Out event held on Tuesday, August 1, 2023, in the amount of \$1,250. (Sanitation Fund)

BACKGROUND:

Annually, on the first Tuesday of August, communities across the United States recognize the valuable contributions of Law Enforcement, Public Safety, and other community service professionals during National Night Out. This event provides the community the opportunity to show appreciation for the men and women who protect and serve relentlessly. The event also supports police partnerships and neighborhood camaraderie that ultimately make neighborhoods safer to live in.

DISCUSSION:

It’s Your Party provided event décor in the Community Room and on the South Lawn, where the majority of the event was held. The furnishings included tables, chairs, linen, balloons, and food stations. In addition to the main decorations, a lighted “National Night Out 2023” table display was created to provide a photo opportunity for guests. The success of this event is due, in part, to how well these additional features turned out.

FINANCIAL/FUNDING ISSUES AND SOURCES:

Sufficient funds are available in the 2022-2023 Fiscal Year Budget under Account Code No. 070.060.6052.45155 (Sanitation Fund-Public Works-Public Services-Environmental Services-CDS-Pub Ed//Bcast).

DESCRIPTION OF ANY ATTACHMENTS:

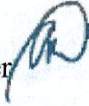
Attachment No. 1 – Invoice

11.

Mayor and Council Members
Payment of Invoice – It's Your Party for National Night Out
September 19, 2023

PREPARED BY:

Angela Williams, Environmental Services Manager
Rae Aldridge, Management Assistant

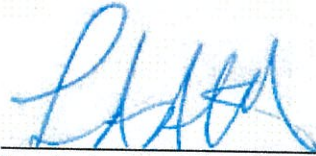


COUNCIL PRESENTER:

Angela Williams, Environmental Services Manager

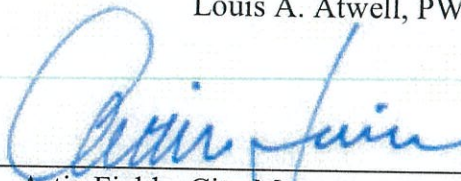
APPROVAL VERIFICATION SHEET

**DEPARTMENT HEAD/
ASSISTANT CITY MANAGER APPROVAL:**



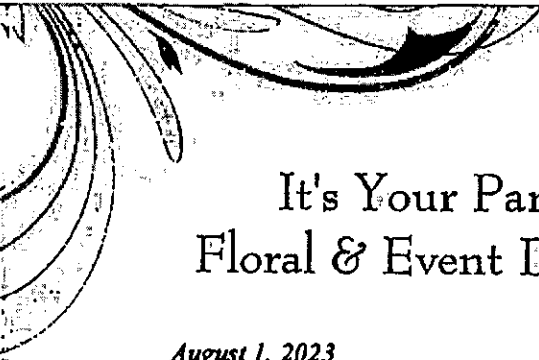
Louis A. Atwell, PW Director/Asst. City Mgr.

CITY MANAGER APPROVAL:



Artie Fields, City Manager

Attachment No. 1



It's Your Party
Floral & Event Design

August 1, 2023

City of Inglewood
Ms. Angela Williams – Public Works
One Manchester Blvd. 3rd Floor
Inglewood, CA 90301

Dear Ms. Williams:

Thank you for choosing *It's Your Party* for your Event.

The following invoice #08012023 is for:

Event: City of Inglewood – National Night Out 2023
Date: Tuesday August 1, 2023
Time: Set-up & Delivery 12:00 p.m.
Location: City Hall – Community Room & South Lawn Designated Areas

Order: Supplies for Green Room & Public Area, Linen, Balloons, Set up of Green Room
Plates, Forks, Knives & Napkins for Public Area & Green Room

Green Room – Set-up Tables, Chairs, Linen, Balloons and Food Area
Supplies Provided – Plates, Forks, Knives & Napkins – Beverage Station set-up
Linen Colors - Blue & Gold -
National Night Out 2023 – Lighted Display

Public Area – Supplies needed for 500 ppl – Plates, Napkins, Forks & Knives, Linen for tables

Amount Due: \$1250.00

Please make check payable to *It's Your Party*

Thank you in advance,

Harold Long
It's Your Party/Floral & Event Design

9202 E. 5th Ave. Inglewood, CA 90305

itsyourparty@sbcglobal.net

323.755.7272

323.630.1937 Mobile

