

County and Non-County Sponsored Events Participation

☒ County Sponsored Event ☐ Non-County Sponsored Event

Department: County Administrator

EVENT/ACTIVITY: 1026 Escobar Street - Grand Opening Event

Sponsor/Organizer: Board of Supervisors/County Administration

Description: Hosted Grand Opening Event with Lunch in Plaza

Purpose and Benefit to County: Acknowledgement of the completion of the County Administration Complex and Plaza in downtown Martinez.

Date(s): July 9, 2024

Duration: 1 1/2 hours

Location: 1026 Escobar Street

County Resources Requested:

of Employees 1-3

Estimated Cost: \$ 2,000

County/Rental Equipment Used Tables & Chairs Rentals

(Including vehicles)

Estimated Cost: \$ 3,000

Estimated Cost: \$ 5,000

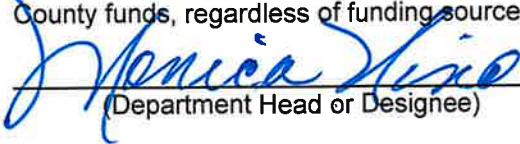
Additional Expenditures:

Catered Lunch Costs

Total Estimated Cost: \$ 10,000

Funding Source(s)/Reasons: General Fund

I certify this to be an event/activity that benefits the County and all estimated costs to be paid by County funds, regardless of funding source, are within my departments budget.


(Department Head or Designee)

5/1/24
(Date)

APPROVAL FOR NON-COUNTY EVENTS

LESS THAN \$2,500

County Administrator

☐ Approved

☐ Not Approved

County Administrator Date

ABOVE \$2,500

Board of Supervisors

☐ Approved

☐ Not Approved

Authorized Signature Date