

County and Non-County Sponsored Events Participation

County Sponsored Event Non-County Sponsored Event

Department: Public Works - Airports Division

EVENT/ACTIVITY: Airports' Tenant Appreciation BBQ

Sponsor/Organizer: Airports Division

Description: Annual BBQ event to show our customers how much they are appreciated (12th Annua

Purpose and Benefit to County: To thank our paying tenants/customers for choosing the Contra Costa County Airpor
to store their aircraft and/or operate their business.

Date(s): Thursday, May 7, 2020

Duration: Event is from 11:30am-2pm, but staff must acquire all items & set up in advance plus clean up after even

Location: Generally held in hangar behind our office at 550 Sally Ride Drive (our Tenant's hangar

County Resources Requested:

of Employees 16 Estimated Cost: \$ 9,600

County/Rental Equipment Used County van (\$15), tables & chairs (\$1,485)
(Including vehicles) Estimated Cost: \$ 1,500

Additional Expenditures: Estimated Cost: \$ 7,500
(Attach itemized list)

Total Estimated Cost: \$ 18,600

Food: \$4,200
Supplies: \$2,200
Byron coverage \$1,100

Funding Source(s)/Reasons: Airport Enterprise 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)

9/30/2019
(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