



City of San Luis

Parks & Recreation Department

Parks and Recreation Administration • Cultural Center • Parks Grounds
Recreation • Youth Center • Municipal Pool • Senior Center • Facilities

Date: May 15, 2023

To: Kay Macuil, City Attorney

Olivia Jenkins, Government & Foreign Affairs Coordinator

Janet Taylor, Legal Secretary

CC: Ralph Velez, Interim City Manager

Jenny Torres, Assistant City Manager

From: Jose Luis Cisneros, Acting Director of Parks & Recreation

Subject: Additional Contributions to Non-City Events Report (Updated)

Kay and Olivia,

Please see an updated summary of non-city events in which the City of San Luis Parks and Recreation Department contributed with resources, including staff labor during working hours and overtime, equipment, materials, use of facilities and other financial assistance.

1. San Luis Film Festival (SLFF)

- **San Luis Film Festival Judging Short Films/Press Conference**

Date: August 26, 2022

Time: 9:00 am – 1:00 pm

Staff: Three (3) staff attendants for four (4) Hours (overtime and regular hours) - \$330.15

Additional Expenses:

- Purchase of food for the Press Conference and judging of short films - \$279.89

Total: \$610.04

- **San Luis Film Festival (Four (4) days)**

Date: 11/15/2023 – 11/18/2023

Time: 6:00 pm – 9:00 pm

Staff: Two (2) staff attendants for three (3) Hours per day (4-day event) (overtime) - \$373.37

Additional Expenses:

- Hotel rooms Four (4) for guests - \$1,099.00
- Catering for SLFF opening & closing dates - \$362.38
- Purchase of beverages for SLFF - \$62.16
- Items needed to make popcorn for movie viewings during the SLFF - \$216.37
- Items needed to make popcorn for movie viewings during the SLFF - \$172.85
- Last minute miscellaneous purchases - \$72.92

➤ Total: \$2,359.05

Total (Press conference, judging, and festival): \$2,969.09

Per the agreement between Yuma County Arts and Cultural Group and the City of San Luis approved on 5/11/2022, the city shall make the Cesar Chavez Cultural Center available for the 2022 San Luis Film Festival and city staff shall assist with set-up and tear down of event. Staff followed directives from the previous administration and the Parks and Recreation Director. Below are other in-kind contributions regarding city facilities and equipment, which the organization was not charged for.

Other in-kind expenses and labor - no charge to organization (in Non-profit prices)

- **Press Conference/Judging of Films**
 - Facility Rental (Cultural Center) \$100 per hour/4 hours: \$400.00
 - Audio Equipment Fee: \$50.00
 - Total: \$450.00
 - **Film Festival**
 - Facility Rental (Cultural Center) \$100 per hour/12 hours: \$1,200.00
 - Set-up and tear down fee by Facilities Division: \$150.00
 - Audio Equipment Fee: \$50.00
 - Chair rental Fee: \$2 per chair (100) - \$200
 - Table Rental Fee: \$5 per table (3) - \$15
 - Total: \$1,615.00
- Total: \$2,065.00**

Film Festival combined total: \$5,034.09

2. Cesar Chavez Life and Legacy Celebrations

- **Flag Raising Ceremony**

Date: 3/1/2023
Time: 11:00 am – 1:00 pm
Staff: Cultural Center: None
Parks Grounds: Four (4) staff attendants for seven (7) Hours (Regular Hours)
for set up and tear down - \$269.50
Additional Expenses: None
Charges: Reservation of Three (3) ramadas - \$150.00
- **Cesar Chavez Parade/Un Gol Por La Vida**

Date: March 25, 2023
Time: 12:00 pm
Staff: None
Additional Expenses: None
Charges: Joe Orduño Soccer Field Reservation fee and use of Lights - \$110

3. Chicano Art Walk (3/25/2023)

City provided barricades to close off the parking lot at 1627 Cesar Chavez Boulevard for the event as stated in contract. No labor was used as Chicano Art Walk Volunteers picked up and dropped off the barricades, all in good condition. No other resources were provided by the city.

4. Blazing Desert ComicCon (2/18/2023)

Staff did not provide additional city resources in labor, equipment, material, and/or labor hours (overtime or regular hours).

5. Off-Road Xpo

Date: October 22, 2022

Time: 6:00 pm – 12:00 am

Staff: Parks Grounds staff assisted with the set up and tear down of equipment during regular working hours. These are estimates based on Parks staff memory as no records were kept.

Set up of three (3) Ramadas with wall covers, barricades, bleachers, and trashcans

10/21/2022 – 12 staff members totaling 54 hours - \$926.77

Preparation of Baseball and Soccer Fields (measuring and painting lines)

10/20/2022 – two (2) staff members totaling nine (9) hours - \$163.31

10/21/2022- two (2) staff members totaling 14 hours - \$254.31

Teardown

10/24/2022 - 12 staff members totaling 24 hours - \$411.88

Total labor in set and tear down - \$1,756.27

Additional Expenses: None

Per the agreement between Comite De Bienestar and the City of San Luis approved on 5/25/2022, the city shall make Joe Orduño Park available for the 2022 Off-Road Xpo and city staff shall assist with set-up and tear down of event. Staff followed directives from the previous administration and the Parks and Recreation Director. Below are other in-kind contributions regarding city facilities and equipment, which the organization was not charged for.

Other in-kind expenses and labor - no charge to organization (in Non-profit prices)

Facility Rental

Baseball Field - \$10 per hour for 30 hours (10/21 – 10/22): \$300.00

Soccer Fields- \$10 per hour for 30 hours (10/21 – 10/22): \$300.00

Field lighting (Baseball and Soccer Fields) \$10 per hour per field for 6 hours: \$240.00

Field Marking (requested markings took about three times the amount of material normally used)

Baseball Field: \$60

Soccer Field: \$80

Ramadas: Three (3): \$60

Total: \$1,040.00

The rental of barricades, bleachers, and trashcans are not included in the Parks and Recreation Fee Schedule, per Resolution No. 2173. The Youth Center's Boxing Ring was also used for Lucha Libre during the event. This was a last-minute request and the set up and teardown was performed by Off-Road Xpo volunteers, and its rental is not included in fee schedule.

Off-Road Xpo combined total: \$2,796.27

I hope this report provides a useful summary. If you have any questions or comments, please do not hesitate to contact me.

Sincerely,
Jose Luis Cisneros
Acting Director of Parks & Recreation