



# 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 11, 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

Kay and Olivia,

Please see 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: \$**

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**

**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 Expo (10/22/2023)**

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

For all non-city events, only the San Luis Film Festival received other forms of city resources from Parks and Recreation Department in the form of staff labor and overtime, equipment, material, and other financial aid to the organization. The total cost of these contributions is estimated to be \$5,034.09.

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