

From: [Richards, Jon](#)
To: [Farst, Heide](#)
Subject: RE: Forever Balboa Park Information Kiosks
Date: Thursday, August 22, 2024 1:21:08 PM
Attachments: [image001.png](#)

Hi Heidi,

We already have an SUP with FBP, which includes maintenance within the park, etc. Under the current SUP, we would work with FBP to continue maintenance of the kiosks. Additionally, I am going to talk to FBP about removing the ATM's that remain in the kiosks. Since COVID began, there was a huge transition to electronic payments, so there aren't too many people using the ATM's now. Therefore, the revenue that FBP received prior to COVID, is no longer existing. Yes, please terminate the agreement. Let me know if there is anything that I am missing prior to terminating it.

Happy to get on a call to discuss further.

Thanks!

Jon Richards

Deputy Director, Balboa Park
City of San Diego | Parks and Recreation Department
619-235-5922
sandiego.gov



From: Farst, Heide <HFarst@sandiego.gov>
Sent: Thursday, August 22, 2024 12:57 PM
To: Richards, Jon <JMRichards@sandiego.gov>
Subject: RE: Forever Balboa Park Information Kiosks

Hi Jon,

Just for clarification, to end the holdover, real estate would need to terminate the agreement it has for the kiosks. This will also stop the monthly invoicing and we will reverse all of the last years' monthly invoices also since there was no percentage rent owed to the City.

As I understand your message, Parks & Rec would then enter into a Special Use Permit with FBP for the kiosks.

Heide E. Farst, CSM

Supervising Property Agent
Economic Development | Real Estate
City of San Diego
(619) 236-6727
hfarst@saniego.gov

From: Richards, Jon <JMRichards@saniego.gov>
Sent: Thursday, August 22, 2024 12:24 PM
To: Farst, Heide <HFarst@saniego.gov>
Subject: RE: Forever Balboa Park Information Kiosks

Hi Heidi,
I met with Jackie (Forever Balboa Park) earlier this week and then with Andy yesterday. Yes, please stop invoicing FBP for the Kiosks. I understand there may be a Hold-Over from the Kiosk Agreement. Can we sunset that agreement? We have a Special Use Permit with FBP and that would be more appropriate as the agreement and the maintenance that FBP provides to the kiosks.

What do we need to do to end the Hold-Over?

Thanks!

Jon Richards
Deputy Director, Balboa Park
City of San Diego | Parks and Recreation Department
619-235-5922
saniego.gov

The City of
SAN DIEGO
Parks and Recreation Department

From: Farst, Heide <HFarst@saniego.gov>
Sent: Tuesday, August 20, 2024 2:44 PM
To: Richards, Jon <JMRichards@saniego.gov>
Subject: RE: Forever Balboa Park Information Kiosks

Hi Jon,

I just wanted to follow-up with you in regards to Forever Balboa Park being billed for the information kiosks after their conversation with Andy. Is it alright for us to stop sending out monthly invoices and make this a one Forever Balboa agreement a non-revenue account?

Heide E. Farst, CSM

Supervising Property Agent
Economic Development Department
City of San Diego
1200 Third Avenue, Suite 1700, MS 51A
San Diego, CA 92101
(619) 236-6727

From: Farst, Heide
Sent: Monday, August 5, 2024 7:21 AM
To: Richards, Jon <JMRichards@sanidiego.gov>
Subject: RE: Forever Balboa Park Information Kiosks

Hi Jon,

Thank you for your message. I look forward to hearing your response.

Heide E. Farst, CSM
Supervising Property Agent
Economic Development | Real Estate
City of San Diego
(619) 236-6727
hfarst@sanidiego.gov

From: Richards, Jon <JMRichards@sanidiego.gov>
Sent: Friday, August 02, 2024 5:28 PM
To: Farst, Heide <HFarst@sanidiego.gov>
Subject: RE: Forever Balboa Park Information Kiosks

Hi Heidi,
I will check with Andy on this one, since there is a quote that was used with his name in it.
I have a meeting with him early next week and will get back to you with a response.

Have a good weekend.

Jon Richards
Deputy Director, Balboa Park
City of San Diego | Parks and Recreation Department
619-235-5922
sanidiego.gov

The City of
SAN DIEGO
Parks and Recreation Department

From: Farst, Heide <HFarst@sandiego.gov>
Sent: Friday, August 2, 2024 3:14 PM
To: Richards, Jon <JMRichards@sandiego.gov>
Subject: Forever Balboa Park Information Kiosks

Hi Jon,

I received the attached email from Forever Balboa Park in regards to their agreement with the City for their information kiosks. Should we stop sending out invoices for monthly percentage rent based on the discussion between Elizabeth Babcock and Andy? We have outstanding invoices on their account since November 2022 but if these should be removed, please let me know and I will take care of that on our end. Would P&R want us to discuss a new agreement with them for the information kiosks? I am not sure what direction P&R would like us to take on this account.

Heide E. Farst, CSM

Supervising Property Agent
Economic Development Department
City of San Diego
1200 Third Avenue, Suite 1700, MS 51A
San Diego, CA 92101
(619) 236-6727

Farst, Heide

From: Farst, Heide
Sent: Friday, August 23, 2024 7:49 AM
To: Alano, Michele; Redman, Shelley
Cc: Mandler Jr, Jim; Baldwin, Nicholas; Chalfant, Nicole
Subject: Forever Balboa Park/03 Lease Agreement
Attachments: LEASE TERMINATION OF AGREEMENT 8.22.24.pdf; Open Invoices Report as of 8-22-24.jpeg; Email from Parks n Rec to Terminate Lease 8-22-24.jpeg

Hi Michele and Shelley,

The Forever Balboa Park/03 account is currently in holdover. On August 22, 2024, I received an email from Jon Richards asking for this agreement to be terminated. Parks and Rec is replacing this agreement with a current Special Use Permit that they already have in place with Forever Balboa Park.

I have attached the approved Termination of Agreement Form, an Open Invoice Report as of 8-22-24 whereby all of the posted percentage rent invoices need to be voided, and a copy of the email from Jon Richards dated August 22, 2024. Please let me know if there is anything else you may need. Thank you.

Heide E. Farst, CSM
Supervising Property Agent
Economic Development Department
City of San Diego
1200 Third Avenue, Suite 1700, MS 51A
San Diego, CA 92101
(619) 236-6727

Real Estate Assets Department

TERMINATION OF AGREEMENT

The following agreement for use of City-owned property will terminate as noted:

LESSEE	Forever Balboa Park/03
LEASEHOLD ID	R402RD-085-A00
ACTUAL TERMINATION DATE	August 22, 2024
SECURITY DEPOSITS	Yes ☐ No ☒
TERMINATION INSPECTION DATE	August 22, 2024
Subtenants?	Yes ☐ No ☒
Date Subtenants vacated property OR Date of new direct agreement with City	

Agent HEF Date August 22, 2024 Supervisor Roswitha Sanchez Date August 22, 2024

*****Lease Billing Use Only*****

Lease Billing Supervisor _____ Date _____
Data Entry _____ Date _____

Lease Billing Supervisor Termination Checklist:

- ☐ Terminate Lease in REportfolio
- ☐ , If termination is in the middle of billing period, prorate invoice. Check with agent if necessary.
- ☐ If rent paid beyond termination date, process refund.
- ☐ Void any invoices that have been issued for period after termination date.
- ☐ Refund security deposit per agent instructions.
- ☐ Notify agent that termination, proration and refund (if any) are complete.



City of San Diego

FOREVER BALBOA PARK/03
OPEN INVOICES AS OF 8/22/2024
8/22/2024

LESSEE FOREVER BALBOA PARK/03
PARK BLVD
San Diego, CA

PAYABLE TO City of San Diego
PO Box 129030
San Diego, CA 92112-9030

INVOICE #	DATE	DESCRIPTION	DUE	BILLED	PAID	BALANCE	STATUS
B154940	11/01/22	NOVEMBER 2022	12/12/22	PERCENTAGE RENT INVOICE			Past Due
B155381	12/01/22	DECEMBER 2022	01/10/23	PERCENTAGE RENT INVOICE			Past Due
B155851	01/01/23	JANUARY 2023	02/10/23	PERCENTAGE RENT INVOICE			Past Due
B156290	02/01/23	FEBRUARY 2023	03/10/23	PERCENTAGE RENT INVOICE			Past Due
B156754	03/01/23	MARCH 2023	04/10/23	PERCENTAGE RENT INVOICE			Past Due
B157178	04/01/23	APRIL 2023	05/10/23	PERCENTAGE RENT INVOICE			Past Due
B157560	05/01/23	MAY 2023	06/12/23	PERCENTAGE RENT INVOICE			Past Due
B157975	06/01/23	JUNE 2023	07/10/23	PERCENTAGE RENT INVOICE			Past Due
B158372	07/01/23	JULY 2023	08/10/23	PERCENTAGE RENT INVOICE			Past Due
B158766	08/01/23	AUGUST 2023	09/11/23	PERCENTAGE RENT INVOICE			Past Due
B159200	09/01/23	SEPTEMBER 2023	10/10/23	PERCENTAGE RENT INVOICE			Past Due
B159625	10/01/23	OCTOBER 2023	11/13/23	PERCENTAGE RENT INVOICE			Past Due
B160037	11/01/23	NOVEMBER 2023	12/11/23	PERCENTAGE RENT INVOICE			Past Due
B160462	12/01/23	DECEMBER 2023	01/10/24	PERCENTAGE RENT INVOICE			Past Due
B160910	01/01/24	JANUARY 2024	02/12/24	PERCENTAGE RENT INVOICE			Past Due
B161325	02/01/24	FEBRUARY 2024	03/11/24	PERCENTAGE RENT INVOICE			Past Due
B161760	03/01/24	MARCH 2024	04/10/24	PERCENTAGE RENT INVOICE			Past Due
B162166	04/01/24	APRIL 2024	05/10/24	PERCENTAGE RENT INVOICE			Past Due
B162587	05/01/24	MAY 2024	06/10/24	PERCENTAGE RENT INVOICE			Past Due
B163021	06/01/24	JUNE 2024	07/10/24	PERCENTAGE RENT INVOICE			Past Due
B163443	07/01/24	JULY 2024	08/12/24	PERCENTAGE RENT INVOICE			Past Due
B163834	08/01/24	AUGUST 2024	09/10/24	PERCENTAGE RENT INVOICE			Open
ACCOUNT BALANCE				\$ 0.00	\$ 0.00	\$ 0.00	

Invoices are due upon receipt. After 30 days a late payment penalty may be charged.