



**Balboa Park
Division Profile**

**DEPUTY DIRECTOR
Jon Richards**

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FISCAL YEAR 2026

Overview

Balboa Park Division operates and maintains the regional park, Balboa Park. The Division provides park maintenance, historic/cultural resource management, and recreation programming for Balboa Park, including the following sites: Pioneer and Presidio Parks, Balboa Park Activity Center, Morley Field Sports Complex, and the Municipal Gymnasium. In addition, the Division provides special events permitting for Balboa Park, Mission Bay Park, and Shoreline Parks.

The staff of Balboa Park Division work with many committees, boards and councils that serve in an advisory capacity to the Parks and Recreation Department. The Balboa Park Committee serves in an advisory capacity to the Parks and Recreation Board, Mayor, and City Council on policy issues relating to the acquisition, development, maintenance, and operation of the park. Other committees, boards and councils are listed in the table below.

Advisory Bodies

Committees Supported by Balboa Park Division		
Committees	Contact Names	Phone Numbers
Balboa Park Committee	Jon Richards Anthony Harrington Tyler Canales	(619) 235-5922 (619) 235-1106 (619) 235-1124
Balboa Park/Morley Field Recreation Advisory Group	Alysandra Perez	(619) 235-1105
Forever Balboa Park	Jon Richards Anthony Harrington Tyler Canales	(619) 235-5922 (619) 235-1106 (619) 235-1124

Facts and Figures

FY 2026 Budgeted Positions	101.72
FY 2026 General Fund Budget	\$15,533,771
FY 2026 Budgeted Revenue	\$18,855,715
Balboa Park Attendance	28,000,000
City of San Diego Volunteers	1,152
Total Volunteer Hours	16,457
Park Use Permits Issued	278 (PC #s) 153 (Rec)
Facility Use Permits Issued	513 (PC facilities) 97 (Rec)

Balboa Park Division
Permit Center
DISTRICT MANAGER: Vicky Hara

Telephone: (619) 525-8263

Cell Phone: (619) 787-8068

vhara@sandiego.gov

Park Areas: Balboa Park, Presidio Park, Mission Bay Park, and Shoreline Parks

Council Districts: 1, 2 and 3

Overview: The Permit Center dispenses permits and information for over 100 park sites and facilities located in Balboa Park, Mission Bay, Mission Hills, Presidio Park and Shoreline Parks. Among the park and facility permits issued, over 300 beach bars, mooring, and non-profit surf camp permits are renewed and issued each year for Mission Bay and Shoreline Parks. Filming on park land and permits for special events are also coordinated through the Permit Center along with the Office of Special Events and other City departments. A working knowledge of all sites, rules, regulations, municipal codes, policies, fees, and operations is required to answer customer inquiries and produce a valid permit. The public, caterers, and event planners receive general information that facilitates booking an event into the appropriate venue based upon attendance, type of event, equipment, and availability.

Contacts:

Viviana Zermeno, Area Manager II

- Telephone: (619) 235-1104
- Cell Phone: (619) 519-6844
- Email: vzermeno@sandiego.gov

Responsibilities:

- Manage the Permit Center Operations
- Supervise (1) Senior Clerk Typist
- Tailgates and ongoing training for all Permit Center staff
- Balboa Park Citywide Special Events
- Balboa Park 6 Month Calendar
- Outdoor permitting for Balboa Park
- Sand Volleyball permits for Mission Bay/Shoreline
- Maintenance of Permit Center website information

Maria Villegas, Senior Clerk Typist

- Telephone: (619) 235-1193
- Email: movillegas@sandiego.gov

Responsibilities:

- Supervise (4) Public Information Clerks
- Mission Bay and Shoreline Parks Citywide Special events
- Mission Bay/Shoreline 6 Month Calendar
- Manage and scheduling of all Balboa Park SUP facility use permits

- Issuance of permits for Mission Bay/Shoreline and Department wide Film Permits
- Process permit refunds
- Produce weekly revenue reports

Balboa Park Division
Horticulture and Grounds Maintenance
DISTRICT MANAGER: Tyler Canales

Telephone: (619) 235-1124

tcanales@sandiego.gov

Park Areas: Balboa Park, Presidio Park, Pioneer/Mission Hills Park, Roosevelt Middle School Joint Use

Council Districts: 2,3

Overview: This program maintains Balboa Park, Presidio Park, and Pioneer/Mission Hills Park and provides ground maintenance services, site inspections, project oversight, and works with established Balboa Park philanthropic organizations. This work unit also provides support for numerous large special events and volunteer projects. Activities include preservation of the horticultural and historical landscape through conservation and propagation, botanical interpretation and management of horticultural resources, and distribution of plants from the Kate O. Sessions Nursery for parks throughout the city.

Balboa Park was recognized in 2015 by the American Planning Association as one of America's best public spaces. Horticultural assets include over 17,000 trees of 450 species and 14 specialty gardens that display a wide variety of collections from xerophytic plants to tropical plants. The Central Mesa is a designated National Historic District and is home to over 15 museums and cultural institutions, 40 garden clubs and societies and over 80 non-profit organizations. The newly renovated Botanical Building displays more than 2,000 rare, unusual plants. Florida Canyon, with 150 acres of native landscape, is the largest area of native open space in the downtown area. Morley Field Sports Complex amenities include 25 tennis courts, 5 ball fields, a swimming pool, Disc Golf Course, Pétanque Courts, Bocce Courts, Archery Range, Velodrome and Par Fitness Course.

Contacts:

Walter Kast, Horticulturist

- Telephone: (619) 235-1114
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Kimberly Sais, Grounds Maintenance Manager

- Telephone: (619) 235-1115
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Balboa Park Division
Facilities Maintenance, Cultural and Recreation Programs
DISTRICT MANAGER: Anthony Harrington

Telephone: (619) 235-1106

Cell Phone: (619) 218-2406

Aharrington@sandiego.gov

Park Areas: Balboa Park, Pioneer Park

Council District: 3

Overview: This section provides management, administration, regulation, facility maintenance, and operation of Balboa Park public buildings and comfort stations. Additionally, staff coordinate facility usage, special events, tournaments, day camps, dance camps, and dance recitals. Recreation staff manage activities at Balboa Park Activity Center, Morley Field Athletic Complex, and Municipal Gymnasium.

Management responsibilities of this section include the issuance of Special Use Permits for nonprofits operating in Balboa Park, Park Use Permits for community events, Right-of-Entry Permits, and permits for facility and park usage. Staff act as the liaison to the park cultural institutions, non-profit organizations, General Services Department, and Real Estate Assets Department.

In addition to providing custodial services at public buildings, department administration buildings, and comfort stations, custodial staff are also responsible for setting up and breaking down tables, chairs, and audio-visual equipment for the hundreds of annual facility users.

Staff coordinate and manage cultural art activities including dance, theater, music, and other artistic endeavors.

Contacts:

Alysandra Perez, Area Manager

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Patricia Ress, Building Supervisor

- Telephone: (619) 235-1108
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Balboa Park Facilities

- Balboa Club
- Balboa Park Activity Center
- Balboa Park Administration
- Balboa Park Carousel
- Balboa Park Club
- Balboa Park Disc Golf Course
- Balboa Tennis Club
- Blind Community Center
- Botanical Building and Lily Pond
- Boy Scouts of America
- Camp Fire USA
- Casa de Balboa
 - Museum of Photographic Arts
 - San Diego History Center
 - San Diego Model Railroad Museum
- Casa del Prado
- Centro Cultural De La Raza
- Fleet Science Center
- Girl Scouts San Diego Imperial Council
- House of Charm
 - Mingei International Museum
 - Institute of Contemporary Art
- House of Hospitality
- House of Pacific Relations (International Cottages):
 - China
 - Chamorros
 - Columbia
 - Czech & Slovak Republics
 - Denmark
 - England
 - Finland
 - France
 - Germany
 - Hall of Nations
 - Hungary
 - Italy
 - India
 - Iran
 - Ireland
 - Israel
 - Korea
 - Mexico
 - Norway
 - Poland
 - Palestine
 - Panama

- Peru
- Philippines
- Poland
- Puerto Rico
- Scotland
- Spain
- Sweden
- Turkey
- Ukraine
- USA
- Japanese Friendship Garden
- Marston House
 - Carriage House
 - Lath Structure
 - Mansion
- Morley Field Athletic Complex
- Municipal Gymnasium
- The Old Globe Theater Complex
- Palisades Building
- Photo Arts Building
- Redwood Bridge Club
- San Diego Air & Space Museum
- San Diego Automotive Museum
- San Diego Comic-Con Museum
- San Diego Lawn Bowling
- San Diego Mineral and Gem Society
- San Diego Museum of Art
- San Diego Museum of Us (California Building)
- San Diego Natural History Museum
- San Diego Velodrome
- Sandieson (Morley Field Athletic Complex Office)
- Spanish Village Art Center (Village Art Education Foundation)
- Spreckels Organ Pavilion
- Starlight Bowl
- Timken Museum of Art
- United Nations Building
- Veterans' Memorial Center and Museum
- War Memorial Building
- WorldBeat Center

Balboa Park Division
Budget/Fiscal Administration
SUPERVISING MANAGEMENT ANALYST: Mike Nguyen

Telephone: (619) 236-6584

MikeN@sandiego.gov

Park Areas: All

Council Districts: 3

Overview: This program provides administrative fiscal support for the overall Division management and supervision of 120 employees. Responsibilities include administering departmental policies and procedures; preparing and administering the Division budget; planning and coordinating work assignments as well as overseeing the procurement process for all goods and services. Clerical support is provided to the division, including document preparation, accounting, purchasing, and payroll.

The fiscal staff are responsible for budget preparation and control in long-range financial planning and productivity improvement studies; reviewing findings and recommendations; conferring with supervisors, department staff, and others in the solution of administrative, fiscal, organizational and productivity analysis; compiling of data for workload, revenue, and activity reports to management; and preparing correspondence and reports.

Contacts:

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Marissa O' Connor, Administrative Aide I

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