

# MEMO



October 31, 2024

**TO:** Terrel Harrison, Cultural & Community Services Director  
**FROM:** Julie Estrada, Management Analyst - Cultural Arts  
**Subject:** Review of the Oxnard Performing Arts & Convention Center Agreement

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In 2019, when the City faced a \$9.2 million budget shortfall, staff presented the City Council with the option to close the Oxnard Performing Arts and Convention Center (PACC) to save over \$1 million annually in subsidies towards the facility. The City Council countered by agreeing to a 6-month closure of the PACC in order for staff to determine a way to keep it open.

After a competitive bidding process, the City Council approved a five-year management contract with Sterling Venue Ventures (SVV) in February 2020 to operate the Oxnard Performing Arts & Convention Center (PACC). The contract with SVV expires in March 2025, with an option to extend for five more years.

For the first two years of the contract period the agreement was not fully in effect due to the COVID-19 Pandemic. Despite pandemic closures, SVV has met and exceeded contractual goals for auditorium, meeting room, and concession fees, helping maintain the PACC and fund necessary capital improvements. These include a new roof for the Oxnard and Ventura Rooms (2022) and floor repairs in the Ventura Room (2024).

SVV operates the PACC in coordination with the Oxnard Performing Arts Center Corporation (OPAC), a non-profit. However, several issues have arisen between SVV and OPAC, which are summarized below.

## **Concerns Regarding Sterling Venue Ventures (SVV)**

### 2020 - 2024 Professional Demeanor

- In meetings with SVV, City staff have noticed that SVV employees are very direct in their speech and communications. This may come across to some as brash.

### 2/1/23 Equipment Use Dispute

- OPAC raised concerns about SVV's use of OPAC equipment. SVV committed to using its own equipment first and ensuring any room rentals

are properly arranged. No equipment issues have been reported since the meeting between SVV and OPAC on February 1, 2023.

7/9/24 Cannabis Event

*(Attachment 1 - Email Correspondence between City staff and a cannabis vendor)*

- City staff were made aware of an SVV event with a cannabis client who wished to distribute products. SVV complied with the City's instructions to cancel an event involving a cannabis company once the issue was flagged.

**Concerns Regarding the Oxnard Performing Arts Center Corporation (OPAC) Non-Profit**

12/9/21 Side Letter Agreement

*(Attachment 2 - Copy of the agreement dated 12/9/21 that identified areas for clarification and resolution signed by SVV owner Lance Sterling and OPAC Board President Gary Blum)*

- As noted below, the agreement is between SVV and the OPAC. However, city intervention was requested at this time to develop an agreement that would satisfy the City's contract with SVV. The meetings continued due to issues that arose over recent years.
- SVV operates the PACC in coordination with OPAC to use the Oxnard Performing Arts Center Community (PACC) rooms under a side letter agreement signed by SVV owner Lance Sterling and OPAC Board President Gary Blum.
- The agreement required OPAC to report maintenance issues to SVV and seek approval for concerts exceeding 300 attendees to ensure compliance with licenses, fees, and liability insurance.
- However, OPAC has repeatedly violated the agreement, including hosting unauthorized events that served alcohol and failing to pay for room rentals from 2020-2023, the details of which are included below and supported by the accompanying attachments.

10/21/22 Unauthorized Lock Changes & Alarm Installation

*(Attachment 3 - Letter from City Attorney's Office to executive director Carolyn Mullin requesting copies of keys, access codes and to abide by the national flag protocol)*

- OPAC changed locks and installed alarms in the PACC without informing City staff (property owner) or SVV, prompting the City Attorney to issue a letter to OPAC executive director Carolyn Mullin in order to retrieve the venue's keys and security codes.

11/5/22      Unauthorized Alcohol Use at Events

- Staff for SVV were present at the OPAC Dia de los Muertos event and witnessed an OPAC vendor serving alcohol in the Courtyard of the PACC without a permit, risking SVV's liquor license. The SVV staff put a stop to this and SVV brought this to a discussion at the next routine meeting with SVV, OPAC, City Staff in January 2023.

3/31/23      Unauthorized Concerts & Alcohol Consumption by Minors

*(Attachment 4 - Screenshot of text message from SVV employee Richard Bellhoff sharing photos of beer cans and trash left in the PACC courtyard)*

- Two unauthorized concerts were held by OPAC, resulting in a security incident, injury, and an insurance claim. Alcohol was served without proper permits. Attachment 4 contains photos from that event.
- This item was addressed at the routine meeting with SVV, OPAC, and City staff on May 10, 2023. While the OPAC stated they did not know about any injuries the solution was to not allow any rock concerts in the meeting rooms.
- There is a dispute from OPAC that no injuries occurred at the OPAC event March 31, 2023, and it could possibly be the concert on April 7, 2023. However, SVV states the insurance claim made against them was for an incident on March 31, 2023.

4/6/23      Unauthorized Use of a City-operated Room

*(Attachment 5 - Email sent by Director Terrel Harrison to Carolyn Mullin and Gary Blum regarding unauthorized use of City property)*

- The City operates the PACC Youth Center, which is only to be used by city staff. The Youth Center room experienced flood damage in December 2020 and was closed for repairs. No one was to enter the room due to the asbestos in the damaged floors. City staff later determined that the OPAC staff was entering and using the space without the city's authorization.

- Attached are social media posts that OPAC made to its Facebook account on March 28, 2023, showing that OPAC made a large, multi-panel art exhibit.
- On April 6, 2023, City staff entered the Youth Center and discovered that the room - which was damaged and closed for repairs - was actively being used *without permission* for painting and storing a large, multi-panel art exhibit (which city staff later identified was featured on the OPAC Facebook page).
- Attachment 5 contains an email sent by Director Terrel Harrison to Carolyn Mullin and Gary Blum regarding OPAC staff entering City property without authorization and a summary reminder of the areas that are only used by City employees and not PACC lessees.

4/18/23      Deceptive Communications

*(Attachment 6 - Includes three pages of communications between OPAC executive director Carolyn Mullin and City staff trying to clarify details between OPAC coordinating clean ups in unauthorized areas)*

- OPAC Executive Director Carolyn Mullin was found to have misled City staff regarding unauthorized cleanup operations at the PACC.
- Attachment 6 is a summary report of the incident in April 2023, where Carolyn Mullin from OPAC contacted resident Marvin Boos for a cleanup at the PACC. The City's contract and the side letter agreement with SVV confirms that all maintenance issues are to be authorized by SVV. This issue escalated when Mr. Boos contacted Mayor Zaragoza to complain about being denied access to the PACC for a cleanup.
- OPAC initially denied contacting Mr. Boos to conduct this clean up. However, when staff called OPAC for a second time, Ms. Mullin admitted to leaving a message to Mr. Boos but not speaking with the resident.

5/11/23      Failure to Pay Rental Fees

*(Attachment 7 - Includes two pages of communications between OPAC executive director Carolyn Mullin, SVV general manager Richard Belloff and City staff trying to clarify details between OPAC rental events that did not collect fees)*

- In addressing the reported issues listed above relating to operating events without proper permits and security, SVV recognized that OPAC never

submitted rental fees for what OPAC considered “OPAC Events” and not rentals. Attachment 7 is an email from Carolyn Mullin acknowledging such an event.

- SVV began to further examine OPAC’s rental reports and started documenting events that SVV was aware of that had occurred, yet they were not included in OPAC’s fee payments that SVV must pay to the City.

11/17/23     Failure to Pay Rental Fees

*(Attachments 8 and 9 - A letter from the City Attorney’s Office to SVV demanding payment for unpaid rental fees and a Letter from SVV’s Attorney to OPAC stating noncompliance with OPAC’s accounting for events and failure to comply with financial obligations. Attachment 10 - Documentation of the payment and deposit into the City’s account of the unpaid rental fees that SVV recovered in March 2024)*

- OPAC is required to pay 50% of the fees from the use of the PACC Rooms to SVV, who remits payment to the City per its contract. These rates are non-negotiable.
- However, SVV discovered that OPAC failed to pay rental fees for several years, breaching the contract. In November 2023, the City Attorney demanded payment from SVV for the unpaid rent.
- SVV's attorney then notified OPAC of their breach and set a deadline of December 11, 2023, for the submission of the necessary documents to resolve the issue. The City received the payment of \$34,267.50 in back fees from OPAC (paid through SVV) in February 2024.

2/28/24     Security

- At a routine meeting with city staff, SVV, and OPAC there was a discussion surrounding event consistency and safety such as the injury at the concert on 3/31/23. A verbal agreement was made by SVV and OPAC that all events were to use SVV’s security services.

3/19/24     Termination of Original Side Letter Agreement

*(Attachment 11 - A copy of the revised Side Letter agreement that SVV presented to OPAC to address the issues previously documented in this memo.)*

- SVV terminated the original side letter due to the issues noted above and presented OPAC with a revised agreement.

- OPAC had concerns regarding the items listed in the new agreement. SVV agreed to make adjustments to address concerns and provide clarity.

3/27/24 Failure to Sign Revised Side Letter Agreement

*(Attachment 12- A copy of the redlined edits to the revised Side Letter agreement following a meeting between City Staff, SVV and OPAC, which all parties verbally agreed to.)*

- City staff organized a routine meeting with SVV and OPAC to review the side letter agreement and facilitate an understanding between the parties. During the meeting, both sides agreed verbally to the proposed changes to the revised agreement. City staff believed that a final agreement had been reached, with signatures to follow.
- However, as of October 31, 2024, the OPAC has not signed the agreement with SVV.

3/27/24 Unauthorized Mailbox Installation

*(Attachment 12- The revised side letter agreement includes in the redlined edits an agreement that OPAC will provide a key to SVV to the authorized mailbox that OPAC staff installed at the PACC)*

- A key issue in the second draft of the revised side letter agreement was OPAC's unauthorized installation of a locked mailbox (Item 9 in the agreement).
- This was discussed in a meeting on March 17, 2024, where the agreed solution was that both parties would have a key to the mailbox, and any misdelivered mail would be immediately handed to the correct party.

08/20/24 Business Competition

*(Attachment 13 - Four pages of email correspondence between SVV General Manager Richard Belloff and his client at the Oxnard School District (OSD). In this email thread, OSD rescinds their room rental request through SVV and states they will rent through OPAC after discussing a room rental agreement with OPAC employee Jose Becerra.)*

- OPAC was accused of taking clients from SVV, as noted in Attachment 13. An SVV client canceled their reservation with SVV to book the same room through OPAC instead, raising concerns about unfair competition between the two organizations.

10/11/24 Failure to Report Accurate Rentals

*(Attachment 14 - Email from SVV General Manager Richard Bellhoff to Director Terrel Harrison regarding another discovery of OPAC reporting inaccurate rental fees.)*

- On Oct. 11, 2024, City staff was informed of inaccurate rental reporting for the community rooms as SVV prepared to submit payments for September. The discrepancy was uncovered when a customer, who had hired SVV for bartending services, requested an additional hour, bringing the total rental to three hours.
- However, OPAC reported only two hours for payment. SVV notified City staff of their intention to collect the missing funds and would inform the City once the payment is received.

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## Oxnard city support for cannabis event at The Canyon at OPAC

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Harrison, Terrel <terrel.harrison@oxnard.org>  
To: "Estrada, Julie" <julie.estrada@oxnard.org>

Tue, Oct 15, 2024 at 4:24 PM

Terrel Harrison  
Cultural and Community Services Director  
City of Oxnard  
805-385-7995 (P)

----- Forwarded message -----

From: **Gabe Teran** <gabe.teran@oxnard.org>  
Date: Tue, Jul 9, 2024 at 3:22 PM  
Subject: Re: Oxnard city support for cannabis event at The Canyon at OPAC  
To: Sean Harding <hardingseansf@gmail.com>  
CC: <Carolyn@theopac.org>, Terrel Harrison <terrel.harrison@oxnard.org>

Hi Sean,

Thanks for reaching out. The City Council actually does not typically have events at the OPAC come before them for approval. The property is owned by the City, but the entertainment operations are contracted to Sterling Venue Ventures who usually hosts shows in the large theater, and the OPAC Non-Profit runs the rental side of the facility. My guess would be that those entities have likely entered into an agreement with the host/vendors of the Taco Tuesday event. Just want to give credit where it is properly due, for those who are happy with any of the center's community offerings.

I have CCd the Executive Director for the OPAC non-profit, Carolyn Mullin, as she may be able to provide any additional info on this. I have also CCd our director of Cultural and Community Services, should you have any additional questions about the City's side of the OPAC, or any cultural arts-related efforts.

Thanks again,

**Gabe Teran (he/him/él)**  
City Councilmember, District 2  
City of Oxnard

On Tue, Jul 9, 2024 at 3:06 PM Sean Harding <hardingseansf@gmail.com> wrote:

Good afternoon, Oxnard folks. I want to commend you for your forward thinking when it comes to embracing events for everyone in the community. I'm hoping this email lands in the right places, so please forgive me if it doesn't.

I'm looking forward to tonight's event at The Canyon at OPAC for Taco Tuesday, music, and a host of cannabis vendors. Having grown up in the Bay Area, I've always been surrounded by a strong cannabis community. Now that I reside in Oxnard, I'm happy to see this city embracing this kind of gathering as safe spaces for us to enjoy.

I've attempted to connect with The Canyon at OPAC but didn't get a response. My neighbor mentioned the facility is owned by the city and to look for email contacts on your website. I had no luck locating any information dedicated to The Canyon at OPAC, but I did find an arts page that included something about Recreation Services. I figured this was the right place given tonight's event is a celebration of recreational cannabis. I'm also including all the council members because I'm not sure which one represents my district. Please forgive my ignorance on this matter.

I'm hoping to run into some of you tonight at The Canyon at OPAC. I would love to introduce myself and my sister, Sasha. We're getting more active in the arts scene in Oxnard. I've attached screenshots of the social media posts I found on Instagram.

We're also interested in organizing fundraisers at the performing arts center to benefit the many talented and skilled artists living and working in this city. Please let us know who we can talk to about planning cannabis related events and any special permits required to make it happen.

Once again, thank you for all you do and for proving Oxnard is a progressive place with a strong creative edge.

All the best.

Sean Harding  
Oxnard Resident

# Taco Tuesdays

Instagram @TacoTuesdays805

Samples provided by



Hosted by Mr Cat Daddy

1st 99 FREE

Eventbrite.com

1st 25 free Gift Bag

Local Taco vendors

Smoke Lounge

800 Hobson Way

Oxnard Performing Arts Center

Free tickets available @ Eventbrite.com TacoTuesdays805



7/9



6:30pm-10pm



21+ with Valid ID



Designer Sean Arles





iascone.llc

🎵 Sugartapes · Dance All Night



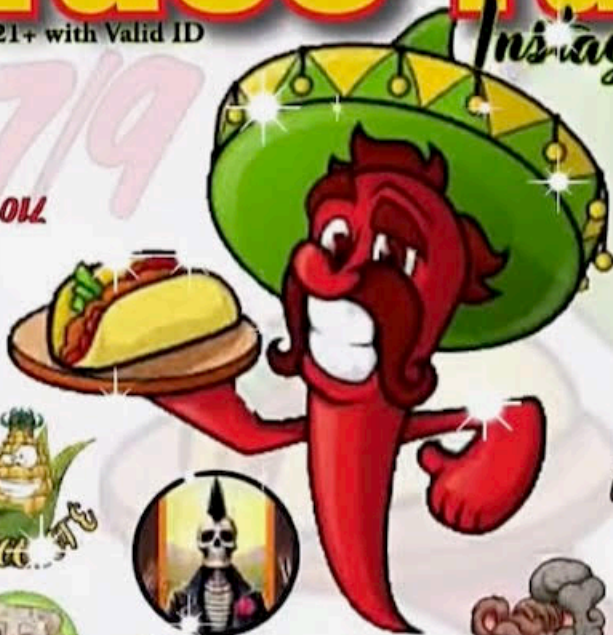
# Taco Tuesday's

# Taco Tuesdays

21+ with Valid ID

Instagram @TacoTuesdays805

7/9  
012



Hosted by  
Mr. 🍌 Daddy



## 800 Hobson Way Oxnard Performing Arts Center

# Tuesday July 9th

Free tickets available @Eventbrite.com TacoTuesdays805



📍 The Canyon at OPAC

iascone.llc 2d · 🌮 🎵 🌱 🍄 Taco Tuesdays 🍄 🌱 🎵  
🌮 Celebrate with us at the Oxnard Canyon Club!

Join the fun July 9th at 800 Hobson Way, Oxnard, for a night filled with delicious tacos, great music, canna vendors and amazing company. Don't miss out on the best midweek treat in town!

📍 Where: 800 Hobson Way, Oxnard

📅 JUL 17 When: Tuesday July 9th

🕒 Time: 6:30 PM - 10 PM

Gather your friends and family for an unforgettable Taco Tuesday experience! 🌮 ❤️ 21+ with Valid ID

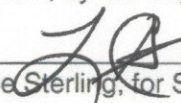
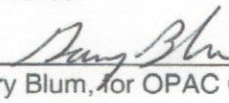
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#music #fun #friends #805 #ventura #oxnard  
#californita #canna #hash #rosin #cbd #life #local  
#farmersmarket #farm #marketing #night #style  
#living #fyp #fypシ #fy #fypage

**This Side Letter is in reference to the AGREEMENT FOR OPERATIONS OF THE OXNARD PERFORMING ARTS AND CONVENTION CENTER ROOMS** made and entered into on February 18, 2020, by and between STERLING VENUE VENTURES, LLC., and THE CITY OF OXNARD. The *Side Letter* is agreed upon by Mr. Lance Sterling of Sterling Venue Ventures and Mr. Gary Blum, Chairperson of the OPAC Corporation Board of Directors. This *Side Letter* was updated as per the discussions of December 8, 2021.

	<b>Area for Clarification</b>	<b>Resolution</b>
1	<i>SVV agrees to allow OPAC to continue to base its offices out of the facility.</i>	The location of the OPAC offices will remain on their side of the facility.
2	<i>For all events booked by OPAC in the Ventura, Oxnard, and other meeting rooms, OPAC will retain 100% of the proceeds, less expenses and rent paid to the City of Oxnard.</i>	For all user requests for the auditorium, all requests will be referred directly to SVV for booking without any intervention by OPAC staff. Likewise, all requests for use of the convention/meeting rooms will be referred to the OPAC Executive Director for booking.  OPAC will retain 100% of the proceeds from the convention/meeting room rental, less expenses and rent paid to the City.  Rent will be turned into SVV management by the first of the month. Check may be written to SVV with appropriate back-up with booking for the next month.
3	<i>OPAC will maintain the Ventura and Oxnard meeting rooms and their adjoining courtyards in a clean and appropriate manner and will be responsible for cleaning the rooms after each OPAC scheduled event.</i>	Agreed -- Any and all repairs are to be completed in accordance with building and safety codes. OPAC staff is to inform SVV of such repairs.
4	<i>This agreement is contingent upon SVV's agreement with the City of Oxnard. Any requests must be in compliance with the master lease.</i>	Agreed.
5	<i>SVV will control the calendar for the venue. All events OPAC wishes to confirm must be approved in advance by SVV.</i>	If concurrent bookings of the auditorium and the convention/meeting rooms occur, OPAC and SVV will collaborate to resolve any foreseen usage conflicts.  SVV will control the calendar for the use of the auditorium. OPAC will control the calendar for the use of the convention/meeting rooms. Procedures are in place for the sharing of calendars.  Concerts with over 300 persons must be approved by SVV to ensure that all licenses, fees, and insurance issues are in place.
6	<i>OPAC cannot enter into any binding agreements with any 3<sup>rd</sup> parties.</i>	Agreed.
7	<i>OPAC shall provide SVV with copies of all rental agreements and insurance endorsements.</i>	Agreed. OPAC will indemnify the City of Oxnard and SVV, as appropriate.
8	<i>SVV will carry the liquor license for the entire</i>	Any room renter who requests bar service will

	<i>location and shall have the right to inspect all areas of the center. OPAC agrees that at no time will outside vendors, renters, etc., be permitted to sell or distribute alcohol on the property.</i>	be referred to SVV, and the SVV staff will handle all contractual arrangements.  Prices may be modified with three weeks' notice by SVV. Prices are only guaranteed if the client has entered into a contract with the deposit. SVV has provided OPAC an updated bar service form request and pricing form to be provided to potential room renters upon their request for such services.
9	<i>OPAC employees, board members, etc., must only represent themselves as being the designated management of the non-profit.</i>	The OPAC Board will follow up to ensure that all OPAC staff indicate to the public and potential facility users that the OPAC is responsible only for the two ballrooms and meeting rooms and not the auditorium, and that SVV is the sole responsible party to be contacted for auditorium usage.  The staff of SVV and OPAC will represent to the public and potential users that both parties are responsible operators advancing facility use in the spirit of the City's expectations for this venue.
10	<i>OPAC will refrain from contacting the City directly with repair/maintenance requests. Any and all repairs, maintenance, remodeling or degradation of the property proposed or desired by OPAC must first receive authorization from SVV. SVV will be solely responsible for interacting with the City on these matters.</i>	OPAC will ensure that all OPAC staff refer all needs and problems regarding repair and maintenance needs to the management of SVV and not to any City staff. As stated in the <i>Agreement</i> , SVV will be solely responsible for interacting with the City on these matters. Any requests or inquiries from outside agencies, such as for Fire Department inspections, will be directed to SVV.  OPAC names Gary Blum, OPAC Board chairperson, and Jose Becerra, OPAC rental coordinator and operations director, as the contact persons to SVV management regarding any problems or concerns.
11	<i>SVV shall maintain responsibility for the main marquee at the Center. SVV shall ensure that OPAC has sufficient signage in display cases located throughout the property (exclusive of the Auditorium), as well as appropriate access to marquee usage.</i>	OPAC is anxious to see the marquee repaired and fully functional as soon as possible for the mutual benefit of SVV and OPAC.
12	<i>Because the OPAC has received community complaints regarding the deterioration of the grass areas and "curb appeal" of the complex, the OPAC wishes to clarify who is responsible for the ongoing irrigation and upkeep of the lawns and garden areas.</i>	The common areas north of the gate are the responsibility of OPAC. The general appearance of the common areas and "curb appeal" of the facility are in need of attention. SVV will continue to work with the City to provide operational irrigation and appropriate gardening services to the outside common areas. SVV will follow up with the City to address these needs.

The signatories below agree that this *Side Letter* is to be added as an addendum to the *Agreement for Operations of the Oxnard Performing Arts and Convention Center Rooms*, entered into on February 18, 2020, by the City of Oxnard and Sterling Venue Ventures.


 Lance Sterling, for Sterling Venue Ventures      date      
 
 Gary Blum, for OPAC Corporation Board      date      12/19/21

Stephen M. Fischer  
City Attorney



**Office of the City Attorney**

305 West Third Street, Suite 100E  
Oxnard, CA 93030  
(805) 385-7483  
Fax (805) 385-7423

October 21, 2022

**VIA FIRST CLASS AND ELECTRONIC MAIL**

Oxnard Performing Arts Center Corporation  
800 Hobson Way  
Oxnard, CA 93030  
ATTN: Carolyn Mullin

Via electronic mail to: [Director@oxnardperformingarts.com](mailto:Director@oxnardperformingarts.com)

Re: Oxnard Performing Arts Center

Ms. Mullin:

City staff has informed the Office of the City Attorney that in recent weeks you have changed the locks and installed security alarms in the rooms located at the Oxnard Performing Arts Center ("OPAC"), and placed the United States flag at half-staff without authorization.

I am writing this letter to direct that you:

- (1) immediately provide copies of current keys to the locks you have changed, and the alarm codes to the City's Cultural and Community Services Director, Terrel Harrison and to Sterling Venue Ventures owner, Lance Sterling;
- (2) change the locks back to their original configurations by November 1, 2022; and
- (3) refrain from placing any flags located in or around the OPAC at half-staff in the future without authorization.

The City and Sterling Venue Ventures maintain an agreement for the operation of the rooms at the OPAC. That agreement clearly authorizes Sterling Venue Ventures, and no other individual or entity, to provide alarm monitoring services and to secure the rooms. For avoidance of any doubt, aside

from the use of the rooms for City events, Sterling Venue Ventures has exclusive control over the rooms.

Should you fail to provide copies of the keys and the alarm codes immediately, or to change the locks back to their original configurations by November 1, 2022, the City will pursue any and all legal remedies available to ensure your compliance.

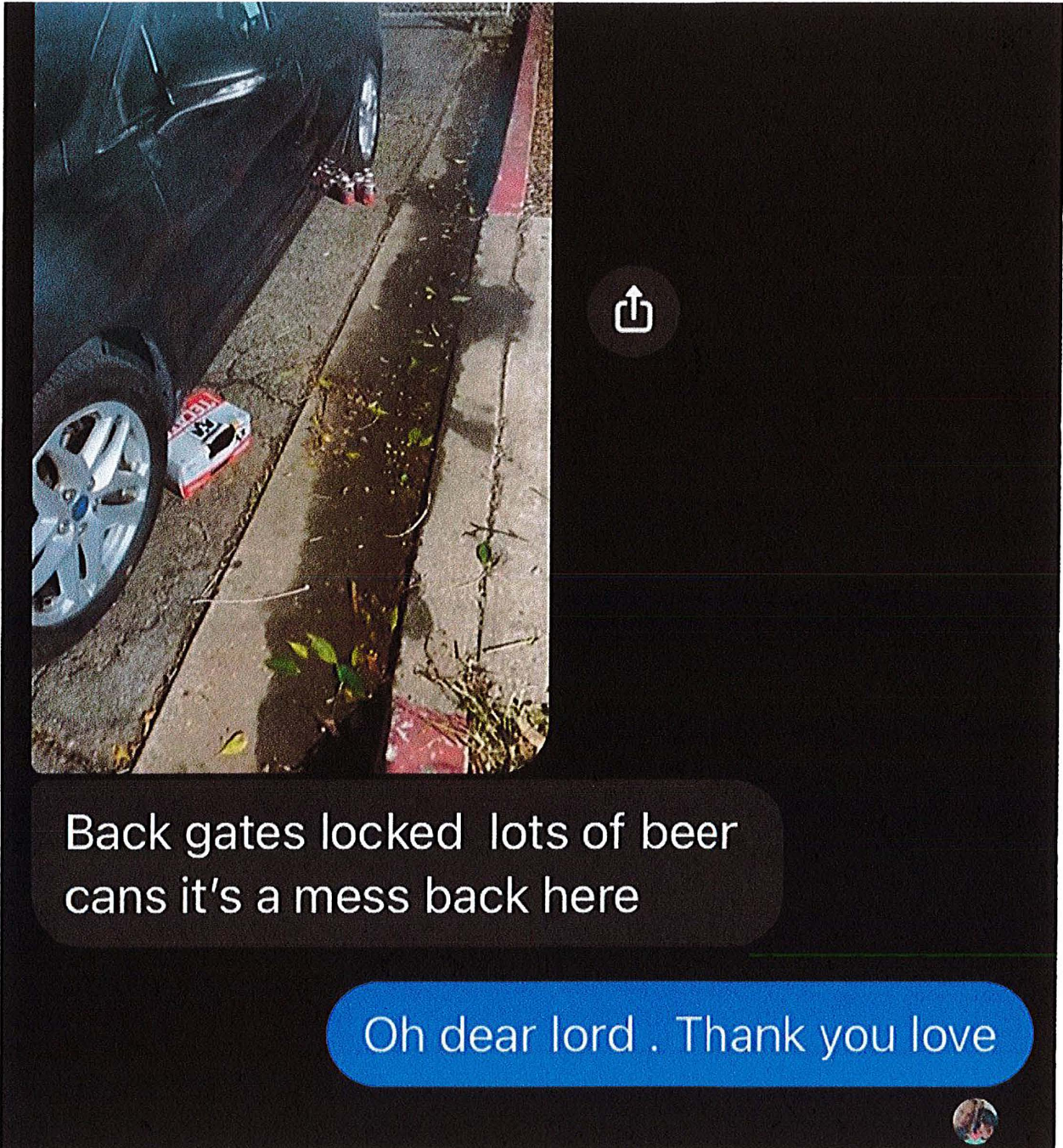
Further, while we understand why you placed the flag at half-staff in honor of Supervisor Ramirez, the City must comply with national flag protocol. As was previously communicated to you, only the President of the United States or the Governor of California can order that flags at city-owned facilities be flown at half-staff.

Should you have any questions, please email me at [Jason.Zaragoza@Oxnard.org](mailto:Jason.Zaragoza@Oxnard.org).

Thank You,

Jason Zaragoza  
Deputy City Attorney II

Screenshot of a text message containing an image of the rear parking lot for the Performing Arts Center. Richard Belloff of Sterling Venue Ventures received the message from an associate and sent a screenshot to Terrel Harrison.



**PACC Youth Center**

Harrison, Terrel <terrel.harrison@oxnard.org>

Thu, Apr 6, 2023 at 1:06 PM

To: Carolyn Mullin <director@oxnardperformingarts.com>, Gary Blum <garyaths@aol.com>

Cc: "Lance Sterling (primary)" <lance@wmmts.com>, Richard Belloff <richard@wmmts.com>, Luanne Nast <luannenast@gmail.com>, Julie Estrada <julie.estrada@oxnard.org>

Today one of our Coordinators went to the Youth Center located at the Performing Arts & Convention Center and made a troubling discovery. Inside the room that is not to be utilized for programming at this time was a table filled with art supplies and a multi-panel mural standing in the room. It also appears that someone is actively working in the area as lights were left on and fresh paint was out. After some discussion, it was discovered that this mural was facilitated by the Oxnard Performing Arts Center Corporation.

As a reminder this room, its courtyard, and its parking lot is not included in any of the operators agreements with Sterling Venue Ventures and therefore can not be included in any of its sub agreements as this space is for the sole use of the City of Oxnard programs. You have 24 hours to remove the items, moving forward, no one is to enter this room for any reason without city personnel approval and escort. This room is closed for a specific cause and is not to be entered or disturbed without proper clearance. Failure to abide will be considered trespassing on city property and a formal notice will be issued.

**Terrel Harrison - Cultural & Community Services Director**

**Cultural & Community Services Department**

305 West Third Street . 1st Floor - West Wing

Oxnard, California 93030

O: 805.385.7994

www.oxnard.org



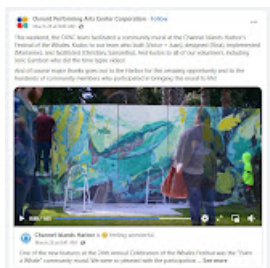
**3 attachments**



**IMG\_1896.jpeg**  
3598K



**IMG\_1897.jpeg**  
3561K



**screen capture.JPG**  
118K

Over the last few weeks there have been some incidents that need to be discussed surrounding the use of facilities at the Oxnard Performing Arts and Convention Center. The first incident was sent to both Carolyn and Gary on April 6th. The message sent was:

*Today one of our Coordinators went to the Youth Center located at the Performing Arts & Convention Center and made a troubling discovery. Inside the room that is not to be utilized for programming at this time was a table filled with art supplies and a multi-panel mural standing in the room. It also appears that someone is actively working in the area as lights were left on and fresh paint was out. After some discussion, it was discovered that this mural was facilitated by the Oxnard Performing Arts Center Corporation.*

*As a reminder this room, its courtyard, and its parking lot is not included in any of the operators agreements with Sterling Venue Ventures and therefore can not be utilized by any of its lessees as this space is for the sole use of the City of Oxnard programs. You have 24 hours to remove the items, moving forward, no one is to enter this room for any reason without city personnel approval and escort. This room is closed for a specific cause and is not to be entered or disturbed without proper clearance. Failure to abide will be considered trespassing on city property and a formal notice will be issued.*



The second incident occurred last week when I received a call from the Mayor with concerns regarding the Performing Arts Center Facility. The first point of concern is that the mayor was made aware of a Fire at the PACC facility, but my office was not made aware of a fire at the location. If there is such an incident that needs to be reported immediately through Sterling Venue Ventures. Martin Boos contacted the Mayor's office saying that he was turned away after being contacted by staff to do a clean up in a courtyard and some paint on the side of the building for an upcoming event. After receiving this message we contacted Carolyn, she said

that she didn't know what he was talking about, there wasn't a fire, and she hasn't spoken to Mr. Boos. She did mention that she follows him on social media and knows what he does but she wasn't aware of what we were talking about.

After confirming with the Mayor's office again, I called Mr. Boos to inform him that I spoke with Carolyn and she was not aware of what he was talking about. Mr. Boos reiterated that he received a request from Carolyn to do a clean-up. I then called Carolyn back and told her Mr. Boos was adamant that he received a request from her. She then said she left him a message but never actually spoke to Mr. Boos. When I asked why she didn't say that the first time I did not receive a response.

It is important that the City of Oxnard holds faith in those who are in operation of their facilities and the trust in the delivery of complete and true information is key in keeping that faith. Over the last month this now makes twice where we have had to send notices to the Oxnard Performing Arts Center Corporation in regards to conduct. I am not sure what courtyard was in need of a clean-up and paint as our operations contract has all basic upkeep of the areas within the indicated fenced area is to be maintained by the contractor, Sterling Venue Ventures, and through the side letter for the convention/meeting rooms the Non-profit is to maintain and SVV should be notified for any repairs.

Estrada, Julie <julie.estrada@oxnard.org>  
Type text here**Re: fire on exterior of PACC campus**

1 message

**Harrison, Terrel** <terrel.harrison@oxnard.org>

Wed, Nov 30, 2022 at 12:30 PM

To: Carolyn Mullin &lt;director@oxnardperformingarts.com&gt;

Cc: Brian Allen &lt;brian.allen@oxnard.org&gt;, "Estrada, Julie" &lt;julie.estrada@oxnard.org&gt;, Gary Blum &lt;garyaths@aol.com&gt;, Lance Sterling &lt;lance@wmmts.com&gt;, Richard Belloff &lt;richard@wmmts.com&gt;

Richard,

Please talk to Brian Allen from the City to have him take a look at this...

Thank you..

On Wed, Nov 30, 2022 at 12:23 PM Carolyn Mullin &lt;director@oxnardperformingarts.com&gt; wrote:

Hi, Richard and Lance,

I wanted to bring to your attention a fire that happened on the park-side of the complex; it singed the building, just on the other side of the Fillmore Room. Picture is attached. It looks like the plant material just needs to be moved and the wall pressure-washed and painted. There was no damage to the interior of the classroom. The neighborhood council was also asking for an update on the 9th Street Lot chain/lock.

I don't believe we have a meeting set up with the City-SVV-OPAC for December, so if you don't mind asking how they'd like to proceed, that would be great. Maybe this could be tackled during our next volunteer day, but that probably won't be until January at the earliest.

-Carolyn



--  
Terrel Harrison  
Cultural and Community Services Director  
City of Oxnard  
805-385-7995 (P)

---

**Fwd: March 31st.**

1 message

---

**Harrison, Terrel** <terrel.harrison@oxnard.org>  
To: "Estrada, Julie" <julie.estrada@oxnard.org>

Thu, May 11, 2023 at 1:13 PM

FYI

----- Forwarded message -----

From: **Richard Belloff** <richard@wmmts.com>  
Date: Thu, May 11, 2023 at 12:46 PM  
Subject: Fwd: March 31st.  
To: Terrel Harrison <terrel.harrison@oxnard.org>

Hi,  
Please call me to discuss this.

Richard Belloff  
General Manager Oxnard Performing Arts Center  
818-519-3776

Begin forwarded message:

**From:** Carolyn Mullin <carolyn@theopac.org>  
**Date:** May 11, 2023 at 11:23:21 AM PDT  
**To:** Richard Belloff <richard@wmmts.com>  
**Cc:** Luanne Nast <luanne@wmmts.com>, Lance Sterling <lance@wmmts.com>, Gary Blum <garyaths@aol.com>, Gary Davis <4garydavis@gmail.com>, Jose Becerra <jose@theopac.org>  
**Subject: Re: March 31st.**

Hi, all -

Apologies as I didn't have my calendar in front of me yesterday. The March 31st event was presented by OPAC, so not a rental and thus not included in the list of rental payments we gave you. Attached is the additional certificate of insurance we pulled for this event. We also had an EMT on-site for the duration of the event and no slip-and-fall (or any big incident), to my knowledge, had been reported.

The 2 other concerts - both rentals - that happened around this time were on Friday, April 7 and another on April 8, both by different promoters/rental clients. If you need additional information on these, please let me or Jose know.

Thank you,

Carolyn



**Carolyn Merino Mullin**  
Executive Director

☎ 805-651-3207 ✉ carolyn@theopac.org 🌐 TheOPAC.org

📍 800 Hobson Way Oxnard, CA 93030



Our mission: To foster and serve our community through inclusive programming, cultural and artistic exchange, and developing people-centered spaces.



On Thu, May 11, 2023 at 10:57 AM Richard Belloff <[richard@wmmts.com](mailto:richard@wmmts.com)> wrote:

Good Morning Carolyn,

The date in question we discussed during the meeting yesterday is March 31st. Please send me a copy of the invoice to the promoter and all insurance forms plus their contact information.

Thank you,

Richard Belloff  
General Manager Oxnard Performing Arts Center  
818-519-3776

--  
Terrel Harrison  
Cultural and Community Services Director  
City of Oxnard  
805-385-7995 (P)

---

 **Certificate (1).pdf**  
112K

Stephen M. Fischer  
City Attorney



**Office of the City Attorney**

305 West Third Street, Suite 100E  
Oxnard, CA 93030  
(805) 385-7483  
Fax (805) 385-7423

November 17, 2023

**VIA FIRST CLASS AND ELECTRONIC MAIL**

Sterling Venue Ventures, LLC.  
28912 Roadside Dr.  
Agoura Hills, CA 91301  
Attn: Lance Sterling

Via electronic mail to: [Lance@wmmmts.com](mailto:Lance@wmmmts.com)

Re: Demand for unpaid rental fees

Mr. Sterling:

I am writing on behalf of the Office of the City Attorney to address a matter of significant concern regarding Agreement No. 8210 ("Agreement") between the City of Oxnard ("City") and Sterling Venue Ventures ("SVV") for the operation of the Oxnard Performing Arts and Convention Center Rooms ("PACC Rooms"). SVV in turn allows the Oxnard Performing Arts Center Corporation ("PACC") operate the PACC Rooms.

As stipulated in Section 4.1 of the Agreement, SVV is obligated to remit 50% of all fees collected from renters of the PACC Rooms to the City -- as outlined in Exhibit C of the Agreement. These rates, established by the Oxnard City Council, are non-negotiable and serve as definitive benchmarks for financial transactions under our contractual arrangement.

Regrettably, it has come to light that, over the course of several years, the PACC has either directly organized or permitted third parties to conduct numerous events in the PACC Rooms without remitting the stipulated rental fees to SVV, contravening the terms expressly set forth in the Agreement.

In light of these discrepancies the City hereby demands that SVV promptly remits to the City 50% of all rental fees attributable to events<sup>1</sup> held in the PACC Rooms throughout the entire term of the Agreement. Unfortunately, due to the lack of comprehensive records available to the City, we are unable to specify a precise dollar amount owed at this time.

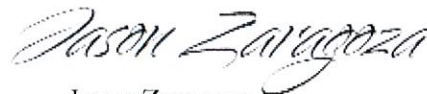
To address this issue and facilitate an accurate resolution we request that no later than January 1, 2024, SVV provides the City with a detailed list of every event conducted in the PACC Rooms during the term of the Agreement. This information will enable the City to tailor its demand accordingly, factoring in the number of events and the corresponding fees established in Exhibit C of the Agreement.

We trust that SVV will take immediate and diligent action to rectify this matter and uphold the terms of our Agreement. Failure to do so may result in further legal action to safeguard the interests of the City.

Thank you for your attention to this pressing issue. We look forward to resolving this matter amicably.

Should have any questions, please email me at [Jason.Zaragoza@Oxnard.org](mailto:Jason.Zaragoza@Oxnard.org).

Thank You,



Jason Zaragoza  
Deputy City Attorney III

---

<sup>1</sup> The Agreement defines "Event" as *"any presentation, show, performance, showcase or any other live entertainment, or event put on by SVV hosted in the PACC ROOMS."*

LAW OFFICE OF GARY KURTZ, INC.

30101 Agoura Court  
Suite 118  
Agoura Hills, California 91301

---

(818) 884-8400 (telephone)  
(818) 884-8404 (telefax)  
eMail: gary@garykurtzlaw.com

---

Gary Kurtz, Esq.

November 28, 2023

Myers Widders Gibson, Jones & Feingold  
39 N. California Street  
Ventura, CA 93001

[Info@MWGJLaw.com](mailto:Info@MWGJLaw.com)

Re: Oxnard Performing Arts Center Corporation  
Current Example of Non-Compliance

Dear Counsel:

This letter is being addressed to your firm rather than the Oxnard Performing Arts Center Corporation ("OPAC") because your firm has previously indicted representation of OPAC. If that is no longer the case, please make that known immediately so we may communicate directly.

In addition to the myriad of prior issues, Sterling Venue Ventures, LLC ("SVV") has recently been given notice that OPAC has failed to comply with financial obligations. Attached is a copy of a disturbing letter that was recently received from Jason Zaragoza, Deputy City Attorney for the City of Oxnard. Mr. Zaragoza expresses concern that PACC rooms have been rented for income without providing the City of Oxnard with the required 50% and has demanded a specific accounting for all events. The due date is January 1, 2024.

SVV has complied with its financial obligations and has records of its events to comply with the City's demand. SVV does not have the required information for OPAC. Attention is directed to paragraph 2 or the side letter between SVV and OPAC, which states:

OPAC will retain 100% of the proceeds from the convention/meeting room rental, less expenses and rent paid to the City.

Rent will be turned into SVV management by the first of the month. Check may be written to SVV with appropriate back-up with booking for the next month.

Myers Widders Gibson, Jones & Feingold  
 November 28, 2023  
 Page 2 of 3

The side letter is an Addendum to "the Agreement for Operations of the Oxnard Performing Arts and Convention Center Rooms, entered into on February 18, 2020, by the City of Oxnard and Sterling Venue Ventures. Paragraph 4.1 of that Agreement provides:

Lease Rate for SVV Events. For each EVENT SVV conducts in the PACC ROOMS, SVV shall pay CITY 50% of all fees collected from renters, in accordance with the approved fee schedule, attached hereto as "Exhibit C" and incorporated by this reference. SVV shall remit payments to CITY no more than thirty (30) days after each EVENT.

The room charges for special events are outlined as follows:

<b>BANQUET ROOM CHARGES</b>		
<b>CHARGE</b>	<b>OXNARD ROOM</b>	<b>VENTURA ROOM</b>
Room Rental Fee		
Mon-Thurs	\$200/hour	\$150/hour
Fri-Sun Daytime (8am-3pm)	\$257/hour	\$175/hour
Fri-Sun Evening (4pm-11pm)	\$358/hour	\$286/hour
Refundable Cleaning Deposit	\$500	\$500
One-Day Permit	\$73	\$73
Kitchen Fee	\$100	\$100

<b>MEETING ROOM CHARGES (45 PERSON CAPACITY)</b>		
<b>FILMORE ROOM</b>	<b>SANTA PAULA ROOM</b>	<b>HUENEME ROOM*</b>
<b>CAMARILLO ROOM</b>	<b>THOUSAND OAKS ROOM*</b>	
<i>*ROOMS MAY BE COMBINED INTO ONE LARGE MEETING ROOM</i>		
<b>CHARGE</b>	<b>OXNARD RESIDENT</b>	
Weekday Rental Fee	\$45/hour	<i>2-HOUR MINIMUM FOR MEETING ROOM RENTALS</i>
Weekend Rental Fee	\$65/hour	<i>RENTAL RATES INCLUDE SET-UP WITH EXISTING INVENTORY OF TABLES AND CHAIRS.</i>
Refundable Cleaning Deposit	\$100	<i>ADDITIONAL SET-UPS WILL BE CHARGED EXTRA</i>

We hope an expect OPCC has complied with this fee structure.

Myers Widders Gibson, Jones & Feingold

November 28, 2023

Page 3 of 3

In order for SVV to timely provide the City of Oxnard with the required information, it is essential that OPAC provide the information to SVV no later than December 11, 2023. OPAC is already in material breach of the Side Agreement. Failure to provide the information would compound the consequences of that breach and may require substantial remedial measures.

Very truly yours,

Gary Kurtz  
Of  
Law Office of Gary Kurtz, Inc.

To: City of Oxnard  
Attn: Terrel Harrison / Cultural & Community Services Director

From: Lance Sterling / Sterling Venue Ventures, LLC

Date: February 6, 2024

To whom it may concern:

Sterling Venue Ventures has two Agreements with the City of Oxnard, one for operation of the Auditorium at Oxnard Performing Arts Center, and the second for Operation of the various Oxnard Performing Arts Center Rooms.

Article 2 Terms Of Agreement / Paragraph 2.1 of the Rooms Agreement stipulates that SVV shall operate the "PACC Rooms" in coordination with the Oxnard Performing Arts Center Corporation Board of Directors" - and herein lies the problem. In keeping with the spirit of this Agreement, SVV has agreed to allow OPAC to continue to base its offices out of the facility, and has also allowed OPAC to book the Rooms, with the understanding that in doing so, OPAC would follow the terms of SVV's Agreement with the City.

However, it has now been determined that OPAC mistakenly believes they do not owe rent on any of OPAC's own events, and has therefore, has not paid rent to the tune of \$34,267.50 – which equates to 50% of the rent due (as stipulated in Article 4 Lease Rates / Paragraph 1 of SVV's Agreement with the City) for OPAC's own events from March 2020 through the end of 2023.

We have met collectively with several members of the OPAC Board, and individually with Gary Davis, President of the Board, to try to reconcile this misunderstanding, and collect the funds owed to the City of Oxnard. At this point in time, we are at our wit's end, as the OPAC Board will not agree to pay their rent. Therefore, we must take action now, to ensure the City of Oxnard receives the monies rightfully owed pursuant to our original Agreement.

Therefore, based on the legal obligation of our contract, this month Sterling Venue Ventures will reimburse the City, from our own assets, the \$34,267.50, and will notify the OPAC Board that, effective immediately, SVV will take sole control of booking and managing the PACC Rooms, so we can insure that the City of Oxnard is duly paid the funds it is rightfully owed in all instances in the future.

We do intend to attempt to recoup the \$34,267.50 from OPAC. We also plan to allow them to continue to base their offices at the facility, and to continue to produce events there. But, as previously stated, to make certain that those events are handled honestly and professionally in accordance with our Agreement with the City of Oxnard, SVV will, from this point forward, take over 100% control of finances, booking and management of the PACC Rooms.





City of Oxnard, CA  
**CULTURAL & COMMUNITY SERVICES**  
 300 W THIRD STREET  
 OXNARD, CA 93030  
 (805) 385-3980

Welcome to the City of Oxnard  
 03/25/2024 10:34AM Claudia G  
 003285-0001 000011783  
 Payment Effective Date 03/25/2024

**MISCELLANEOUS**

CS REC- COMMUNITY ROOMS  
 (REC-16)  
 2024 Item: REC-16  
 1 @ \$34,267.5000  
 CS REC- COMMUNITY  
 ROOMS (REC-16) \$34,267.50  
  
 999-10100- \$34,267.50D  
 6415601-43100- \$34,267.50C

-----  
\$34,267.50

**Subtotal** \$34,267.50  
**Total** \$34,267.50

CHECK \$34,267.50  
 Check Number 2072

-----  
**Change due** \$0.00

Paid by: Sterling Venue Ventures- Mtg  
 rooms rent- March 2020-Dec. 2023

Thank you for your payment



**REVISED AGREEMENT  
BETWEEN STERLING VENUE VENTURES and OPAC BOARD OF DIRECTORS**

- (1) SVV agrees to allow OPAC to continue to have an office at the Oxnard Performing Arts Center, through February 28, 2025, in accordance with the stipulations below.
- (2) SVV must be included or copied on all requests to hold events on property, and must have access to all documents pertaining to each event -- this applies to all events booked through February 28, 2025 -- as well as any and all events scheduled after that date.
- (3) OPAC cannot enter into any binding agreements with any third parties to work out of the OPACC. As stated above, the SVV GM must be included or copied on all booking requests for the auditorium, convention/meeting rooms, courtyards, parking lots. Once an event is approved by SVV, OPAC must submit a Rental Agreement Packet form with all supporting documents (customer invoice and subsequent rental agreements and corresponding contracts that involve outside vendors). These agreements and contracts must be printed out on paper and turned into the SVV General Manager.
- (4) OPAC will retain half of the rent from the events OPAC holds in the convention/meeting rooms, courtyards, parking lots. Rent checks will be delivered to SVV management the first of every month, along with existing excel spreadsheet and completed Net Of Door Form.
  - Rental rates apply to all events, including those hosted or presented by OPAC. Anytime any part of the property is being used exclusively by OPAC or a client, rent must be collected on the City's behalf.
  - Any and all sales of alcohol will be conducted by SVV. Therefore, any renter who requests bar service will be referred directly to SVV to handle all contractual arrangements.
  - SVV will be the sole provider of security staff and will ensure that the conditions outlined in SVV's agreement with the City are met for all events held on the OPACC property.
  - All food consumed within the premises must be prepared in accordance with the Health Department, FDA, and in accordance with California state law.
  - The OPAC Board of Directors and all outside vendors must provide proof of insurance, as well as a letter of indemnification to SVV, and must be responsible for reporting and paying sales tax for each respective event.
  - OPAC will provide SVV with a list of pre-approved caterers which match the criteria detailed above, and will include SVV on that list. Once the list is submitted and approved, only these caterers will be permitted to perform services on the OPACC property.

- (5) There is no charge to use any of the equipment that is permanently mounted in the rooms. In most cases, SVV will use their own sound and lighting equipment, but if OPAC's equipment is used for SVV events, OPAC will provide SVV with a discounted rental rate.
- (6) OPAC may submit to SVV requests to feature events on the marquee. SVV will attempt to include one OPAC event on the marquee at all times, but this is not guaranteed.
- (7) All repairs and maintenance issues are to be completed in accordance with building and safety codes. OPAC is not authorized to make repairs or modifications at any time. Upon noticing the need for specific repairs or modifications OPAC board members and staff must immediately notify SVV of such needs. This also applies to operational irrigation and appropriate gardening services to the exterior common areas. SVV will then work with the City to determine best methods for repairs. OPAC board members and staff cannot take these matters directly to City personnel. Further, any requests or inquiries from outside agencies, such as Fire Department, City Maintenance Department, Health, etc., must be immediately directed to SVV.
- (8) SVV and OPAC will share the existing mail receptacle.
- (9) SVV will re-key all locks on the premises that were changed by OPAC without authorization. This also applies to all alarm codes and security cameras.
- (10) SVV must have total access to the Box Office area, and therefore OPAC must vacate that area no later than April 30, 2024. OPAC and SVV will work together to determine where to relocate office space for OPAC files and staff currently situated in the box office area.
- (11) SVV must also have total control to the display windows that face the parking lot near the box office area.

**Confirmed & Agreed to by OPAC:**

-----

Signature	Print Name	Date
-----------	------------	------

**Confirmed & Agreed to by Sterling Venue Ventures:**

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Signature	Print Name	Date
-----------	------------	------

Where music  
meets the *Soul*<sup>TM</sup>.COM

REVISED AGREEMENT  
BETWEEN STERLING VENUE VENTURES and OPAC BOARD OF DIRECTORS

- (1) SVV agrees to allow OPAC to continue to have an office at the Oxnard Performing Arts Center, through February 28, 2025, **in accordance with the stipulations below.**
- (2) SVV must be **included or copied** on all requests to hold events on property. Should OPAC receive any requests, they will immediately be directed to the SVV GM.
- (3) OPAC cannot enter into any binding agreements with any third parties **to work out of the OPACC.** As stated above, the SVV GM must be **included or copied** on all booking requests for the auditorium, convention/meeting rooms, courtyards, parking lots. Once an event is approved by SVV, OPAC must submit a Rental Agreement Packet form with all supporting documents (customer invoice and subsequent rental agreements and corresponding contracts that involve outside vendors). These agreements and contracts must be printed out on paper and turned into the SVV General Manager.
- (4) OPAC will retain half of the rent from the events OPAC holds in the convention/meeting rooms, courtyards, parking lots. Rent checks will be delivered to SVV management the first of every month, along with existing excel spreadsheet and completed Net Of Door Form.
  - Rental rates apply to all events, including those hosted or presented by OPAC. Anytime any part of the property is being used exclusively by OPAC or a client, rent must be collected on the City's behalf.
  - Any and all sales of alcohol will be conducted by SVV. Therefore, any renter who requests bar service will be referred directly to SVV to handle all contractual arrangements.
  - SVV will be the sole provider of security staff **and will ensure that the conditions outlined in SVV's agreement with the City are met for all events held on the OPACC property.**
  - All food consumed within the premises must be prepared in accordance with the Health Department, FDA, and in accordance with California state law.
  - The OPAC Board of Directors and all outside vendors must provide proof of insurance, as well as a letter of indemnification to SVV, **and must be responsible for reporting and paying sales tax for each respective event.**
  - **OPAC will provide SVV with a list of pre-approved caterers which match the criteria detailed above, and will include SVV on that list. Once the list is submitted and approved, only these caterers will be permitted to perform services on the OPACC property.**
- (5) OPAC must provide to Sterling a complete list of all property and equipment owned by the non-profit by 3/30/24.

- (6) All equipment permanently installed in the rooms is the property of the City of Oxnard. All other equipment must be removed and stored in the appropriate area; to be determined, and must be set up and torn down with each OPAC event.
- (7) OPAC may submit to SVV requests to feature events on the marquee. SVV will attempt to include one OPAC event on the marquee at all times, but this is not guaranteed.
- (8) All repairs and maintenance issues are to be completed in accordance with building and safety codes. OPAC is not authorized to make repairs or modifications at any time. Upon noticing the need for specific repairs or modifications OPAC board members and staff must immediately notify SVV of such needs. This also applies to operational irrigation and appropriate gardening services to the exterior common areas. SVV will then work with the City to determine best methods for repairs. OPAC board members and staff cannot take these matters directly to City personnel. Further, any requests or inquiries from outside agencies, such as Fire Department, City Maintenance Department, Health, etc., must be immediately directed to SVV.
- (9) It is imperative that SVV has exclusive and immediate access to the incoming mailbox. Therefore, SVV will remove and replace the existing mail receptacle. Once the new receptacle is installed, OPAC may elect to have SVV hand-deliver the daily mail, or to obtain an off premises post office box.
- (10) SVV will re-key all locks on the premises that were changed by OPAC without authorization. This also applies to all alarm codes and security cameras.
- (11) SVV must have total control over any incoming telephone landlines coming to Oxnard Performing Arts & Convention Center.
- (12) SVV must have total access to the Box Office area, and therefore OPAC must vacate that area immediately.
- (13) SVV must also have total control to the display windows that face the parking lot near the box office area.

**Re: [EXTERNAL]Re: Reservation of the OPAC - Oxnard Room**

1 message

**Harrison, Terrel** <terrel.harrison@oxnard.org>  
To: Luanne Nast <luannenast@gmail.com>

Tue, Aug 20, 2024 at 10:00 AM

Luanne,  
Didn't they work directly with you guys before?

Terrel Harrison  
Cultural and Community Services Director  
City of Oxnard  
805-385-7995 (P)

On Tue, Aug 20, 2024 at 9:55 AM Luanne Nast <luannenast@gmail.com> wrote:  
Hi Terrel,

Please read the email below, which Richard received from the Oxnard School District, and keep in mind that this comes after Richard had already worked out 100% of the details for this event. Another example of sabotage for Carolyn and company...

Luanne Nast  
Sterling Venue Ventures  
luannenast@gmail.com  
818.636.5339-cell  
888-645-5006-office  
The Canyons Agoura Hills & Montclair  
The Saban in Beverly Hills  
The Libbey Bowl in Ojai  
Oxnard PACC

Begin forwarded message:

**From:** Richard Belloff <richard@wmmls.com>  
**Subject:** Fwd: [EXTERNAL]Re: Reservation of the OPAC - Oxnard Room  
**Date:** August 16, 2024 at 4:00:31 PM PDT  
**To:** Luanne Nast <luannenast@gmail.com>

Richard Belloff  
General Manager  
Oxnard Performing Arts Center  
Libbey Bowl, Ojai  
818-519-3776

Begin forwarded message:

**From:** "Chinas, Mayte" <mchinas@oxnardsd.org>  
**Date:** August 16, 2024 at 3:07:17 PM PDT  
**To:** Richard Belloff <richard@wmmls.com>  
**Cc:** "Ruvalcaba, Teresa" <truvalcaba@oxnardsd.org>, Jose Becerra <jose@theopac.org>  
**Subject:** Re: [EXTERNAL]Re: Reservation of the OPAC - Oxnard Room

Hello Mr. Richard,

Hope this email finds you doing well.

I would like to follow up with you regarding our request of a quote for the date of April 3rd , 2025.

I was informed of the process of reserving the smaller rooms at the OPAC would happen with Jose Becerra. Since we were instructed that we need to contact the corresponding personal for reservations, I will need to cancel any reservation request I had made with you for this date, April 3rd , 2025 for the use of the Oxnard Room.

I have contacted Jose already and we will be reserving the Oxnard room with him for the date of April 3rd , 2025.

Thank you, I appreciated your help when it came to the help on this reservation months back when I contacted you. We look forward to working with you soon in the future.

Kind Regards,

*Mayte Chinas*

Secretary for

Manager of Equity, Family, and Community Engagement

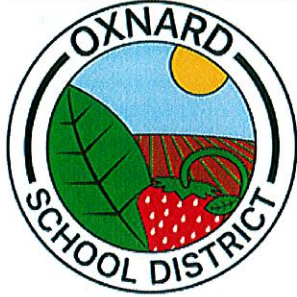
Oxnard School District

1051 South A Street

Oxnard, CA 93030

(805) 385-1501 ext. 2351

[mchinas@oxnardsd.org](mailto:mchinas@oxnardsd.org)



## Equity, Family and Community Engagement

---

**From:** Richard Belloff <[richard@wmmts.com](mailto:richard@wmmts.com)>  
**Sent:** Tuesday, July 9, 2024 5:13 PM  
**To:** Chinas, Mayte <[mchinas@oxnardsd.org](mailto:mchinas@oxnardsd.org)>  
**Cc:** Ruvalcaba, Teresa <[truvalcaba@oxnardsd.org](mailto:truvalcaba@oxnardsd.org)>  
**Subject:** Re: [EXTERNAL]Re: Reservation of the OPAC - Oxnard Room

CAUTION: This email originated from outside of the Oxnard School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Enclosed is the rental agreement for April 3, 2025. Let me know if you have any questions.

Thank you

Richard Belloff  
General Manager  
Oxnard Performing Arts Center  
Libbey Bowl Ojai  
[richard@wmmts.com](mailto:richard@wmmts.com)  
818-519-3776

On Jul 5, 2024, at 12:04 PM, Chinas, Mayte <[mchinas@oxnardsd.org](mailto:mchinas@oxnardsd.org)> wrote:

Hello Mr. Richard,

I wanted to touch base with you regarding the rental agreement for the requested date and time I had reached out to you about.

Event Details:

We would like to reserve the Oxnard Room at the OPAC for an upcoming event, Cesar Chavez Celebration Event. The event is planned to happen on April 3rd, 2025 with event times of 6pm-8pm. We would like to book for the day of the event with a start of set up time of 3pm.

Please advise when I should receive the rental Agreement/Invoice.

Thank you in advance for your help on this request.

Kind Regards,

**Mayte Chinas**

Secretary for  
Manager of Equity, Family, and Community Engagement

Oxnard School District

1051 South A Street

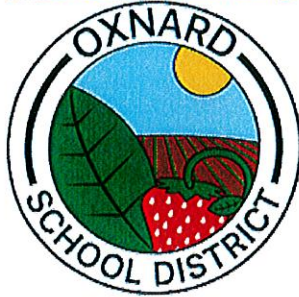
Oxnard, CA 93030

(805) 385-1501 ext. 2351

[Mchinas@oxnardsd.org](mailto:Mchinas@oxnardsd.org)

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Manager of Equity, Family, and Community Engagement  
Oxnard School District  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2351  
[mchinas@oxnardsd.org](mailto:mchinas@oxnardsd.org)



## Equity, Family and Community Engagement

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**From:** Richard Belloff <[richard@wmmts.com](mailto:richard@wmmts.com)>  
**Sent:** Tuesday, July 9, 2024 5:13 PM  
**To:** Chinas, Mayte <[mchinas@oxnardsd.org](mailto:mchinas@oxnardsd.org)>  
**Cc:** Ruvalcaba, Teresa <[truvalcaba@oxnardsd.org](mailto:truvalcaba@oxnardsd.org)>  
**Subject:** Re: [EXTERNAL]Re: Reservation of the OPAC - Oxnard Room

CAUTION: This email originated from outside of the Oxnard School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Enclosed is the rental agreement for April 3, 2025. Let me know if you have any questions.

Thank you

Richard Belloff  
General Manager  
Oxnard Performing Arts Center  
Libbey Bowl Ojai  
[richard@wmmts.com](mailto:richard@wmmts.com)  
818-519-3776

On Jul 5, 2024, at 12:04 PM, Chinas, Mayte <[mchinas@oxnardsd.org](mailto:mchinas@oxnardsd.org)> wrote:

Hello Mr. Richard,

I wanted to touch base with you regarding the rental agreement for the requested date and time I had reached out to you about.

Event Details:

We would like to reserve the Oxnard Room at the OPAC for an upcoming event, Cesar Chavez Celebration Event. The event is planned to happen on April 3rd, 2025 with event times of 6pm-8pm. We would like to book for the day of the event with a start of set up time of 3pm.

Please advise when I should receive the rental Agreement/Invoice.

Thank you in advance for your help on this request.

Kind Regards,

**Mayte Chinas**

Secretary for  
Manager of Equity, Family, and Community Engagement  
Oxnard School District  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2351  
[Mchinas@oxnardsd.org](mailto:Mchinas@oxnardsd.org)  
<[Outlook-gakgwsxp.png](#)><[Outlook-54gp23yb.png](#)>

**From:** Chinas, Mayte <[mchinas@oxnardsd.org](mailto:mchinas@oxnardsd.org)>  
**Sent:** Thursday, June 27, 2024 9:27 AM  
**To:** Richard Belloff <[richard@wmmts.com](mailto:richard@wmmts.com)>  
**Cc:** Ruvalcaba, Teresa <[truvalcaba@oxnardsd.org](mailto:truvalcaba@oxnardsd.org)>  
**Subject:** Re: [EXTERNAL]Re: Reservation of the OPAC - Oxnard Room

Good Morning Mr. Richard,

Perfect, I will look forward to your email.

Kind Regards,

**Mayte Chinas**

Secretary for  
 Manager of Equity, Family, and Community Engagement

**Oxnard School District**  
 1051 South A Street  
 Oxnard, CA 93030  
 (805) 385-1501 ext. 2351  
[Mchinas@oxnardsd.org](mailto:Mchinas@oxnardsd.org)




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**From:** Richard Belloff <[richard@wmmts.com](mailto:richard@wmmts.com)>  
**Sent:** Thursday, June 27, 2024 6:56 AM  
**To:** Chinas, Mayte <[mchinas@oxnardsd.org](mailto:mchinas@oxnardsd.org)>  
**Cc:** Ruvalcaba, Teresa <[truvalcaba@oxnardsd.org](mailto:truvalcaba@oxnardsd.org)>  
**Subject:** [EXTERNAL]Re: Reservation of the OPAC - Oxnard Room

**CAUTION:** This email originated from outside of the Oxnard School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Mayte,

The date you requested is available. I will forward asap a rental agreement and invoice for the event. Please sign and return the rental agreement and send the invoice to accounting.

Nice to meet you,

Richard Belloff  
 General Manager  
 Oxnard Performing Arts Center  
 Libbey Bowl Ojai  
[richard@wmmts.com](mailto:richard@wmmts.com)  
 818-519-3776

On Jun 26, 2024, at 4:06 PM, Chinas, Mayte <[mchinas@oxnardsd.org](mailto:mchinas@oxnardsd.org)> wrote:

Hello Mr. Richard,

I would like to introduce myself; my name is Mayte Chinas, I am the new Secretary in the Educational Services Department at Oxnard School District. I will be working beside Teresa Ruvalcaba, Manager of Equity, Family, and Community Engagement at Oxnard Elementary School District.

We would like to reserve the Oxnard Room at the OPAC for an upcoming event, Cesar Chavez Celebration Event. The event is planned to happen on April 3<sup>rd</sup>, 2025 with event times of 6pm-8pm. We would like to book for the day of the event with a start of set up time of 3pm.

Please advise what is the process to request and reserve the OPAC and OPAC venue rooms.

Your assistance is greatly appreciated.

Kind Regards,

**Mayte Chinas**

Secretary for  
 Manager of Equity, Family, and Community Engagement

**Oxnard School District**  
 1051 South A Street  
 Oxnard, CA 93030

(805) 385-1501 ext. 2351

[Mchinas@oxnardsd.org](mailto:Mchinas@oxnardsd.org)

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## Fwd: Oxnard Performing Art Corp September Rent

1 message

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**Harrison, Terrel** <terrel.harrison@oxnard.org>  
To: "Estrada, Julie" <julie.estrada@oxnard.org>

Tue, Oct 15, 2024 at 3:05 PM

Please add this issue...

Terrel Harrison  
Cultural and Community Services Director  
City of Oxnard  
805-385-7995 (P)

----- Forwarded message -----

From: **RICHARD BELLOFF** <drbelloff@icloud.com>  
Date: Fri, Oct 11, 2024 at 12:58 PM  
Subject: Oxnard Performing Art Corp September Rent  
To: Terrel Harrison <terrel.harrison@oxnard.org>  
CC: Luanne Nast <luannenast@gmail.com>, Lance Sterling <lance@wmmts.com>

Hello Terrel,

Enclosed is the rent from the Oxnard Performing Arts Center Corporation for the month of September. They owe the City of Oxnard some extra funds which they short paid again. I know this because the customer hired us to bartend and had us stay an extra hour, for a total of three hours. Oxnard Performing Arts Center Corp. only paid the City for two hours. I will forward payment after I collect it.

Best,

Richard Belloff  
General Manager  
Oxnard Performing Arts Center  
Libbey Bowl Ojai  
[drbelloff@icloud.com](mailto:drbelloff@icloud.com)  
818-519-3776



**Oxnard Performing Arts Center corporation September 2024 rent.pdf**

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