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**2024/2025**  
**LASSEN COUNTY CIVIL GRAND JURY**

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**FINAL CONSOLIDATED REPORT**



June 24, 2025

Hall of Justice  
2610 Riverside Drive  
Susanville, CA 96130

# LASSEN SUPERIOR COURT

**Mark Nareau**  
**Presiding**  
**Superior Court Judge**



2610 Riverside Drive  
Susanville, CA 96130  
(530) 251-8205 Ext. 113

June 26, 2025

Clerk of the Court  
Lassen County Superior Court  
2610 Riverside Drive  
Susanville, CA 96130

**FILED**  
Clerk of the Superior Court  
County of Lassen

**JUN 26 2025**

By  **NIEMEYER**  
**DEPUTY CLERK**

To the Clerk of the Court:

As Presiding Judge of the Lassen County Superior Court, I hereby instruct the Clerk to accept for filing the 2024-2025 Lassen County Grand Jury Final Report as presented to me the 26<sup>th</sup> day of June, 2025.

Sincerely,



Mark Nareau  
Presiding Judge  
Lassen County Superior Court

# LASSEN COUNTY CIVIL GRAND JURY FINAL REPORT

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County of Lassen, State of California  
Civil Grand Jury

Lassen County Hall of Justice  
2610 Riverside Drive, Mailbox #48  
Susanville, California 96130

Foreperson:  
Foreperson Pro Tempore:  
Secretary:  
Financial Officer:  
Sergeant-at-Arms:

J. Brent Wellman  
Melanie Westbrook  
Matthew Denney  
Sharon Howard  
Kenneth Bertrand

June 24, 2025

The Honorable Mark R. Nareau  
Presiding Judge, Superior Court, County of Lassen  
2610 Riverside Drive  
Susanville, California 96130

Re: Report of the Lassen County Civil Grand Jury

Dear Judge Nareau:

On behalf of all the members of the 2024-2025 Lassen County Civil Grand Jury (LCCGJ), I herewith submit our final reports to you, and, with its publication, to the residents of Lassen County. The four subject reports represent the diligent efforts of the grand jurors in four areas of county government over the 2024-2025 Grand Jury Session.

This particular session of the LCCGJ presented multiple challenges for individual jurors who found continued service to Lassen County impossible to sustain. Our numbers fell away more quickly than court staff could recruit replacements. In the end, however, we had enough jurors to constitute a supermajority, and to vote in these four investigative reports.

Over the course of our term, the 2024-2025 LCCGJ received and reviewed fewer than eight citizen complaints. None resulted in an inquiry from us. Only one of those complaints actually even *alleged* wrongdoing. Instead, three investigations were initiated through dogged investigative work, wading through masses of documentation, and conducting interviews of local government officials and employees.

I would like to extend my thanks and congratulations to the citizen volunteers of the LCCGJ for their dedication, their sense of duty and of civic pride in this humble yet

glorious county of Lassen. From the crucible of heated debate and spirited dialog we have together forged this offering of civil reportage for you and the citizens of Lassen.

I would especially like to thank the officers of the LCCGJ for their extra effort in managing this whole affair. Melanie Westbrook served well as Foreperson Pro Tem, and brought resources to the table we would have been lost without. Matt Denney picked up the guidon as Recording Secretary after the loss of two previous office holders; he set a new standard for minutes collection and dissemination. Sharon Howard, as Financial Officer, took on the county bureaucracy to get us all our mileage. Ed Bertrand served ably as Sergeant-at-Arms.

Thank you for your trust and confidence in affording me the opportunity to serve the Superior Court and the County of Lassen as foreperson of the 2024-2025 LCCGJ. It has been an honor to lead so many self-sacrificing civic-minded citizens in the production of this report.

A handwritten signature in blue ink, reading "J. Brent Wellman". The signature is fluid and cursive, with the first name "J. Brent" and last name "Wellman" clearly distinguishable.

J. Brent Wellman  
Foreman, Lassen County Civil Grand Jury

## **AN OVERVIEW OF THE GRAND JURY**

The primary role of the grand jury is for a group of ordinary citizens to investigate local government agencies and ensure that they are performing properly and ethically. The grand jury:

- Is an independent body of 19 people, appointed by the court.
- Can work as full body committee or by using individual committees.
- Operates with a court-appointed foreperson that facilitates the activities of the jury and acts as its spokesperson.
- Grand jurors serve voluntarily for one year.

The California Grand Jury Association describes the duties of the grand jury as:

In California, the grand jury system consists of 58 separate grand juries—one in each county—that are convened on an annual basis by the Superior Court to carry out three functions:

- Investigating and reporting on the operations of local government (which is known as the "watchdog " function a civil, rather than criminal function),
- Issuing criminal indictments to require defendants to go to trial on felony charges, and
- Investigating allegations of a public official's corrupt or willful misconduct in office, and when warranted, filing an "accusation" against that official to remove him or her from office. The accusation process is considered to be "quasi-criminal" in nature.

With regard to its watchdog authority, the grand jury is well suited to the effective investigation of local governments because it is an independent body, operationally separate from the entities and officials it investigates. It conducts its investigations under the auspices of the Superior Court and has broad access to public officials, employees, records and information.

As a truly independent body, each grand jury is free to choose which local governmental entities or public officials to investigate. With very limited exceptions, no one outside the grand jury can direct it to conduct an investigation. Ideas for investigations generally come by way of three avenues:

- Citizen complaints
- Matters raised by the members of the grand jury
- Referrals from the preceding grand jury

At the end of the grand jury's term, a final report is prepared with recommendations and sent to elected officials, governing bodies, and other individuals for response within ninety days. Copies of the full report are distributed to public officials, libraries, and the news media.

### **Qualifications for Grand Jury Service**

Penal Code section 893 states that a person is qualified to be a civil grand juror if he or she:

- Is a citizen of the United States,
- Is at least 18 years old,
- Has been a resident of the county for at least one year immediately prior to selection,
- Possesses ordinary intelligence, sound judgment, and good character, and
- Possesses a sufficient knowledge of the English language to communicate both orally and in writing.

Visit [Grand Jury | Superior Court of California | County of Lassen](#) or [Civil Grand Juries - Civil Grand Jurors' Association](#) for more information.

## HOW TO FILE A COMPLAINT WITH THE GRAND JURY

You may submit a complaint to the grand jury by completing the County of Lassen Grand Jury Complaint Form. Complaint form can be found at:

[https://www.lassen.courts.ca.gov/system/files/grand-jury/grand\\_jury\\_complaint\\_form.pdf](https://www.lassen.courts.ca.gov/system/files/grand-jury/grand_jury_complaint_form.pdf)

You are encouraged to attach additional information or documents that contribute to your concern.

After filling out the form, print the document, sign it attesting to the information, and mail to the address noted on the form. You may also turn in the form to the court. If brought to the court for delivery to the grand jury, the form must be in a sealed envelope.

All complaints submitted to the grand jury are treated confidentially.

Visit [Grand Jury | Superior Court of California | County of Lassen](#) for more information.



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# **LASSEN COUNTY CIVIL GRAND JURY**

## **LOCAL VENDOR MAKES HAUL AT CITY'S EXPENSE**

### **Misuse of Funds and Contract Non-Compliance**

June 16, 2025



### **SUMMARY**

The Lassen County Civil Grand Jury (LCCGJ) conducted an inquiry into the city's engagement into no-bid contract preparation and execution during the most recent fiscal year (FY). Our duty to ensure appropriate expenditures and the elimination of any wasteful spending of taxpayer funds led us to inquire into contracts that did not require formal bidding (see Glossary).

One particular contract for hauling services, awarded to a local contractor by the Susanville Public Works Department (SPWD), raised concerns. This contract stood out because it also involved a Change Order (see Glossary) for the continuation of the same job, dated six months later. Specifically, the Services Contract between SPWD and [Contractor] was to remove street sweeping debris from the storage location at the city's lot on Sierra Road in Susanville.

During our inquiry it was determined city personnel did not verify the number of loads hauled or disposal locations. Additionally, charges for landfill fees were included despite no deliveries to the landfill/dump. The Contract and Change Order appear structured to circumvent competitive bidding regulations.

Due to the lack of verification and financial irregularities with this Contract and Change Order, the LCCGJ initiated an investigation.

## GLOSSARY

LCCGJ	Lassen County Civil Grand Jury
FY	Fiscal Year
Formal Bidding	A structured, competitive process where parties submit sealed bids for goods or services.
SPWD	Susanville Public Works Department
Change Order	A written alteration to a previously signed contract for work.
NTE	Not To Exceed

## BACKGROUND

The SPWD is a vital agency of Susanville city government. It is responsible for the majority of services the city provides for the security, comfort, health and well-being of the citizens of Susanville. SPWD delivers residential and commercial water and natural gas to customers throughout the city; operates and maintains public parks, ball fields and the Susanville Community Center; provides survey, planning, permitting and engineering services to projects citywide; ensures air quality for all citizens.

The SPWD also operates and maintains the roads. According to the 2019 California Public Roads database, the City of Susanville has a total of 43.48 miles of maintained urbanized roadway within the city limits. On those roadways, the Street Division of SPWD repairs over 180 potholes annually, keeps 200 storm drains clear, picks up dead animals, fallen trees, and road hazards as reported. (City of Susanville General Plan. "Circulation")



The SPWD routinely sweeps those miles of streets. According to the city's website, street sweeping provides two primary benefits to the City. The more obvious benefit is the collection and removal of paper, leaves, and other visible debris that collect in the gutters. This debris can block storm water facilities, causing localized flooding during heavy rains. An equally important, but less visible benefit is the removal of metal particles and other hazardous waste products left by passing vehicles. Although they are virtually invisible, these particles can be extremely harmful to fish and other wildlife if they reach our creeks and rivers. Street sweeping is an effective method of removing both the large and microscopic pollutants that collect on city streets. This sweeping also serves to control and improve water quality. Motorized sweeping removes much of the debris from the street before it goes into the storm drains. (City of Susanville. "Streets and Sidewalks")

Once swept by motorized equipment, this material must be effectively and economically

disposed of. This disposal is the subject of inquiry by the LCCGJ and the subject of our report.

The SPWD does not have the resources nor equipment required to facilitate the removal of the accumulated debris stockpiled at the city's lot on Sierra Road in Susanville. The debris primarily consisted of leaves and cinders collected by the city's street sweeper. The normal process for collection and disposal of the debris is to unload the street sweeper into a city truck for disposal at the dump. The process becomes overwhelmed by leaves in the fall and cinders in the spring; when this occurs the city lot on Sierra Road is utilized. Based on this information, SPWD initiated the Contract for Services.

## **METHODOLOGY**

The LCCGJ asked for a list of all city contracts for goods and services for FY 2022-2023 and FY 2023-2024. The list was narrowed down to single bidder contracts that also had change orders. Additional documents were requested for two such contracts.

An interview and site visit were conducted with a city employee. After the site visit, one of the contracts was removed from our inquiries, due to clarification of the need for the Change Order. Additional documentation was requested regarding the remaining contract. Additional interviews were conducted with employees of SPWD and Finance Departments. City employees provided additional documentation.

The LCCGJ reconciled the Services Contract between the SPWD and [Contractor], the Amendment No. 1 to the Standard Form Personal Services Contract Between the SPWD and [Contractor], the invoices presented for payment, and the backup delivery/pickup tickets provided by the [Contractor].

## **DISCUSSION**

Multiple quotes are not required for projects that are less than \$60,000 and may be completed by force account or negotiated contract (see Appendix A for details). Based on this information, one particular contract for hauling services, awarded to a local contractor by the SPWD, raised concerns. This contract stood out because it also involved a Change Order, for the continuation of the same job, dated six months later.

The original contract was \$40,000.00 and the Change Order added \$20,000.00, totaling \$60,000.00. The combination of the Contract and the Change Order would necessitate a multi-vendor bidding process to comply with the City of Susanville Procurement Policy, Supplies, Materials and Equipment Purchasing (see Appendix A for details).

### **The Original Contract**

The Contract was executed on June 23, 2023. The [Contractor] submitted a bid for \$39,457.00; however, the original Contract for this project was for \$40,000.00, and billed at \$39,999.00. There was no documentation or explanation for this discrepancy.

The service to be provided was to remove piles of debris from the City of Susanville stockpiles located at 925 Sierra Road, Susanville, CA. The debris primarily consisted of leaves and cinders collected by the city's street sweeper. Normally, these excess stockpiles would be gradually taken to the landfill/dump during the winter or summer when personnel and equipment were available.

There were approximately 10 years of excess debris accumulated at 925 Sierra Road and when new management was put in place, the issue was finally addressed. Because of the sheer volume of debris, available personnel, and equipment, it was determined that the job to remove the excess debris should be contracted out.

Per the [Contractor] Services to Be Provided, the stockpile was estimated to be 1000 cubic yards, to be loaded, hauled, and disposed of. The [Contractor] estimated that it would take 84 loads and 11 days to clear the stockpile. The estimated cost included labor, equipment, and a debris fee of \$96.00 per load, per trip.

Validation of the contractor's invoices and daily pickup/delivery sheets with the final invoice could not be completed due to the lack of receipts from the landfill/dump verifying the actual number of loads disposed of. Additionally, there were no verification/sign-off signatures on the contractor's pickup/delivery sheets by anyone from the city. The contractor's estimate was for 84 loads, was billed at 98 loads, and took 13 days, ending on August 30, 2023. The SPWD is responsible for reconciling invoices, budgetary coding, and accuracy before submitting them to the Finance Department for payment. However, invoices and pickup/delivery records lacked verification. No receipts from the landfill/dump or signatures from city personnel were present to confirm the actual number of loads disposed of.

Although the contractor's estimate was based on the number of loads, there is no verification on the number of loads picked up. The city employee explained that a specific city employee was not assigned to check on or supervise the operation. As noted on the invoices, the debris was delivered to the RV Storage on Skyline Road and/or the Prison Pit on Rice Canyon Road.

The estimate implies a "pass-through" dump fee of \$96.00 per load, but there is no verification of any loads being taken to the landfill/dump. The invoice billed the city for 98 loads, totaling \$39,999.00. The LCCGJ was unable to reconcile this invoiced amount with the estimated charges per load. If indeed there were 98 loads picked up, it would appear the city was billed \$9,408.00 in dump fees for loads that were never delivered to the landfill/dump.

### **The Change Order/Addendum**

A large stockpile remained after the completion of the initial contract. On November 1, 2023, the contractor submitted a Not to Exceed (NTE) amendment to the SPWD for removal of the remaining debris stockpile. The original contract was for 84

loads, and the addendum indicated that there were 100 loads left to be removed. It appears that the initial estimate of the debris stockpile may have been purposely underestimated to require a change order. If so, this would violate the Order Splitting policy (see Appendix B for details).

The addendum for the additional 100 loads was not estimated at the same line-item costs as the initial 84 load estimate. The addendum was presented as an NTE amount of \$20,000.00. The final invoice for the addendum billed for 64 loads, also not delivered to the landfill/dump. Based on the contractor's \$96.00 dump fee per load/trip, it appears that an additional \$6,144.00 was unnecessarily spent.

The LCCGJ also discussed the possible misuse of city property, in this example, the debris stockpile. The [Contractor] delivered the stockpile to its properties, for unknown uses. Upon discovery, there was no addendum to modify or remove the landfill/dump fees. Additionally, no tests were conducted to determine whether or not the debris are hazardous.

## **FINDINGS**

The LCCGJ finds that:

- F1.** City personnel failed to verify the number of loads hauled and disposal locations.
- F2.** The contractor did not dispose of debris at the landfill/dump but instead transported it to the RV Storage on Skyline Road and/or the Prison Pit on Rice Canyon Road in Susanville.
- F3.** Despite not delivering to the landfill/dump, the invoice included charges for 98 loads' worth of dump fees, amounting to \$9,408.00.
- F4.** Despite not delivering to the landfill/dump, the invoice included charges for 64 loads' worth of dump fees, amounting to \$6,144.00.
- F5.** The invoiced amount of \$39,999.00 cannot be reconciled with the contract's estimated costs.
- F6.** The Contract and Change Order appeared structured to circumvent competitive bidding regulations.
- F7.** A lack of oversight and financial mismanagement warranting further legal and administrative review.
- F8.** City employees responsible for contract development and supervision do not receive training in contract management.

## **RECOMMENDATIONS (DO NOT DIRECTLY CORRESPOND TO FINDINGS)**

In accordance with California Penal Code Sections 933 and 933.05, the LCCGJ requires responses from each agency affected by the recommendations presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court. Based on its investigation described herein, the LCCGJ makes the following recommendations:

- R1.** The Susanville City Council should implement strict verification protocols requiring city personnel to supervise each step of the contract and sign off on receipts and invoices to confirm the contractor has provided contracted services.
- R2.** The Susanville City Council should prohibit the repurposing of city property or self-delivery to private properties as an alternative to proper disposal without authorized approval.
- R3.** The Susanville City Council should establish internal audit procedures to review contracts and invoices before payment.
- R4.** The Susanville City Council should introduce policy amendments ensuring Change Orders do not artificially remain below formal bid thresholds.
- R5.** The Susanville City Council should invest in training on writing and supervising contracts.
- R6.** The Susanville City Council should conduct testing to ensure debris are not hazardous.
- R7.** The LCCGJ recommends that the District Attorney consider referring this matter to the appropriate investigative and prosecutorial agency.

## **REQUIRED RESPONSES**

The following responses are required, pursuant to Penal Code sections 933 and 933.05:

From the following elected official and governing body within 90 days:

- Susanville City Council (R1, R2, R3, R4, R5, and R6)
- District Attorney (R7)

## **INVITED RESPONSES**

- Susanville City Manager (R1, R4, and R6)
- Finance Director (R1, R3, R4, and R5)

## **BIBLIOGRAPHY**

City of Susanville General Plan. "Circulation".

[https://www.cityofsusanville.net/rooptown/wp-content/uploads/2023/06/SUSGP\\_CIRC\\_Public-Review-Draft\\_2023-06-16-BG.pdf](https://www.cityofsusanville.net/rooptown/wp-content/uploads/2023/06/SUSGP_CIRC_Public-Review-Draft_2023-06-16-BG.pdf)

City of Susanville. 2006-2025. "Streets and Sidewalks".

<https://www.cityofsusanville.gov/187/Streets-Sidewalks>



## APPENDIX A

### VIII. Supplies, Materials, and Equipment Purchasing

4. PUBLIC PROJECTS LESS THAN \$60,000: Requires pre-approval by the city manager and may be completed by force account or negotiated contract. Multiple quotes are not required. Public project purchases must be conducted in accordance with the most recently adopted California Uniform Cost Accounting Policies and Procedures Manual.
5. PUBLIC PROJECTS LESS THAN \$200,000 may be let to contract by informal procedures as set by SMC 03.08.070. Public project purchase must be conducted in accordance with the most recent adopted California Uniform Cost Accounting Policies and Procedures Manual.

Extracted from City of Susanville Procurement Policy. Adopted by Resolution Number 24-6386.

## APPENDIX B

### § 3.08.120 Splitting orders to avoid competitive bidding prohibited.

It is unlawful to split or separate into smaller orders the purchase of supplies, materials, or services of the purpose of evading the competitive bidding provisions of this chapter. Violation of this section constitutes an infraction. (Prior code § 20.12; Ord. 98-847 § 1)

Extracted from City of Susanville Code of Ordinances, Title 3 Revenue and Finance, Chapter 3.08 Purchasing System.

## DISCLAIMER

*Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.*

*This report was issued by the Grand Jury with the exception of a juror who identified a conflict of interest. This grand juror did not participate in any aspect of the investigation, including interviews and deliberations, or the writing or approval of this report.*



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# **LASSEN COUNTY CIVIL GRAND JURY**

## **USE OF FUNDS – MEASURE P TAX RESOLUTION**

June 16, 2025



### **SUMMARY**

The Lassen County Civil Grand Jury's (LCCGJ) decision to conduct an investigation into tax monies allocated with Measure P funds was prompted by complaints submitted to the LCCGJ and in the interest of members of the LCCGJ.

During our investigation we narrowed the scope to the development and funding of the City of Susanville, Economic Development Department and Budget. The City of Susanville has an Economic Development Budget of \$327,743.00, sourced equally from the General Fund and Measure P tax increase.

The LCCGJ investigation into economic development discovered that once the Economic Development Department was created, little or no direction was provided. Additionally, the position(s) description and tasks lacked consistency and focus. The intention was so broad that no actual return on investment can be measured for the department.

While conducting interviews it was also noted that the City had no expectation of progress for the position for the next 10 years. The Economic Development Department has not identified root causes for the current economic situation and has provided insufficient infrastructure support for business expansion. This brought into question the true focus of the Economic Development Department's goal.

## **GLOSSARY**

LCCGJ	Lassen County Civil Grand Jury
STOB	Sales Tax Oversight Board
FY	Fiscal Year
EDIP	Economic Development Implementation Plan

## **BACKGROUND**

The LCCGJ, has received numerous complaints concerning where “tax” dollars are used and what is actually happening to help local, and usually the smaller businesses, in the City of Susanville. The complaints received were mostly focused on the lack of public information pertaining to the actions of the position or how the position was executing its plan to increase business and business opportunities within Susanville.

The LCCGJ reviewed the Measures that were put to ballot, the Economic Development Director Job Description, and the City of Susanville’s budget specifically set aside for economic development.

On June 29, 2022, City Council certified the election results confirming the passage of Measure P (see Appendix A for details). Measure P is a local one percent tax transaction and use tax. The passing of Measure P also established a Sales Tax Oversight Board (STOB). The purpose of the STOB is to provide review and citizen oversight to Measure P funds and to review the city’s proposed budget/finance documents at three points throughout the year: Annual Budget Proposal to City Council, Mid-Year Budget Review Proposal to City Council, and Year End Final Expenditure review.

The STOB Mid-Year Report for Fiscal Year (FY) 2022-2023 states revenues should be used to balance the budget to maintain and enhance existing public safety services, and provide funding to support street infrastructure improvements, and provide funding to support economic development efforts designed to increase business, jobs and visitors to Susanville (see Appendix B for details).

## **METHODOLOGY**

### **Documents**

The LCCGJ reviewed the following documents from the City of Susanville:

- City of Susanville Budget FY 2023/2024
- STOB Proposed Budget Report for FY 2024-2025
- City of Susanville Economic Development Budget specifically lines 4100-4295
- City of Susanville Economic Development Director Job Description
- City of Susanville Organizational Chart
- Measure P Tax Resolution

## Interviews

During the investigation the LCCGJ interviewed three people, including administration and employees of the City of Susanville.

## DISCUSSION

The City of Susanville has a proposed FY 2024-2025 Economic Development Budget of \$327,743.00, sourced equally from the General Fund and Measure P tax increase.

### Proposed FY 2024-2025 Expenditure Budget

	Legacy Tax/ Other General Fund	Measure P	Total GF Expenses
<b>Police</b>	\$3,573,778	\$1,402,134	\$4,975,912
<b>Fire</b>	\$1,948,485	\$754,995	\$2,703,480
<b>Streets</b>	-	\$60,000	\$60,000
<b>Economic Development</b>	\$163,871	\$163,872	\$327,743
<b>Community Services</b>	\$1,864,637	-	\$1,864,637
<b>Totals</b>	\$7,550,771	\$2,381,001	\$9,931,772

*Local Sales Tax Oversight Board Budget Report FY 24.25*

The department employs one full-time employee and seeks to fill a full-time or part-time assistant position. The Economic Developer Director position, while held at the City level, is partially funded by the City's collaboration with the Susanville Indian Rancheria.

Interviews with city personnel revealed vague answers, making it difficult to assess the Economic Development Department's productivity or viability. The Economic Development Department is working on a new website, attending conferences to connect with outside retailers, completing the Economic Development Implementation Plan (EDIP), collaborating with a consultant on a strategic plan, and hosting workshops for small local businesses. The primary goal seems to be creating relationships in hopes of attracting future retail businesses to Susanville.

The Economic Development Department has not identified root cause(s) of the current economic situation and has provided insufficient infrastructure support for business expansion as one possible example.

Identification of root cause(s) is required to recommend steps to support or increase economic development, such as increased energy production and distribution by Lassen Municipal Utility District. Through further discussions with personnel, it became clear that even though we may want a large retailer or small manufacturer to boost the economy in Susanville, our current infrastructure cannot support a large increase of business at this time.



The Economic Development Department has conducted small workshops on advertising and using Square, but those did not seem to have the attendance needed to make an impact on our small business community.

## **FINDINGS**

The LCCGJ finds that:

- F1.** The City of Susanville lacks a strategic plan for the use of Measure P funds.
- F2.** The City of Susanville lacks an EDIP.
- F3.** There is no structure to measure the outcomes of the Economic Development Department.
- F4.** The Economic Development budget is high compared to the community's return on investment.
- F5.** The City of Susanville does not expect any progress within the next 10 years.
- F6.** As of June 12, 2025, Economic Development website provides no current valuable information about the department and/or business and tourism.

## **RECOMMENDATIONS (DO NOT DIRECTLY CORRESPOND TO FINDINGS)**

In accordance with California Penal Code Sections 933 and 933.05, the LCCGJ requires responses from each agency affected by the recommendations presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court. Based on its investigation described herein, the LCCGJ makes the following recommendations:

- R1.** The Susanville City Council should direct the creation of a strategic plan coordinating with the Susanville Indian Rancheria to create a document that has meaning.
- R2.** The Economic Development Department should create an economic development plan that is measurable and achievable.
- R3.** The Susanville City Council should direct the creation of goals for the Economic Development Department by inviting input from local business owners to create new industry within Lassen County.

- R4.** The Susanville City Council should require more detailed financial reports of the Economic Development Department.
- R5.** The Economic Development Department should update the Economic Development website on a regular basis.

### **REQUIRED RESPONSES**

The following responses are required pursuant to Penal Code sections 933 and 933.05:

From the following governing body within 90 days:

- Susanville City Council (R1, R2, R3, R4, and R5)

### **INVITED RESPONSES**

- Susanville City Manager (R1, R2, R3, and R4)
- Economic Development Department (R1, R2, R4, and R5)
- City of Susanville Mayor (R3)
- City of Susanville STOB (R4)

## **APPENDIX A**

### **ORDINANCE NO. 22-1035 AN ORDINANCE OF THE CITY OF SUSANVILLE IMPOSING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION**

Section 1. TITLE. This ordinance shall be known as the City of Susanville Transactions and Use Tax Ordinance. The City of Susanville hereinafter shall be called "City." This ordinance shall be applicable in the incorporated territory of the City.

Section 2. OPERATIVE DATE. "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

Section 3. PURPOSE. This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1. 7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

Extracted from Ordinance Number 22-1035, An Ordinance of the City Of Susanville, Imposing a Transactions and Use Tax to be Administered by the California Department of Tax and Fee Administration.

## **APPENDIX B**

### **Local Sales Tax Oversight Board Susanville, California Mid-Year Report for FY 2022-2023**

#### **Background**

At the general election held on June 7, 2022, the voters of Susanville passed Measure P, a local one-cent Transaction and Use Tax (i.e. sales tax). On June 29, 2022, the City Council certified the election results, confirming the passage of Measure P, and, as called for in Measure P, established the Sales Tax Oversight Board. Although Measure P tax revenues are legally general purpose funds, the City Council is committed to using the funds in accordance with the Advisory Measure Q, which states that revenues should be used to balance the budget to maintain and enhance existing public safety services (police and fire), and provide funding to support street infrastructure improvements, and provide funding to support economic development efforts designed to increase businesses, jobs, and visitors to Susanville.

#### **Introduction**

The Sales Tax Oversight Board (STOB) consists of five members, all residents of the City of Susanville, appointed by the City Council. The STOB is charged with the responsibility to report to the City Council on the revenue and expenditures of the Local Sales Tax (also referred to as "Transaction and Use Tax"). The STOB will review the city's proposed budget/finance documents at three points throughout the year as follows:

- 1) Annual Budget Proposal to City Council
- 2) Mid-Year Budget Review Proposal to City Council
- 3) Year End Final Expenditure review

The STOB's function is strictly that of oversight. It is not within the purview of the STOB to direct staff, recommend any particular contracts or define the scope of a project. These responsibilities remain under the authority of the City Council, City Administrator, and City professional staff.

Extracted from the Local Sales Tax Oversight Board Mid-Year Report for FY 2022-2023.

#### **DISCLAIMER**

*Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.*



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# **LASSEN COUNTY CIVIL GRAND JURY**

## **STAFFING SHORTAGES AND BREAKDOWN IN COMMUNICATION**

### **Impacts on the Administration of Justice in Lassen County**

June 16, 2025

#### **SUMMARY**

The Lassen County Civil Grand Jury (LCCGJ) conducted an investigation into communication issues between the District Attorney's (DA's) Office and the Susanville Police Department (SPD), as well as staffing shortages in the DA's Office. These challenges have hindered the effective prosecution of criminal cases, potentially jeopardizing public safety and eroding public trust in the criminal justice system.

This report identifies the following areas that have a negative impact on the administration of justice within Lassen County:

- Staffing shortages in the DA's Office and lack of a Public Defenders Office with salaried employees.
- Inadequate communication between the DA's Office and the SPD.
- Lack of interdepartmental training and coordination between the DA's Office and SPD.

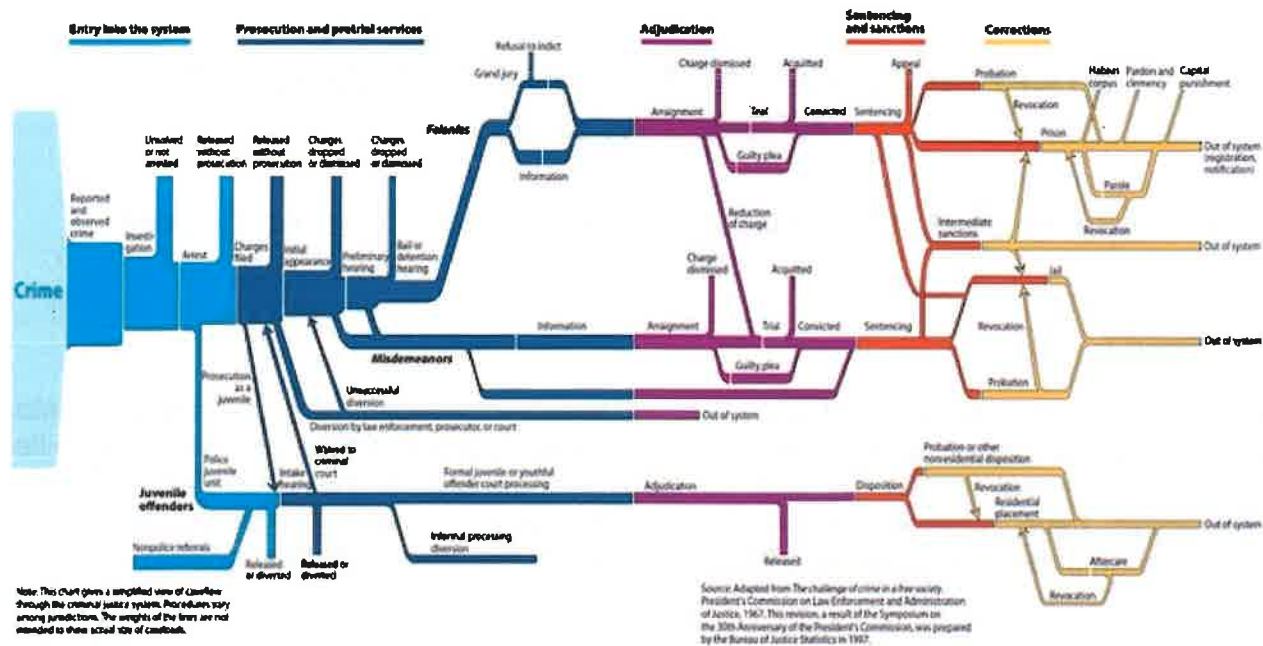
#### **GLOSSARY**

LCCGJ	Lassen County Civil Grand Jury
DA	District Attorney
SPD	Susanville Police Department
BWC	Body Worn Camera

#### **BACKGROUND**

The Lassen County DA is the elected official responsible for prosecuting criminal cases on behalf of the people of Lassen County. Once persons are arrested for a crime it becomes the duty of the DA to charge and prosecute the person(s) alleged to have committed those offenses. Prosecution often proceeds to adjudication, where a trial or other proceeding is conducted. For an overview of the process see chart on the following page or visit <https://www.lassencounty.org/sites/default/files/flowchart.jpg>.

## What is the sequence of events in the criminal justice system?



Lassen County's DA Office processes cases from a variety of law-enforcement agencies in the county. Those include: the Lassen County Sheriff's Office, the California Highway Patrol, the Susanville Police Department, and the California Department of Corrections and Rehabilitation.

Effective communication with law enforcement agencies, especially the local police department, is essential to ensure that criminal cases are thoroughly investigated, timely charged, and fairly and vigorously prosecuted. It is clear there is a breakdown in communication between the DA's Office and the SPD.

Additionally, the DA's Office is facing significant staffing shortages, including a lack of prosecutors and support personnel, which has contributed to cases being dropped for lack of staff. Finally, rather than having a Public Defenders Office, the County contracts with outside attorneys to provide public defender services, which increases cost by increasing the incentive for defense lawyers to take a client's case to trial.

## METHODOLOGY

The LCCGJ interviewed representatives from several law enforcement and firefighting entities, as well as city and county government officials. The LCCGJ also reviewed internal communications, case files, case timelines, and staffing reports.

## DISCUSSION

As of April 30, 2025, the DA's Office is operating with a 50% vacancy rate among prosecutors. This is partly due to salaries that are not competitive with surrounding counties, which hampers efforts to recruit qualified prosecutors (SusanvilleStuff.com).

The LCCGJ conducted a wage comparison between Shasta County Deputy District Attorney I/II/III (see Appendix A for details), Modoc County Deputy District Attorney I/II/III (see Appendix B for details) and Lassen County Deputy District Attorney I/II/III (see Appendix C for details) positions. It was determined the maximum annual salary for Lassen County District Attorney I/II/III is less than the maximum annual salary for Shasta and Modoc County. Additionally, Shasta County offers a \$15,000 sign on bonus for Deputy District Attorney I/II/III (see Appendix A for details) and District Attorney investigator positions.

<b>County</b>	<b>Deputy District Attorney I Pay Range</b>	<b>Deputy District Attorney II Pay Range</b>	<b>Deputy District Attorney III Pay Range</b>
Shasta	\$86,688-110,640	\$97,932-125,004	\$114,492-146,124
Modoc	\$71,448-110,844	\$78,576-121,872	\$88,128-136,716
Lassen	\$75,726-100,521	\$83,198-110,538	\$91,438-121,577

Staffing shortages in the DA's Office are exacerbated by a heavy felony jury trial caseload. There were 26 jury trials held in Lassen County in 2024, litigated by only four attorneys in the DA's Office, including the DA.

The high number of jury trials is likely the result of a lack of a Public Defenders Office staffed with attorneys employed by the county. By contracting Public Defender representation with attorneys in the private sector, the county incentivizes those attorneys to take the case to a jury trial, thus spending more billable hours working on the case.

The DA has requested additional funding from the Board of Supervisors several times since being elected in 2020. However, the Board of Supervisors seems to neither understand the functions and responsibility of the DA's Office, as they suggest the DA "contract out these positions" (SusanvilleStuff.com), nor to be inclined to sufficiently fund this vital government function, as no additional funds have been forthcoming.

The LCCGJ found cases in which this happened in the past five years. The LCCGJ found numerous instances of SPD officers not submitting requested evidence to the DA's Office. Examples include the omission of Body Worn Camera (BWC) footage and witness statements in some cases. In addition, several police reports submitted by the SPD and reviewed by the LCCGJ had errors and omissions. When asked by the DA to correct these errors, and/or fill in omitted information, SPD officers sometimes did not do so in a timely manner. This lack of communication has resulted in the DA having to drop some cases due to lack of sufficient evidence.

Additionally, there is a lack of cooperative training between the DA's Office and the SPD. The DA's Office does not conduct, and the SPD does not require any training to new SPD officers or provide any ongoing training to ensure that officers are knowledgeable about changes in the law, writing reports that will withstand court scrutiny, and what expectations the DA's office has when preparing to file a case.

Communication between the DA's Office and the SPD have broken down to the extent that the DA is sometimes unable to adequately prosecute criminal cases. The aforementioned issues jeopardize the 6<sup>th</sup> Amendment right of the accused to have a speedy trial, result in possible release of dangerous individuals into the community and reflect systemic challenges requiring coordinated solutions. The public is best served when law enforcement and prosecutorial agencies operate in close alignment, with support from the various entities who fund and oversee them.

## **FINDINGS**

The LCCGJ finds that:

- F1.** The lack of a Public Defender's Office staffed by salaried employees increases the workload of the DA's office, as it results in an increased number of jury trials and there is no central office with which to communicate.
- F2.** Communication and cooperation between the DA's Office and SPD has broken down to the point where it has become a threat to public safety.
- F3.** There is no joint training between the DA's Office and the SPD on evolving legal standards, report writing, or evidence collection best practices.

## **RECOMMENDATIONS (DO NOT DIRECTLY CORRESPOND TO FINDINGS)**

In accordance with California Penal Code Sections 933 and 933.05, the LCCGJ requires responses from each agency affected by the recommendations presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court. Based on its investigation described herein, the LCCGJ makes the following recommendations:

- R1.** The Lassen County Board of Supervisors should reestablish the Public Defender's Office staffed by salaried employees.
- R2.** The Lassen County Board of Supervisors and the Susanville City Council should procure the services of a professional mediator to improve communication between the DA's Office and SPD.
- R3.** The Lassen County Board of Supervisors should move to mitigate the staffing shortage in the DA's Office and ensure it is fully and appropriately staffed.
- R4.** The Lassen County Board of Supervisors should increase the budget for the DA's office in order to increase salaries and benefits for prosecutors and support staff.
- R5.** The Board of Supervisor should direct county staff to launch a targeted recruitment campaign, including outreach to law schools and lateral hiring from other jurisdictions.
- R6.** Implement regular reviews of case processing times, adequacy of evidence submitted, and prosecution outcomes. Publish annual reports to provide transparency and accountability to the public.

## **REQUIRED RESPONSES**

The following responses are required, pursuant to Penal Code sections 933 and 933.05:

From the following elected official and governing bodies within 90 days:

- District Attorney (R6)
- Lassen County Board of Supervisors (R1, R2, R3, R4, R5)
- Susanville City Council (R2)

## **INVITED RESPONSES**

- Public Safety Chief (R6)

## **BIBLIOGRAPHY**

SusanvilleStuff.com. "Opinion: Lassen County District Attorney Melyssah Rios on 'Transparency'". [www.https://www.susanvillestuff.com/opinion-lassen-county-district-attorney-melyssah-rios-on-transparency/](https://www.susanvillestuff.com/opinion-lassen-county-district-attorney-melyssah-rios-on-transparency/)

County of Lassen, California. 2015-2025. Resources. "How a Case Follows Through the Criminal Justice System". <https://www.lassencounty.org/sites/default/files/flowchart.jpg>.

## APPENDIX A



### County of Shasta Deputy District Attorney I/II/III

SALARY	\$41.68 - \$70.25 Hourly \$7,224.00 - \$12,177.00 Monthly \$86,688.00 - \$146,124.00 Annually	LOCATION	96001, CA
JOB TYPE	Full-Time	JOB NUMBER	269-71_DA_010925
DEPARTMENT	District Attorney's Office	OPENING DATE	01/21/2025
CLOSING DATE	Continuous		

ORAL EXAMS WILL BE SCHEDULED AS APPLICATIONS ARE RECEIVED

SEE "SPECIAL REQUIREMENT" SECTION REGARDING  
POSSESSION OF A VALID DRIVER'S LICENSE &  
ACTIVE MEMBERSHIP IN THE STATE BAR OF CALIFORNIA

RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED

APPLICATIONS WILL BE REVIEWED WEEKLY UNTIL POSITION IS FILLED

THIS RECRUITMENT WILL BE USED TO FILL MULTIPLE VACANCIES

FINAL FILING DATE: CONTINUOUS

#### SALARY INFORMATION

Deputy District Attorney I: \$7,224 - \$9,220 APPROXIMATE MONTHLY\* / \$41.68 - \$53.19 APPROXIMATE HOURLY\*  
Deputy District Attorney II: \$8,161 - \$10,417 APPROXIMATE MONTHLY\* / \$47.08 - \$60.10 APPROXIMATE HOURLY\*  
Deputy District Attorney III: \$9,541 - \$12,177 APPROXIMATE MONTHLY\* / \$55.04 - \$70.25 APPROXIMATE HOURLY\*

\*Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary increases\* Please visit <https://www.shastacounty.gov/personnel/page/labor-agreements-mous>

#### BENEFITS INFORMATION

- Sign on Bonus: \$15,000\*. Bonuses are paid in two installments – half at initial hiring, and half upon successful completion of probation.
- Paid Holidays: 12 paid holidays (96 hours) per year.
- Paid Vacation: Based on years of continuous service. Years 0-3: 10 days; Years 4-9: 15 days; Years 10-15: 17 days; Year 16 and thereafter: 20 days.
- Paid Sick Leave: 96 hours of sick leave are earned each year with no maximum accrual, and pro-rata payoff of accumulated sick leave if terminating in good standing after 5 years of continuous service.
- Retirement: CalPERS, with County contributions, coordinated with Social Security.
- Insurance: Medical, dental, and vision plans. The County pays most, or all, of the employee health insurance premium, and contributes a portion of the dependent health insurance premium.
- Other: Deferred Compensation plans, Employee Assistance Program, IRC Section 125 plan, and optional additional insurance products available through AFLAC.

Extracted from the County of Shast Deputy District Attorney I/II/III job posting.

## APPENDIX B



### THE COUNTY OF MODOC

Invites your interest in

### Deputy District Attorney I/II/III

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SALARY:	DDAI:	\$5,954 - \$ 9,237
	DDAII:	\$6,548 - \$10,156
	DDAIII:	\$7,344 - \$11,393

Extracted from the County of Modoc Deputy District Attorney I/II/III job posting.

## APPENDIX C



### EMPLOYMENT OPPORTUNITY

### DEPUTY DISTRICT ATTORNEY I/II/III

#### SALARY AND BENEFITS

I: \$75,726 - \$100,521 Annually, plus benefits

II: \$83,198 - \$110,538 Annually, plus benefits

III: \$91,438 - \$121,577 Annually, plus benefits

Extracted from the Lassen County Deputy District Attorney I/II/III Employment Opportunity.

## DISCLAIMER

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# **LASSEN COUNTY CIVIL GRAND JURY**

## **LASSEN COUNTY FAIR: STAFFING AND MANAGEMENT ISSUES**

June 24, 2025



### **SUMMARY**

The Lassen County Civil Grand Jury (LCCGJ) was prompted to conduct an investigation of Lassen County Fair expenses and planning process. Lassen County residents voiced concerns about the Lassen County Fair, the financial failure of a major music festival, and the removal of the Fair Manager. Residents were concerned the Lassen County Fair was having severe enough financial issues that it may not continue in our community. As the LCCGJ began the investigation, we learned that the Lassen County Fair was not in danger of being discontinued; however, investigating the previous issues and rectifying them going forward was a priority.

Based on information that came to light, the LCCGJ researched the operation of the fair via public sources and interviewed county officials responsible for the fair. As the interview process continued, information came to light which led to an inquiry into the process of approval for spending funds based on budget documents.

## **GLOSSARY**

LCCGJ

Lassen County Civil Grand Jury

## **BACKGROUND**

The Lassen County Fair is the longest-running community event in Lassen County. Established as the Plumas, Lassen, and Modoc District Fair Association in 1878 it held its first fair in Susanville in 1890. (Lassen County. "Lassen County Fair History")

Today, the Lassen County Fair, held annually during the third week in July, attracts more than 35,000 attendees. (Lassen County. "Annual Fair")



The focus of the Fair is on local agriculture, but, commercial events, auto and horse racing, and music concerts pay the bulk of the actual costs of the fair's operation. As well, the fair hosts many other events to bring fun (and funds) to the county. More than 90,000 people visit the fairgrounds for events such as auto racing, craft fair, children's fair, gun shows, tool sales, food banks, and numerous other community events.

Operation of the fair is vested in the Fair Manager, who is responsible for the year-round maintenance of the facilities and for the business of generating fun and inclusive events for public pleasure. The manager has maintenance staff, a concessions coordinator and a budget analyst. The Fair Manager is under direction of the County Board of Supervisors and under administrative supervision from the County Administrative Officer.

In addition, the fair is advised by the Lassen County Fair Advisory Board. The board comprises local citizens appointed by individual supervisors. The board brings third-party insight into fair operations and non-binding advice to the Fair Manager.

## **METHODOLOGY**

In response to Lassen County residents' concerns surrounding the Lassen County Fair, the financial failure of a major music festival, and the removal of the Fair Manager, the LCCGJ elected to inquire into the operations and finances of the Lassen County Fair to

assess the substance of those concerns. The LCCGJ's approach to the inquiry was to research the operation of the fair via public sources and to interview county officials responsible for the fair.

The LCCGJ reviewed copies of the Lassen County Financial Policy and the Purchasing Policy (see Appendix A for details), which led the LCCGJ to re-focus on investigating the procedures and responsibilities of various management positions in several departments throughout Lassen County Government.

## **Documents**

During the investigation, the LCCGJ reviewed numerous documents, the most helpful included:

- Financial Policy
- Purchasing Policy
- Fair Manager Job Description

## **Interviews**

The LCCGJ interviewed five people, including county employees and county supervisors.

## **DISCUSSION**

Once an official investigation was started, the LCCGJ discovered that the outcry from the public was not justified, and based on information gleaned from interviews, took the investigation in another direction. During the interview and document review process, the LCCGJ determined that while procedural changes and clarified expectations were needed, the Lassen County Fair was not at risk of discontinuation. Further information surfaced during these interviews, prompting an inquiry into fund spending approval procedures based on budget documents, staffing issues, and inadequate monitoring of financial resources due to management being assigned to multiple departments.

Review of the Lassen County Financial Policy and the Purchasing Policy led the LCCGJ to investigating the procedures and responsibilities of various management positions in several departments throughout Lassen County Government. This uncovered a common challenge in county governments: managers often face limitations in their ability to supervise due to the extensive scope of their responsibilities, including overseeing multiple departments. Challenges arise when management has to oversee multiple departments simultaneously, especially when facing time restraints. Managers with insufficient time to manage multiple departments couldn't effectively oversee each one. This can also impact management's ability to ensure adherence to county policies.

Under the direction of the Board of Supervisors, and under administrative supervision from the County Administrative Officer, the Fair Manager plans, organizes, implements and administers the development and utilization of fairground facilities and plans and

executes events which provide the public with a variety of entertainment, social, educational, and cultural activities. The Fair Manager is responsible for the preparation and administration of the departmental budget, monitoring fund expenditures, and the maintenance of proper accounts and records in accordance with federal, state, and local requirements (see Appendix B for details).

The LCCGJ's focus was how the Lassen County Fair was being managed both financially and staff wise. The LCCGJ determined that mistakes had been made in previous years; however, changes have been made to address those issues moving forward.

## **FINDINGS**

The LCCGJ finds that:

- F1.** The LCCGJ found no evidence of willful misconduct among fair officials.

## **BIBLIOGRAPHY**

Lassen County. "Fairgrounds Annual Fair"

<https://www.lassencounty.org/dept/fairgrounds/annual-fair>

Lassen County Fair Grounds. "The Fair History" <https://www.lassencountyfair.org/fair-history-2/>

## **APPENDIX A**

### **3. TOTAL PURCHASES, PER VENDOR, PER FISCAL YEAR, PER DEPARTMENT COSTING BETWEEN \$5,001 AND \$25,000: AUTHORIZATION LEVEL - DEPARTMENT HEAD**

These items require a purchase order and a requisition form. The requisition must be approved by the Department head. The related purchase order must be submitted to Administrative Services and to the Auditor-Controller's Office for review and approval. Informal quotes are recommended to obtain best pricing. Purchase orders for computer hardware and software, printers, and photocopiers must be sent to the county Informational Services (ISD) staff before making a purchase, so Informational Services can assist in acquiring the items from the vendors offering the best prices and to ensure that the equipment being purchased is compatible with the county wide computer standards.

### **4. TOTAL PURCHASES, PER VENDOR, PER FISCAL YEAR, PER DEPARTMENT COSTING BETWEEN \$25,001**



## APPENDIX B



### EMPLOYMENT OPPORTUNITY FAIR MANAGER

#### **SALARY AND BENEFITS**

\$5,615.00 - \$6,782.00 per month, plus benefits package

#### **FILING DEADLINE**

Open until filled. **Review Date: January 2, 2025**

#### **DUTIES AND RESPONSIBILITIES**

*Under direction of the County Board of Supervisors and under administrative supervision from the County Administrative Officer, the Fair Manager plans, organizes, implements and administers the development and utilization of fairground facilities and plans and executes events which provide the public with a variety of entertainment, social, educational and cultural activities. The major duties of the job include:*

- Market fairground facilities and the community to producers of exhibits, conventions and other events; develop and implement programs to attract and retain corporate sponsorships.
- Meet with and speak before community groups to promote the fairground; develop and approve the release of information relating to fairground operations to the news media and the community.
- Direct the final selection, placement, orientation, training and evaluation of personnel in the department in accordance with established laws, rules, policies and procedures.
- Direct the preparation and administration of the departmental budget; monitor fund expenditures; direct the maintenance of proper accounts and records in accordance with federal, state and local requirements.
- Make recommendations regarding fees, rules and regulations for exhibitors and the public; review effectiveness of programs and initiate changes where appropriate; formulate, interpret and revise policies, procedures and regulations.
- Prepare reports and correspondence as needed and directed.
- Direct the maintenance, repair, alteration and upgrade of fairground facilities; develop facilities improvement program and the planning, design and scheduling of construction for new fairground facilities.
- Ensure the continuing conformance with requirements of law enforcement and regulatory agencies, including but not limited to the State Division of Fairs and Expositions.
- Perform related duties as assigned.

Extracted from Lassen County Employment Opportunity, Fair Manager, Duties and Responsibilities.

#### **DISCLAIMER**

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**AND \$75,000: AUTHORIZATION      LEVEL - COUNTY  
ADMINISTRATIVE OFFICER**

Purchase of these items requires a purchase order and informal quotes from at least three vendors. The names of the vendors, their business address and telephone numbers, and their price quotes must be written on the requisition form. If the type of equipment being purchased is so specialized that less than three vendors are available, please document this on the requisition. If you are purchasing through the CMAS contract or one of the other mass purchasing contracts, you are not obligated to obtain quotes from three vendors because these prices have already been negotiated. If another governmental agency has completed a competitive bid process and is extending the pricing agreements to other governmental agencies, you are not required to obtain quotes. Again, purchase orders for computer hardware and software, printers, and photocopiers must be sent to the county Informational Services (ISD) staff before making a purchase, so Informational Services can assist in acquiring the items from the vendors offering the best prices and to ensure that the equipment being purchased is compatible with the county wide computer standards.

**5. TOTAL PURCHASES, PER VENDOR, PER FISCAL  
YEAR, PER DEPARTMENT COSTING OVER \$75,001:**

**AUTHORIZATION LEVEL - BOARD OF SUPERVISORS**

Purchases of more than \$75,001 must be pre-approved by the Board of Supervisors and must be acquired through a formal advertised bidding process with written responses from potential vendors or through the CMAS contract or one of the other mass purchasing contracts. If another governmental agency has completed a competitive bid process and is extending the pricing agreements to other governmental agencies, you are not required to formally bid. Purchases pursuant to this section require Board Approval contingent upon approval of the purchasing agent's recommendation. The purchasing agent will assist the department in setting up the bidding process. On some occasions, the County may choose other than a "lowest responsible bid" and may use an alternative scoring criterion to rate formal bids.

Extracted from the Purchasing Policy, Amended: November 13, 2018, by Resolution 18-073; May 14, 2024, by Resolution 24-022. Replaces 03-P12