

**Assessor/Recorder Department**

**Glenn Zook**  
Assessor/Recorder

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COUNTY**

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August 29, 2023

Honorable Wendy G. Getty  
Presiding Judge of the Superior Court  
Solano Superior Court  
600 Union Avenue  
Fairfield, CA 94533

Re: Assessor/Recorder's Response to 2022-2023 Solano County Grand Jury Report entitled "County Driver Authorization Documentation Errors"

Dear Honorable Judge Getty:

Under Penal Code Sections 933 and 933.05, I am responding to the following recommendations contained in the above-mentioned Grand Jury Report that pertain to matters under my control as the Solano County Assessor/Recorder. I appreciate the opportunity to review and respond to your findings and recommendations.

**FINDING 1A (COUNTY FORM)** – *County of Solano Authorized to Drive a Vehicle on County Business forms are not accurately completed or approved as required. Review of form attributes revealed a variety of 139 documentary exceptions.*

**Response to Finding 1A** – I agree with this finding.

**FINDING 1B (DMV FORM)** – *California Department of Motor Vehicle Employer Pull Notice Program Form INF 1101 titled Authorization for Release of Driver Record Information forms are not accurately completed or approved as required. Review of form attributes revealed a variety of 137 documentary exceptions.*

**Response to Finding 1B** – I agree with this finding.

**RECOMMENDATIONS (For both 1A & 1B)**

- 1. All applicable County departments must be provided with a copy of the current Fleet Management list entitled Authorized to Fuel County Vehicles and a current list from the A-Check system (EPN database). Once obtained the two lists must be reconciled against each other and appropriate updates must be made as necessary.*
- 2. The County must perform a full review of all department driver authorization forms on file for proper completion, approval, and filing. Moreover, each applicable County department must obtain any missing information and approval signatures.*
- 3. The County must compare the names on the two lists (number one recommendation) obtained and make appropriate correction entries as necessary to the applicable Fleet and DMV system databases.*

**Response to Recommendation 1A & 1B** – The Assessor/Recorder agrees with the recommendations from the Grand Jury. The recommendations related to County departments have been partially implemented by the Assessor/Recorder and will be completed no later than September 30, 2023.

I would like to thank the Solano County Grand Jury for their time invested in the production of their report. The findings and recommendations are very much appreciated.

Respectfully,



Glenn Zook  
Assessor/Recorder

cc: Cheryl Clower, Solano County Civil Grand Jury  
Matthew Davis, County Administrator's Office