

MEMBERS OF COUNCIL

HON. KIM REYNOLDS
GOVERNOR

HON. PAUL D. PATE
SECRETARY OF STATE

HON. ROB SAND
AUDITOR OF STATE

HON. ROBY SMITH
TREASURER OF STATE

HON. MIKE. NAIG
SECRETARY OF AGRICULTURE



Executive Council of Iowa

CAPITOL BUILDING
DES MOINES, IOWA 50319
PHONE: 515 281-5368

August 7, 2023

Accounting Department
Office of the Treasurer
Lucas Building
321 E 12th Street
Des Moines, IA, 50319

The Executive Council, in a meeting held on today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$3,898.29, subject to the audit of actual invoices. On February 20, 2023, Vehicle #1343 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

Victoria Newton

Victoria Newton
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services
DAS Fleet Services, Risk
Joel Lunde, Department of Management

AOS Claim # 3455
TOS Job # _____



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 281-6518

August 2, 2023

Victoria Newton
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #1343 on February 20, 2023
Department of Administrative Services
Claim dated June 2, 2023
AOS Claim ID: 3455

In accordance with Executive Council policy, we have examined the claim for 29C.20 funds for the above-mentioned damage. It is our conclusion that the above damage incurred by the Department of Administrative Services is covered by Chapter 29C.20 of the Code of Iowa. Therefore, we recommend an Executive Council allocation in the amount of \$3,898.29, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ernest H. Ruben, Jr.".

Ernest H. Ruben, Jr., CPA
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services
Mariah Flowers, Fleet Services Manager, Department of Administrative Services
Joel Lunde, Department of Management



Governor Kim Reynolds
Lt. Governor Adam Gregg
Adam Steen, Director

Date: June 2, 2023

To: Tammy Hollingsworth, Auditor of State
Victoria Newton, Treasurer of State
Executive Council

From: Mariah Flowers, Fleet Manager
DAS Fleet Services
Department of Administrative Services

Re: ALLOCATION REQUEST - 29C20 Claim for Executive Council Consideration

Vehicle / Event	#1343/Deer
Event Date	February 20, 2023
Summary	Vehicle 1343 struck a deer. (252444)
Amount Requested	\$3,898.29 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, Repair Estimate(s), Photos

If you have any questions or are in need of additional information, please do not hesitate to contact me.

Thank you,

Mariah Flowers, Fleet Manager
DAS Fleet Services
Mariah.Flowers@iowa.gov
515-414-6582

Compose

- Inbox 15
- Starred
- Snoozed
- Sent
- Drafts 5
- More

Labels

- 29C20 34
- Billing 2
- Checks Received
- Contract issues
- Eclaim Confirmati... 12
- Pre-Google Mail (Old M...
- Restitution Letters 1
- Risk Payments 218
- Subro
- Tort Claims 2
 - Paid Torts
- More

29C20



Risk, DAS <das.risk@iowa.gov> (sent by karl.bubser@iowa.gov)
to TOS, Tammy

Please accept this email as initial 24 hr notification for AON, vehicle 1343 struck a deer on 2/20/23. I will forward all information as soo

All accidents must be reported via email or phone to Fleet Services within 24 hours. All accident reports and estimates are due approval is given.

Thank you,



DAS Fleet Services, Risk
Iowa Department of Administrative Services
Division of Business and Property Services
Office: 515-725-2243
Das.Risk@iowa.gov
<https://das.iowa.gov>

- Reply
- Reply all
- Forward



**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

Department of Administrative Services
DAS Fleet Services- Risk Management
109 SE 13th St
Des Moines, IA 50319

Vehicle Accident Report Form

- Render aid or assistance to the injured (per Iowa Code 321.262).
- The State of Iowa is self-insured. Refer to the insurance card and accident report procedures online or in your glove box packet. If the accident involves another party, exchange information with the driver or property owner. Do not admit fault or attempt to settle your claim.
- Call local law enforcement, if a fatality, injury or property damage has occurred, and obtain a police report. On the Capitol complex, call Iowa State Patrol, Post 16 at 515-281-5608.
- Within the first 24 hours, report accident or damage to DAS Fleet Services (515-281-3162 or DAS.Risk@iowa.gov), your agency fleet contact, and supervisor. Damage caused by an act of nature or unavoidable cause MUST be reported to DAS Fleet Services within 24 hours of the incident to qualify for contingent fund use (per Iowa Code 29C.20).
- For an estimate, locate the nearest contracted auto body repair shop in the Contracted Service Providers map. A contracted auto body shop within 30 miles should be used if available.
- If towing is necessary, contact DAS Fleet Services (515-281-3162) for assistance. After hours, call National Automobile Club (NAC) FleetRescue* (866-329-3471) or local law enforcement.
- Within 72 hours, print and submit a completed Accident Report Form, including a cost estimate from the auto body shop to DAS.Risk@iowa.gov.
- Any accident in the State of Iowa that causes death, personal injury, or total property damage of \$1,500 or more must be reported on an Iowa Accident Report Form UNLESS the accident is investigated by a law enforcement agency and a report is filed. Failure to return an accident report form within 72 hours may result in suspension of driving privileges.

Vehicle Accident Report

Time and location of accident

Accident Date (Mo/Day/Year)	Time	No. of Vehicles
02/20/2023	0735 AM	1343
County	State	
Greene	IOWA	

Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Aron Arthur		57744 Lewis RD	
Driver's License No./State		City, State, Zip	
760ZZ5741		Lewis, IA 51544	
Date of Birth	Department	Work Phone	Home Phone
12/25/1976	DNR LE	515-370-0422	
License Plate No.	VIN	Year, Make, Model	
1343	JUYAED2NZ208	2022 Chevy Silverado	
Estimate (\$) of Damage		Description of Damage	
3500 Dollars		Damaged front passenger quarter panel. broken head light	

Vehicle 2 (other vehicle) if more than two vehicles-use additional forms

Driver's Name		Street Address	
NA			
Driver's License No./State		City, State, Zip	
Date of Birth	Work Phone	Home Phone	License Plate No.
Description of Damage			

Property Damage other than vehicle (fence, utility pole, etc)	
Owner's Name, Address and Phone	Description of Property Damaged
NA	
Injured Persons (attach additional sheets if necessary)	
Vehicle No. 1/ Name and Address	Describe Injuries
Vehicle No. 2/ Name and Address	Describe Injuries
Witness	
Name	Address/Phone
NA	
Name	Address/Phone

Accident Diagram	
<p>Complete diagram below, include a description of what happened. Use the outline below to sketch the scene of your accident, writing in street or highway names or numbers. Use number 1 to indicate the State vehicle.</p>	
	<p>Driving North bound on R Ave south of redwood Ave and deer came out of the East ditch and I slowed and swerved to miss the deer but the deer struck the front right passenger corner of the truck damaging the headlight, grille, front plastic and Front passenger quarter panel of the truck</p>

Accident Information Exchange Sheet

Other Vehicle information

Driver's Name	
Street Address	
Driver Phone	
Driver's License No./State	
Vehicle Plate No.	
Vehicle year, make, model	
VIN	
Insurance Company Name	
Policy No.	
Agent name	
Agent phone	
Owner's Name/Address (if different)	

Submit this information along with the accident report to DAS Fleet Service within 72 hours of the accident.

Complete the next section, tear at the dotted line and give to the other party involved.

State Vehicle Insurance Information

Driver's Name	Aron Arthur
Driver's License No./State	760ZZ5741
Vehicle Plate No.	1343
Vehicle year, make, model	2022 Chevy Silverado
VIN	1GCUYAED2NZ208542

The State of Iowa is self-insured.
If you have any questions regarding an accident, please contact
DAS Fleet Services at 515-281-3162 of DAS.Risk@iowa.gov



FINAL BILL

SO # 245875

SERVICE ORDER CUSTOMER COPY



Printed 03/27/2023 10:31:58 AM

User 535 Page 1

Customer No 19718
 IOWA DEPARTMENT OF NATURAL RESOURCES
 109 SE 13TH ST
 DES MOINES, IA 50319

Home **Bus**
Cell (641) 747-3591 **Today**
Email rod.nelsen@dnr.iowa.gov

Term CHARGE

Advisor JOEL PIETIG **Promised** 02/23/2023 5:30 PM **Tag**
Shop BS **Opened** 02/23/2023 9:23 AM **Location**
Priority 10 **Cashiered** **PO #**

License No	Odometer In	Odometer Out	InServ Date	Stock No
C-337	24934	24936		
Year	Make	Model	Model No	Color
2022	CHEVROLET	SILVERADO 1500 LTD	CK18543	
Vehicle ID No	Selling Dealer	Extended Warranty	Delivery Date	
1GCUYAED2NZ208542				
Engine Size	5.3L ECOTEC3 V8	Fleet #		

Request	Description	Job	CSR	Status			
BODY	REPL GRILLE & RT FILLER PNL; REPL RT HEADLAMP ASSY; REPL RT FENDER & LINER; BLND RT FRT DOOR	1	535	Original			
Labor	Description	Type	Amount				
BODY	REPL GRILLE & RT FILLER PNL; REPL RT HEADLAMP ASSY; REPL RT FENDER & LINER; BLND RT FRT DOOR	CPBS	756.00				
MECH	POST SCAN	CPBS	80.00				
Part	Description	Shp	Bin	Type	Price	Amount	
NPN	84624944 GUIDE	1		CBSRO	9.38	9.38	
NPN	84658018 FILLER	1		CBSRO	91.48	91.48	
NPN	84401129 GRILLE	1		CBSRO	736.20	736.20	
NPN	84621849 HEADLAMP	1		CBSRO	942.28	942.28	
NPN	84502611 FENDER	1		CBSRO	519.70	519.70	
NPN	23400375 PLATE	1		CBSRO	40.05	40.05	
NASN345	HS RED CONNECTOR	12	BC-C	CBSRO	2.35	28.20	
Rate	65.00	Parts Total				2,367.29	
Technician	521 - QUINCY OHL	Labor Total				836.00	
						Request Sub-total	3,203.29

Request	Description	Job	CSR	Status
REFINISH	REFINISH AS PER ESTIMATE	2	535	Original
Labor	Description	Type	Amount	
REFINISH	REFINISH AS PER ESTIMATE	CPBS	432.00	
PNT	PAINT & MATERIALS	CBPNT	240.00	
HAZ	HAZARDOUS WASTE DISPOSAL	CBHAZ	3.00	
CC	CAR COVER	CBMISCT	5.00	
RP	CORROSION PROTECTION	CBMISCT	10.00	
FLEX	FLEX ADDITIVE	CBMISCT	5.00	
Rate	65.00	Parts Total		0.00
Technician	651 - DOUG TOWNE	Labor Total		695.00
	535 - JOEL PIETIG	Request Sub-total		695.00

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. "I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto."

DISCLAIMER OF WARRANTIES. Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X _____
 CUSTOMER SIGNATURE

PAGE 1 CONT →

SO # 245875

**SERVICE ORDER
 CUSTOMER COPY**



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User 535 Page 2

Customer No	19718
IOWA DEPARTMENT OF NATURAL RESOURCES 109 SE 13TH ST DES MOINES, IA 50319	
Home	Bus
Cell (641) 747-3591	Today
Email rod.nelsen@dnr.iowa.gov	
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Year	Make	Model	Model No	Color
2022	CHEVROLET	SILVERADO 1500 LTD	CK18543	
Vehicle ID No	Selling Dealer	Extended Warranty	Delivery Date	
1GCUYAED2NZ208542				
Engine Size	5.3L ECOTEC3 V8	Fleet #		

Labor	1,268.00
Parts	2,367.29
SALES TAX ON DEDUCTIBLE	0.00
Misc.	263.00
Supplies	0.00
SUB-TOTAL	3,898.29
Tax	0.00
TOTAL INVOICE	3,898.29

FINAL BILL

*Claim # APOS0I0252444-001
 Vehicle 1343*

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. "I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto."

DISCLAIMER OF WARRANTIES. Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X _____
 CUSTOMER SIGNATURE