

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

December 2, 2024

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 \$2,559.54, subject to an audit of actual invoices. On September 23, 2024, Vehicle #1751 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

Kristi Onstot

Kristi Onstot
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services
DAS Fleet Services, Risk
Matt Bender, Department of Management
Heather Hackbarth, Department of Management

AOS Claim # 3921
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

November 4, 2024

Kristi Onstot
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #1751 on September 23, 2024
Department of Administrative Services
Claim dated October 10, 2024
AOS Claim ID: 3921

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 \$2,559.54, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

Brian R. Brustkern, CPA
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services
Mariah Fucaloro, Fleet Services Manager, Department of Administrative Services
Heather Hackbarth, Department of Management

From: ryan.betts1@iowa.gov on behalf of Risk, DAS
To: [Hollingsworth, Tammy \[AOS\]](#); [ExecutiveCouncil \[TOS\]](#)
Subject: Fwd: Fw: State of Iowa 1751 Preliminary Estimate
Date: Wednesday, October 9, 2024 10:24:24 AM
Attachments: [Image Report.pdf](#)
[Preliminary Estimate.pdf](#)
[AccidentReportForm 9.23.24.pdf](#)

Please accept this email as initial 24 hour notification for AON, vehicle 1751 struck a deer on 9/23/24.

All accidents must be reported via email or phone to Fleet Services within 24 hours. All accident reports and estimates are due within 72 hours of an accident. Agencies have 60 days to complete repairs to vehicles once approval is given.

Thank you,

DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

109 SE 13th St, Des Moines, IA 50319

515-281-3162 office

das.risk@iowa.gov

<https://das.iowa.gov>



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

From: Risk, DAS <das.risk@iowa.gov>
Date: Wed, Oct 9, 2024 at 10:20 AM
Subject: Fwd: Fw: State of Iowa 1751 Preliminary Estimate
To: Electronic Claims <eclaims@creativerisksolutions.com>

New Claim, estimate and accident report attached.
Vehicle 1751
Agency 009

All accidents must be reported via email or phone to Fleet Services within 24 hours. All accident reports and estimates are due within 72 hours of an

accident. Agencies have 60 days to complete repairs to vehicles once approval is given.

Thank you,

DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

109 SE 13th St, Des Moines, IA 50319

515-281-3162 office

das.risk@iowa.gov

<https://das.iowa.gov>



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

From: Martens, Abigail <Abigail.Martens@iowaagriculture.gov>

Date: Tue, Oct 8, 2024 at 4:15 PM

Subject: Fw: State of Iowa 1751 Preliminary Estimate

To: Risk, DAS <das.risk@iowa.gov>

Cc: Potter, Lisa <Lisa.Potter@iowaagriculture.gov>

Abigail Martens
Compliance Investigator
Iowa Department of Agriculture
515-229-2118

From: Kevin Gift <k.gift@karlchevrolet.com>

Sent: Tuesday, October 8, 2024 4:10:32 PM

To: Martens, Abigail <Abigail.Martens@iowaagriculture.gov>

Cc: Joseph B. Singleton <j.singleton@karlchevrolet.com>

Subject: State of Iowa 1751 Preliminary Estimate

Good afternoon, Abigail,

Thank you for stopping in today to have us look at your 2022 Chevrolet Malibu. Attached I

have the preliminary estimate and image report for your vehicle. Please send those attachments to who can provide an approval for repairs.

Once you have an approval, please forward it to me and I will get all parts ordered. Once I have the parts, I will be in contact with you to schedule repairs. I will also get a ride scheduled for you back to your office building near the Capital.

If you have any questions, please feel free to reach out at any time.

Thank you,

Kevin Gift

Assistant Estimator

Karl's Fleet and Commercial Collision Center

5936 NE Industry Drive, Des Moines, Iowa 50313

Direct: (515) 299-4439

Email: k.gift@karlchevrolet.com

Karl Chevrolet Collision Center Ankeny

Workfile ID: dbce4fe5
PartsShare: 8bv8FN
Federal ID: 42-1092272

Your Dealer for Life
1101 Southeast Oralabor Road, Ankeny, IA 50021
Phone: (515) 299-4337
FAX: (515) 964-2293

Estimate

RO Number:

Customer: SOI 1751	Insurance: STATE OF IOWA	Adjuster: Phone: Claim: Loss Date: Deductible:	Estimator: Joe Kevin Gift Create Date: 10/8/2024
(515) 229-2118			

2022 CHEV Malibu LS (Fleet) 4D SED 4-1.5L Turbocharged Gasoline Direct Injection Summit White

VIN: 1G1ZC5ST4NF184472	Interior Color: Jet Black	Mileage In: 43,559	Vehicle Out:
License: 1751	Exterior Color: Summit White	Mileage Out:	
State: IA	Production Date: 7/2022	Condition: Good	Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		FRONT BUMPER & GRILLE						
2	E01	Remove/Replace	O/H front bumper				3.5	Body	
3	E01	Remove/Replace	Bumper cover w/o auto park NOTE: Mount plate on inside of bumper to the turn signal lamp is detached. Causes lamp to not be attached properly. Cannot repair per OEM guidelines.	1	735.28	OEM	0.0	Body	3.3
4	E01		Add for Clear Coat						1.3
5	E01	Remove/Replace	Add for d/time r/lamp				0.3	Body	
6	E01	Remove/Replace	RT Lower retainer	1	18.43	OEM	0.1	Body	
7	E01		FRONT LAMPS						
8	E01	Remove/Replace	RT Headlamp assy	1	1,146.48	OEM	0.3	Body	
9	E01	Remove/Replace	Aim headlamps				0.5	Body	
10	E01	Remove/Replace	RT Turn signal lamp w/o LED day run lamp	1	139.23	OEM	0.2	Body	
11	E01		MISCELLANEOUS OPERATIONS						
12	E01	Sublet	Hazardous waste removal	1	3.00	Other			
13	E01		De-nib, sand, and buff				1.0	Body	
14	E01		Pre-scan				0.5	Mech	
15	E01		Post scan				0.5	Mech	

Estimate Totals	Discount \$	Markup \$	Rate \$	Total Hours	Total \$
Parts	(407.88)				1,631.54
Labor, Body			60.00	5.9	354.00
Labor, Refinish			110.00	4.6	506.00
Labor, Mechanical			65.00	1.0	65.00
Miscellaneous					3.00

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural

Estimate

RO Number:

2022 CHEV Malibu LS (Fleet) 4D SED 4-1.5L Turbocharged Gasoline Direct Injection Summit White

Subtotal	2,559.54
Sales Tax	0.00
Grand Total	2,559.54
Net Total	2,559.54

Estimate Version	Total \$
Original	2,559.54

Insurance Total \$:	2,559.54
Received from Insurance \$:	0.00
Balance due from Insurance \$:	2,559.54

Customer Total \$:	0.00
Received from Customer \$:	0.00
Balance due from Customer \$:	0.00



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
9/23/24	7:00AM	1
County	State	
Shelby	Iowa	

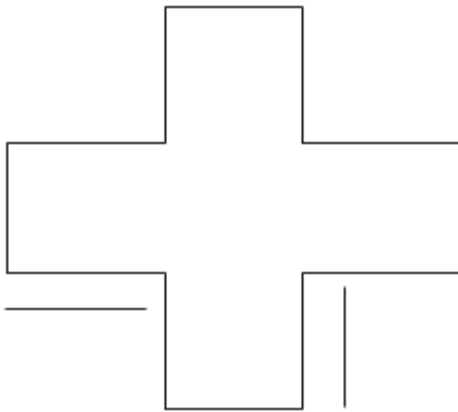
Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Abigail Martens		434 Umbrella Rd	
Driver's License No./State		City, State, Zip	
353AR5126		Walnut, IA 51577	
Date of Birth	Department	Work Phone	Home Phone
06/12/92	IDALS	515-229-2118	623-800-3140
License Plate No.	VIN	Year, Make, Model	
1751		Chevy Malibu	
Estimate (\$) of Damage		Description of Damage	
		Passenger side headlamp shield is shattered.	

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

Driver's Name		Street Address	
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
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
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>I was driving eastbound on 200th St from Umbrella Rd and a deer ran from the right/south side of the road and collided with the front passenger side of my vehicle then was rolled in front of the vehicle for approximately 20ft, got up and ran away into the corn field. No one else was present and no property damage occurred. The vehicle remained on the road at all times.</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	
Driver's License No./State	
Vehicle Plate No.	
Vehicle year, make, model	
VIN	

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