



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

July 15, 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 this date, approved payment of the following cost item:

Department of Administrative Services.....\$2,253.10
On February 18, 2024, Vehicle #201 was damaged by a raccoon. Request was to cover repair costs.

This represents full and final payment.

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 # 3706
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

July 3, 2024

Kristi Onstot
Executive Council
L O C A L

Subject: Raccoon Damage to Vehicle #201 on February 18, 2024
Department of Administrative Services
Claim dated March 28, 2024
AOS Claim ID: 3706

In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to the loss and have found the items to be in order as shown below:

Documented request		\$	<u>2,253.10</u>
Executive Council Allocation		\$	2,253.10
Less:			
Previous payments	\$	0.00	
This payment		<u>2,253.10</u>	
Total			\$ <u>2,253.10</u>
Remaining Executive Council allocation		\$	<u>0.00</u>

We recommend reimbursement be made in the amount of \$2,253.10. This represents full and final payment of the loss.

Sincerely,

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



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

Date: June 3, 2024

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

From: Karl Bubser, Fleet Administrator
DAS Fleet Services
Department of Administrative Services

Re: REIMBURSEMENT REQUEST - 29C20 Claim

AOS Claim #	3706
Vehicle / Event	#201/Animal
Event Date	February 18, 2024
Summary	Vehicle 201 struck a raccoon. (276155)
Amount Requested	\$2,253.10 - TOTAL

The Department of Administrative Services, Central Procurement Fleet Services Enterprise, has paid all vendors to date. We are seeking an allocation for those funds under 29C20 Contingency Fund – Disaster Aid. Please deposit into the following account: **0665-005-5790-0657**.

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

Thank you,

Karl Bubser, Fleet Administrator
DAS Fleet Services
karl.bubser@iowa.gov
515-281-3162

Warrants

Edit

Cancel

* Required fields

Warrant Information

Fiscal Year 2024	Amount \$2,253.10	Warrant Number 73092204
Vendor Customer 00002122488	Line Number 1	Last Updated 06/12/2024 07:47 PM

Issue Information

Issued 06/05/2024 12:00 AM	Void No	Transaction ID RISK00524136003
Duplicate No	Transaction Line Number 1	Stop No
Line Amount \$576.70	Comments	

Redeemed Information

Redeemed 06/12/2024 12:00 AM	Batch Number 0000	Redeemed Bank 0000
Sequence Number 04004	Redeemed Fund 0665	Redeemed Department 005

COA

Fund 0665	Object 2715	Dept Object -
Sub Fund -	Sub Object -	Dept Revenue -
Department 005	Unit 5790	Sub Unit -
Object Class -	Revenue Source -	Sub Revenue Source -
Appropriation 0000	Revenue Source Class -	BSA -
Sub BSA -		

Show More

Warrants

Edit

Cancel

* Required fields

Warrant Information

Fiscal Year 2024	Amount \$2,253.10	Warrant Number 73092204
Vendor Customer 00002122488	Line Number 2	Last Updated 06/12/2024 07:47 PM

Issue Information

Issued 06/05/2024 12:00 AM	Void No	Transaction ID RISK00524136003
Duplicate No	Transaction Line Number 2	Stop No
Line Amount \$614.40	Comments	

Redeemed Information

Redeemed 06/12/2024 12:00 AM	Batch Number 0000	Redeemed Bank 0000
Sequence Number 04004	Redeemed Fund 0665	Redeemed Department 005

COA

Fund 0665	Object 2715	Dept Object -
Sub Fund -	Sub Object -	Dept Revenue -
Department 005	Unit 5790	Sub Unit -
Object Class -	Revenue Source -	Sub Revenue Source -
Appropriation 0000	Revenue Source Class -	BSA -
Sub BSA -		

Show More

Warrants

Edit

Cancel

* Required fields

Warrant Information

Fiscal Year 2024	Amount \$2,253.10	Warrant Number 73092204
Vendor Customer 00002122488	Line Number 3	Last Updated 06/12/2024 07:47 PM

Issue Information

Issued 06/05/2024 12:00 AM	Void No	Transaction ID RISK00524136003
Duplicate No	Transaction Line Number 3	Stop No
Line Amount \$1,062.00	Comments	

Redeemed Information

Redeemed 06/12/2024 12:00 AM	Batch Number 0000	Redeemed Bank 0000
Sequence Number 04004	Redeemed Fund 0665	Redeemed Department 005

COA

Fund 0665	Object 2715	Dept Object -
Sub Fund -	Sub Object -	Dept Revenue -
Department 005	Unit 5790	Sub Unit -
Object Class -	Revenue Source -	Sub Revenue Source -
Appropriation 0000	Revenue Source Class -	BSA -
Sub BSA -		

Show More

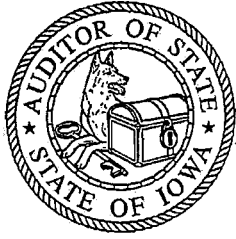
Mark's Auto Body, Inc.
132 East Short St. Solon, IA 52333
319-624-3553 Fax 319-624-2401

FINAL BILL for Repair Order Number: 33da980c Date 03/26/2024

<p>- IOWA STATE PATROL 5400 16TH ST SW CEDAR RAPIDS, IA 52404 Home - Work 319-396-1944 Cell</p>	<p>2019 DODG Charger Police AWD (Fleet) - 8-5.7L Gasoline Sequ Vin: 2C3CDXKT3KH622757 License: 201 Mileage In: Out:</p> <p>Completion Date : Claim Number: APDSOE0276155-001</p>
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Type	Operation	Part #	Description	Retail
Parts Other		68137868AD	RT Side Marker Lamp pig tail	\$109.00
Parts AM		CH1000A24	A/M Bumper cover	\$673.00
Parts AM		CH2551133C	A/M CAPA RT Side marker lamp	\$38.00
Parts AM		CH1228129C	A/M CAPA Front shield w/police	\$238.00
Pnt/Mat			Paint Material	\$264.00
Haz			Hazardous Waste Disposal	\$4.00

DEPARTMENT	HOURS	TOTALS
Body	7.9 @ \$73.00	\$576.70
Paint	4.8 @ \$73.00	\$350.40
Labor Totals		\$927.10
Parts Total		\$1,058.00
Paint Material		\$264.00
Haz. Removal		\$4.00
Original W/Tax		\$1,777.60
Supplement W/Tax		\$475.50
Net Total		\$2,253.10
Sales Tax		\$0.00
Job Total		\$2,253.10



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

State Capitol Building
Des Moines, Iowa 50319-0004

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

Rob Sand
Auditor of State

April 12, 2024

Kristi Onstot
Executive Council
LOCAL

Subject: Raccoon Damage to Vehicle #201 on February 18, 2024
Department of Administrative Services
Claim dated March 28, 2024
AOS Claim ID: 3706

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 \$2,253.10, 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



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

Date: March 28, 2024

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

From: Karl Bubser, Fleet Administrator
DAS Fleet Services
Department of Administrative Services

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

Vehicle / Event	#201/Animal
Event Date	February 18, 2024
Summary	Vehicle 201 struck a raccoon. (276155)
Amount Requested	\$2,253.10 - 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,

Karl Bubser, Fleet Administrator
DAS Fleet Services
Karl.Bubser@iowa.gov
515-281-3162



AOS # 3706

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

29C20

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

Draft To: TOS Executive Council <executivecouncil@tos.iowa.gov>, Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>, Jeannie R Adams <jadams@dps.state.ia.us>

Mon, Feb 19, 2024 at 11:23 AM

Please accept this email as initial 24 hr notification for AON, vehicle 201 struck a raccoon on 2/18/24. I will forward all information as soon as it is received.

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>

IOWA | Department of
Administrative Services

State Vehicle Damage Report

Attach this completed form to an email along with the items identified below and send to: *DPS – Vehicle Damage; DAS – Risk*

- One Repair Estimate from Approved State Bid Shop
- DOT MARS Report (if reportable)
- Memo from the Driver of the State Vehicle
- 3-4 photos of the vehicle damage

***Sworn Officers only: Complete a Line of Duty Form #432037 and send to DOT if 10-50 was reportable!!!

STATE VEHICLE: (Mark if Act of Nature) CASE #: 2024004461

Date: <small>(Month/Day/Year)</small>	02/18/2024	Time: <small>(Time plus a.m./p.m.)</small>	7:00 p.m.
Vehicle Plate #:	201	Vehicle Mileage:	131,440
Vehicle Description: <small>(Yr/Make/Model/ & Vin#)</small>	2019 Dodge Charger Police, VIN# 2C3CDXKT3KH622757		
Assigned To:	ZACHORY LOLLAR	Badge #	201
Driven By:	ZACHORY LOLLAR	Badge #	201
Driver's Lic #:	588AT6247	Damage:	\$Estimate pending
Vehicle Towed: <small>(Yes / No)</small>	No	Towed By:	NA
Towed To:	N/A	Towing Cost:	\$N/A
Seat Belt: <small>(Yes / No)</small>	Yes	Type of Vehicle: <small>(Marked/Semi /Unmarked)</small>	Marked
Injured/Injuries:	NA		
Occupants: <small>(Other than driver)</small>	NA		

VEHICLE #2:

DL #:		State:	
Vehicle Lic. #		State:	
Driver's Name:			
Driver's Address:			
Owner's Name:			

Owner's Address:			
Owner's Phone:			
Insurance Info: (Carrier/Policy #/Phone)			
Veh Description: (Yr/Make/Model & Vin#)			
Damage:	\$	Seat Belt: (Yes / No)	
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt:	(Yes/No)		

OTHER INFORMATION:

Witnesses:			
Accident Location: (Street/Hwy)	HWY 30 EB AT E66		
County:	TAMA		
Weather/Road Conditions:	CLEAR DRY/DARK		
Narrative: Trooper Lollar was attempting to stop a vehicle when he struck a racoon crossing the highway.			
Property Damage other than Vehicles:	None		
Cost:	\$		
Citations Issued To: (List Charge(s) and Statute Code(s))			

Investigating Officer:	SGT. FRANK BURNS #183
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VEHICLE #3: (If needed) (For more vehicles, please make extra copies of this portion)

DL #:		State:	
Vehicle Lic. #		State:	
Driver's Name:			
Driver's Address:			

Owner's Name:			
Owner's Address:			
Owner's Phone:			
Insurance Info: (Carrier/Policy #/Phone)			
Veh Description: (Yr/Make/Model & Vin#)			
Damage:	\$	Seat Belt: (Yes / No)	Yes
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt: (Yes/No)	Yes		



MEMORANDUM

TO: Sgt. Frank Burns #183
FROM: Trp. Zackory Lollar #201
DATE: 16:40
SUBJECT: Patrol Car Damage

Sgt. Burns,

On 2/18/2024 at approximately 1900 hours, I turned around from Highway 30 Westbound to Highway 30 Eastbound to catch up to and initiate a traffic stop on a speeding vehicle. While catching up to the vehicle I struck a raccoon crossing the roadway. This caused a small crack on the front bumper of my patrol car under the drivers side push bar support. The mileage on my car at the time this happened was 131440.



QUALITY CLAIMS SOLUTIONS

Workfile ID: 773a177d

105 N Krohn Place
SIOUX FALLS, SD 57103
Phone: (877) 237-3727, FAX:(605) 800-8591
qcs@qcsdirect.com

For:

QUALITY CLAIMS SOLUTIONS

Creative Risk Solutions

Supplement of Record 1 with Summary

Owner: IOWA STATE PATROL

Job Number:

Written By: Mike Mayer

Insured: IOWA STATE PATROL Policy #: UNKNOWN Claim #: APDSOI0276155-001
Type of Loss: Collision Date of Loss: 3/6/2024 12:00 PM Days to Repair: 0
Point of Impact: 12 Front

Owner: IOWA STATE PATROL
5400 15TH ST SW
CEDAR RAPIDS, IA 52404

Inspection Location: MARK'S AUTO BODY, INC.
132 E SHORT ST
SOLON, IA 52333
Other
(319) 624-3553 Evening

Repair Facility:

VEHICLE

2019 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI

VIN: 2C3CDXKT3KH622757 Production Date: Interior Color:
License: 201 Odometer: 0 Exterior Color:
State: IA Condition:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Tinted Glass
Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Message Center
Steering Wheel Touch Controls
Telescopic Wheel
Climate Control

RADIO

Backup Camera
Parking Sensors

AM Radio

FM Radio
Stereo
Search/Seek
Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Front Side Impact Air Bags
Head/Curtain Air Bags
Hands Free Device

SEATS

Cloth Seats
Bucket Seats
Reclining/Lounge Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

Traction Control
Stability Control
California Emissions
Power Trunk/Liftgate

Supplement of Record 1 with Summary

Owner: IOWA STATE PATROL

Job Number:

2019 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER & GRILLE					
2	#	S01 Repl RT Side Marker Lamp Pig Tail		1	109.00	0.5	
3		O/H front bumper				3.4	
4	**	Repl A/M Bumper cover	68267765AC	1	<u>673.00</u>	Incl.	3.4
5		Add for Clear Coat					1.4
6		FRONT LAMPS					
7	#	S01 R&I R&I Brushguard & Drill Holes In Bumper				4.0	
8	**	S01 Repl A/M RT Side marker lamp	68214404AA	1	<u>38.00</u>	Incl.	
9		RADIATOR SUPPORT					
10	**	A/M Front shield w/police		1	<u>238.00</u>	Incl.	
11	#	Hazardous Waste		1	4.00		
SUBTOTALS					1,062.00	7.9	4.8

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,062.00
Body Labor	7.9 hrs @	\$ 73.00 /hr	576.70
Paint Labor	4.8 hrs @	\$ 128.00 /hr	614.40
Subtotal			2,253.10
Total Cost of Repairs			2,253.10
Deductible			0.00
Total Adjustments			0.00
Net Cost of Repairs			2,253.10