

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 today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$3,103.10, subject to an audit of actual invoices. On February 23, 2024, Vehicle #1102 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 # 3703
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

April 12, 2024

Victoria Newton
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #1102 on February 23, 2024
Department of Administrative Services
Claim dated February 27, 2024
AOS Claim ID: 3703

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 \$3,103.10, 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: February 27, 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	#1102/Animal
Event Date	February 23, 2024
Summary	Vehicle 1102 sustained hail damage. (275769)
Amount Requested	\$3,103.10 - 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



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

AOS # 3703

29C20

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

Draft To: TOS Executive Council <executivecouncil@fos.iowa.gov>, Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>

Mon, Feb 26, 2024 at 8:53 AM

Please accept this email as initial 24 hr notification for AON, vehicle 1102 struck a deer on the night of 2/23/24. 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>



Department of
Administrative Services



**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
Februray 23, 2024	7:30pm	1
County	State	
Marshall	Iowa	

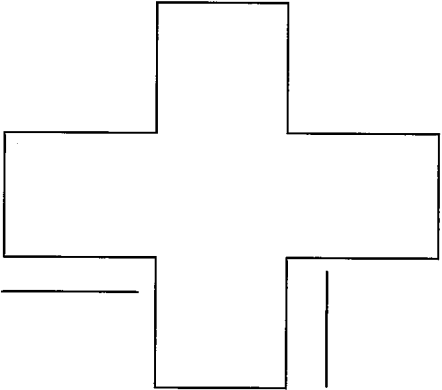
Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Austin Weldon		126 S. Kellogg Ave, Unit 101	
Driver's License No./State		City, State, Zip	
606AW6633/ Iowa		Ames, IA 50010	
Date of Birth	Department	Work Phone	Home Phone
01/21/1996	HHS	515-268-7108	641-425-9296
License Plate No.	VIN	Year, Make, Model	
1102	1C3CCCAB8GN177864	2016 Chrysler 200 Limited	
Estimate (\$) of Damage		Description of Damage	
Less than \$500		Chipped trim panel blew driver's door. Approximately 3 inches width and 3 inches tall.	

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

Driver's Name		Street Address	
N/A			
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
N/A	
Injured Persons (attach additional sheets if necessary)	
Vehicle No. 1/ Name and Address	Describe Injuries
N/A	
Vehicle No. 2/ Name and Address	Describe Injuries
Witness	
Name	Address/Phone
N/A	
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 on Highway 30 westbound towards Ames coming from Cedar Rapids. Merged to the left lane to pass a vehicle. Sopped a deer limbing and crawling across the right lane towards the left lane of traffic. Attempted to slow down and avoid the deer. Ending up driving over the deer. No damage expect a small chumn on the lower trim panel removed belwo the driver seat door. No other vehicles involved. No witnesses.</p>

Accident Information Exchange Sheet

Other Vehicle information

Driver's Name	n/a
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)	No other cars involved.

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	Austin Weldon
Driver's License No./State	606AW6633/ Iowa
Vehicle Plate No.	1102
Vehicle year, make, model	2016 Chrysler 200 Limited
VIN	1C3CCCAB8GN177864

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



DON AND SONS BODY SHOP, INC

Expertise/Convenience/Reliability
1003 E. Lincoln Way, Ames, IA 50010
Phone: (515) 232-5602

Workfile ID: a5143a2a
PartsShare: 7Psv9F
Federal ID: 42-1203162
State ID: 85-011900
Federal EPA: Not Needed
State EPA: Not Needed

Preliminary Estimate

Customer: STATE OF IOWA

Written By: Nick Winkelmann

Insured: STATE OF IOWA
Type of Loss:
Point of Impact: 12 Front

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
STATE OF IOWA
(515) 268-2269 Cell

Inspection Location:
DON AND SONS BODY SHOP, INC
1003 E. Lincoln Way
Ames, IA 50010
Repair Facility
(515) 232-5602 Business

Insurance Company:

VEHICLE

2016 CHRY 200 Limited FWD 4D SED 4-2.4L Gasoline Sequential MPI grey

VIN: 1C3CCCAB8GN177869
License: 1102
State: IA

Interior Color: black
Exterior Color: grey
Production Date: 6/2016

Mileage In: 102,039
Mileage Out:
Condition:
Vehicle Out:
Job #:

TRANSMISSION

Automatic Transmission

POWER

Power Steering

Power Brakes

Power Windows

Power Locks

Power Mirrors

DECOR

Dual Mirrors

Tinted Glass

Console/Storage

Overhead Console

CONVENIENCE

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Keyless Entry

Alarm

Message Center

Steering Wheel Touch Controls

Telescopic Wheel

Backup Camera

RADIO

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

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

Metallic Paint

OTHER

Traction Control

Stability Control

Get live updates at www.carwise.com/e/4JmbvU

Preliminary Estimate

Customer: STATE OF IOWA

2016 CHRY 200 Limited FWD 4D SED 4-2.4L Gasoline Sequential MPI grey

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Pre Wash & Degrease vehicle		1	10.00	0.5	
2	#	Repl Pre Repair Diagnostic Scan		1	85.00	0.5 M	
3	#	Rpr Disconnect battery cable				0.3	
4	#	Rpr Seat Belt Inspection				1.0	
5 FRONT BUMPER & GRILLE							
6		O/H front bumper				3.4	
7	<>	Repl Bumper cover w/o frt pk aid	1WZ18TZZAE	1	587.00	Incl.	2.8
8		Add for Clear Coat					1.1
9		R&I Sight shield				Incl.	
10	**	Repl A/M CAPA Lower shield	68210186AC	1	197.00	Incl.	
11	**	Repl A/M Flex Additive		1	10.00	0.2	
12	**	Subl A/M Hazardous Waste		1	10.00		
13 RADIATOR SUPPORT							
14	**	Repl A/M CAPA Underbody shield 2.4 liter	68102931AB	1	157.00	0.6	
15 PILLARS, ROCKER & FLOOR							
16		Repl LT Rocker molding max steel	1VQ09KARAG	1	345.00	1.1	2.1
17		Overlap Major Non-Adj. Panel					-0.2
18		Add for Clear Coat					0.4
19	*	Repl LT Shield bracket rear	68222734AC	1	9.50	0.3	
20	#	Refn Spray Out Test Cards for Two Stage Color Match					1.0
21	**	Repl A/M Clips and supplies		1	30.00		
22	#	Repl Post Repair Diagnostic Scan		1	85.00	0.5 M	
23	#	Clean Car for Delivery		1	20.00	0.5	
24	#	Repl Nib & Buff		1	40.00	0.5	
SUBTOTALS					1,585.50	9.4	7.2

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,585.50
Body Labor	8.4 hrs @	\$ 70.00 /hr	588.00
Paint Labor	7.2 hrs @	\$ 70.00 /hr	504.00
Mechanical Labor	1.0 hrs @	\$ 80.00 /hr	80.00
Paint Supplies	7.2 hrs @	\$ 48.00 /hr	345.60
Subtotal			3,103.10
Grand Total			3,103.10

Preliminary Estimate

Customer: STATE OF IOWA

2016 CHRY 200 Limited FWD 4D SED 4-2.4L Gasoline Sequential MPI grey

This estimate is based on a visual inspection and does not include additional parts, labor, or any applicable OEM procedures that may be required to complete repairs. Part prices are current and may be subject to a parts price change, dependent upon ordering date.

TOTAL LOSS VEHICLES WILL BE ASSESSED STORAGE FEES. OUTSIDE STORAGE IS \$75/DAY AND INSIDE STORAGE IS \$100/DAY.

Total loss vehicles are also subject to a base administration fee of \$250.00.

Finance charges may apply to unpaid balances.

ALL CREDIT/DEBIT CARD TRANSACTIONS ARE SUBJECT TO A 4% CONVENIENCE FEE.

PARTIAL REPAIRS ARE USUALLY AN OPTION FOR OUR CUSTOMERS IF THEY CHOOSE. DON & SONS WILL NOT ALLOW PARTIAL REPAIRS IF WE DEEM THE VEHICLE TO BE UNSAFE TO DRIVE.

IN THE EVENT THAT THE CUSTOMER CHOOSES NOT TO DO A FULL REPAIR, BUT CHOOSES A PARTIAL REPAIR, DON & SONS WARRANTY IS VOID. PLEASE ASK IF YOU HAVE ANY CONCERNS REGARDING THIS POLICY.

THANK YOU FOR CHOOSING DON & SONS BODY SHOP FOR ALL OF YOUR COLLISION NEEDS! WE APPRECIATE YOUR BUSINESS.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AFTERMARKET CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THESE PARTS RATHER THAN THE MANUFACTURER OF YOUR VEHICLE.

Preliminary Estimate

Customer: STATE OF IOWA

2016 CHRY 200 Limited FWD 4D SED 4-2.4L Gasoline Sequential MPI grey

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR3PR15, CCC Data Date 02/15/2024, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Preliminary Estimate

Customer: STATE OF IOWA

2016 CHRY 200 Limited FWD 4D SED 4-2.4L Gasoline Sequential MPI grey

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
10	Keystone, Inc 810 SE CORPORATE WOODS DR, SUITE 120 ANKENY IA 50021 (515) 727-7857	#CH1228135C A/M CAPA Lower shield Quote: 2402044055 Expires: 04/11/24	\$ 197.00
14	Keystone, Inc 810 SE CORPORATE WOODS DR, SUITE 120 ANKENY IA 50021 (515) 727-7857	#CH1228157C A/M CAPA Underbody shield 2.4 liter Quote: 2402045395 Expires: 04/11/24	\$ 157.00