

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 \$5,863.55, subject to an audit of actual invoices. On February 9, 2024, Vehicle #98 was damaged by a raccoon. 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 # 3701
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: Raccoon Damage to Vehicle #98 on February 9, 2024
Department of Administrative Services
Claim dated February 13, 2024
AOS Claim ID: 3701

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 \$5,863.55, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in cursive script, 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 13, 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 | #98/Animal |
| Event Date | February 10, 2024 |
| Summary | Vehicle 41 struck a raccoon. (274998) |
| Amount Requested | \$5,863.55 - 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>

Re: 29C20

1 message

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

Tue, Feb 13, 2024 at 2:40 PM

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

Correction: this is vehicle 41

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**

On Mon, Feb 12, 2024 at 8:46 AM Risk, DAS <das.risk@iowa.gov> wrote:

Please accept this email as initial 24 hr notification for AON, vehicle 98 struck a raccoon on 2/9/24. 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

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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 #: 2024003787

| | | | |
|--|---|--|-------------------------|
| Date: <small>(Month/Day/Year)</small> | 02-10-24 | Time: <small>(Time plus a.m./p.m.)</small> | 12:57 a.m. |
| Vehicle Plate #: | 98 | Vehicle Mileage: | 96,125 |
| Vehicle Description: <small>(Yr/Make/Model/ & Vin#)</small> | 2020 DODGE CHARGER VIN # 2C3CDXKT0LH127501 | | |
| Assigned To: | Mark Ades | Badge # | 98 |
| Driven By: | Mark Ades | Badge # | 98 |
| Driver's Lic #: | 671WW3953 | Damage: | \$5563.55 |
| Vehicle Towed: <small>(Yes / No)</small> | Yes | Towed By: | Bud's Towing Spencer |
| Towed To: | Ken Borth Auto | Towing Cost: | \$300.00 |
| Seat Belt: <small>(Yes / No)</small> | Yes | Type of Vehicle: <small>(Marked/Semi /Unmarked)</small> | |
| Injured/Injuries: | None | | |
| Occupants: <small>(Other than driver)</small> | None | | |

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) | Yes |
| Injured/Injuries: | | | |
| Occupants: (Other than driver) | | | |
| Occupant(s) Wearing Seat Belt: (Yes/No) | Yes | | |

OTHER INFORMATION:

| | |
|---|---------------------------|
| Witnesses: | NONE |
| Accident Location: (Street/Hwy) | B-40 east of Starling Ave |
| County: | Obrien |
| Weather/Road Conditions: | Normal |
| <p>Narrative: On 10 February, 2024, I; was patrolling westbound on B-40 east of Starling Avenue, in Obrien County, when a raccoon entered my travel path, to close to brake or evade, and I struck the raccoon, almost dead center, obliterating the raccoon as it caused disabling damage to my squad car upon inspection when I got home, driving roughly 2.5 miles home for convenience and completion of my shift. I immediately advised Storm Lake State Radio upon the collision and advised I was going to continue to my residence. Upon inspection I could see that I was leaking antifreeze onto the street. I notified Sgt. Hesse #499 and advised of the situation. Upon inspection in the daylight of the A.M of 02/10/2024, I discovered that the collision with the raccoon had broken front ground effects, plastic under the front and took out my radiator, causing the disabling damage to my squad. I contacted Buds Towing from Spencer and Jim came and towed my squad to Ken Borth Auto Repair in Spencer. My Squad was already scheduled to be repaired on Monday, from a previous raccoon hit in the exact same portion of my vehicle, the older damage has now been covered up by the new damage, you can't even tell where the previous damage was..</p> | |
| Property Damage other than Vehicles: | NONE |
| Cost: | \$NONE |

| | |
|--|------|
| Citations Issued To: (List Charge(s) and Statute Code(s)) | NONE |
|--|------|

| | |
|------------------------|-----------------------|
| Investigating Officer: | Sgt. Chase Hesse #499 |
|------------------------|-----------------------|

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) | |
| Injured/Injuries: | | | |
| Occupants: (Other than driver) | | | |
| Occupant(s) Wearing Seat Belt: (Yes/No) | Yes | | |

FEB/10/2024

STATE PATROL

MEB/10/2024

KEN BORTH AUTO BODY

301 11th St SW, Spencer, IA 51301

Office: (712) 262-7076

Fax: (712) 262-7777

dalekabrick@live.com

Tax ID: 471534086

Estimate ID

17191070

Original

Owner
State Of Iowa

Appraiser
Dale Kabrick
dalekabrick@live.com

Classification
None

Loss Type Deductible
Unknown Unknown

2020 Dodge Charger Police Fleet 4 Door Sedan 5.7L 8 Cyl Gas Injected 5 Speed Auto Trans AWD

License #98 VIN 2C3CDXKT0LH127501 Drivable Unknown Odometer 96108

Mitchell Service Code
911667

Options

| | | | | |
|-----------------------------|---------------------------------|--------------------------------------|------------------------------------|---|
| Air Conditioning | All Wheel Drive | AM-FM Stereo | Anti-Lock Brake Sys. (ABS) | Automatic Headlights |
| Auxiliary Input | Bluetooth Wireless Connectivity | Cloth Seat | Cruise Control | Daytime Running Lights |
| Driver-Front Air Bag | Dual A/C | Electric Defogger | Electronic Parking Aid | Electronic Stability Control |
| First Row Bucket Seat | Keyless Entry System | Leather Steering Wheel | Left-Curtain Air Bag | MP3 Player |
| Passenger-Front Air Bag | Power Door Locks | Power Driver Seat | Power Remote Mirror | Power Steering |
| Power Windows | Rear Bench Seat | Rearview Camera | Remote Decklid Or Tailgate Release | Second Row Side Airbag With Head Protection |
| Side Airbags | Smart Key System | Steering Wheel Mounted Audio Control | Tilt Steering Wheel | Tire Pressure Monitoring System |
| Traction Control/Electronic | Trip Computer | | | |

State Of Iowa | 2020 Dodge Charger Police Fleet

Parts Profile Parts Profile Version
N/A N/A

| Line # | Description | LABOR | | | | PART | | | | |
|---------------------|---|------------------|------|-------------|-----|----------|------------|-----|-------------|-----|
| | | Operation | Type | Total Units | CEG | Type | Number | Qty | Total Price | Tax |
| Front Bumper | | | | | | | | | | |
| 1 | AUTO Frt Bumper Cover Assy | Overhaul | Body | 4.0# | 4.0 | Existing | | | | |
| 2 | 102899 Frt Bumper Cover | Remove / Replace | Body | INC# | 4.0 | New | 68267765AC | 1 | \$937.00 | Yes |
| 3 | 900501 AM Cover Would Require Two Tone For Applique | | | | | | | | | |

| Line # | Description | LABOR | | | | PART | | | | |
|---|--|----------------------|-------------|-------------|-----|-----------------|------------------|-----|-------------|-----|
| | | Operation | Type | Total Units | CEG | Type | Number | Qty | Total Price | Tax |
| 4 | AUTO Frt Bumper Cover | Refinish Only | Refinish | 2.7# C | 2.7 | | | | | |
| 5 | 100931 Frt Lwr Bumper Grille | Remove / Replace | Body | INC# | 0.3 | New | 68240583AB | 1 | \$106.00 | Yes |
| 6 | AUTO Frt Bumper Cover | Remove / Install | Body | INC# | 2.0 | | | | | |
| 7 | 100948 L Frt Bumper Fog Lamp Opening Cover | Remove / Replace | Body | INC# | 0.2 | New | 68226549AA | 1 | \$57.10 | Yes |
| Cooling | | | | | | | | | | |
| 8 | 102481 Cooling Radiator | Remove / Replace | Body | 2.4# | 2.4 | New | 68050126AB | 1 | \$695.00 | Yes |
| 9 | AUTO Vacuum-Fill & Bleed Cooling System | Remove / Replace | Body | 0.6 | 0.6 | | | | | |
| 10 | 102494 Lwr Cooling Radiator Seal | Remove / Replace | Body | 0.0 | 0.0 | New | [68050130AB] | 1 | \$95.95 | Yes |
| 11 | 102456 Cooling Fan Shroud | Remove / Replace | Body | 0.4# | 1.0 | New | 68050294AC | 1 | \$292.00 | Yes |
| A/C / Heater / Ventilation | | | | | | | | | | |
| 12 | 101057 A/C Condenser/Trans Cooler -M | Remove / Replace | Mechanical | 1.3# | 1.3 | New | 68085784AA | 1 | \$665.00 | Yes |
| 13 | AUTO Evacuate & Recharge A/C -M | Remove / Replace | Mechanical | 1.4 | 1.4 | | | | | |
| Front Inner Structure | | | | | | | | | | |
| 14 | 100526 Frt Body Lower Tie Bar | Remove / Replace | Body | 0.5 | 0.5 | New | 5065240AH | 1 | \$374.00 | Yes |
| 15 | AUTO Lower Tie Bar | Refinish Only | Refinish | 1.0 | 1.0 | | | | | |
| Steering Pump | | | | | | | | | | |
| 16 | 101195 Steering Return Hose -M | Remove / Replace | Mechanical | 0.9 | 0.9 | New | [68217587AC] | 1 | \$174.00 | Yes |
| Engine / Body Under Covers | | | | | | | | | | |
| 17 | 101889 Frt Engine Under Cover | Remove / Replace | Body | INC | 0.5 | New | 68231862AA | 1 | \$315.00 | Yes |
| Additional Costs & Materials | | | | | | | | | | |
| 18 | AUTO Hazardous Waste Disposal | Additional Cost | | | | | | | \$5.00* | Yes |
| 19 | 936001 Towing | Additional Cost | | | | | | | \$300.00* | Yes |
| Additional Operations | | | | | | | | | | |
| 20 | AUTO Clear Coat | Additional Operation | Refinish | 1.1 | 0.0 | | | | \$0.00 | |
| 21 | 931127 Pre Repair Scan | Additional Operation | Mechanical | 1.0* | 0.0 | | | | \$0.00 | |
| 22 | 931128 Post Repair Scan | Additional Operation | Mechanical | 1.0* | 0.0 | | | | \$0.00 | |
| 23 | 933003 Tint Color | Additional Operation | Refinish | 0.5* | 0.0 | | | | \$0.00 | |
| 24 | 933021 De-Nib And Finesse | Additional Operation | Refinish | 0.5 | 0.0 | | | | \$0.00 | |
| Special / Manual Entry | | | | | | | | | | |
| 25 | 900500 R&I Grille Guard | Remove / Replace | Body* | 1.0* | 0.0 | New | | 1 | \$0.00* | Yes |
| 26 | 900500 Modify Bumper For Grille Guard | Remove / Replace | Body* | 1.0* | 0.0 | New | | 1 | \$0.00* | Yes |
| 27 | 900500 ADD COOLANT | Additional Labor | Mechanical* | 0.0* | 0.0 | Aftermarket New | **Qual Repl Part | 1 | \$24.00* | Yes |

| Line # | Description | LABOR | | | | PART | | | | |
|--------|----------------------|------------------|-------------|-------------|-----|-----------------|-------------------|-----|-------------|-----|
| | | Operation | Type | Total Units | CEG | Type | Number | Qty | Total Price | Tax |
| 28 | 900500 FREON AND OIL | Remove / Replace | Mechanical* | 0.0* | 0.0 | Aftermarket New | **Qual Repl Part | 1 | \$55.00* | Yes |
| 29 | 900500 FLEX ADDITIVE | Remove / Replace | Refinish* | 0.0* | 0.0 | Aftermarket New | ** QUAL REPL PART | 1 | \$10.00* | Yes |

* Judgment Item
 T Included in Two Tone Calculation
 # Labor Note Applies
 d Discontinued by Manufacturer

C Included in Clear Coat Calculation
 A Included in Clear Coat and Two Tone Calculation
 r CEG R&R Time Used for this Labor Operation
 [] Verify the part number and price before ordering

Estimate Totals

| Labor | Units | Rate | Sublet Add'l Amount | Totals |
|--------------------------------------|--------------------|----------|---------------------|-------------------|
| Body Labor | 9.9 | \$65.00 | | \$643.50 |
| Refinish Labor | 5.8 | \$115.00 | | \$667.00 |
| Mechanical Labor | 5.6 | \$80.00 | | \$448.00 |
| Total Labor | 21.3 | | | \$1,758.50 |
| | | | Taxable | \$1,758.50 |
| | | | Tax 0.0000% | \$0.00 |
| | | | Non-Taxable | \$0.00 |
| | | | Labor Total | \$1,758.50 |
| Parts | Amount | | | Totals |
| Taxable Parts | \$3,800.05 | | | \$3,800.05 |
| | Parts Adjustments | | | \$0.00 |
| | Tax 0.0000% | | | \$0.00 |
| | Non-Taxable | | | \$0.00 |
| | Parts Total | | | \$3,800.05 |
| Costs | Amount | | | Totals |
| Other Additional Costs | \$305.00 | | | \$305.00 |
| Paint Materials | \$0.00 | | | \$0.00 |
| | Taxable | | | \$305.00 |
| | Tax 0.0000% | | | \$0.00 |
| | Non-Taxable | | | \$0.00 |
| | Costs Total | | | \$305.00 |
| Gross Totals | Amount | | | Totals |
| Gross Total | \$5,863.55 | | | \$5,863.55 |
| | Taxable | | | \$5,863.55 |
| | Tax | | | \$0.00 |
| | Non-Taxable | | | \$0.00 |
| | Gross Total | | | \$5,863.55 |
| Adjustments | Amount | | | Totals |
| Total Customer Responsibility | | | | \$0.00 |
| Net Estimate Total | | | | \$5,863.55 |

Estimate Event Log

Job Created 2/13/2024 11:29 AM
 Estimate Started 2/13/2024 11:30 AM
 Estimate Printed 2/13/2024 12:40 PM
 Estimate Committed Estimate Not Committed