

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

March 4, 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 \$4,716.72, subject to the audit of actual invoices. On November 8, 2023, Vehicle #2166 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
Matt Bender, Department of Management
Heather Hackbarth, Department of Management

AOS Claim # 3634
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

February 9, 2024

Victoria Newton
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #2166 on November 8, 2023
Department of Administrative Services
Claim dated November 16, 2023
AOS Claim ID: 3634

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 \$4,716.72, 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: November 16, 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	#2166/Animal
Event Date	November 8, 2023
Summary	Vehicle 2166 struck a deer. (269474)
Amount Requested	\$4,716.72 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Reports, Repair Estimate

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

Thank you,

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



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

29C20

Wed, Nov 8, 2023 at 10:55 AM

Risk, DAS <das.risk@iowa.gov>
Draft To: Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>, TOS ExecutiveCouncil <executivecouncil@tos.iowa.gov>

TOS ExecutiveCouncil

Please accept this email as initial 24 hr notification for AON, vehicle 2166 struck a deer on 11/8/23. 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 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>



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

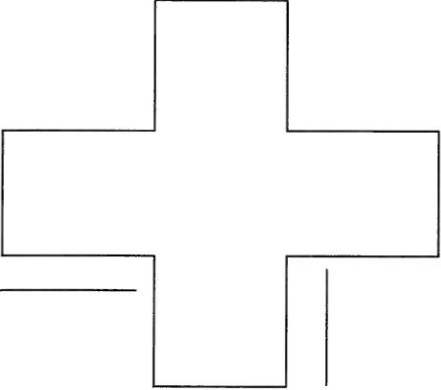
Vehicle Accident Report Form

- 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	
11/08/2023	6:26am	1	
County	State		
Clarke	Iowa		
Vehicle 1 (State vehicle)			
Driver's Name		Work Street Address	
Trenton Butler		15384 118th Ave	
Driver's License No./State		City, State, Zip	
123BB9766		Indianola, IA 50125	
Date of Birth	Department	Work Phone	Home Phone
11/20/1991	IDALS	5153711765	
License Plate No.	VIN	Year, Make, Model	
2166	3FA6P0G72LR153773	2020 Ford Fusion	
Estimate (\$) of Damage		Description of Damage	
\$2,000- according to the police report		Front drivers side corner, headlight broken and drivers front panel was dented causing drivers door to not be able to open, but the car is still drivable.	
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>6:26am on HWY 69 in Clarke county Iowa a deer entered the Highway and was struck on the front drivers side corner causing damage to the headlight and side panel. Authorities were notified right away and a police report was provided.</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



Driver Information Exchange Report

CLARKE COUNTY SHERIFF'S OFFICE
6413422914

U N I T 001	Driver's Name - Last BUTLER		First TRENTON		Middle ALLEN		Suffix	Age 31	Gender MALE			
	Address 16669 KENNEDY ST				City INDIANOLA		State IA	Zip 50126-0000		Home/Cell Phone Number		
	CDL? YES	Driver's License Number 123BB9766		Class A	State IA	Endorsements	Restrictions BK	Insurance Co. Name UNKNOWN		Insurance Co. Phone #		
	Owner Company Name STATE OF IOWA						Insurance Policy #					
	Owner's Name - Last			First			Middle			Suffix		
	Address 109 SE 13TH ST				City DES MOINES		State IA	Zip 503199018		Vehicle Configuration 01		
	VIN No. 3FA6P0G72LR153773		Year 2020	Make FORD - FORD		Model FUS		Style SD		Color WHI		
	License Plate #		State IA	Year	Most Damaged Area 11 - FRONT DRIVER SIDE CORNER					Approximate Cost to Repair or Replace \$2,000.00		
	County CLARKE - 20		Accident occurred within corporate limits of (city)									
	Literal Description US 69 N											
X-Coordinate 00444809						Y-Coordinate 04654639						
If accident occurred outside of city limits show general vicinity:				Direction of		Nearest City			Route (Cardinal) Travel Direction			
On Road, Street, or Highway:						At Intersection with:						
Distance		Direction		and		Distance		Direction		of Milepost Number Or		
Definable intersection, bridge, or railroad crossing												
Officer DEPUTY RICHARD THOMAS				Badge No. 20-74		Law Enforcement Case Number 23-009130		Date of Accident 11/08/2023		Time of Accident 06:26 Hrs.		

2166
29C20

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

Workfile ID: 327f3f84

For:

QUALITY CLAIMS SOLUTIONS
DAS Fleet Services

Estimate of Record

Owner: BUTLER, TRENT

Job Number:

Written By: Ryland Malsam

Insured: BUTLER, TRENT Policy #: UNK Claim #: APDSOI0269474-001
Type of Loss: Collision Date of Loss: 11/14/2023 12:00 PM Days to Repair: 0
Point of Impact: 09 Left T-Bone (Left Side)

Owner:

BUTLER, TRENT
INDIANOLA, IA 50125

Inspection Location:

Deyarman Ford Collision Center
2406 N Jefferson
Spring Hill, IA 50125
Other
(515) 961-8151 Evening

Repair Facility:

VEHICLE

2020 FORD Fusion S FWD 4D SED 4-2.5L Gasoline Sequential MPI

VIN: 3FA6P0G72LR153773 Production Date: Interior Color:
License: Odometer: 0 Exterior Color:
State: Condition:

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

Remote Starter

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

Blind Spot Detection

Lane Departure Warning

SEATS

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

WHEELS

Wheel Covers

PAINT

Clear Coat Paint

OTHER

Traction Control

Stability Control

California Emissions

Estimate of Record

Owner: BUTLER, TRENT

Job Number:

2020 FORD Fusion S FWD 4D SED 4-2.5L Gasoline Sequential MPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	* tax exempt state vehicle*		1			
2		FRONT BUMPER & GRILLE					
3		O/H front bumper				2.7	
4	** <>	Repl A/M Bumper cover w/o auto park w/o tow hook Note: Warehouse number: 029 City: ANKENY State: IA Phone: 515-727-7857 keystone- capa	KS7Z17D957ADPTM	1	588.00	Incl.	3.0
5		Add for Clear Coat					1.2
6		FRONT LAMPS					
7	**	Repl A/M LT Headlamp assy w/o signature lamps	HS7Z13008E	1	439.00	0.3	
8		Aim headlamps				0.5	
9		HOOD					
10	**	Repl A/M Hood (ALU)	DS7Z16612B	1	892.00	1.7	2.8
11		Overlap Major Non-Adj. Panel					-0.2
12		Add for Clear Coat					0.5
13		Add for Underside(Complete)					1.4
14		FENDER					
15	**	Repl A/M LT Fender	HS7Z16006A	1	368.00	1.6	2.0
16		Overlap Major Adj. Panel					-0.4
17		Add for Clear Coat					0.3
18		Add for Edging					0.5
19		Deduct for Overlap				-0.3	
20		Repl LT Fender ledge cvr	DS7Z5802039A	1	29.72	Incl.	
21		FRONT DOOR					
22	*	Rpr LT Door shell				3.0	2.3
23		Overlap Major Adj. Panel					-0.4
24		Add for Clear Coat					0.4
25		R&I LT Belt molding				0.3	
26		R&I LT Applique all w/o keyless lock pad				0.2	
27		R&I LT R&I mirror				0.4	
28		R&I LT Handle, outside w/o passive entry				0.3	
29		R&I LT R&I trim panel				0.5	
30	#	Hazardous Waste		1	3.00 X		
31	#	Flex Agent		1	5.00		
32	#	additional paint materials Note: 13.4 x 50 - 500		1	170.00		
SUBTOTALS					2,494.72	11.2	13.4

Estimate of Record

Owner: BUTLER, TRENT

Job Number:

2020 FORD Fusion S FWD 4D SED 4-2.5L Gasoline Sequential MPI

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			2,491.72
Body Labor	11.2 hrs @	\$ 70.00 /hr	784.00
Paint Labor	13.4 hrs @	\$ 70.00 /hr	938.00
Paint Supplies			500.00
Miscellaneous			3.00
Subtotal			4,716.72
Total Cost of Repairs			4,716.72
Deductible			0.00
Total Adjustments			0.00
Net Cost of Repairs			4,716.72

THIS IS NOT AN AUTHORIZATION TO BEGIN REPAIRS.

SUPPLEMENTS - Please be advised that the INSURANCE COMPANY requires notice of any supplements prior to the work being performed. Failure to notify INSURANCE COMPANY and allow INSURANCE COMPANY to review the supplemental charges may result in non-payment of the supplemental items.

ESTIMATE AUDIT - THIS DOCUMENT IS NOT AN APPRAISAL. INQUIRIES SHOULD BE DIRECTED TO THE INSURANCE COMPANY LISTED AT THE TOP OF THIS DOCUMENT.

REPAIR SHOPS CAN CONTACT QCS AUDITOR FOR ANY REPAIR RELATED INQUIRIES AT 1-877-237-3727.

Estimate calculated using a preset user threshold amount for the paint and material cost.

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.

Estimate of Record

Owner: BUTLER, TRENT

Job Number:

2020 FORD Fusion S FWD 4D SED 4-2.5L Gasoline Sequential MPI

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 DR2JP13, CCC Data Date 11/08/2023, 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 2023 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. Blend=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.