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 12<sup>th</sup> Street Des Moines, IA, 50319

The Executive Council, in a meeting held on today's date, approved Department of Administrative Services request for a supplemental emergency allocation in the amount of \$461.55. This brings to total allocation to \$5,345.85. On September 21, 2023, Vehicle #1342 was damaged by a deer. Request was to cover repair costs.

This represents full and final payment and this allocation will be closed.

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

### 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 #1342 on September 21, 2023

Department of Administrative Services

Claim dated October 12, 2023

AOS Claim ID: 3597

The Department's request included a supplemental allocation request of \$461.55 because additional damages were identified. We recommend Executive Council approval of the supplemental allocation of \$461.55, which increases the allocation to \$5,345.85. In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to the damages and have found the items to be in order as shown below:

Documented request			\$ 5,345.85
Executive Council Allocation (R	Revised)		\$ 5,345.85
Less: Previous payments This payment Total	\$	0.00 <u>5,345.85</u>	\$ 5,345.85
Remaining Executive Council a	llocation		\$ 0.00

We recommend reimbursement be made in the amount of \$5,345.85. This represents full and final payment of the loss.

Sincerely,

Brian R. Brustkern., CPA

Bri R Bris

Deputy Auditor of State





Date: January 4, 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#	3597
Vehicle / Event	#1342/Animal
Event Date	September 21, 2023
Summary	Vehicle 1342 struck a deer. (266657)
Amount Requested	\$5,345.85 - 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



### 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

November 14, 2023

Victoria Newton **Executive Council** LOCAL

Subject: Deer Damage to Vehicle #1342 on September 21, 2023

Department of Administrative Services

Claim dated October 12, 2023

AOS Claim ID: 3597

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 \$4,884.30, subject to an audit of actual invoices.

Sincerely,

Ernest H. Ruben, Jr., CPA Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services Mariah Fucaloro, Fleet Services Manager, Department of Administrative Services Joel Lunde, Department of Management

Menu

Fiscal Year	Warrant Number	Line Number	Line Amount	Issued	Redeemed	Vendor Customer
✓ 2024	72830988	1	\$5,345.85	12/13/2023	12/22/2023	00003041855
First Prev Next	Last					
Search	10				A STATE OF THE STATE OF STATE	West of the second seco
▼Warrant Inform	mation_					
Fiscal Ye	ear: 2024		Amount: \$5	5,345.85		
Warrant Numb	per: 72830988	Vendor	Customer: 00	0003041855		
Line Numb	per: 1	Las	t Updated : 12	2/22/23		
▼Issue Informa	tion					
	Issued: 12/13/20	023	Voi	d : [_]		
	cument ID: RISK00	524346601	Duplicate			
Document Lin			Sto	p : []		
Lin	e Amount: \$5,345.8	85				
C	comments :					
▼Redeemed Inf	formation					
	edeemed: 12/22/20	23	Batch Num	ber: 0000		
	ned Bank : 0000	S	equence Num	ber: 02691		
Redeen	ned Fund: 0665					
Redeemed De	partment : 005					
▼Fund Account	ing					
Fund	: 0665		Object :	2715	Dept Object	et:
Sub Fund	:		Sub Object :		Dept Revenu	e :
Department	: 005		Object Class :			
Unit	: 5790	Reve	enue Source :			
Sub Unit	:	Sub Reve	enue Source :			
Appropriation	: 0000	Revenue S	Source Class :			
			BSA:			
			Sub BSA :			
▼ <u>Detail Account</u>	ting					
Location	:[	Report	ting :		Major Prog	gram :
Sub Location	:	Sub Report	ting :		Prog	gram :
Activity	: 2920	Т	ask:		P	hase:
Sub Activity	:	Sub T	ask :		Program Pe	eriod:
Function	:	Task Or	rder :			
Sub Function	:					

<u>Top</u>



### OSAGE AUTO BODY

Workfile ID: PartsShare: 63b50b25 7z4P7R

autobody@osage.net 2021 Highway 9, OSAGE, IA 50461 Phone: (641) 732-5766 FAX: (641) 732-4739

**Final Bill** 

**RO Number: 18201** 

Customer:

Insurance:

Adjuster:

Estimator:

Kurt Mills

Iowa Department Of Natural

Phone:

Create Date:

9/25/2023

Claim:

APDS010266652-0

Loss Date: Deductible:

2020 FORD Explorer 4WD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection WHITE

VIN:

1FMSK8BB5LGA94142

Interior Color:

Mileage In:

110,020

Vehicle Out:

10/12/2023

License: State: IA

1342

Exterior Color: Production Date: WHITE 12/2019 Mileage Out: Condition:

Good

Job #:

Line	Ver	Operation	Description	ty	Extended Price \$	Part Type	Labor	Туре	Paint
1	S01		Vin # 1FMSK8BB5LGA94142						
2	S01		License Place # 1342						
3	S01								
4	E01		FRONT BUMPER						
5	E01	Remove/Replace	O/H front bumper				4.5	Body	
6	S01	Remove/Replace	Bumper cover w/o auto park NOTE: PART PRICE CHANGE AS PER INVOICE	1	538.73	OEM	0.0	Body	2.4
7	E01		Add for Clear Coat						1.0
8	S01	Remove/Replace	License bracket w/deluxe holder w/o ST NOTE: PART PRICE CHANGE AS PER INVOICE	1	28.77	OEM	0.2	Body	
9	E01	Remove/Replace	License bracket rivet	1	6.50	OEM			
10	S01	Remove/Replace	Lower cover BASE NOTE: PART NOT AVAILIBLE FROM KEYSTON LESS / PART PRICE CHANGE AS PER INVOIC		255.88 REEN SHOT SI	OEM ENT, OEM	0.0	Body	
11	E01		GRILLE						
12	S01	Remove/Replace	Grille BASE NOTE: PART NOT AVAILIVLE THRU KEYSTON / PART PRICE CHANGE AS PER INVOICE	1 E SCR	859.53 REEN SHOP PH	OEM OT SENT	0.0	Body	
13	E01	Remove/Replace	Emblem w/o INTERCEPTOR	1	57.70	OEM	0.0	Body	
14	E01	Remove/Replace	Grille bolt	4	20.00	OEM			
15	E01	Remove/Replace	Emblem nut	2	7.50	OEM			
16	E01		RADIATOR SUPPORT						
17	S01	Remove/Replace	Radiator support w/o active shutter NOTE: PART PRICE CHANGE AS PER INVOICE	1	766.38	OEM	3.5	Body	
18	S01	Remove/Replace	Air deflector w/o INTERCEPTOR	1	88.00	OEM	0.2	Body	

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

### **RO Number: 18201**

2020 FORD Explorer 4WD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection WHITE

19	E01		COOLING					
20	S01	Remove/Replace	Radiator	1	278.22	OEM	2.7	Body
			NOTE: PART PRICE CHANGE AS PER INVOICE					
21	E01		AIR CONDITIONER & HEATER					
22	S01	Remove/Replace	Condenser NOTE: PART PRICE CHANGE AS PER INVOICE	1	407.27	OEM	0.0	Body
23	E01	Remove/Replace	AC Service evacuate & recharge				1.4	Body
24	E01	Remove/Replace	AC Service refrigerant recovery				0.4	Body
25	E01		VEHICLE DIAGNOSTICS					
26	E01	Sublet	Pre-repair scan	1	50.00	Sublet		
27	E01	Sublet	Post-repair scan	1	50.00	Sublet		
28	E01		MISCELLANEOUS OPERATIONS					
29	E01	Remove/Replace	Cover car/bag			OEM		
30	E01	Remove/Replace	Flex additive	1	5.00	Other		
31	E01	Remove/Replace	Coolant (Extended life/OEM)	1	35.00	A/M		
32	S01	Remove/Replace	Refrigerant R-1234YF / 1.5 lb = 679.5 g	80	244.80	Other		
33	E01	Remove/Replace	AC compressor oil	1	6.50	Other		
34	S01	Remove/Replace	AC O-rings NOTE: PART PRICE CHANGE AS PER PICK TIC	2	26.92	Other		
25	504			KE I				
35	E01		Test AC for freon leaks				0.5	Mech
36	S01		Ambiant Air Temp Sensor pigtail	1	79.95	Other	0.3	Body

Estimate Totals	Discount \$	Markup \$	Rate \$	<b>Total Hours</b>	Total \$
Parts					3,712.65
Sublet/Miscellaneous					100.00
Labor, Body			72.00	13.2	950.40
Labor, Refinish			72.00	3.4	244.80
Labor, Mechanical			100.00	0.5	50.00
Material, Paint					153.00
Towing					135.00
Subtotal					5,345.85
Sales Tax					0.00
Grand Total					5,345.85
Net Total					5,345.85

Estimate Version	Total \$
Original	4,884.31
Supplement S01	461.54
Insurance Total \$:	5,345.85
Received from Insurance \$:	0.00
Balance due from Insurance \$:	5,345.85

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

### **Final Bill**

### **RO Number: 18201**

2020 FORD Explorer 4WD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection WHITE

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

10/30/2023 1:36:23 PM Page 3

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





Date: October 12, 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	#1342/Deer
Event Date	September 21, 2023
Summary	Vehicle 1342 struck a deer. (266657)
Amount Requested	\$4,884.30 - 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,

Mariah Fucaloro, Fleet Manager

**DAS Fleet Services** 

Mariah.Fucaloro@iowa.gov

515-414-6582



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

### 29C20

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

Thu, Sep 21, 2023 at 8:29 AM

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

Please accept this email as initial 24 hr notification for AON, vehicle 1342 struck a deer on 9/21/23. I will forward all information as soon as it is received

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

Thank you,



## DAS Fleet Services, Risk

lowa Department of Administrative Services

Division of Business and Property Services

Office: 515-725-2243

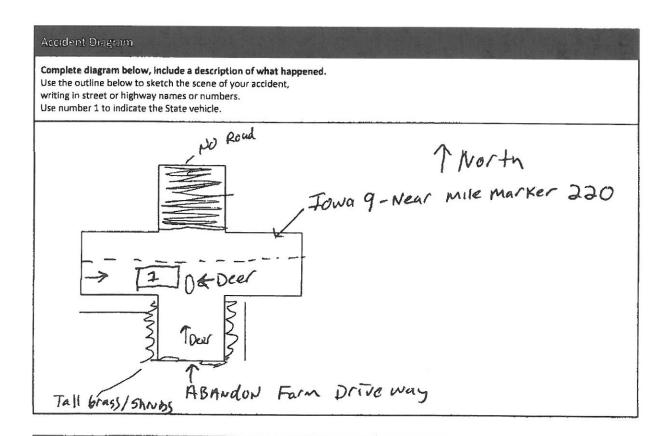
Das.Risk@iowa.gov

https://das.iowa.gov

### Vehicle Accident Report

Time and location of accide	ent					
Accident Date (Mo/Day/Year)		Time	No. of Vehicles			
9/21	/2023	8:10AM	1			
County		State				
Hov	ward	lowa				
Vehicle 1 (State vehicle)	X Comments	18 3 18 18 18 18 18 18 18 18 18 18 18 18 18				
Driver's Name		Work Street Address				
Kenne	th Howe	1181 Nob	le Avenue			
Driver's License No./State		City, State, Zip				
402A	F4373	Floyd, I	A 50435			
Date of Birth	Department	Work Phone	Home Phone			
7/11/1974	DNR	319.240.3553				
License Plate No.	VIN	Year, Make, Model				
1342	1FMSK8BB5LGA94142	2020, Ford	d, Explorer			
Estimate (\$) of Damage		Description of Damage				
\$8,000		Front grill, bumper and radiator. Front license plate is missing. No injuries				
Vehicle 2 (other vehicle) if	more than two vehicles use a	dditional 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	e, utility pole, etc)	
Owner's Name, Address and Phone	Description of Property Damaged	
NIA	NIA	
Injured Persons (attach additional sheets it	neces wry)	
Vehicle No. 1/ Name and Address	Describe Injuries	
None	None	
Vehicle No. 2/ Name and Address	Describe Injuries	
N/A		
Witness		
Name	Address/Phone	
NA		
Name	Address/Phone	



### QUALITY CLAIMS SOLUTIONS

Workfile ID:

bdfeec3f

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

For:

### **QUALITY CLAIMS SOLUTIONS**

DAS Fleet Services

### **Estimate of Record**

**Owner: IOWA DEPARTMENT OF NATURAL RESOURCE, IOWA DEPARTMENT OF NATURAL RESOURCE** 

Job Number:

APDSOI0266657-001

Written By: Jon Gustafson

UNKNOWN

Insured:

IOWA DEPARTMENT OF

NATURAL RESOURCE, IOWA DEPARTMENT OF

NATURAL RESOURCE

Type of Loss:

Point of Impact: 12 Front

Collision

Date of Loss:

Policy #:

9/28/2023 12:00 PM

Claim #:

Days to Repair: 0

Repair Facility:

Owner:

IOWA DEPARTMENT OF NATURAL RESOURCE, IOWA DEPARTMENT OF

NATURAL RESOURCE

MITCHELL, IA 50461

Inspection Location:

OSAGE AUTO BODY

2021 HWY 9

OSAGE, IA 50461

Other

(641) 732-5766 Evening

### **VEHICLE**

2020 FORD Explorer 4WD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection

VIN:

1FMSK8BB5LGA94142

Production Date:

12/2019

Interior Color:

**SEATS** 

Cloth Seats

WHEELS

Reclining/Lounge Seats

Power Third Seat

Retractable Seats

License:

Odometer:

110,020

Exterior Color:

State:

Condition:

TRANSMISSION

Automatic Transmission

4 Wheel Drive **POWER** 

Power Steering

Power Brakes Power Windows

Power Locks

Power Driver Seat

Power Mirrors

DECOR

Intermittent Wipers

Tilt Wheel Cruise Control

Rear Defogger Keyless Entry

Message Center

Steering Wheel Touch Controls Rear Window Wiper Telescopic Wheel

Climate Control **Dual Air Condition**  Stereo

Search/Seek

Auxiliary Audio Connection Satellite Radio

**SAFETY** 

Drivers Side Air Bag Passenger Air Bag

Anti-Lock Brakes (4) 4 Wheel Disc Brakes Traction Control

Aluminum/Alloy Wheels PAINT

Clear Coat Paint **OTHER** Stability Control Rear Spoiler

9/28/2023 3:20:39 PM

314048

Page 1

### **Estimate of Record**

### Owner: IOWA DEPARTMENT OF NATURAL RESOURCE, IOWA **DEPARTMENT OF NATURAL RESOURCE**

Job Number:

2020 FORD Explorer 4WD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection

**Dual Mirrors** 

Privacy Glass

Console/Storage

Overhead Console CONVENIENCE

Air Conditioning

Backup Camera

Parking Sensors

Remote Starter

**RADIO** 

AM Radio FM Radio Front Side Impact Air Bags

Head/Curtain Air Bags

Hands Free Device

Xenon or L.E.D. Headlamps

Blind Spot Detection

Lane Departure Warning

California Emissions

TRUCK

Power Trunk/Liftgate

### **Estimate of Record**

### Owner: IOWA DEPARTMENT OF NATURAL RESOURCE, IOWA DEPARTMENT OF NATURAL RESOURCE

Job Number:

2020 FORD Explorer 4WD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection

Line	C	per	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	FRONT BUMPER	1						
2			O/H front bumper				4.5	
3	F	Repl	Bumper cover w/o auto park	LB5Z17D957SCPTM	1	531.22	Incl.	2.4
4			Add for Clear Coat					1.0
5	F	Repl	License bracket w/deluxe holder w/o ST	LB5Z17A385BA	1	31.55	0.2	
6	F	Repl	License bracket rivet	W704342S300	1	6.50		
7	**	Repl	A/M Lower cover BASE CAPA	LB5Z17D957AB	1	259.00	Incl.	
			Note: KEYSTONE LB5Z17D957AB					
8	GRILLE							
9	** F	Repl	A/M Grille BASE CAPA Note: KEYSTONE FO1200641C	LB5Z8200AB	1	781.00	Incl.	
10		Repl		JT4Z8213A	1	57.70	Incl.	
11			Grille bolt	W505424S450B	4	20.00	IIICI.	
12				W708203S450	2	7.50		
13	RADIATOR SUP			W7002033130		7.50		
14		Repl	Radiator support w/o active shutter	L1MZ16138J	1	665.93	3.5	
15	** F	Repl	A/M Air deflector w/o INTERCEPTOR CAPA	LB5Z8312A	1	88.00	0.2	
			Note: KEYSTONE F01218140C					
16	COOLING							
17	F	Repl	Radiator	L1MZ8005D	1	361.12 m	2.7	
18	AIR CONDITION	IER 8	HEATER					
19	F	Repl	Condenser	L1MZ19712A	1	398.18 m	Incl.	
20			AC Service evacuate & recharge			m	1.4	
21			AC Service refrigerant recovery			m	0.4	
22	#		Pre Scan		1	50.00		
23	#		Post Scan		1	50.00		
24	#		Flex Agent		1	5.00		
25	#		Coolant		1	35.00		
26	#		Freon open for invoice		1			
27	#		Compressor Oil		1	6.50		
28	#		O Rings		2	18.50		
29	#		Pressure Test		1		0.5 M	
30	#		Tow Bill		1	135.00 X		
				SUBTOTALS		3,507.70	13.4	3.4

### **Estimate of Record**

### Owner: IOWA DEPARTMENT OF NATURAL RESOURCE, IOWA DEPARTMENT OF NATURAL RESOURCE

Job Number:

2020 FORD Explorer 4WD (Fleet) 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection

### **ESTIMATE TOTALS**

Category	Basis		Rate	Cost \$
Parts				3,372.70
Body Labor	12.9 hrs	@	\$ 72.00 /hr	928.80
Paint Labor	3.4 hrs	@	\$ 72.00 /hr	244.80
Mechanical Labor	0.5 hrs	@	\$ 100.00 /hr	50.00
Paint Supplies	3.4 hrs	@	\$ 45.00 /hr	153.00
Miscellaneous				135.00
Subtotal	100000		10000	4,884.30
Total Cost of Repairs				4,884.30
Deductible				0.00
Total Adjustments			-	0.00
Net Cost of Repairs				4,884.30

### 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.

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.