

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 \$5,510.50, subject to the audit of actual invoices. On December 29, 2023, Vehicle #1069 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 # 3650
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 12, 2024

Victoria Newton
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #1069 on December 29, 2023
Department of Administrative Services
Claim dated January 4, 2024
AOS Claim ID: 3650

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 \$5,510.50, 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: 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: ALLOCATION REQUEST - 29C20 Claim for Executive Council Consideration

Vehicle / Event	#1069/Animal
Event Date	December 29, 2023
Summary	Vehicle 1069 struck a deer. (272570)
Amount Requested	\$5,510.50 - 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>

29C20

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

Fri, Dec 29, 2023 at 11:09 AM

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

Please accept this email as initial 24 hr notification for AON, vehicle 1069 struck a deer on 12/29/23. 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 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

*Empowering People
Collaboration
Customer Service*

Department of Administrative Services
DAS Fleet Services- Risk Management
109 SE 13th St
Des Moines, IA 50319

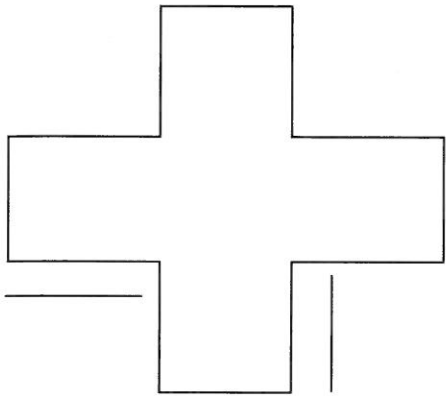
Vehicle Accident Report Form

- 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	
12/29/2023	620am	1	
County	State		
Fayette	IA		
Vehicle 1 (State vehicle)			
Driver's Name		Work Street Address	
Elizabeth V Steinbron		502 E 9th St	
Driver's License No./State		City, State, Zip	
730YY9766		Des Moines, IA	
Date of Birth	Department	Work Phone	Home Phone
05/29/1984	Department of Ag	5158231921	5636083850
License Plate No.	VIN	Year, Make, Model	
1069	3FA6P0G78KR151718	2019 Ford Fusion	
Estimate (\$) of Damage		Description of Damage	
		Front passenger side panel, headlight, possibly hood?	
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 style="text-align: right;">Hit deer running across road</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)	

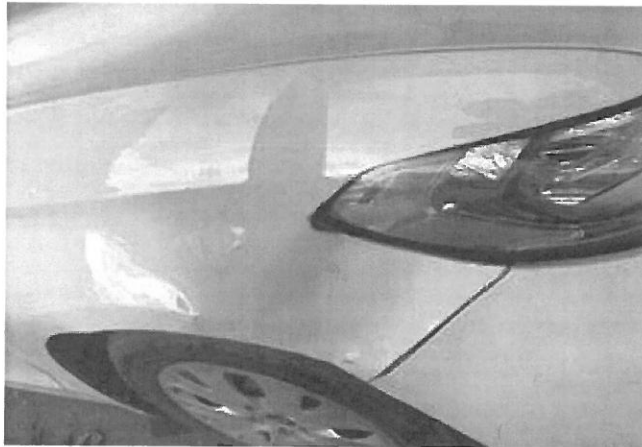
Submit this information along with the accident report to DAS Fleet Service within 72 hours of the accident.

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



MIDWEST COLLISION CENTER INC.
126 S. Frederick Ave, OELWEIN, IA 50662
Phone: (319) 283-4645, Fax: (319) 283-5885

Image Report

Owner:	STATE OF IOWA	Insurance:		Estimator:	Chris Winters	Vehicle Out:	
Job Number:		Claim Number:					
Year:	2019	Color:	WHITE	License Plate:	1069	Production Date:	
Make:	FORD	Body Style:	4D SED	State:	IA	Mileage In:	104,164
Model:	Fusion S FWD	Engine:	4-2.5L Gasoline S...	VIN:	3FA6P0G78KR151718	Condition:	Excellent



1/3/2024
Comments:



1/3/2024
Comments:



1/3/2024
Comments:



1/3/2024
Comments:



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1/3/2024
Comments:



1/3/2024
Comments:



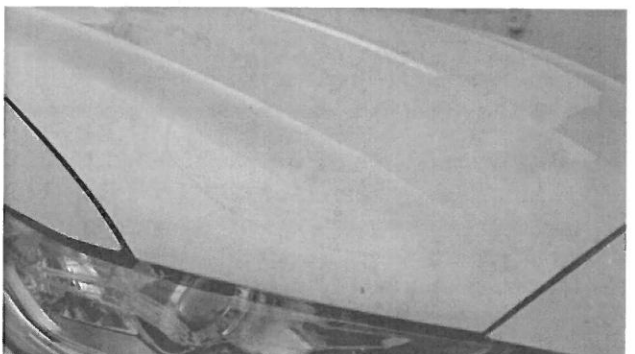
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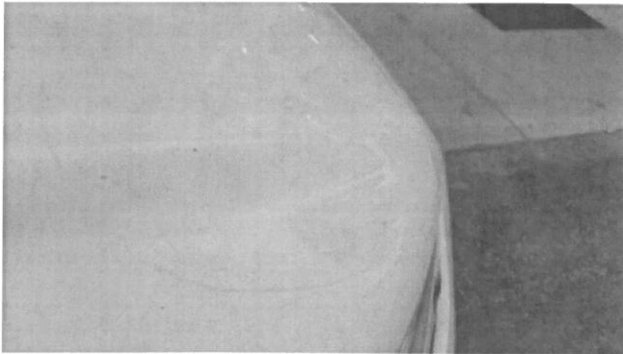
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126 S. Frederick Ave, OELWEIN, IA 50662

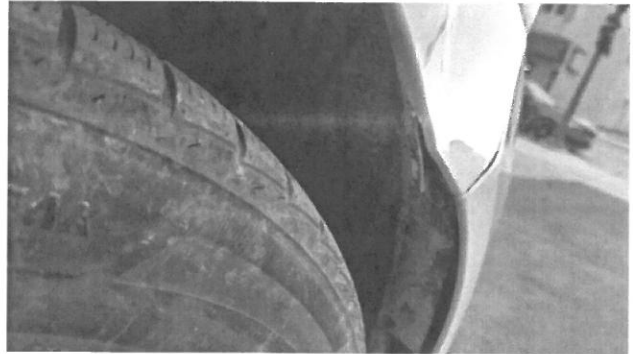
Phone: (319) 283-4645, Fax: (319) 283-5885

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Owner:	STATE OF IOWA	Insurance:		Estimator:	Chris Winters	Vehicle Out:	
Job Number:		Claim Number:					
Year:	2019	Color:	WHITE	License Plate:	1069	Production Date:	
Make:	FORD	Body Style:	4D SED	State:	IA	Mileage In:	104,164
Model:	Fusion S FWD	Engine:	4-2.5L Gasoline S...	VIN:	3FA6P0G78KR151718	Condition:	Excellent



1/3/2024
Comments:



1/3/2024
Comments:



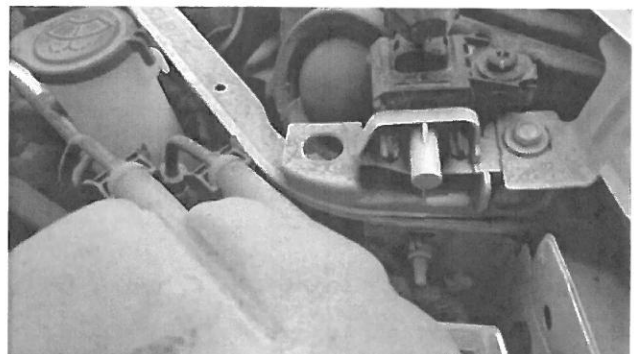
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Comments:



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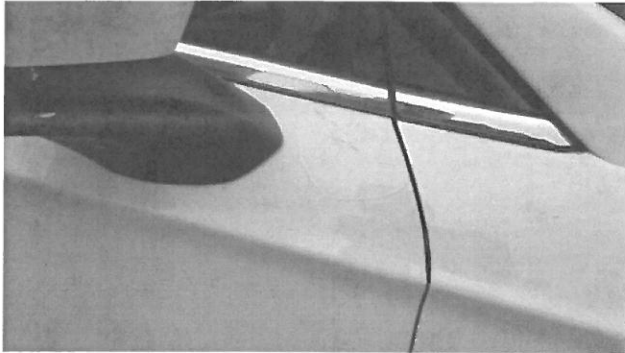
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126 S. Frederick Ave, OELWEIN, IA 50662

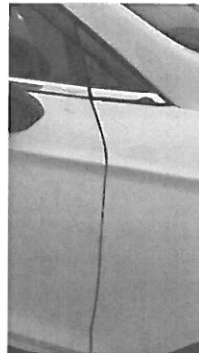
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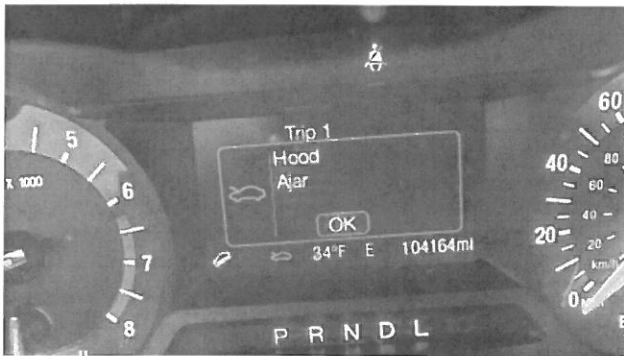
Owner:	STATE OF IOWA	Insurance:		Estimator:	Chris Winters	Vehicle Out:	
Job Number:		Claim Number:					
Year:	2019	Color:	WHITE	License Plate:	1069	Production Date:	
Make:	FORD	Body Style:	4D SED	State:	IA	Mileage In:	104,164
Model:	Fusion S FWD	Engine:	4-2.5L Gasoline S...	VIN:	3FA6P0G78KR151718	Condition:	Excellent



1/3/2024
Comments:



1/3/2024
Comments:



1/3/2024
Comments:

MIDWEST COLLISION CENTER INC.

Email: midwest@mwcollision.net
126 S. Frederick Ave, OELWEIN, IA 50662
Phone: (319) 283-4645
FAX: (319) 283-5885

Workfile ID: 36196c04
PartsShare: 7K4drj
Federal ID: 42-1423743

Preliminary Estimate

Customer: STATE OF IOWA CAR #1069

Job Number:

Written By: Chris Winters

Insured: STATE OF IOWA CAR #1069 Policy #: Claim #: Type of Loss: Date of Loss: Days to Repair: 0 Point of Impact: 01 Right Front

Owner: STATE OF IOWA CAR #1069 109 SE 13TH ST DES MOINES, IA 50319 (563) 608-3850 Cell
Inspection Location: MIDWEST COLLISION CENTER INC. 126 S. Frederick Ave OELWEIN, IA 50662 Repair Facility (319) 283-4645 Business
Insurance Company:

VEHICLE

2019 FORD Fusion S FWD 4D SED 4-2.5L Gasoline Sequential MPI WHITE

VIN: 3FA6P0G78KR151718 Interior Color: Mileage In: 104,164 Vehicle Out: License: 1069 Exterior Color: WHITE Mileage Out: State: IA Production Date: Condition: Excellent 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
- 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

Preliminary Estimate

Customer: STATE OF IOWA CAR #1069

Job Number:

2019 FORD Fusion S FWD 4D SED 4-2.5L Gasoline Sequential MPI WHITE

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER & GRILLE					
2	* <>	Rpr Bumper cover w/o auto park w/o tow hook				<u>3.0</u>	3.0
3		Add for Clear Coat					1.2
4		Repl RT Side retainer	HS7Z17C947AA	1	10.15	Incl.	
5		Repl LT Side retainer	HS7Z17C947AB	1	9.37	0.1	
6		Repl License bracket rivet	W705297S300	1	3.75		
7		O/H bumper assy				2.7	
8		Repl RT Side trim w/o fog lamps, w/o SSV feature black w/o gloss	KS7Z17B814AA	1	32.03	Incl.	
9	**	Repl A/M CAPA Upper grille chrome w/o honeycomb	KS7Z8200AC	1	517.00	Incl.	
10		FRONT LAMPS					
11		Repl RT Headlamp assy w/o signature lamps	HS7Z13008D	1	479.20	Incl.	
12		RADIATOR SUPPORT					
13	**	Repl A/M CAPA Mount panel Flat Rock plant	HS7Z16138A	1	251.00	2.1	
14		Aim headlamps				0.5	
15		HOOD					
16	*	Rpr Hood (ALU)				<u>5.0</u>	2.8
17		Overlap Major Non-Adj. Panel					-0.2
18		Add for Clear Coat					0.5
19		R&I R&I hood assy				0.6	
20		FENDER					
21		R&I RT Upper molding bright/black				Incl.	
22	**	Repl A/M CAPA RT Fender	HS7Z16005A	1	381.00	1.6	2.0
23		Overlap Major Adj. Panel					-0.4
24		Add for Clear Coat					0.3
25		Add for Edging					0.5
26		Add for Clear Coat					0.1
27	**	Repl A/M CAPA RT Fender liner w/o turbo w/2.5 liter DOHC	JS7Z16102A	1	50.00	Incl.	
28		Repl RT Fender liner clip	W713610S300	4	11.00		
29		PILLARS, ROCKER & FLOOR					
30	*	Blnd RT Aperture panel				s	<u>1.5</u>
31		FRONT DOOR					
32	*	Rpr RT Outer panel				<u>2.0</u>	2.3
33		Overlap Major Adj. Panel					-0.4
34		Add for Clear Coat					0.4
35		R&I RT Belt molding				0.3	
36		R&I RT R&I mirror				0.4	
37		R&I RT Handle, outside w/o passive entry				0.3	

Preliminary Estimate

Customer: STATE OF IOWA CAR #1069

Job Number:

2019 FORD Fusion S FWD 4D SED 4-2.5L Gasoline Sequential MPI WHITE

38		R&I	RT R&I trim panel				0.5
39	#		Remove decals/stickers/labels	1			0.3
			Note: door				
40	#	Subl	Hazardous waste removal	1	8.00	T	
41	#	Repl	Cover Car	1	10.00	T	
42	#		Color tint / color match	1			
43	#	Rpr	Color sand and buff				
44	#	Repl	Corrosion protection primer	1		T	
45	#	Repl	Flex additive	1	5.00	T	
46	VEHICLE DIAGNOSTICS						
47	*	Subl	Pre-repair scan	1	85.00	X m	
48	*	Subl	Post-repair scan	1	85.00	X m	
SUBTOTALS					1,937.50		19.4
							13.6

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,744.50
Body Labor	19.4 hrs @	\$ 65.00 /hr	1,261.00
Paint Labor	13.6 hrs @	\$ 65.00 /hr	884.00
Paint Supplies	13.6 hrs @	\$ 105.00 /hr	1,428.00
Miscellaneous			193.00
Subtotal			5,510.50
Grand Total			5,510.50
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			5,510.50

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 CAR #1069

Job Number:

2019 FORD Fusion S FWD 4D SED 4-2.5L Gasoline Sequential MPI WHITE

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 12/15/2023, 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. 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 CAR #1069

Job Number:

2019 FORD Fusion S FWD 4D SED 4-2.5L Gasoline Sequential MPI WHITE

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
9	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1200635C A/M CAPA Upper grille chrome w/o honeycomb Quote: 2330969354 Expires: 02/18/24	\$ 517.00
13	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1225239PP A/M CAPA Mount panel Flat Rock plant Quote: 2330248729 Expires: 02/18/24	\$ 251.00
22	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1241305PP A/M CAPA RT Fender Quote: 2330257860 Expires: 02/18/24	\$ 381.00
27	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1249194C A/M CAPA RT Fender liner w/o turbo w/2.5 liter DOHC Quote: 2330259637 Expires: 02/18/24	\$ 50.00