

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 6, 2023

Mr. Kyle Harms
Office of the Treasurer
LOCAL

Dear Mr. Harms:

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 \$2,558.00, subject to audit of actual invoices. On January 4, 2023, Vehicle #1948 was damaged by vandalism. 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
Joel Lunde, Department of Management

AOS Claim # 3437
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

January 31, 2023

Victoria Newton
Executive Council
L O C A L

Subject: Vehicle #1948 Vandalized on January 4, 2023
Department of Administrative Services
Claim dated January 19, 2023
AOS Claim ID: 3437

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 \$2,558.00, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ernest H. Ruben, Jr.".

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

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



Governor Kim Reynolds
Lt. Governor Adam Gregg
Adam Steen, Director

Date: January 19, 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	#1948/Vandalized
Event Date	January 4, 2023
Summary	Vehicle #1948 was vandalized while parked at the official domicile location. (250070)
Amount Requested	\$2,558.00 - 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 Flowers, Fleet Manager
DAS Fleet Services
Mariah.Flowers@iowa.gov
515-414-6582



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

29C20

1 message

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

Thu, Jan 5, 2023 at 3:07 PM

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

Please accept this email as initial 24 hr notification for AON, vehicle 1948 was vandalized on 1/4/23. Attached is the estimate and damage report.

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>

2 attachments

 **1948 damage.pdf**
219K

 **Preliminary_Estimate (61).pdf**
75K

Vehicle Accident Report

Time and location of accident			
Accident Date (Mo/Day/Year)	Time	No. of Vehicles	
1/4/23	1515	1	
County	State		
Hardin	Iowa		
Vehicle 1 (State vehicle)			
Driver's Name		Work Street Address	
NA		3211 Edgington Avenue	
Driver's License No./State		City, State, Zip	
NA		Eldora, IA 50672	
Date of Birth	Department	Work Phone	Home Phone
NA	DHS	641-858-5402	NA
License Plate No.	VIN	Year, Make, Model	
1948	2C4RDGBGXJR255227	2018 Dodge Caravan	
Estimate (\$) of Damage		Description of Damage	
3000		Student pulled drivers door, bent door, broke trim, kicked the lower front bumper and punched the passenger's side of the van in several locations before being placed inside the vehicle for transportation.	
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>

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

QUALITY CLAIMS SOLUTIONS

105 N Krohn Place
SIOUX FALLS, SD 57103
Phone: (877) 237-3727, FAX:(866) 371-2844
qcs@qcsdirect.com

Workfile ID:

78c0416a

For:

QUALITY CLAIMS SOLUTIONS

DAS Fleet Services

Estimate of Record

Owner: TRAINING SCHOOL

Job Number:

Written By: David Kelley

Insured:	TRAINING SCHOOL	Policy #:	UNKNOWN	Claim #:	APDSOI0250070-001
Type of Loss:	Collision	Date of Loss:	1/6/2023 12:00 PM	Days to Repair:	0
Point of Impact:	03 Right T-Bone (Right Side)				

Owner:
TRAINING SCHOOL
ELDORA, IA 50627

Inspection Location:
M & M COLLISION
2131 EDINGTON AVE
Eldora, IA 50627
Other
(641) 858-3886 Evening

Repair Facility:

VEHICLE

2018 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI GREY

VIN:	2C4RDGBGXJR255227	Production Date:		Interior Color:	
License:		Odometer:	0	Exterior Color:	GREY
State:		Condition:			

TRANSMISSION

Automatic Transmission

POWER

Power Steering

Power Brakes

Power Windows

Power Locks

Power Mirrors

Heated Mirrors

DECOR

Dual Mirrors

Body Side Moldings

Privacy Glass

Overhead Console

Wood Interior Trim

CONVENIENCE

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Keyless Entry

Steering Wheel Touch Controls

Rear Window Wiper

Telescopic Wheel

Climate Control

Dual Air Condition

Backup Camera

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

4 Wheel Disc Brakes

Traction Control

Stability Control

Front Side Impact Air Bags

Head/Curtain Air Bags

SEATS

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

3rd Row Seat

Retractable Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

Rear Spoiler

California Emissions

TRUCK

Rear Step Bumper

Estimate of Record

Owner: TRAINING SCHOOL

Job Number:

2018 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI GREY

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER					
2		O/H front bumper				2.0	
3	** <>	Repl A/M Bumper cover	68088966AB	1	322.00	Incl.	3.0
		Note: A/M BUMPER COVER LOCATED AT KEYSTONE AUTOMOTIVE. PART IN STOCK OR AVAILABLE IN 1 TO 2 DAYS AT TIME OF CHECK. PART MAY BE AVAILABLE THROUGH DODGE PRICE MATCH PROGRAM					
4		Add for moldings				0.3	
5		FENDER					
6	*	Rpr RT Fender				2.0	2.2
7		Overlap Major Non-Adj. Panel					-0.2
8		FRONT DOOR					
9	*	Rpr RT Outer panel				2.5	2.3
10		Overlap Major Adj. Panel					-0.4
11		R&I RT Belt w'strip black				0.4	
12		R&I RT R&I mirror				0.3	
13		R&I RT Handle, outside w/o easy entry matt black				0.3	
14		SIDE LOADING DOOR					
15	*	Rpr RT Outer panel				2.5	2.4
16		Overlap Major Adj. Panel					-0.4
17		R&I RT Belt w'strip black				0.3	
18		R&I RT Lower w'strip				0.1	
19		R&I RT Handle, outside matt black				0.4	
20		R&I RT R&I trim panel				0.5	
21		Repl LT Applique front all	5020667AA	1	110.00	0.2	0.3
22		Clear Coat					2.5
23	#	Hazardous Waste		1	3.00		
24	#	Cover Car		1	5.00		
25	#	Flex Agent		1	5.00		
SUBTOTALS					445.00	11.8	11.7

Estimate of Record

Owner: TRAINING SCHOOL

Job Number:

2018 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI GREY

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			445.00
Body Labor	11.8 hrs @	\$ 70.00 /hr	826.00
Paint Labor	11.7 hrs @	\$ 70.00 /hr	819.00
Paint Supplies	11.7 hrs @	\$ 40.00 /hr	468.00
Subtotal			2,558.00
Total Cost of Repairs			2,558.00
Deductible			0.00
Total Adjustments			0.00
Net Cost of Repairs			2,558.00

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.