



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

July 29, 2025

Kristi Onstot
Executive Council
L O C A L

Subject: Damages to Vehicle #2252 Due to Vandalism on July 1, 2025
Department of Administrative Services
Claim dated July 8, 2025
AOS Claim ID: 4099

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 \$2,056.35, 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



**Department of
Administrative Services**

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

ADAM STEEN, DIRECTOR

Date: July 8, 2025

To: Tammy Hollingsworth, Auditor of State
Victoria Newton, Treasurer of State
Executive Council

Re: ALLOCATION REQUEST - 29C20 Claim for Executive Council Consideration

Vehicle / Event	#2252 / Vandalism
Event Date	July 1, 2025
Summary	Vehicle 2252 - sustained damage from vandalism (Claim # TBD)
Amount Requested	\$2,056.35 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, & Repair Estimate

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

Thank you,



Ryan Betts
DAS Fleet Risk Program Manager
ryan.betts1@iowa.gov
515-281-8008



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

Fwd: Abra estimate

1 message

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

Wed, Jul 2, 2025 at 8:54 AM

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 2252 sustained damage due to vandalism on 7/1/2025. I will forward all information as soon as it is received.

DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

510 E 12th St, Des Moines, IA 50319

515-281-3162 office

das.risk@iowa.gov<https://das.iowa.gov>**Department of
Administrative Services**

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.

----- Forwarded message -----

From: **Smith, Keely** <keely.smith2@iowa.gov>

Date: Wed, Jul 2, 2025 at 7:36 AM

Subject: Fwd: Abra estimate

To: DAS Risk <das.risk@iowa.gov>

FDCF vehicle 2252 was keyed in the parking lot while in Des Moines. Attached is the estimate.

----- Forwarded message -----

From: **Ashley Decker** <adecker@abrauto.com>

Date: Tue, Jul 1, 2025 at 3:00 PM

Subject: Abra estimate

To: keely.smith2@iowa.gov <keely.smith2@iowa.gov>

Good Afternoon,

Here is a copy of the estimate 2023 Traverse. Let us know if you have any questions.

Thank you,



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) 06/19/2025	Time between 12:00pm-3:56pm	No. of Vehicles 1
County Des Moines County	State Iowa	

Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Emma Askildson		1550 L Street	
Driver's License No./State		City, State, Zip	
916AL 5338 - IA		Fort Dodge, IA 50501	
Date of Birth	Department	Work Phone	Home Phone
05/16/2001	FDCF -252	515-574-4700	641-425-3809
License Plate No.	VIN	Year, Make, Model	
2252	1GNEVLKWH4PJ42571	'23 Chevy Traverse	
Estimate (\$) of Damage		Description of Damage	
		Vandalism	
		appears the vehicle was vandalized by being scratched	

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

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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>Car 1 was scratched or battered while it was unoccupied in the parking lot.</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 or DAS.Risk@iowa.gov



Auto Body Repair of America
2723 5th Ave S

Fort Dodge Iowa 50501

P: 515-576-5645

email: adecker@abraauto.com

Hours 7:30a- 5:30p M-F

9:00a- 12:00p Sat

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Keely Smith

Human Resources Technical Assistant

Fort Dodge Correctional Facility/North Central Correctional Facility

Iowa Department of Corrections

1550 L Street, Fort Dodge, IA 50501

Phone: 515-705-7232

FAX: 515-574-4750

keely.smith2@iowa.gov

<https://doc.iowa.gov/>



Department of Corrections



Corrections.pdf

160K

**Abra - Fort Dodge**

2723 - 5th Ave. S., Fort Dodge, IA 50501
Phone: (515) 576-5645
FAX: (515) 955-5466

Workfile ID: 5484cca/
Federal ID: 421460937

Estimate**RO Number:**

Customer:	Insurance:	Adjuster:	Estimator:	Ashley Decker
State Of Iowa Corrections	CUSTOMER PAY	Phone:	Create Date:	7/1/2025
		Claim:		
		Loss Date:		
(515) 705-7233		Deductible:		

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection

VIN: 1GNEVLKW4PJ242571	Interior Color:	Mileage In:	Vehicle Out:
License:	Exterior Color:	Mileage Out:	
State: IA	Production Date:	Condition:	Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		ROOF						
2	E01	Remove/Install	RT Roof molding w/o silver roof rail				0.3	Body	
3	E01		FRONT DOOR						
4	E01	Blend	RT Door shell						1.1
5	E01	Remove/Install	RT Belt molding chrome				0.3	Body	
6	E01	Remove/Install	RT Applique				0.2	Body	
7	E01	Remove/Install	RT Reveal molding chrome				0.4	Body	
8	E01	Remove/Replace	RT Nameplate "TRAVERSE" w/o red outline	1	66.75	OEM	0.2	Body	
9	E01	Remove/Install	RT Lower molding w/insert w/sport pkg				0.3	Body	
10	E01	Remove/Install	RT Mirror assy w/blind spot w/surround view, w/HD				0.5	Body	
11	E01	Remove/Install	RT Door glass GM				0.5	Body	
12	E01	Remove/Install	RT Run w'strip				0.3	Body	
13	E01	Remove/Install	RT Handle, outside primed				0.4	Body	
14	E01	Remove/Install	RT R&I trim panel				0.5	Body	
15	E01		remove and replace decal on front door				1.0	Body	
16	E01		REAR DOOR						
17	E01	Repair	RT Door shell				3.0	Body	2.1
18	E01		Add for Clear Coat						0.8
19	E01		Feather Edge Prime and Block				1.0	Body	
20	E01	Remove/Install	RT Reveal molding chrome				0.4	Body	
21	E01	Remove/Install	RT Belt molding chrome				0.3	Body	
22	E01	Remove/Install	RT Applique				0.2	Body	
23	E01	Remove/Install	RT Lower molding w/insert black chrome				0.3	Body	
24	E01	Remove/Install	RT Door glass GM w/deep tinted				0.5	Body	
25	E01	Remove/Install	RT Run w'strip GM w/deep tinted				0.3	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

7/1/2025 2:58:42 PM

Page 1

RO Number:

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection

26	E01	Remove/Install	RT Door handle primed				0.4	Body	
27	E01	Remove/Install	RT R&I trim panel				0.4	Body	
28	E01		QUARTER PANEL						
29	E01	Blend	RT Quarter panel						1.3
30	E01	Remove/Install	RT Wheelhouse liner				0.3	Body	
31	E01	Remove/Install	RT Pressure valve				0.1	Body	
32	E01	Remove/Install	RT Wheel opng mldg black				0.0	Body	
33	E01	Remove/Install	RT Quarter glass GMC w/deep tint				1.6	Body	
34	E01	Remove/Replace	Glass Urethane Kit	1	25.00	Other			
35	E01	Remove/Install	LT Wheelhouse liner				0.2	Body	
36	E01	Remove/Install	LT Wheel opng mldg black				0.0	Body	
37	E01		REAR LAMPS						
38	E01	Remove/Install	RT Tail lamp all				0.2	Body	
39	E01		REAR BUMPER						
40	E01	Remove/Install	RT Side cover				0.3	Body	
41	E01	Remove/Install	R&I bumper cover				2.2	Body	
42	E01	Remove/Install	LT Side cover				0.3	Body	
43	E01		VEHICLE DIAGNOSTICS						
44	E01	Repair	Pre-repair scan				0.5	Mech	
45	E01	Repair	Post-repair scan				0.5	Mech	
46	E01	Repair	Disconnect Battery				0.5	Body	
47	E01		Hazardous waste removal	1	5.00	Other			
48	E01	Remove/Replace	Cover Car	1	5.00	Other			
49	E01	Remove/Replace	Corrosion Protection	1	5.00	Other			

Estimate Totals	Discount \$	Markup \$	Rate \$	Total Hours	Total \$
Parts					106.75
Labor, Body			70.00	17.4	1,218.00
Labor, Refinish			70.00	5.3	371.00
Labor, Mechanical			85.00	1.0	85.00
Material, Paint			52.00	5.3	275.60
Subtotal					2,056.35
Sales Tax					0.00
Grand Total					2,056.35
Net Total					2,056.35

Estimate Version	Total \$
Original	2,056.35

Insurance Total \$:	0.00
Received from Insurance \$:	0.00
Balance due from Insurance \$:	0.00
Customer Total \$:	2,056.35

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RO Number:

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection

Received from Customer \$:	0.00
Balance due from Customer \$:	2,056.35