

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

May 6, 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 an emergency allocation in the amount of \$6,272.50. On November 7, 2023, Vehicle #2318 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

*Kristi Onstot*

Kristi Onstot  
Acting 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 # 3635  
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

April 11, 2024

Victoria Newton  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #2318 on November 7, 2023  
Department of Administrative Services  
Claim dated November 16, 2023  
AOS Claim ID: 3635

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 \$6,272.50 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: 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          | #2318/Deer   |
| Event Date               | November 7, 2023   |
| Summary                  | Vehicle 2318 struck a deer. (269450)                       |
| Amount Requested         | \$6,272.50 - 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,

Mariah Fucaloro, Fleet Manager  
DAS Fleet Services  
[Mariah.Fucaloro@iowa.gov](mailto:Mariah.Fucaloro@iowa.gov)  
515-414-6582



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

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**29C20**

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

Wed, Nov 8, 2023 at 10:18 AM

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

Please accept this email as initial 24 hr notification for AON, vehicle 2318 struck a deer on 11/7/23. 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>

## Vehicle Accident Report

### Time and location of accident

|                             |         |                 |
|-----------------------------|---------|-----------------|
| Accident Date (Mo/Day/Year) | Time    | No. of Vehicles |
| Nov. 7 <sup>th</sup> 2023   | 4:00 pm | 1               |
| County                      | State   |                 |
| Cass                        | Iowa    |                 |

### Vehicle 1 (State vehicle)

|                            |                   |   |              |
|----------------------------|-------------------|---|--------------|
| Driver's Name              |                   | Work Street Address   |              |
| DeeAnn Schreiner           |                   | 13001 University Ave  |              |
| Driver's License No./State |                   | City, State, Zip  |              |
| 897223196                  |                   | Clare Ia 50325  |              |
| Date of Birth              | Department        | Work Phone  | Home Phone   |
| 9-21-63                    | Sales - DSR       | 515-725-7900  | 712-254-1459 |
| License Plate No.          | VIN               | Year, Make, Model   |              |
| C1SD95                     | 2C4RC1C62MR553029 | 2021 Chrysler Voyager                                       |              |
| Estimate (\$) of Damage    |                   | Description of Damage                                       |              |
| \$300 ?                    |                   | Front left headlight<br>Left side sliding door + Back Panel |              |

### 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.<br/>           Use the outline below to sketch the scene of your accident,<br/>           writing in street or highway names or numbers.<br/>           Use number 1 to indicate the State vehicle.</p> |   |
|  | <p>Tuesday @ 4 pm - got off exit to Atlantic on Olive St. Driving 25-30 MPH &amp; 4-5 deer jumped out of ditch. One hit front of Van &amp; must have bounced off Drivers side door. He got up &amp; ran</p> |

**QUALITY CLAIMS SOLUTIONS**

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

Workfile ID: 1430d51b

For:

**QUALITY CLAIMS SOLUTIONS**

DAS Fleet Services

**Estimate of Record**

**Owner: STATE OF IOWA**

**Job Number:**

Written By: Wayne Malsam

Insured: STATE OF IOWA Policy #: UNK Claim #: APDSOI0269450-001  
Type of Loss: Collision Date of Loss: 11/13/2023 12:00 PM Days to Repair: 0  
Point of Impact: 10 Left Front Pillar (Left Side)

**Owner:** STATE OF IOWA  
DES MOINES, IA 50323  
**Inspection Location:** STEW HANSEN'S URBANDALE COLLISION  
C  
12103 HICKMAN ROAD  
DES MOINES, IA 50323  
Other  
(515) 331-2904 Evening  
**Repair Facility:**

**VEHICLE**

2021 CHRY Voyager LX FWD 4D VAN 6-3.6L Gasoline Sequential MPI

VIN: 2C4RC1CG2MR553029 Production Date: Interior Color:  
License: Odometer: 99,417 Exterior Color:  
State: Condition:

**TRANSMISSION**

Automatic Transmission

**POWER**

Power Steering

Power Brakes

Power Windows

Power Locks

Power Mirrors

Heated Mirrors

Power Driver Seat

**DECOR**

Dual Mirrors

Privacy Glass

Console/Storage

**CONVENIENCE**

Air Conditioning

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

Backup Camera

AM Radio

FM Radio

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

Stability Control

Front Side Impact Air Bags

Hands Free Device

**SEATS**

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

3rd Row Seat

Retractable Seats

**WHEELS**

Aluminum/Alloy Wheels

**PAINT**

Clear Coat Paint

**OTHER**

Rear Spoiler

California Emissions

**Estimate of Record**

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**Owner: STATE OF IOWA**

**Job Number:**

2021 CHRY Voyager LX FWD 4D VAN 6-3.6L Gasoline Sequential MPI

Overhead Console

**RADIO**

Head/Curtain Air Bags



**Estimate of Record**

**Owner: STATE OF IOWA**

**Job Number:**

2021 CHRY Voyager LX FWD 4D VAN 6-3.6L Gasoline Sequential MPI

| Line | Oper | Description   | Part Number | Qty | Extended Price \$ | Labor      | Paint |
|------|------|---|-------------|-----|-------------------|------------|-------|
| 1    |      | <b>FRONT BUMPER &amp; GRILLE</b>  |             |     |                   |            |       |
| 2    | R&I  | R&I bumper cover  |             |     |                   | 2.7        |       |
| 3    |      | <b>FRONT LAMPS</b>  |             |     |                   |            |       |
| 4    | **   | Repl A/M LT Headlamp assy<br>Note: keystone<br>City: ANKENY<br>State: IA<br>Phone: 515-727-7857 | 68228945AH  | 1   | <u>405.00</u>     | 0.5        |       |
| 5    |      | Aim headlamps   |             |     |                   | 0.5        |       |
| 6    |      | <b>HOOD</b>   |             |     |                   |            |       |
| 7    | Blnd | Hood (ALU)  |             |     |                   |            | 1.5   |
| 8    |      | <b>FENDER</b>   |             |     |                   |            |       |
| 9    | **   | Repl A/M LT Fender w/o hybrid (HSS)   | 68372877AC  | 1   | <u>361.00</u>     | 2.4        | 2.0   |
| 10   |      | Add for Clear Coat  |             |     |                   |            | 0.8   |
| 11   |      | Add for Edging  |             |     |                   |            | 0.5   |
| 12   |      | <b>ELECTRICAL</b>   |             |     |                   |            |       |
| 13   | *    | R&I Battery main 650 amp  |             |     |                   | m 0.1      |       |
| 14   |      | <b>WHEELS</b>   |             |     |                   |            |       |
| 15   | R&I  | LT/Rear R&I wheel   |             |     |                   | m 0.1      |       |
| 16   |      | <b>PILLARS, ROCKER &amp; FLOOR</b>  |             |     |                   |            |       |
| 17   | *    | Subl LT Glass assy Chrysler chrome  |             | 1   | <u>112.50</u>     |            |       |
| 18   | #    | Urethane Kit  |             | 1   | <u>25.00</u>      |            |       |
| 19   | R&I  | LT Rocker molding   |             |     |                   |            | Incl. |
| 20   |      | <b>FRONT DOOR</b>   |             |     |                   |            |       |
| 21   | R&I  | LT R&I door assy  |             |     |                   | 1.0        |       |
| 22   | Blnd | LT Outer panel (HSS)  |             |     |                   |            | 1.1   |
| 23   | R&I  | LT Belt molding outer chrome  |             |     |                   | 0.3        |       |
| 24   | *    | R&I <u>LT Power mirror man fol</u>  |             |     |                   | 0.5        |       |
| 25   | *    | R&I <u>LT Handle, outside painted,</u>  |             |     |                   | 0.4        |       |
| 26   | R&I  | LT R&I trim panel   |             |     |                   | 0.6        |       |
| 27   |      | <b>SIDE LOADING DOOR</b>  |             |     |                   |            |       |
| 28   | Repl | LT Door shell (ALU)   | 68185691AM  | 1   | 1,365.00          | 6.8        | 3.9   |
| 29   |      | Overlap Major Non-Adj. Panel  |             |     |                   |            | -0.2  |
| 30   |      | Add for Clear Coat  |             |     |                   |            | 0.7   |
| 31   | Repl | LT Applique front   | 68234033AF  | 1   | 69.50             | Incl.      |       |
| 32   | Repl | LT Applique rear  | 68187817AG  | 1   | 82.50             | Incl.      |       |
| 33   | R&I  | Striker rear  |             |     |                   | 0.2        |       |
| 34   |      | <b>SIDE PANEL</b>   |             |     |                   |            |       |
| 35   | *    | Rpr LT Side panel   |             |     |                   | <u>7.0</u> | 2.7   |
| 36   |      | Overlap Major Non-Adj. Panel  |             |     |                   |            | -0.2  |
| 37   |      | Add for Clear Coat  |             |     |                   |            | 0.5   |
| 38   |      | Add for Lock Pillar   |             |     |                   |            | 0.5   |
| 39   | R&I  | Fuel door   |             |     |                   | 0.1        |       |

**Estimate of Record**

**Owner: STATE OF IOWA**

**Job Number:**

2021 CHRY Voyager LX FWD 4D VAN 6-3.6L Gasoline Sequential MPI

|                  |                            |  |                      |   |                 |   |             |
|------------------|----------------------------|--|----------------------|---|-----------------|---|-------------|
| 40               | Blnd                       | Fuel door                                  |                      |   |                 |   | 0.3         |
| 41               | Repl                       | LT Window molding chrome                   | 68497495AB           | 1 | 271.00          |   | 0.3         |
| 42               | R&I                        | LT Applique panel                          |                      |   |                 |   | 0.2         |
| 43               | R&I                        | LT Wheelhouse liner                        |                      |   |                 |   | 0.4         |
| 44               | <b>REAR LAMPS</b>          |  |                      |   |                 |   |             |
| 45               | R&I                        | RT Tail lamp quarter panel mounted w/o LED |                      |   |                 |   | 0.3         |
| 46               | R&I                        | LT Tail lamp quarter panel mounted w/o LED |                      |   |                 |   | 0.3         |
| 47               | <b>REAR BUMPER</b>         |  |                      |   |                 |   |             |
| 48               | R&I                        | R&I bumper cover                           |                      |   |                 |   | 1.9         |
| 49               | <b>VEHICLE DIAGNOSTICS</b> |  |                      |   |                 |   |             |
| 50               | *                          | Repl                                       | Pre-repair scan      | 1 |                 | m | 0.5 M       |
| 51               | *                          | Repl                                       | Post-repair scan     | 1 |                 | m | 0.5 M       |
| 52               | #                          |  | Corrosion Protection | 1 | 5.00            |   | 0.1         |
| 53               | #                          |  | Cover Car            | 1 | 5.00            |   | 0.2         |
| 54               | #                          |  | Hazardous Waste      | 1 | 3.00            | X |             |
| <b>SUBTOTALS</b> |                            |  |                      |   | <b>2,704.50</b> |   | <b>27.9</b> |
|                  |                            |  |                      |   |                 |   | <b>14.1</b> |

**ESTIMATE TOTALS**

| Category                     | Basis      | Rate          | Cost \$         |
|------------------------------|------------|---------------|-----------------|
| Parts                        |            |               | 2,701.50        |
| Body Labor                   | 26.9 hrs @ | \$ 68.00 /hr  | 1,829.20        |
| Paint Labor                  | 14.1 hrs @ | \$ 118.00 /hr | 1,663.80        |
| Mechanical Labor             | 1.0 hrs @  | \$ 75.00 /hr  | 75.00           |
| Miscellaneous                |            |               | 3.00            |
| Subtotal                     |            |               | 6,272.50        |
| <b>Total Cost of Repairs</b> |            |               | <b>6,272.50</b> |
| Deductible                   |            |               | 0.00            |
| <b>Total Adjustments</b>     |            |               | <b>0.00</b>     |
| <b>Net Cost of Repairs</b>   |            |               | <b>6,272.50</b> |

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 of Record

**Owner: STATE OF IOWA**

**Job Number:**

2021 CHRY Voyager LX FWD 4D VAN 6-3.6L Gasoline Sequential MPI

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 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 DR3NS17, 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.

## Estimate of Record

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**Owner: STATE OF IOWA**

**Job Number:**

2021 CHRY Voyager LX FWD 4D VAN 6-3.6L Gasoline Sequential MPI

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.