



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

June 3, 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 this date, approved payment of the following cost item:

Department of Administrative Services.....\$4,666.43  
On December 29, 2023, Vehicle #642 was damaged by a deer. Request was to cover repair costs.

This represents full and final payment, \$550.60 will be reverted and this allocation closed.

EXECUTIVE COUNCIL OF IOWA

*Kristi Onstot*

Kristi Onstot  
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 # 3651  
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

May 13, 2024

Kristi Onstot  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #642 on December 29, 2023  
Department of Administrative Services  
Claim dated January 2, 2024  
AOS Claim ID: 3651

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:

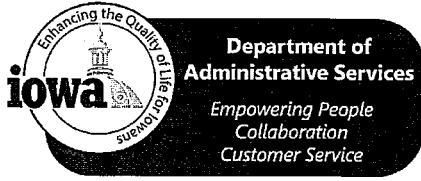
Documented request			<u>\$ 4,666.43</u>
Executive Council Allocation			\$ 5,217.03
Less:			
Previous payments	\$	0.00	
This payment		<u>4,666.43</u>	
Total			<u>\$ 4,666.43</u>
Remaining Executive Council allocation			<u>\$ 550.60</u>

We recommend reimbursement be made in the amount of \$4,666.43. This represents full and final payment of the loss. The remaining allocation should be reverted to the State Treasury.

Sincerely,

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



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

Date: February 15, 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 #	3651
Vehicle / Event	#642/Animal
Event Date	December 29, 2023
Summary	Vehicle 642 struck a deer. (272361)
Amount Requested	<b>\$4,666.43 - TOTAL</b>

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



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

Date: January 2, 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	#642/Deer
Event Date	December 29, 2023
Summary	Vehicle 642 hit a deer. (272361)
Amount Requested	\$5,217.03 - 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

	Fiscal Year	Warrant Number	Line Number	Line Amount	Issued	Redeemed	Vendor Customer
✓	2024	86131879	1	\$412.50	02/02/2024	02/07/2024	VS000002922
	2024	86131879	2	\$1,250.00	02/02/2024	02/07/2024	VS000002922
	2024	86131879	3	\$3,003.93	02/02/2024	02/07/2024	VS000002922

First Prev Next Last

Search 

▼ **Warrant Information**

Fiscal Year :  Amount :

Warrant Number :  Vendor Customer :

Line Number :  Last Updated :

▼ **Issue Information**

Issued :  Void :

Document ID :  Duplicate :

Document Line Number :  Stop :

Line Amount :

Comments :

▼ **Redeemed Information**

Redeemed :  Batch Number :

Redeemed Bank :  Sequence Number :

Redeemed Fund :

Redeemed Department :

▼ **Fund Accounting**

Fund :  Object :  Dept Object :

Sub Fund :  Sub Object :  Dept Revenue :

Department :  Object Class :

Unit :  Revenue Source :

Sub Unit :  Sub Revenue Source :

Appropriation :  Revenue Source Class :

BSA :

Sub BSA :

▼ **Detail Accounting**

Location :  Reporting :  Major Program :

Sub Location :  Sub Reporting :  Program :

Activity :  Task :  Phase :

Sub Activity :  Sub Task :  Program Period :

Function :  Task Order :

Sub Function :

[Top](#)

# All Makes Collision Center

524 23rd Ave  
 Council Bluffs, IA 51501  
 Phone (712) 256-3195

# Invoice

No: 2243

Scheduled In Date: 1/29/2024  
 Completed Date: 1/31/2024  
 Service Rep: Kortnie Getzschman  
 Page 1  
 PO No:

**Name**

state of iowa

**Service Item**

19 Chevrolet Impala 1LS 4 DR Sedan  
 Lic: Unit#  
 VIN: 2G11Z5S38K9114795 Color:  
 Mileage In: Mileage Out:  
 Paint Code: \_\_\_\_\_

**Insurance Information**

Claim No: 272361-001  
 Policy No:  
 Date of Loss:  
 Deductible: 0.0000

**Insurance Company**

Ext:

**Insured**

Ext:

**Adjuster**

Type	Description	Qty	Each	Amount	Sales Tax%	Sales Tax	Total
RL	Refinish Labor	12.2	100.00	1,220.00	7.00%	0.00	1,220.00
BL	Body Labor	8.0	55.00	440.00	7.00%	0.00	440.00
NP	NonTaxable Part			3,006.43	0.00%	0.00	3,006.43
<b>ESTIMATE TOTALS</b>				<b>\$4,666.43</b>		<b>\$0.00</b>	<b>\$4,666.43</b>

Type	Description	Qty	Each	Amount	Sales Tax%	Sales Tax	Total
RL	Refinish Labor	12.2	100.00	1,220.00	7.00%	0.00	1,220.00
BL	Body Labor	8.0	55.00	440.00	7.00%	0.00	440.00
NP	NonTaxable Part			3,006.43	0.00%	0.00	3,006.43
<b>INVOICE TOTALS</b>				<b>\$4,666.43</b>		<b>\$0.00</b>	<b>\$4,666.43</b>

An express mechanic's lien is hereby acknowledged on the above vehicle to secure the amount of costs incurred by in collecting amounts owed for repairs on the above vehicle. I also hereby make, constitute and appoint you and/or your employees as my true lawful attorney for me and in my name, place, and stead to ask, demand, collect, sign for and receive all such sums of money which are or shall be due owing, payable and belonging to me, or detained from me, related to the vehicle herein described. This includes full power and authority to sign my name to all checks, drafts, and/or negotiable instruments related to or arising out of work done by you and/or your employees on the above mentioned vehicle.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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

**29C20**

1 message

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

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

Tue, Jan 2, 2024 at 11:52 AM

Please accept this email as initial 24 hr notification for AON, vehicle 642 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 13<sup>th</sup> St, Des Moines, IA 50319

515-281-3162 office

[das.risk@iowa.gov](mailto:das.risk@iowa.gov)

<https://das.iowa.gov>



Department of  
Administrative Services





INVESTIGATING OFFICER'S REPORT OF MOTOR VEHICLE ACCIDENT

MAIL REPORTS TO: Iowa Department of Transportation, Office of Driver Services, P.O. Box 9204, Des Moines, Iowa 50306-9204

Law Enforcement Case Number: 2024000084

LOCATION INFORMATION section containing Date of Accident (12/29/2023), Time of Accident (18:00 Hrs.), County (POTTAWATTAMIE - 78), and Literal Description (HWY 6 & HUNT AVE).

ACCIDENT ENVIRONMENT and ROADWAY CHARACTERISTICS section containing Location of First Harmful Event, Weather Conditions, Major Contributing Circumstances Environment, and Roadway details.

First Harmful Event (Crash) summary table with columns for WORKZONE RELATED?, Yes/No, Activity, Location, Type, Workers Present, and various vehicle status indicators.

NONMOTORISTS section for Driver 1, including Name (001), Phone Number, and DOB.

Alcohol and Drug Test Results for Driver 1, including Test Results, Drug Test Given, and Charged status.

Transportation details for Driver 1, including Transported to and Transported by.

NONMOTORISTS section for Driver 2, including Name, Phone Number, and DOB.

Alcohol and Drug Test Results for Driver 2, including Test Results, Drug Test Given, and Charged status.

Transportation details for Driver 2, including Transported to and Transported by.

PROPERTY DAMAGE section for Vehicle 1, including Object Damaged and Estimate of Damage.

Owner information for Vehicle 1, including Owner's Last Name, First Name, Middle Name, and Phone Number.

Address and notification details for Vehicle 1, including Address, City, State, Zip Code, and Was owner or tenant notified?

PROPERTY DAMAGE section for Vehicle 2, including Object Damaged and Estimate of Damage.

Owner information for Vehicle 2, including Owner's Last Name, First Name, Middle Name, and Phone Number.

Address and notification details for Vehicle 2, including Address, City, State, Zip Code, and Was owner or tenant notified?

WITNESSES section for Witness 1, including Last Name, First Name, Address, City, State, Zip Code, and Phone Number.

WITNESSES section for Witness 2, including Last Name, First Name, Address, City, State, Zip Code, and Phone Number.

WITNESSES section for Witness 3, including Last Name, First Name, Address, City, State, Zip Code, and Phone Number.

WITNESSES section for Witness 4, including Last Name, First Name, Address, City, State, Zip Code, and Phone Number.

WITNESSES section for Witness 5, including Last Name, First Name, Address, City, State, Zip Code, and Phone Number.

Is This a Secondary Crash? (Y/N) and Type of Primary Incident.

Roadway Clearance Date (12/29/2023) and Incident Clearance Date (12/29/2023).

Signature of Officer (TROOPER J BARDSLEY), Badge Number (037), and Time Officer Notified of Accident (09:15 Hrs.).

Name of Agency (IOWA STATE PATROL - DIST 03), Date of Report (01/02/2024), and Time Officer Arrived At Scene (09:15 Hrs.).

Report Reviewed By, Date of Review, Investigation made at scene? (Y/N), T.I. No., and Other Technical Investigating Agency.

INVESTIGATING OFFICER'S REPORT  
OF MOTOR VEHICLE ACCIDENT

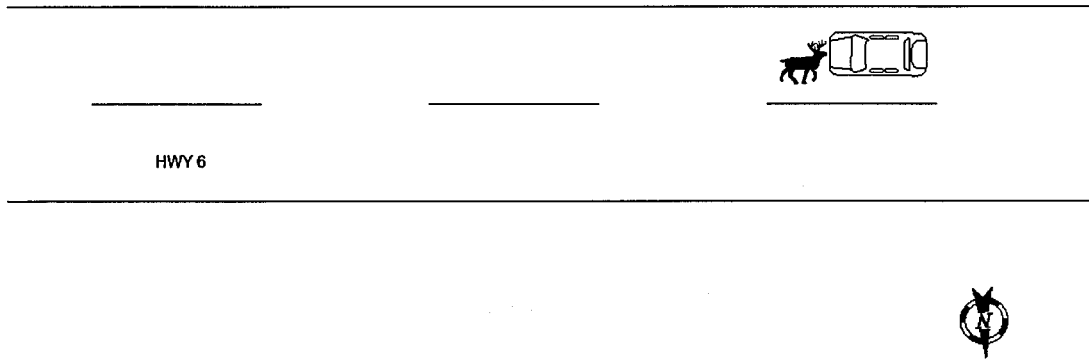
Form 4433003 (11-13)

Law Enforcement Case Number:

2024000084

MAIL REPORTS TO: Iowa Department of Transportation, Office of Driver Services, P.O. Box 9204, Des Moines, Iowa 50306-9204

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Vehicle was traveling EB on Hwy 6. Vehicle #1 came into contact with a deer in the roadway. Vehicle #1 came to rest on the shoulder. Driver #1 did not need medical treatment. Vehicle was driven away from the scene.



## State Vehicle Damage Report

Attach this completed form to an email along with the items identified below and send to: **DPS – Vehicle Damage; DAS – Risk**

- One Repair Estimate from Approved State Bid Shop
- DOT MARS Report (if reportable)
- Memo from the Driver of the State Vehicle
- 3-4 photos of the vehicle damage

**\*\*\*Sworn Officers only: Complete a Line of Duty Form #432037 and send to DOT if 10-50 was reportable!!!**

**STATE VEHICLE: (Mark if Act of Nature  ) CASE #: 2024000084**

Date: <small>(Month/Day/Year)</small>	12/29/2023	Time: <small>(Time plus a.m./p.m.)</small>	6:00 p.m.
Vehicle Plate #:	JHF398	Vehicle Mileage:	96650
Vehicle Description: <small>(Yr/Make/Model/ &amp; Vin#)</small>	2019 Chevrolet Impala LT 2G11Z5S38K9114795		
Assigned To:	Tyler Kotrous	Badge #	I-190
Driven By:	Tyler Kotrous	Badge #	I-190
Driver's Lic #:	140CC5336	Damage:	\$5,217.03
Vehicle Towed: <small>(Yes / No)</small>	No	Towed By:	N/A
Towed To:	N/A	Towing Cost:	\$N/A
Seat Belt: <small>(Yes / No)</small>	Yes	Type of Vehicle: <small>(Marked/Semi /Unmarked)</small>	Unmarked
Injured/Injuries:	None		
Occupants: <small>(Other than driver)</small>	None		

### VEHICLE #2:

DL #:		State:	
Vehicle Lic. #		State:	
Driver's Name:			
Driver's Address:			
Owner's Name:			
Owner's Address:			
Owner's Phone:			

Insurance Info: (Carrier/Policy #/Phone)			
Veh Description: (Yr/Make/Model & Vin#)			
Damage:	\$	Seat Belt: (Yes / No)	No
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt: (Yes/No)	Yes		

**OTHER INFORMATION:**

Witnesses:	N/A
Accident Location: (Street/Hwy)	Iowa Highway 6, near Hunt Avenue
County:	Pottawattamie
Weather/Road Conditions:	35 degrees and dry
<p>Narrative: On 12/29/2023, at approximately 1800 hours I was driving my state vehicle (2019 Chevrolet Impala #642) eastbound on Iowa Highway 6 near Hunt Avenue, when I struck a deer with the front driver's side of my car. When I arrived at my destination (home), I examined my car for damage and saw the driver's side hood, fender, and front bumper had damage.</p> <p>On 01/02/2024, I stopped at All Makes Collision in Council Bluffs for an estimate. Kortnie Getzschman provided me with an estimate totaling \$5,217.03.</p>	
Property Damage other than Vehicles:	None
Cost:	\$0
Citations Issued To: (List Charge(s) and Statute Code(s))	

Investigating Officer:	
------------------------	--

**VEHICLE #3: (If needed) (For more vehicles, please make extra copies of this portion)**

DL #:		State:	
Vehicle Lic. #		State:	
Driver's Name:			
Driver's Address:			
Owner's Name:			
Owner's Address:			
Owner's Phone:			
Insurance Info: (Carrier/Policy #/Phone)			
Veh Description: (Yr/Make/Model & Vin#)			
Damage:	\$	Seat Belt: (Yes / No)	Yes
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt: (Yes/No)	Yes		

**Kim Reynolds**  
Governor  
**Adam Gregg**  
Lt. Governor

---



**Department of Public Safety**

**Stephan K. Bayens**  
Commissioner

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To whom it may concern:

On 12/29/2023, at approximately 1800 hours I was driving my state vehicle (2019 Chevrolet Impala #642) eastbound on Iowa Highway 6 near Hunt Avenue, when I struck a deer with the front driver's side of my car. When I arrived at my destination (home), I examined my car for damage and saw the driver's side hood, fender, and front bumper had damage. On 01/02/2024, I stopped at All Makes Collision in Council Bluffs for an estimate. Kortnie Getzschman provided me with an estimate totaling \$5,217.03.

Attached is the State Vehicle Damage Report, repair estimate from All Makes Collision, the DOT MARS Report, and photos of the damage.

Special Agent Tyler Kotrous I-190  
Iowa Department of Public Safety  
Division of Criminal Investigation  
Special Enforcement Operations Bureau  
2200 River Road  
Council Bluffs, IA 51501

C: 402-657-4106

O: 712-396-3140

F: 712-396-3143

EM: kotrous@dps.state.ia.us



All Makes Collision Center  
524 23rd Ave Council Bluffs, IA 51501  
Phone: (712) 256-3195

\*\*\* PRELIMINARY ESTIMATE \*\*\*

01/02/2024 08:56 AM

Owner

Owner: state of iowa

Control Information

File #: 642

Accounting #:

Inspection

Inspection Date: 01/02/2024 08:57 AM

Inspection Type:

Appraiser Name: Kortnie Getzschman

Appraiser License #:

Repairer

Repairer: ALL MAKES COLLISION  
Address: 524 23rd ave

Contact: KARL GETZSCHMAN  
Work/Day: (712)256-3195  
Cell: (712)355-0860  
Work/Day:

City State Zip: COUNCIL BLUFFS, IA 51501  
Email: KARL.AAAUTO@LIVE.COM

Target Complete Date/Time:

Days To Repair: 6

Vehicle

OEM Part Price Quote ID: \*\*\*\*

2019 Chevrolet Impala 1LS 4 DR Sedan  
6cyl Gasoline 3.6  
6-Speed Automatic

Lic Expire:  
Veh Insp# :  
Condition:  
Ext. Refinish: Two-Stage

VIN: 2G11Z5S38K9114795  
Mileage Type: Actual  
Code: U4183A  
Int. Refinish: Two-Stage

Options

18 Inch Alloy Wheels  
60/40 Bench Seat  
Anti-Lock Brakes  
Auxiliary Audio Input  
Climate Control For A/C  
Daytime Running Lights  
Elect. Stability Control  
Electronic Compass  
Floor Mats  
High Definition Radio  
In-Vehicle WIFI  
Keyless Entry System  
Laminated Glass

1st Row LCD Monitor(s)  
AM/FM Stereo  
Armrest(s)  
Carpeting  
Compact Spare Tire  
Driver Information Sys  
Electric Parking Brake  
Emergency S.O.S. System  
Halogen Headlights  
IPOD Control  
Intermittent Wipers  
Keyless Ignition System  
Lighted Entry System

2nd Row Head Airbags  
Air Conditioning  
Auto Headlamp Control  
Center Console  
Cruise Control  
Dual Airbags  
Electric Steering  
Engine Stop/Start  
Head Airbags  
Illuminated Visor Mirror  
Keyless Access System  
Knee Air Bags  
Navigation System



OnStar System	Overhead Console	Power Brakes
Power Door Locks	Power Drivers Seat	Power Mirrors
Power Steering	Power Windows	Privacy Glass
Pwr Accessory Outlet(s)	Pwr Driver Lumbar Supp	Rear Center Arm Rest
Rear Side Airbags	Rear View Camera	Rear Window Defroster
Rem Trunk-L/Gate Release	Side Airbags	SiriusXM Satellite Radio
Split Folding Rear Seat	Stability Cntrl Suspensn	Strg Wheel Radio Control
Tachometer	Theft Deterrent System	Tilt & Telescopic Steer
Tinted Glass	Tire Pressure Monitor	Traction Control System
Trip Computer	USB Audio Input(s)	Vehicle Tracking Service
Velour/Cloth Seats	Wireless Audio Streaming	Wireless Phone Connect

**Damages**

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ% B%	Hours	R
<b>Front Bumper</b>									
1	E	6		Cover,Front Bumper	22990034 GM Part	\$845.53		3.3	SM
2	L	6	13	Cover,Front Bumper	Refinish			4.4	RF
					3.2 Surface				
					0.6 Two-stage setup				
					0.6 Two-stage				
3	E	1106		Grille,Frt Bumper Lwr	84224251 GM Part	\$466.02		INC	SM
<b>Front End Panel And Lamps</b>									
4	OE	28		Grille Assembly	Replace PXN OE Srpls	\$389.00		INC	SM
5	E	41	01	Headlamp Assy,Halogen LT	84573235 GM Part	\$969.98		0.3	SM
<b>Front Body And Windshield</b>									
6	OE	83		Panel,Hood	Replace PXN OE Srpls	\$1,029.00		0.9	SM
7	L	83		Panel,Hood	Refinish			5.0	RF
					3.0 Surface				
					1.2 Edge				
					0.8 Two-stage				
8	I	103		Fender,Front LT	Repair			2.0*	SM
9	L	103		Fender,Front LT	Refinish			2.2	RF
					1.8 Surface				
					0.4 Two-stage				
9	Items								
			MC	Message					
			01	CALL DEALER FOR EXACT PART # / PRICE					
			13	INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE					

**Estimate Total & Entries**

OEM Parts	\$2,281.53
Other Parts	\$1,418.00
<b>Parts &amp; Material Total</b>	<b>\$3,699.53</b>

Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs	
Sheet Metal (SM)	\$55.00	4.5	2.0	6.5	\$357.50
Mech/Elec (ME)	\$55.00				
Frame (FR)	\$50.00				
Refinish (RF)	\$100.00	11.6		11.6	\$1,160.00

<b>Labor Total</b>	18.1 Hours	\$1,517.50
<b>Gross Total</b>		\$5,217.03
<b>Net Total</b>		\$5,217.03

Alternate Parts Y/05/02/00/03/03 Cumulative 05/02/00/03/03 Zip Code: 51501 Default  
 OEM Part Prices DT 01/02/2024 08:57 AM EstimateID 1171463345623015424 QuoteID \*\*\*\*  
 Rate Name Default

**Audatex Estimating 8.2.054 ES 01/02/2024 08:59 AM REL 8.2.054 DT 11/01/2023**  
 State Disclosure: Not Selected  
 © 2024 Audatex North America, Inc.

**2.4 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.**

**Op Codes**

* = User-Entered Value	^ = Labor Matches System Assigned Rates	E = Replace OEM
NG = Replace NAGS	EC = Replace Economy	OE = Replace PXN OE Srpls
UE = Replace OE Surplus	ET = Partial Replace Labor	EP = Replace PXN
EU = Replace Recycled	TE = Partial Replace Price	PM = Replace PXN Reman/Rebld
UM = Replace Reman/Rebuilt	L = Refinish	PC = Replace PXN Reconditioned
UC = Replace Reconditioned	TT = Two-Tone	SB = Sublet Repair
N = Additional Labor	BR = Blend Refinish	I = Repair
IT = Partial Repair	CG = Chippguard	RI = R & I Assembly
P = Check	AA = Appearance Allowance	RP = Related Prior Damage



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