

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 3, 2025

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 \$5,945.65, subject to an audit of actual invoices. On November 4, 2024, Vehicle #2215 was damaged by a deer. Request was to cover repair costs.

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 # 3959
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

February 6, 2025

Kristi Onstot
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #2215 on November 4, 2024
Department of Administrative Services
Claim dated November 13, 2024
AOS Claim ID: 3959

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 \$5,945.65, 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



KIM REYNOLDS, GOVERNOR

ADAM STEEN, DIRECTOR

Date: November 13, 2024

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

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

Table with 2 columns: Field Name, Value. Rows include Vehicle / Event (#2215 / Animal), Event Date (November 4, 2024), Summary (Vehicle 2215 - struck a raccoon. (293657)), Amount Requested (\$5,945.65 - Estimate), and Supporting Documentation (29C20 Email Notification, Accident Report, Repair Estimate(s)).

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

Thank you,

Handwritten signature of Ryan Betts

Ryan Betts
DAS Fleet Services
ryan.betts@iowa.gov
515-281-8008



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

29C20 24 Hour Notification - Vehicle 2215 - Hit a deer 11/4/2024

1 message

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

Tue, Nov 5, 2024 at 10:41 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 2215 struck a deer on 11/4/2024. I will forward all information as soon as it is received.

Note that this was called in to our officed, we haven't received email/documentation yet.

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**

Vehicle Accident Report

Time and location of accident

| | | |
|-----------------------------|---------|-----------------|
| Accident Date (Mo/Day/Year) | Time | No. of Vehicles |
| 11/4/24 | 5:40 pm | 1 |
| County | State | |
| Linn | Iowa | |

Vehicle 1 (State vehicle)

| | | | |
|----------------------------|-------------------|---|--------------|
| Driver's Name | | Work Street Address | |
| Tami Franck | | 129 S. Vine St | |
| Driver's License No./State | | City, State, Zip | |
| 454VV3032 | | West Union, Iowa 52175 | |
| Date of Birth | Department | Work Phone | Home Phone |
| 3/22/85 | HHS FWB | 563-380-5617 | 319-415-9434 |
| License Plate No. | VIN | Year, Make, Model | |
| 2215 | 2C4RDGBG3KR634426 | 2013 Dodge Van | |
| Estimate (\$) of Damage | | Description of Damage | |
| | | <i>Mirror on passenger side popped off and dent in passenger/front vendor</i> | |

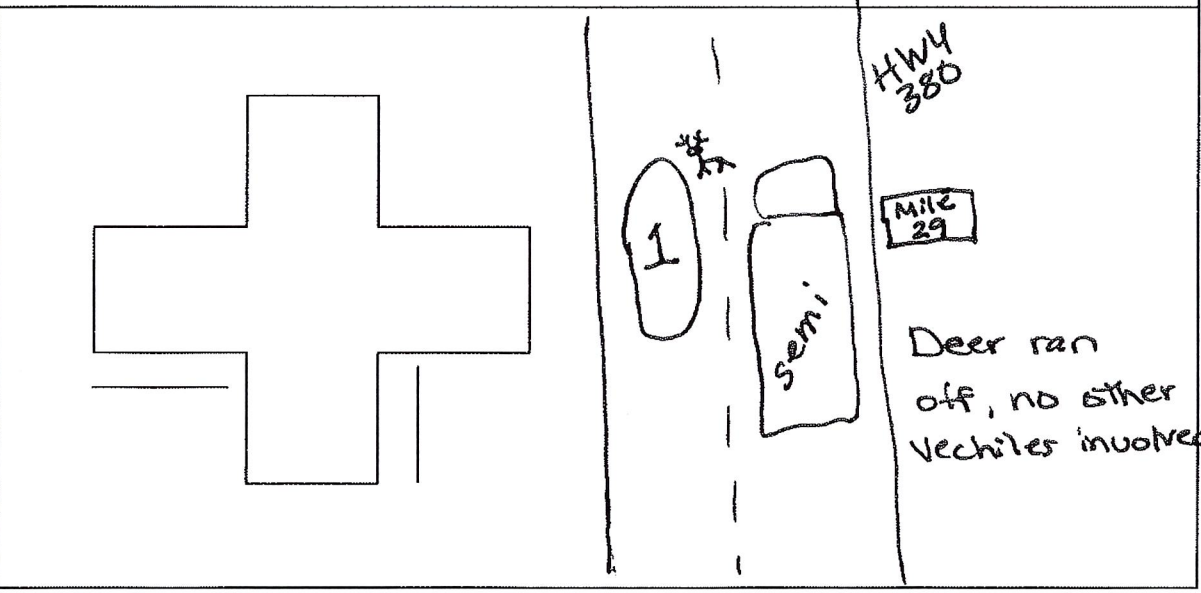
Vehicle 2 (other vehicle) if more than two vehicles-use additional forms

| | | | |
|----------------------------|------------|------------------|-------------------|
| Driver's Name | | Street Address | |
| none | | | |
| 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 |
| none | |
| Injured Persons (attach additional sheets if necessary) | |
| Vehicle No. 1/ Name and Address | Describe Injuries |
| none | |
| Vehicle No. 2/ Name and Address | Describe Injuries |
| | |
| Witness | |
| Name | Address/Phone |
| none | |
| Name | Address/Phone |
| | |

Accident Diagram

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.



Accident Information Exchange Sheet

Other Vehicle information

| | |
|-------------------------------------|------|
| Driver's Name | none |
| 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

Workfile ID:

6c58e262

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

For:

QUALITY CLAIMS SOLUTIONS

DAS Fleet Services

Estimate of Record

Owner: STATE OF IOWA

Job Number:

Written By: David Kelley

Insured: STATE OF IOWA
Type of Loss: Collision
Point of Impact: 03 Right T-Bone (Right Side)

Policy #: UNKNOWN
Date of Loss: 11/6/2024 12:00 PM

Claim #: APDSOI0293657-001
Days to Repair: 0

Owner:
STATE OF IOWA
INDEPENDENCE, IA 50644

Inspection Location:
DUNLAP MOTORS INC.
520 1ST STREET EAST
INDEPENDENCE, IA 50644
Other
(319) 334-7103 Evening

Repair Facility:

VEHICLE

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI BRIGHT WHITE

VIN: 2C4RDGBG3KR634426
License: State:

Production Date:
Odometer: 62,044
Condition:

Interior Color:
Exterior Color: BRIGHT WHITE

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: STATE OF IOWA

Job Number:

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI BRIGHT WHITE

| Line | Oper | Description | Part Number | Qty | Extended Price \$ | Labor | Paint |
|------------------|------|--|-------------|-----|-------------------|-------------|-------------|
| 1 | | FRONT BUMPER | | | | | |
| 2 | R&I | R&I bumper assy | | | | 1.5 | |
| 3 | | FENDER | | | | | |
| 4 | Repl | RT Fender | 68029128AC | 1 | 590.00 | 2.7 | 2.2 |
| 5 | | Add for Clear Coat | | | | | 0.9 |
| 6 | | Add for Edging | | | | | 0.5 |
| 7 | | PILLARS, ROCKER & FLOOR | | | | | |
| 8 | R&I | RT Rocker molding black | | | | Incl. | |
| 9 | * | Rpr <u>RT WINDSHIELD PILLAR</u> | | | | <u>1.7</u> | <u>0.9</u> |
| 10 | | Overlap Major Adj. Panel | | | | | -0.4 |
| 11 | | Add for Clear Coat | | | | | 0.1 |
| 12 | Repl | RT Applique black | 1AN68RXFAB | 1 | 94.65 | Incl. | |
| 13 | | FRONT DOOR | | | | | |
| 14 | * | Rpr RT Outer panel | | | | <u>3.0</u> | 2.3 |
| 15 | | Overlap Major Adj. Panel | | | | | -0.4 |
| 16 | | Add for Clear Coat | | | | | 0.4 |
| 17 | R&I | RT Belt w'strip black | | | | 0.4 | |
| 18 | * | Repl RT Mirror assy black crystal | 1AB72TZZAM | 1 | 204.00 | 0.3 | <u>0.0</u> |
| 19 | R&I | RT Handle, outside w/o easy entry matt black | | | | 0.3 | |
| 20 | R&I | RT R&I trim panel | | | | 0.5 | |
| 21 | | SIDE LOADING DOOR | | | | | |
| 22 | Repl | RT Door shell | 5020698AQ | 1 | 1,845.00 | 6.3 | 3.7 |
| 23 | | Overlap Major Adj. Panel | | | | | -0.4 |
| 24 | | Add for Clear Coat | | | | | 0.7 |
| 25 | | Add for power units | | | | 0.4 | |
| 26 | | SIDE PANEL | | | | | |
| 27 | * | Blnd RT Side panel | | | | | <u>1.4</u> |
| 28 | * | R&I RT Side molding black | | | | <u>0.3</u> | |
| 29 | | REAR BUMPER | | | | | |
| 30 | R&I | R&I bumper cover | | | | 1.0 | |
| 31 | | REAR LAMPS | | | | | |
| 32 | R&I | RT Tail lamp Grand Caravan | | | | 0.3 | |
| 33 | # | R&I RF DOOR DECAL/STICKER | | | | 0.5 | |
| 34 | # | Tint Color | | 1 | | | 0.5 |
| 35 | # | Hazardous Waste | | 1 | 3.00 | | |
| 36 | # | Cover Car | | 1 | 12.00 | | |
| 37 | # | Corrosion Protection | | 1 | 10.00 | | |
| 38 | # | CLIPS AND FASTENERS | | 1 | 20.00 | | |
| 39 | # | PRE/POST SCANS | | 1 | | 1.0 M | |
| 40 | # | ADDITIONL PAINT AND MATERIALS | | 1 | 182.00 | | |
| SUBTOTALS | | | | | 2,960.65 | 20.2 | 12.4 |

Estimate of Record

Owner: STATE OF IOWA

Job Number:

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI BRIGHT WHITE

ESTIMATE TOTALS

| Category | Basis | Rate | Cost \$ |
|------------------------------|------------|---------------|-----------------|
| Parts | | | 2,960.65 |
| Body Labor | 19.2 hrs @ | \$ 75.00 /hr | 1,440.00 |
| Paint Labor | 12.4 hrs @ | \$ 75.00 /hr | 930.00 |
| Mechanical Labor | 1.0 hrs @ | \$ 115.00 /hr | 115.00 |
| Paint Supplies | | | 500.00 |
| Subtotal | | | 5,945.65 |
| Total Cost of Repairs | | | 5,945.65 |
| Deductible | | | 0.00 |
| Total Adjustments | | | 0.00 |
| Net Cost of Repairs | | | 5,945.65 |

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 calculated using a preset user threshold amount for the paint and material cost.

Owner: STATE OF IOWA

Job Number:

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI BRIGHT 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 DR3TE08, CCC Data Date 11/01/2024, 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 2024 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. CFC=Carbon Fiber. 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. STS=Stainless Steel. 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.