



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

October 7, 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.....\$2,006.95  
On October 26, 2023, Vehicle #2356 was damaged by deer. Request was to cover repair costs.

This represents full and final payment, \$1.10 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 # 3632  
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

September 13, 2024

Victoria Newton  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #2356 on October 26, 2023  
Department of Administrative Services  
Claim dated November 7, 2023  
AOS Claim ID: 3632

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:

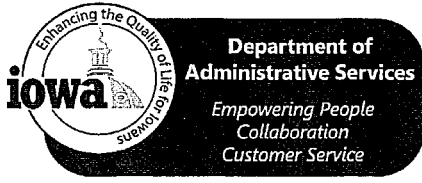
Documented request		<u>\$ 2,006.95</u>
Executive Council Allocation		\$ 2,008.05
Less:		
Previous payments	\$ 0.00	
This payment	<u>2,006.95</u>	
Total		<u>\$ 2,006.95</u>
Remaining Executive Council allocation		<u>\$ 1.10</u>

We recommend reimbursement be made in the amount of \$2,006.95. 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 #	3632
Vehicle / Event	#2356/Animal
Event Date	October 26, 2023
Summary	Vehicle 2356 struck a deer. (269053)
Amount Requested	<b>\$2,006.95 - 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



**Department of  
Administrative Services**  
Empowering People  
Collaboration  
Customer Service

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

Date: November 7, 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

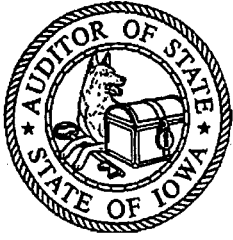
**Re: ALLOCATION REQUEST - 29C20 Claim for Executive Council Consideration**

Vehicle / Event	#2356
Event Date	Oct 26, 2023
Summary	Vehicle 2356 struck a deer. (269053)
Amount Requested	\$2,148.61 - 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 Fucaloro, Fleet Manager  
DAS Fleet Services  
[Mariah.Fucaloro@iowa.gov](mailto:Mariah.Fucaloro@iowa.gov)  
515-414-6582



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

December 28, 2023

Victoria Newton  
Executive Council  
LOCAL

Subject: Deer Damage to Vehicle #2356 on October 26, 2023  
Department of Administrative Services  
Claim dated November 7, 2023  
AOS Claim ID: 3632

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. The Department requested an allocation of \$2,148.61; however, the estimate from the vendor includes sales tax of \$140.56. This amount will be deducted from the Department's request. Therefore, we recommend an Executive Council allocation in the amount of \$2,008.05, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black 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 Fucaloro, Fleet Services Manager, Department of Administrative Services  
Heather Hackbarth, Department of Management

	Fiscal Year	Warrant Number	Line Number	Line Amount	Issued	Redeemed	Vendor Customer
✓	2024	72911780	1	\$189.00	02/06/2024		00003028866
	2024	72911780	2	\$75.00	02/06/2024		00003028866
	2024	72911780	3	\$587.50	02/06/2024		00003028866
	2024	72911780	4	\$1,155.45	02/06/2024		00003028866

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](#)



**NORTH IOWA COLLISION CENTER  
INC.**

Serving your car, light & heavy duty truck, heavy  
equipment & RV repair needs.  
11201 265TH ST, CLEAR LAKE, IA 50428  
Phone: (641) 421-8555  
FAX: (641) 421-8558

Workfile ID: 22832144  
PartsShare: 7CLVpM  
Federal ID: 87-2591068  
Resale Number: 1-17-020011  
Federal EPA: IAR000007856

**Final Bill**

**RO Number: 24907**

Customer:	Insurance:	Adjuster:	Estimator:	Zach Seltun
Iowa Lottery	QCS	Phone:	Create Date:	10/26/2023
		Claim:	APDSOI0269053-00	
			1	
		Loss Date:		
		Deductible:		

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

VIN: 2C4RDGBG7KR780683	Interior Color:	Mileage In: 144,068	Vehicle Out:
License: ETR671	Exterior Color: White	Mileage Out:	
State: IA	Production Date: 10/2019	Condition:	Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		<b>FRONT BUMPER</b>						
2	E01	Remove/Replace	O/H front bumper				2.0T	Body	
3	E01	Remove/Replace	Bumper cover	1	315.00T	A/M	0.0T	Body	3.0T
4	E01		Add for Clear Coat						1.2T
5	E01	Remove/Install	Air shield				0.0T	Body	
6	E01	Remove/Install	RT Bezel w/o fog lamp				0.0T	Body	
7	E01	Remove/Install	LT Bezel w/o fog lamp				0.0T	Body	
8	E01	Remove/Install	License mount				0.2T	Body	
9	S02	Remove/Replace	LT Bumper cover retainer	1	13.00T	A/M			
10	E01		<b>GRILLE</b>						
11	E01	Remove/Replace	Upper grille chrome	1	471.00T	A/M	0.0T	Body	
12	S02	Remove/Replace	Emblem "Dodge"	1	91.65T	OEM	0.0T	Body	
13	S02	Remove/Replace	Spring push nut	2	6.40T	OEM	0.0T	Body	
14	E01	Remove/Install	Lower grille				0.0T	Body	
15	E01		<b>VEHICLE DIAGNOSTICS</b>						
16	E01	Remove/Replace	Pre-repair scan	1	98.90T	OEM			
17	E01	Repair	Pre Repair Scan Labor				0.5T	Mech	
18	E01	Remove/Replace	Post-repair scan	1	141.50T	OEM			
19	E01	Repair	Post Repair Scan Labor				0.5T	Mech	
20	E01		Flex Additive	1	5.00T	Other			
21	E01		Tint Color						0.5T
22	E01		Color Sand & Polish	1	5.00T	Other	0.5T	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

**Final Bill**

**RO Number: 24907**

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

23	E01	Hazardous Waste	1	3.00T	Other
24	S02	Fuel Surcharge	1	5.00T	A/M

Estimate Totals	Discount \$	Markup \$	Rate \$	Total Hours	Total \$
Parts					1,155.45
Labor, Body			70.00	2.7	189.00
Labor, Refinish			125.00	4.7	587.50
Labor, Mechanical			75.00	1.0	75.00
<b>Subtotal</b>					<b>2,006.95</b>
Sales Tax					0.00
<b>Grand Total</b>					<b>2,006.95</b>
<b>Net Total</b>					<b>2,006.95</b>

Estimate Version	Total \$
Original	1,979.85
Supplement S01	0.00
Supplement S02	27.10

Insurance Total \$:	2,006.95
Received from Insurance \$:	0.00
<b>Balance due from Insurance \$:</b>	<b>2,006.95</b>
Customer Total \$:	0.00
Received from Customer \$:	0.00
<b>Balance due from Customer \$:</b>	<b>0.00</b>

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





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

29C20

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

Fri, Oct 27, 2023 at 8:56 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 2356 struck a deer on 10/26/23. 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
10/26/23	6:15 AM	1
County	State	
Floyd	Iowa	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Perry Buse		2900 4th St. S.W.	
Driver's License No./State		City, State, Zip	
97DAA 4842		Mason City, IA 50401	
Date of Birth	Department	Work Phone	Home Phone
04/04/60	LOTTERY	515-608-0795	641-430-8573
License Plate No.	VIN	Year, Make, Model	
ETR 671	2C4RDGB67KR780683	2019 Dodge Caravan	
Estimate (\$) of Damage		Description of Damage	
2100 <sup>00</sup>		Bumper-grill	

### 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
None	
Witness	
Name	Address/Phone
None	
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>

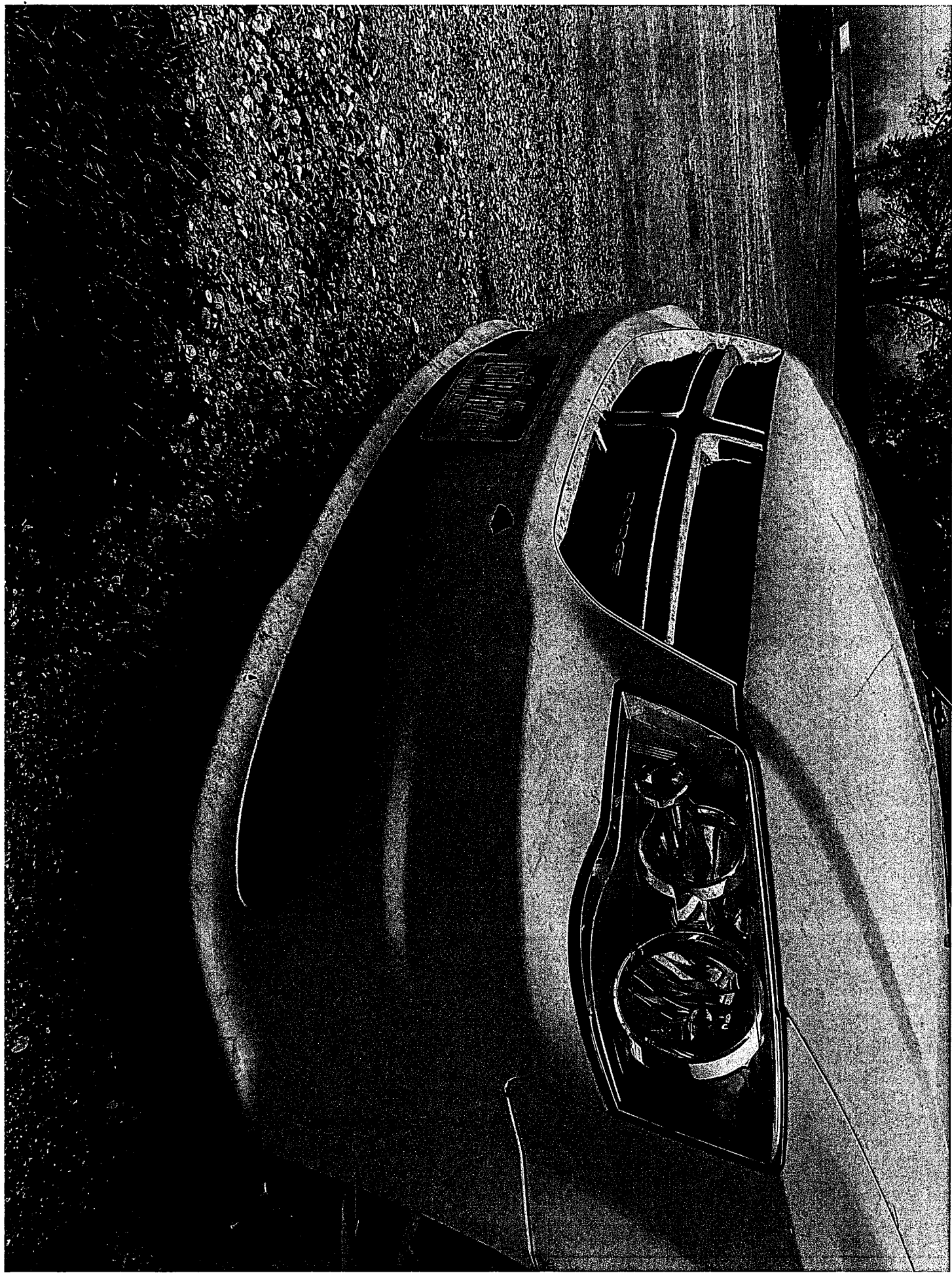
## Accident Information Exchange Sheet

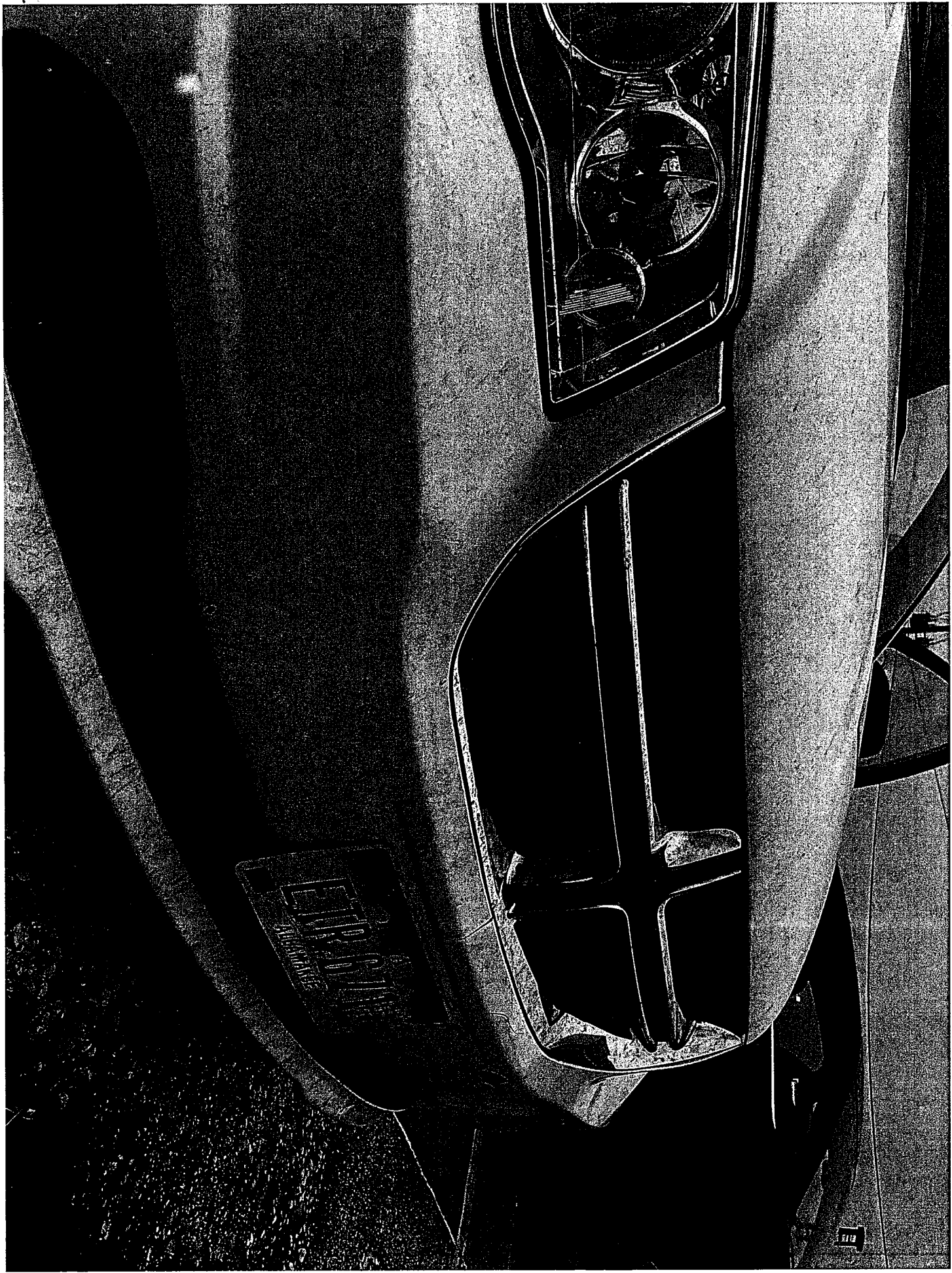
Other Vehicle information	
Driver's Name	
Street Address	
Driver Phone	
Driver's License No./State	
Vehicle Plate No.	
Vehicle year, make, model	
VIN	
Insurance Company Name	
Policy No.	
Agent name	
Agent phone	
Owner's Name/Address (if different)	
<p><b>Submit this information along with the accident report to DAS Fleet Service within 72 hours of the accident.</b></p>	

**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	
<p><b>The State of Iowa is self-insured.</b>  <b>If you have any questions regarding an accident, please contact</b>  <b>DAS Fleet Services at 515-281-3162 of <a href="mailto:DAS.Risk@iowa.gov">DAS.Risk@iowa.gov</a></b></p>	







**NORTH IOWA COLLISION CENTER  
INC.**

Serving your car, light & heavy duty truck, heavy  
equipment & RV repair needs.  
11201 265TH ST, CLEAR LAKE, IA 50428  
Phone: (641) 421-8555  
FAX: (641) 421-8558

Workfile ID: 22832144  
PartsShare: 7CLVpM  
Federal ID: 87-2591068  
State ID: 1-17-020011  
Resale Number: 1-17-020011  
Federal EPA: IAR000007856

**Preliminary Estimate**

**Customer: Iowa Lottery**

Written By: Zach Seltun

Insured: Iowa Lottery  
Type of Loss:  
Point of Impact: 12 Front

Policy #:  
Date of Loss:

Claim #:  
Days to Repair: 0

**Owner:**  
Iowa Lottery

**Inspection Location:**  
NORTH IOWA COLLISION CENTER INC.  
11201 265TH ST  
CLEAR LAKE, IA 50428  
Repair Facility  
(641) 421-8555 Business

**Insurance Company:**

**VEHICLE**

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

VIN: 2C4RDGBG7KR780683  
License: ETR671  
State: IA

Interior Color:  
Exterior Color: White  
Production Date: 10/2019

Mileage In: 144,068  
Mileage Out:  
Condition:

Vehicle Out:  
Job #:

2356

**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

Get live updates at [www.carwise.com/e/4D4G4H](http://www.carwise.com/e/4D4G4H)

**Preliminary Estimate**

**Customer: Iowa Lottery**

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

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER</b>					
2		O/H front bumper				2.0	
3	**	Repl A/M Bumper cover	68088966AB	1	315.00	Incl.	3.0
4		Add for Clear Coat					1.2
5		R&I Air shield				Incl.	
6		R&I RT Bezel w/o fog lamp				Incl.	
7		R&I LT Bezel w/o fog lamp				Incl.	
8		R&I License mount				0.2	
9		<b>GRILLE</b>					
10	**	Repl A/M Upper grille chrome	68088969AC	1	471.00	Incl.	
11		Repl Emblem "Dodge"	68146394AA	1	91.65	Incl.	
12		R&I Lower grille				Incl.	
13		<b>VEHICLE DIAGNOSTICS</b>					
14	*	Repl Pre-repair scan		1	<u>98.90</u> m		
15	#	Rpr Pre Repair Scan Labor				0.5 M	
16	*	Repl Post-repair scan		1	<u>141.50</u> m		
17	#	Rpr Post Repair Scan Labor				0.5 M	
18	#	Flex Additive		1	5.00		
19	#	Tint Color		1			0.5
20	#	Color Sand & Polish		1	9.00	0.9	
21	#	Hazardous Waste		1	5.00		
<b>SUBTOTALS</b>					<b>1,137.05</b>	<b>4.1</b>	<b>4.7</b>

**ESTIMATE TOTALS**

Category	Basis	Rate	Cost \$
Parts			1,137.05
Body Labor	3.1 hrs @	\$ 70.00 /hr	217.00
Paint Labor	4.7 hrs @	\$ 70.00 /hr	329.00
Mechanical Labor	1.0 hrs @	\$ 90.00 /hr	90.00
Paint Supplies	4.7 hrs @	\$ 50.00 /hr	235.00
Subtotal			2,008.05
Sales Tax	\$ 2,008.05 @	7.0000 %	140.56
<b>Grand Total</b>			<b>2,148.61</b>