

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

September 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 today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$4,242.14, subject to audit of actual invoices. On July 14, 2024, Vehicle #204 was damaged by a racoon. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

*Victoria Newton*

Victoria Newton  
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 # 3881  
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

August 21, 2024

Kristi Onstot  
Executive Council  
L O C A L

Subject: Raccoon Damage to Vehicle #204 on July 14, 2024  
Department of Administrative Services  
Claim dated July 25, 2024  
AOS Claim ID: 3881

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 \$4,242.14, 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: July 25, 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	#204/Animal
Event Date	July 14, 2024
Summary	Vehicle 204 struck a raccoon. (285657)
Amount Requested	\$4,242.14 - 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



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29C20

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

Mon, Jul 15, 2024 at 8:48 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 204 struck a raccoon on 7/14/24. 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

## 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 #: 2024014056**

Date: <small>(Month/Day/Year)</small>	07-14-24	Time: <small>(Time plus a.m./p.m.)</small>	0500 a.m.
Vehicle Plate #:	204	Vehicle Mileage:	110,385
Vehicle Description: <small>(Yr/Make/Model/ &amp; Vin#)</small>	2020 Dodge Charger VIN# 2C3CDXKT9LH127514		
Assigned To:	Ethan Achterhoff	Badge #	204
Driven By:	#204	Badge #	#204
Driver's Lic #:	419AF9457	Damage:	\$1,301.87
Vehicle Towed: <small>(Yes / No)</small>	No	Towed By:	Not Towed
Towed To:	Not Towed	Towing Cost:	\$
Seat Belt: <small>(Yes / No)</small>	Yes	Type of Vehicle: <small>(Marked/Semi /Unmarked)</small>	Marked
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)	Yes
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt: (Yes/No)	Yes		

**OTHER INFORMATION:**

Witnesses:	NONE
Accident Location: (Street/Hwy)	N-14 and Hwy 18
County:	Clay County
Weather/Road Conditions:	Normal
<p>Narrative: Post 6 Supervision,</p> <p>I am not sure if you saw the email from Sgt. Albright, but I struck a raccoon on my way to newton this morning. I got out and inspected my vehicle and it appeared to not have any damage. Approximately 2 hours later my squad car notified me of high temperature coolant. I had Trp. Long stop and get me coolant after discovering a leak. I tried to continue after this, but it quickly overheated again. I road with Trp. Long to my assignment in Newton and my squad was towed to Karls Chevrolet in Ankeny. On a more minor note, while diagnosing the issue on the interstate a car failed to move over and my door was caught by the wind and whipped open hard and seems to have caused minor damage to the hinge on the driver door.</p> <p>Respectfully, Trooper Achterhoff</p>	
Property Damage other than Vehicles:	NONE
Cost:	\$
Citations Issued To: (List Charge(s) and Statute Code(s))	NONE

Investigating Officer:	Sgt. Chase Hesse #499
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**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		

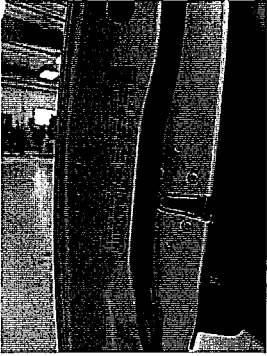
# Karl Chevrolet Collision Center Ankeny

1101 Southeast Oralabor Road, Ankeny, IA 50021

Phone: (515) 299-4337, Fax: (515) 964-2293

## Image Report

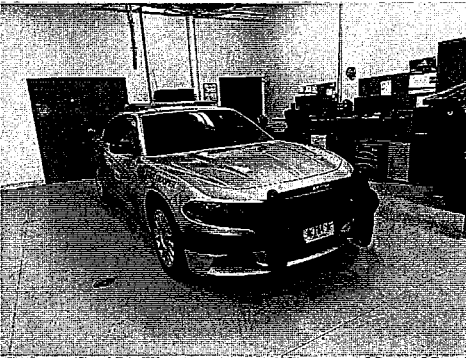
Owner:	ISP 204	Insurance:	State of Iowa	Estimator:	Joe Kevin Gift	Vehicle Out:	
RO Number:	522428	Claim Number:					
Year:	2020	Color:	Silver	License Plate:	204	Production Date:	1/2020
Make:	DODG	Body Style:	4D SED	State:	IA	Mileage In:	110,385
Model:	Charger Police AW...	Engine:	8-5.7L Gasoline S...	VIN:	2C3CDXKT9LH127514	Condition:	Good



7/17/2024  
Comments:



7/17/2024  
Comments:



7/17/2024  
Comments:



7/17/2024  
Comments:



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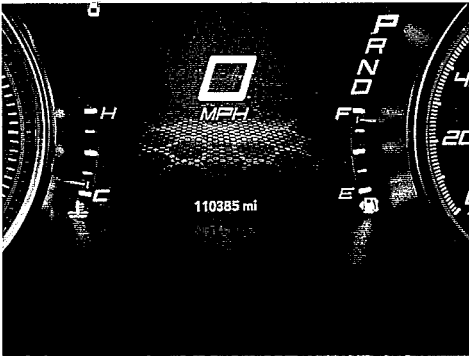
Owner:	ISP 204	Insurance:	State of Iowa	Estimator:	Joe Kevin Gift	Vehicle Out:	
RO Number:	522428	Claim Number:					
Year:	2020	Color:	Silver	License Plate:	204	Production Date:	1/2020
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Model:	Charger Police AW...	Engine:	8-5.7L Gasoline S...	VIN:	2C3CDXKT9LH127514	Condition:	Good



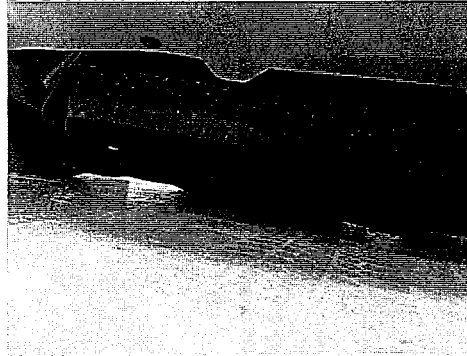
7/17/2024  
Comments:



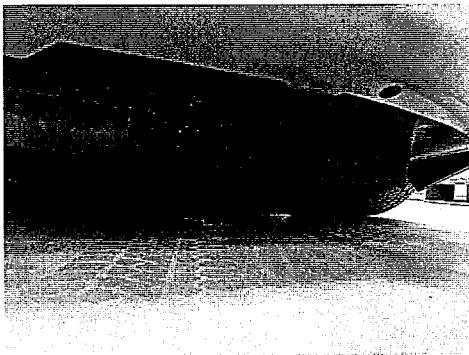
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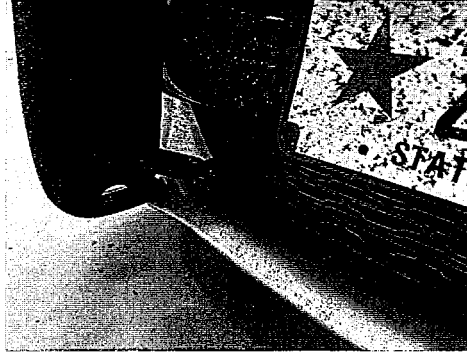
## Image Report

Owner:	ISP 204	Insurance:	State of Iowa	Estimator:	Joe Kevin Gift	Vehicle Out:	
RO Number:	522428	Claim Number:					
Year:	2020	Color:	Silver	License Plate:	204	Production Date:	1/2020
Make:	DODG	Body Style:	4D SED	State:	IA	Mileage In:	110,385
Model:	Charger Police AW...	Engine:	8-5.7L Gasoline S...	VIN:	2C3CDXKT9LH127514	Condition:	Good



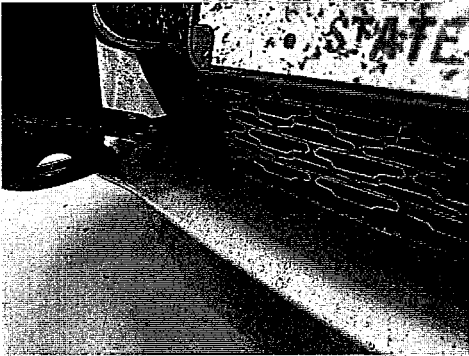
7/17/2024

Comments:



7/17/2024

Comments:



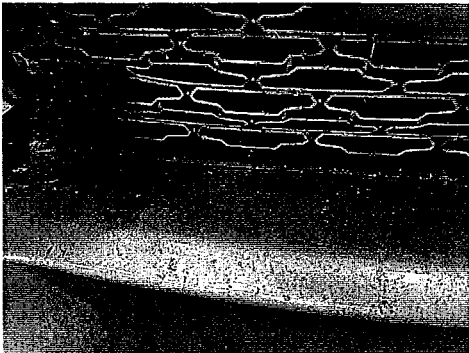
7/17/2024

Comments:



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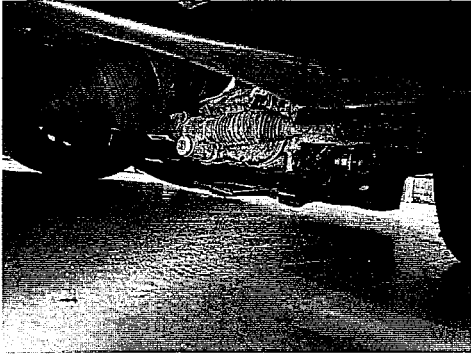
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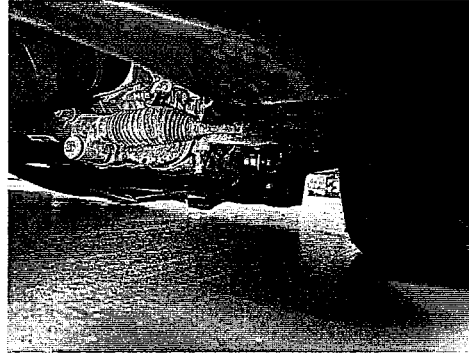
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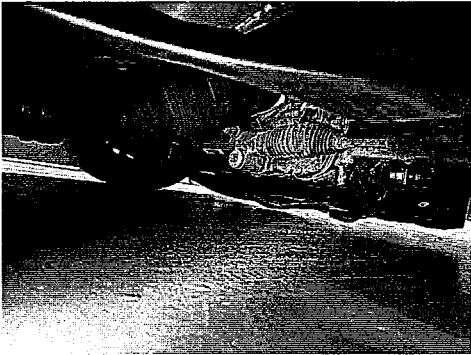
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RO Number:	522428	Claim Number:					
Year:	2020	Color:	Silver	License Plate:	204	Production Date:	1/2020
Make:	DODG	Body Style:	4D SED	State:	IA	Mileage In:	110,385
Model:	Charger Police AW...	Engine:	8-5.7L Gasoline S...	VIN:	2C3CDXKT9LH127514	Condition:	Good



7/17/2024  
Comments:



7/17/2024  
Comments:



7/17/2024  
Comments:

**Karl Chevrolet Collision Center  
Ankeny**

Workfile ID: 7b08b2cf  
PartsShare: 83LSxm  
Federal ID: 42-1092272

Your Dealer for Life  
1101 Southeast Oralabor Road, Ankeny, IA 50021  
Phone: (515) 299-4337  
FAX: (515) 964-2293

**Estimate**

**RO Number: 522428**

Customer: ISP 204 (712) 737-7902	Insurance: State of Iowa	Adjuster: Phone: 285657 Claim: 285657 Loss Date: Deductible:	Estimator: Joe Kevin Gift Create Date: 7/17/2024
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2020 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI Silver

VIN: 2C3CDXKT9LH127514	Interior Color: Black	Mileage In: 110,385	Vehicle Out: 8/1/2024
License: 204	Exterior Color: Silver	Mileage Out:	
State: IA	Production Date: 1/2020	Condition: Good	Job #: 3645

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		<b>FRONT BUMPER &amp; GRILLE</b>						
2	E01	Repair	Bumper cover				5.0	Body	3.4
3	E01		Add for Clear Coat						1.4
4	E01	Overhaul	O/H bumper assy			OEM	3.4	Body	
5	S01	Remove/Replace	Setina bar assy	1	1,000.00	Other	6.0	Body	
6	E01		<b>RADIATOR SUPPORT</b>						
7	E01	Remove/Replace	Splash shield AWD w/police	1	141.00	OEM	0.2	Body	
8	S01	Remove/Replace	Crossmember	1	402.00	OEM	0.5	Body	0.8
9	S01		<b>COOLING</b>						
10	S01	Remove/Replace	Radiator	1	747.00	OEM	2.3	Mech	
11	S01	Remove/Replace	Deduct for Overlap				(0.5)	Mech	
12	S01		<b>AIR CONDITIONER &amp; HEATER</b>						
13	S01	Remove/Replace	Condenser assy	1	717.00	OEM	1.5	Mech	
14	S01	Remove/Replace	AC Service evacuate & recharge				1.4	Mech	
15	S01	Remove/Replace	AC Service refrigerant recovery				0.4	Mech	
16	S01	Remove/Replace	Deduct for Overlap				(1.0)	Mech	
17	E01		<b>MISCELLANEOUS OPERATIONS</b>						
18	E01	Sublet	Hazardous waste removal	1	3.00	Other			
19	E01		Pre-scan				0.5	Body	
20	E01		Post scan				0.5	Body	
21	S01	Remove/Replace	Coolant	2	47.40	Other			

Estimate Totals	Discount \$	Markup \$	Rate \$	Total Hours	Total \$
Parts	(561.96)				2,492.44
Labor, Body			57.50	16.1	925.75
Labor, Refinish			104.50	5.6	585.20

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

# Estimate

**RO Number: 522428**

2020 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI Silver

Labor, Mechanical	57.50	4.1	235.75
Miscellaneous			3.00
<b>Subtotal</b>			<b>4,242.14</b>
Sales Tax			0.00
<b>Grand Total</b>			<b>4,242.14</b>
<b>Net Total</b>			<b>4,242.14</b>

Estimate Version	Total \$
Original	1,301.87
Supplement S01	2,940.27

Insurance Total \$:	4,242.14
Received from Insurance \$:	0.00
Balance due from Insurance \$:	4,242.14
Customer Total \$:	0.00
Received from Customer \$:	0.00
Balance due from Customer \$:	0.00

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