

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

August 5, 2024

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 \$3,930.71, subject to an audit of actual invoices. On May 24, 2024, Vehicle #105217 was damaged by a storm. 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 # 3789
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

July 24, 2024

Kristi Onstot
Executive Council
L O C A L

Subject: Storm Damage to Vehicle #105217 on May 24, 2024
Department of Administrative Services
Claim dated May 28, 2024
AOS Claim ID: 3789

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 \$4,205.86; however, the estimate from the vendor includes sales tax of \$275.15. This amount will be deducted from the Department's request. Therefore, we recommend an Executive Council allocation in the amount of \$3,930.71, subject to an audit of actual invoices.

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
Heather Hackbarth, Department of Management



Date: May 28, 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	#105217/Weather
Event Date	May 24, 2024
Summary	Vehicle 105217 sustained storm damage. (281669)
Amount Requested	\$4,205.86 - 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

29C20

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

Tue, May 28, 2024 at 2:07 PM

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 105217 sustained storm damage on 5/24/24. 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 13th St, Des Moines, IA 50319

515-281-3162 office

das.risk@iowa.gov<https://das.iowa.gov>Department of
Administrative Services



Department of Administrative Services

*Empowering People
Collaboration
Customer Service*

Department of Administrative Services
DAS Fleet Services- Risk Management
109 SE 13th St
Des Moines, IA 50319

Vehicle Accident Report Form

- Render aid or assistance to the injured (per Iowa Code 321.262).
- The State of Iowa is self-insured. Refer to the insurance card and accident report procedures online or in your glove box packet. If the accident involves another party, exchange information with the driver or property owner. Do not admit fault or attempt to settle your claim.
- Call local law enforcement, if a fatality, injury or property damage has occurred, and obtain a police report. On the Capitol complex, call Iowa State Patrol, Post 16 at 515-281-5608.
- Within the first 24 hours, report accident or damage to DAS Fleet Services (515-281-3162 or DAS.Risk@iowa.gov), your agency fleet contact, and supervisor. Damage caused by an act of nature or unavoidable cause MUST be reported to DAS Fleet Services within 24 hours of the incident to qualify for contingent fund use (per Iowa Code 29C.20).
- For an estimate, locate the nearest contracted auto body repair shop in the Contracted Service Providers map. A contracted auto body shop within 30 miles should be used if available.
- If towing is necessary, contact DAS Fleet Services (515-281-3162) for assistance. After hours, call National Automobile Club (NAC) FleetRescue* (866-329-3471) or local law enforcement.
- Within 72 hours, print and submit a completed Accident Report Form, including a cost estimate from the auto body shop to DAS.Risk@iowa.gov.
- Any accident in the State of Iowa that causes death, personal injury, or total property damage of \$1,500 or more must be reported on an Iowa Accident Report Form UNLESS the accident is investigated by a law enforcement agency and a report is filed. Failure to return an accident report form within 72 hours may result in suspension of driving privileges.

Vehicle Accident Report

Time and location of accident

Accident Date (Mo/Day/Year)	Time	No. of Vehicles
05/24/2024	early morning	1
County	State	
Warren	Iowa	

Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Paul Hansen		1375 East Court Ave.	
Driver's License No./State		City, State, Zip	
942ZZ2107		Des Moines, Iowa 50319	
Date of Birth	Department	Work Phone	Home Phone
06/25/1973	Iowa Utilities Board	515-782-9027	515-480-6580
License Plate No.	VIN	Year, Make, Model	
105217	1GNEVLKW6PJ225903	2023 Chevy Traverse LS AWD(Fleet)	
Estimate (\$) of Damage		Description of Damage	
4,205.86		This damage took place during the storm on 5-24-2024 early morning at my house at 22076 Carpenter Street, Hartford, Iowa. The carport that the state car was under was lifted out of the ground due to very high winds, damaging the passenger side of the vehicle.	

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)

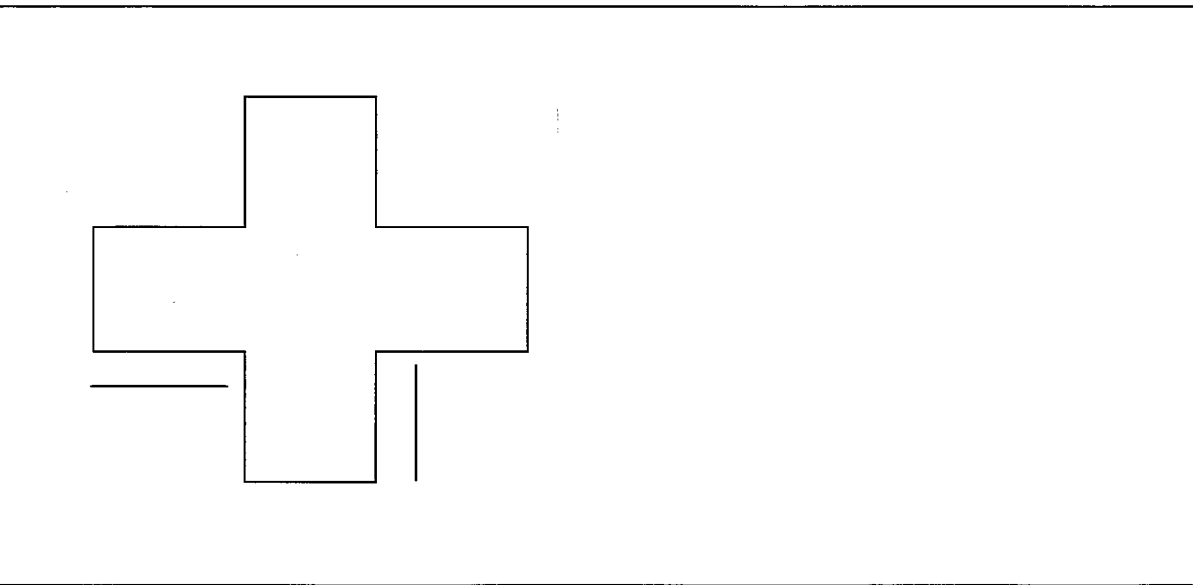
Vehicle No. 1/ Name and Address	Describe Injuries
Vehicle No. 2/ Name and Address	Describe Injuries

Witness

Name	Address/Phone
Name	Address/Phone

Accident Diagram

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	
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

BOB BROWN CHEVROLET
3600 111TH ST, URBANDALE, IA 50322
Phone: (515) 278-7866
FAX: (515) 278-7808

Workfile ID: 2d437c7b
PartsShare: 7XJhNh
Federal ID: 42-0846759

Preliminary Estimate

Customer: STATE OF IOWA

Job Number:

Written By: Scott Matlage

Insured: STATE OF IOWA Policy #: Claim #:
Type of Loss: Date of Loss: Days to Repair: 0
Point of Impact: 03 Right T-Bone (Right Side)

Owner: STATE OF IOWA
Inspection Location: BOB BROWN CHEVROLET
3600 111TH ST
URBANDALE, IA 50322
Repair Facility
(515) 278-7866 Business
Insurance Company:

VEHICLE

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection BLACK MET

VIN: 1GNEVLKW6PJ225903 Interior Color: Mileage In: 11,323 Vehicle Out:
License: 105217 Exterior Color: BLACK MET Mileage Out:
State: IA Production Date: 3/2023 Condition: Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors

Heated Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Body Side Moldings
Privacy Glass
Console/Storage

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Alarm
Message Center
Steering Wheel Touch Controls
Rear Window Wiper

Climate Control
Dual Air Condition

Backup Camera
Parking Sensors

RADIO

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
Head/Curtain Air Bags
Communications System

Hands Free Device
Xenon or L.E.D. Headlamps
Blind Spot Detection
Lane Departure Warning

SEATS

Cloth Seats
Bucket Seats
3rd Row Seat

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Signal Integrated Mirrors

Preliminary Estimate

Customer: STATE OF IOWA

Job Number:

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection BLACK MET

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FENDER					
2	Repl	RT Fender	84679032	1	508.78	1.9	2.0
3		Add for Clear Coat					0.8
4		Add for Edging					0.5
5		FRONT BUMPER & GRILLE					
6	R&I	R&I bumper assy				1.8	
7		FRONT LAMPS					
8	R&I	RT Headlamp LS, LT, RS				0.3	
9		COWL					
10	R&I	Cowl grille				0.8	
11		PILLARS, ROCKER & FLOOR					
12	R&I	RT Rocker molding w/o body color				0.8	
13		FRONT DOOR					
14	Repl	RT Outer panel	84433444	1	630.00	6.1	2.1
15		Overlap Major Non-Adj. Panel					-0.2
16		Add for Clear Coat					0.4
17		Add for Edging					0.5
18		Add for Clear Coat					0.1
19	*	Rpr RT Door shell				2.0	Incl.
20	Repl	RT Nameplate "TRAVERSE" w/o red outline	84411914	1	38.95	0.2	
21	Repl	RT Mirror assy w/blind spot w/surround view, w/o HD	87847702	1	360.68	Incl.	
22		REAR DOOR					
23	*	Blnd RT Door shell					1.1
24	R&I	RT Belt molding chrome				0.3	
25	R&I	RT Reveal molding chrome				0.4	
26	R&I	RT Lower molding w/o insert				0.3	
27	R&I	RT Door handle primed				0.4	
28	R&I	RT Lower molding w/insert bright chrome				0.3	
29	R&I	RT R&I trim panel				0.4	
30	*	R&I RT Water deflector				0.1	
31		VEHICLE DIAGNOSTICS					
32	*	Subl Pre-repair scan		1	149.95	T m	
33	*	Subl Post-repair scan		1	49.95	T m	
34	#	Subl Hazardous Waste Disposal		1	4.00	T	
35	**	Repl A/M MASK FOR OVERSPRAY		1	5.00		
36	**	Repl A/M RESTORE CORROSION PROTECTION		1	10.00	0.3	
37	#	Repl SEAM SEAL NEW OEM PART		1	30.00	T	1.0
SUBTOTALS					1,787.31	17.4	7.3

Preliminary Estimate

Customer: STATE OF IOWA

Job Number:

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection BLACK MET

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,553.41
Body Labor	17.4 hrs @	\$ 72.00 /hr	1,252.80
Paint Labor	7.3 hrs @	\$ 122.00 /hr	890.60
Miscellaneous			233.90
Subtotal			3,930.71
Sales Tax	\$ 3,930.71 @	7.0000 %	275.15
Grand Total			4,205.86

MyPriceLink Estimate ID / Quote ID:

1224725728214392832 / 136757483

THIS ESTIMATE IS BASED ON A VISUAL INSPECTION AND DOES NOT INCLUDE ADDITIONAL PARTS OR LABOR THAT MAY BE REQUIRED TO COMPLETE REPAIRS. PART PRICES ARE SUBJECT TO INVOICE.

****WE OFFER A LIMITED LIFETIME WARRANTY FOR AS LONG AS THE CUSTOMER OWNS THE VEHICLE****

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.

Preliminary Estimate

Customer: STATE OF IOWA

Job Number:

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection BLACK MET

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 DR1GM18, CCC Data Date 05/09/2024, 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. 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.

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.