

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 \$9,357.25, subject to an audit of actual invoices. On June 12, 2024, Vehicle #1685 was damaged by hail. 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 # 3810
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

July 24, 2024

Kristi Onstot
Executive Council
L O C A L

Subject: Hail Damage to Vehicle #1685 on June 12, 2024
Department of Administrative Services
Claim dated June 17, 2024
AOS Claim ID: 3810

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 \$9,357.25, 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



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

Date: June 17, 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	#1685/Weather
Event Date	June 12, 2024
Summary	Vehicle 1685 sustained hail damage. (283031)
Amount Requested	\$9,357.25 - 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



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

29C20

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

Thu, Jun 13, 2024 at 9:11 AM

Please accept this email as initial 24 hr notification for AON, vehicle 1685 sustained hail damage on 6/12/24. 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
6/12/24	7:20pm	1
County	State	
Monona	Iowa	

Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Bryan Hendrix		21914 Park Loop, Onawa, IA 51040	
Driver's License No./State		City, State, Zip	
606AW0004/IA		Sioux City, IA 51103	
Date of Birth	Department	Work Phone	Home Phone
02/21/1998	Natural Resources	7123055476	7022927347
License Plate No.	VIN	Year, Make, Model	
1685	3C6UR5CJ9PG612476	2023, Ram, 2500	
Estimate (\$) of Damage		Description of Damage	
\$9,357.25		Hail damage	

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)

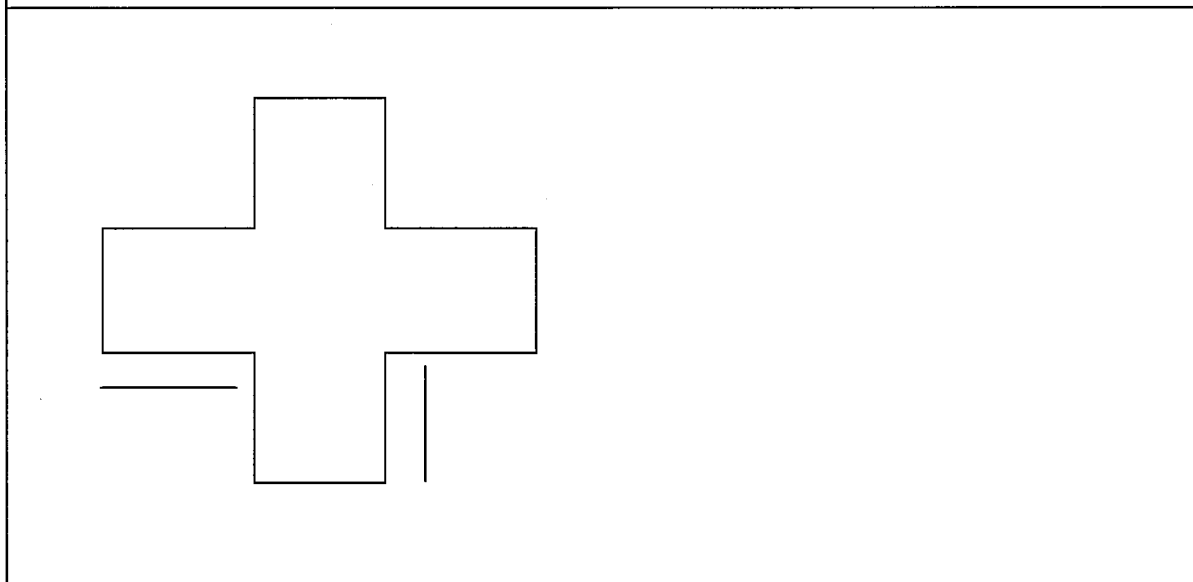
Vehicle No. 1/ Name and Address	Describe Injuries
Vehicle No. 2/ Name and Address	Describe Injuries

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



C & H BODY REPAIR, INC.

"Serving Orange City and surrounding areas since 1974"

707 LINCOLN AVE SE, ORANGE CITY, IA 51041

Phone: (712) 737-4095

FAX: (712) 737-3739

Workfile ID: 1d768bed
PartsShare: 7Zc2nL
Federal ID: 201301995
State ID: 1-84-009290
Federal EPA: 20 1301995

Preliminary Estimate

Customer: Iowa DNR

Job Number:

Written By: Aaron Huizenga

Insured: Iowa DNR
Type of Loss:
Point of Impact:

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
Iowa DNR
(712) 305-5476 Business

Inspection Location:
C & H BODY REPAIR, INC.
707 LINCOLN AVE SE
ORANGE CITY, IA 51041
Repair Facility
(712) 737-4095 Business

Insurance Company:

VEHICLE

2023 RAM 2500 Tradesman Crew Cab 4WD w/6'4" Box 4D SHORT 8-6.4L Gasoline Sequential MPI

VIN: 3C6UR5CJ9PG612476
License:
State: IA

Interior Color:
Exterior Color:
Production Date:

Mileage In:
Mileage Out:
Condition:

Vehicle Out:
Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks

DECOR

Dual Mirrors
Privacy Glass
Console/Storage
Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Message Center
Backup Camera

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

SEATS

Reclining/Lounge Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

California Emissions

TRUCK

Rear Step Bumper
Trailer Hitch
Trailer Package

Preliminary Estimate

Customer: Iowa DNR

Job Number:

2023 RAM 2500 Tradesman Crew Cab 4WD w/6'4" Box 4D SHORT 8-6.4L Gasoline Sequential MPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		HOOD					
2	*	R&I Front seal				<u>0.5</u>	
3	Repl	Hood w/air vents (ALU) Note: No aftmkt with vents.	68534237AC	1	1,075.00	1.6	3.3
4		Add for Clear Coat					1.3
5		Add for Underside(Complete)					1.6
6	*	R&I RT Nameplate "2500" black				<u>0.2</u>	
7	*	R&I LT Nameplate "2500" black				<u>0.2</u>	
8	#	Color tint / color match Note: Tint color to prevent color blend on fenders		1			0.5
9		FENDER					
10	*	PDR RT Fender w/o flare (HSS) Note: PDR 1 dime, 1 nickel, 7 quarter, 2 half		1	<u>415.00</u>	T	
11	*	PDR LT Fender w/o flare (HSS) Note: PDR 1 dime, 1 nickel, 1 quarter		1	<u>240.00</u>	T	
12		WINDSHIELD					
13	Repl	Windshield NAGS w/Ram Head logo w/o accoustic w/o tint, w/o camra	DW02591GTN	1	968.60	2.9	
14	**	Repl A/M Urethane kit		1	32.00		
15		CAB					
16	R&I	R&I headliner				3.6	
17	*	PDR Roof panel w/roof lamps round holes +25% Note: PDR 26 dime, 35 nickel, 35 quarter, 35 half Roof panel is border line replace. Will attempt pdr first. May need more time on it also. Will supplement as needed.		1	<u>2,031.25</u>	T	
18	*	PDR RT Uniside panel Note: PDR 1 dime, 4 nickel, 3 quarter, 1 half		1	<u>365.00</u>	T	
19	*	PDR LT Uniside panel Note: PDR 1 dime, 1 nickel, 1 quarter		1	<u>240.00</u>	T	
20		FRONT DOOR					
21	*	PDR RT Door shell crew mega cab Note: PDR 1 dime, 1 nickel, 8 quarter, 3 half		1	<u>415.00</u>	T	
22		REAR DOOR					
23	*	PDR RT Door shell Note: PDR 6 dime, 7 nickel, 6 quarter, 6 half		1	<u>550.00</u>	T	
24		PICK UP BOX					
25	*	PDR RT Side panel w/o flares Note: PDR 6 dime, 20 nickel, 6 quarter, 2 half		1	<u>575.00</u>	T	
26	*	PDR LT Side panel w/o flares Note: PDR 6 dime, 14 nickel, 6 quarter, 1 half		1	<u>500.00</u>	T	
27	#	Hazardous Waste Disposal		1	6.00		

Preliminary Estimate

Customer: Iowa DNR

Job Number:

2023 RAM 2500 Tradesman Crew Cab 4WD w/6'4" Box 4D SHORT 8-6.4L Gasoline Sequential MPI

28	#	Color sand and buff	1		0.5	
29	#	Cover Car	1	5.00	0.2	0.2
SUBTOTALS				7,417.85	9.7	6.9

NOTES

Estimate Notes:

These dents are larger in size. Supplements may be needed. Will do our best to keep in PDR.

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			2,086.60
Body Labor	9.7 hrs @	\$ 71.00 /hr	688.70
Paint Labor	6.9 hrs @	\$ 123.00 /hr	848.70
Paint Supplies	6.9 hrs @	\$ 55.00 /hr	379.50
Body Supplies	4.5 hrs @	\$ 5.00 /hr	22.50
PDR			5,331.25
Subtotal			9,357.25
Grand Total			9,357.25
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			9,357.25

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: Iowa DNR

Job Number:

2023 RAM 2500 Tradesman Crew Cab 4WD w/6'4" Box 4D SHORT 8-6.4L Gasoline Sequential MPI

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 DR3TH19, CCC Data Date 06/10/2024, 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. 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.

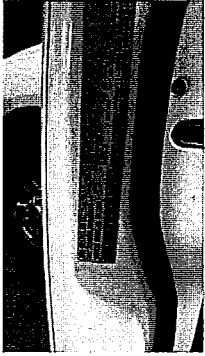
CCC ONE Estimating - A product of CCC Intelligent Services Inc.

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.

Image Report

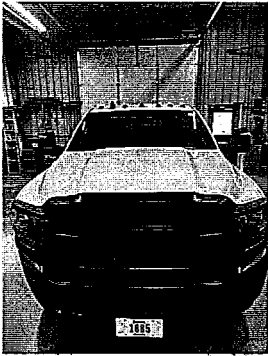
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Job Number:		Claim Number:				
Year:	2023	Color:		License Plate:		Production Date:
Make:	RAM	Body Style:	4D SHORT	State:	IA	Mileage In:
Model:	2500 Tradesman C...	Engine:	8-6.4L Gasoline S...	VIN:	3C6UR5CJ9PG612476	Condition:



6/13/2024
Comments:



6/13/2024
Comments:



6/13/2024
Comments:



6/13/2024
Comments:



6/13/2024
Comments:



6/13/2024
Comments:

C & H BODY REPAIR, INC.
707 LINCOLN AVE SE, ORANGE CITY, IA 51041
Phone: (712) 737-4095, Fax: (712) 737-3739

Image Report

Owner:	Iowa DNR	Insurance:		Estimator:	Aaron Huizenga	Vehicle Out:
Job Number:		Claim Number:				
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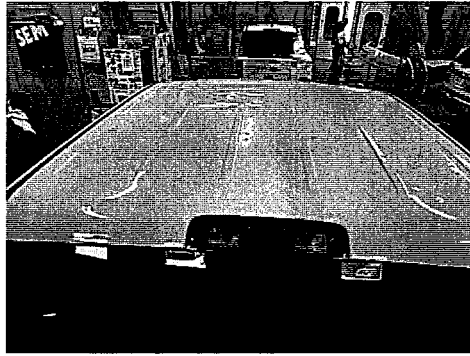
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 Comments:



6/13/2024
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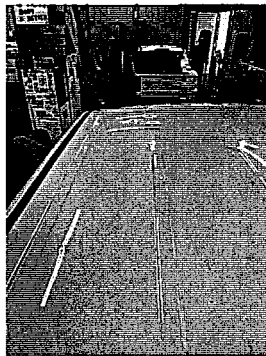
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6/13/2024
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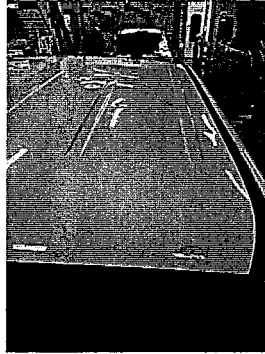
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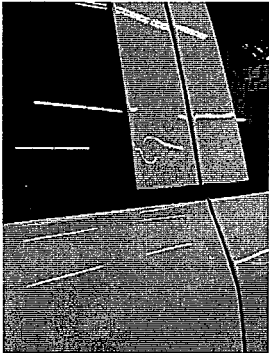
Owner:	Iowa DNR	Insurance:		Estimator:	Aaron Huizenga	Vehicle Out:
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Model:	2500 Tradesman C...	Engine:	8-6.4L Gasoline S...	VIN:	3C6UR5CJ9PG612476	Condition:



6/13/2024
Comments:



6/13/2024
Comments:



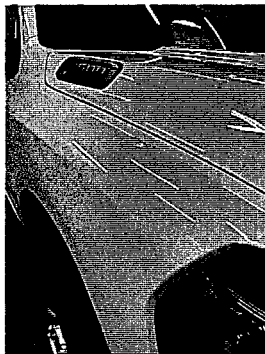
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6/13/2024
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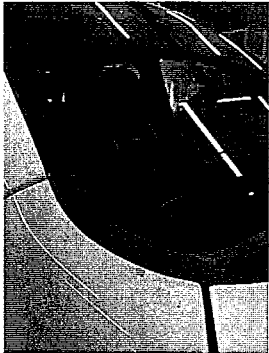
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Job Number:		Claim Number:				
Year:	2023	Color:		License Plate:		Production Date:
Make:	RAM	Body Style:	4D SHORT	State:	IA	Mileage In:
Model:	2500 Tradesman C...	Engine:	8-6.4L Gasoline S...	VIN:	3C6UR5CJ9PG612476	Condition:



6/13/2024
Comments:



6/13/2024
Comments:



6/13/2024
Comments:



6/13/2024
Comments:



6/13/2024
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6/13/2024
Comments:

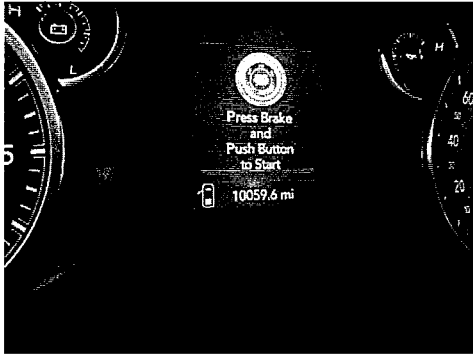
C & H BODY REPAIR, INC.

707 LINCOLN AVE SE, ORANGE CITY, IA 51041

Phone: (712) 737-4095, Fax: (712) 737-3739

Image Report

Owner:	Iowa DNR	Insurance:		Estimator:	Aaron Huizenga	Vehicle Out:	
Job Number:		Claim Number:					
Year:	2023	Color:		License Plate:		Production Date:	
Make:	RAM	Body Style:	4D SHORT	State:	IA	Mileage In:	
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6/13/2024
Comments: