

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 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 \$3,339.24, subject to an audit of actual invoices. On May 20, 2024, Vehicle #117529 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 # 3767  
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: Hail Damage to Vehicle #117529 on May 20, 2024  
Department of Administrative Services  
Claim dated May 22, 2024  
AOS Claim ID: 3767

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 \$3,572.99; however, the estimate from the vendor includes sales tax of \$233.75. This amount will be deducted from the Department's request. Therefore, we recommend an Executive Council allocation in the amount of \$3,339.24, 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: May 22, 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	#117529/Weather
Event Date	May 20, 2024
Summary	Vehicle 117529 sustained hail damage. (281285)
Amount Requested	\$3,572.99 - 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>

Tue, May 21, 2024 at 4:26 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 117529 sustained hail damage on 5/20/24. 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



## 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](mailto: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](mailto: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
05/20/2024	7:30 pm	1
County	State	
O'Brien	IA	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Mary Berkenpas		3501 Harry Langdon Blvd.	
Driver's License No./State		City, State, Zip	
801ZZ5678		Council Bluffs, IA 51503	
Date of Birth	Department	Work Phone	Home Phone
4/17/1969	IESBVI	712-210-1828	712-240-4066
License Plate No.	VIN	Year, Make, Model	
117529	1G1ZC5ST1LF076839	2020 Chevy Malibu	
Estimate (\$) of Damage		Description of Damage	
\$3,572.99		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)**

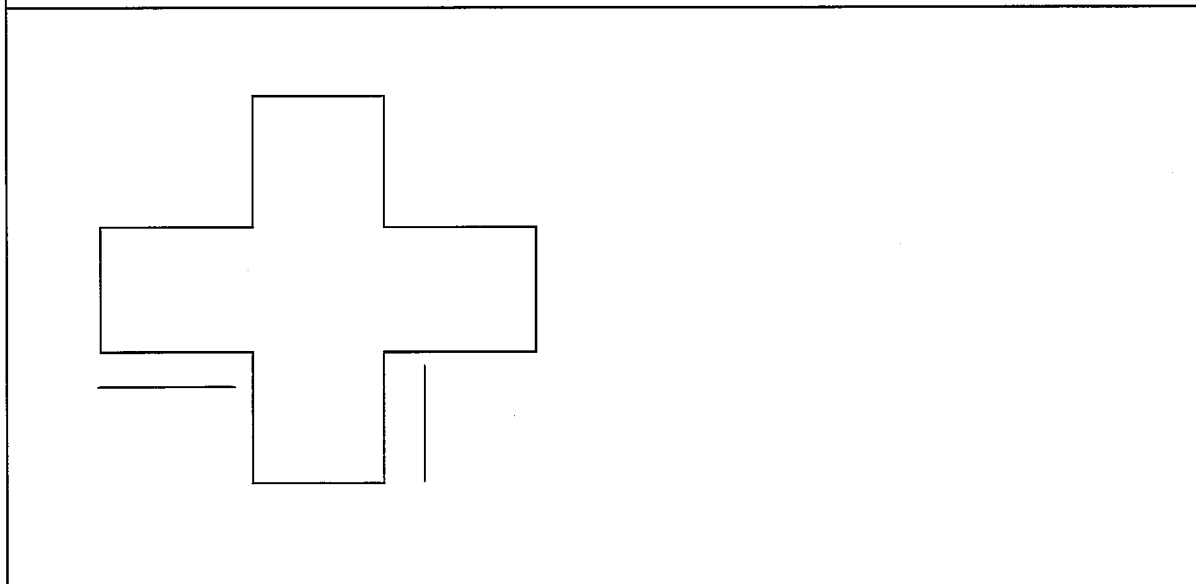
Vehicle No. 1/ Name and Address	Describe Injuries
Vehicle No. 2/ Name and Address	Describe Injuries

**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.**

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### 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](mailto:DAS.Risk@iowa.gov)



**KEN BORTH AUTO BODY**  
 301 11th St SW, Spencer, IA 51301

Office: (712) 262-7076  
 Fax: (712) 262-7777  
 dalekabrick@live.com  
 Tax ID: 471534086

Estimate ID  
 18563648  
 Original

Owner  
 State Of Iowa

Appraiser  
 Dale Kabrick  
 dalekabrick@live.com

Classification  
 None

Loss Type  
 Unknown

Deductible  
 Unknown

**2020 Chevrolet Malibu LS Fleet 4 Door Sedan 1.5L 4 Cyl Gas Injected Turbocharged Auto Trans FWD**

VIN: 1G1ZC5ST1LF076839      Drivable: Unknown      Odometer: 57453      Mitchell Service Code: 911830

Options

Air Conditioning	Alum/Alloy Wheels	AM-FM Stereo	Anti-Lock Brake Sys. (ABS)	Automatic Headlights
Auxiliary Input	Bluetooth Wireless Connectivity	Cloth Seat	Cruise Control	Daytime Running Lights
Driver-Front Air Bag	Electric Defogger	Electronic Stability Control	First Row Bucket Seat	Keyless Entry System
Left-Curtain Air Bag	MP3 Player	Passenger-Front Air Bag	Power Door Locks	Power Remote Mirror
Power Windows	Rear Bench Seat	Rearview Camera	Second Row Side Airbag With Head Protection	Side Airbags
Smart Key System	Steering Wheel Mounted Audio Control	Telematic Systems	Theft Deterrent Sys.	Tilt Steering Wheel
Tire Pressure Monitoring System	Traction Control/Electronic			

**State Of Iowa | 2020 Chevrolet Malibu LS Fleet**

Parts Profile: N/A      Parts Profile Version: N/A

Line #	Description	LABOR			PART					
		Operation	Type	Total Units	CEG	Type	Number	Qty	Total Price	Tax
<b>Hood</b>										
1	100393 Hood Panel	Paintless Repair	Body	0.0*	1.2	Sublet			\$500.00*	Yes
2	900510 Line Markup 25.0%								\$125.00	
3	900501 31-50 Quarter - Add For Aluminum									
<b>Front Fender</b>										
4	100192 R Fender Panel	Paintless Repair	Body	0.0*#	1.5	Sublet			\$150.00*	
5	900501 1-5 Quarter									
<b>Front Door</b>										

Line #	Description	LABOR				PART					
		Operation	Type	Total Units	CEG	Type	Number	Qty	Total Price	Tax	
6	101223 R Frt Otr Door Belt Moulding	Remove / Replace	Body	0.2	0.2	New	84205390	1	\$160.56*	Yes	
7	101224 L Frt Otr Door Belt Moulding	Remove / Replace	Body	0.2	0.2	New	84205389	1	\$183.06*	Yes	
<b>Rear Door</b>											
8	100961 R Rear Door Repair Panel	Paintless Repair	Body	0.0*#	6.6	Sublet			\$150.00*		
9	900501 1-5 Quarter										
10	100874 R Rear Otr Door Belt Moulding	Remove / Replace	Body	0.2	0.2	New	84205386	1	\$132.12*	Yes	
<b>Roof</b>											
11	100909 Roof Panel	Paintless Repair	Body	0.0*#	14.5	Sublet			\$475.00*		
12	900501 16-30 Quarter										
13	101450 Roof Headliner	Remove / Install	Body	3.4#	3.4	Existing					
<b>Side Body</b>											
14	101254 R Side Body Panel Assembly	Paintless Repair	Body	0.0*#		Sublet			\$150.00*		
15	900501 1-5 Quarter										
16	101273 L Side Body Panel Assembly	Paintless Repair	Body	0.0*#		Sublet			\$150.00*		
17	900501 1-5 Quarter										
<b>Luggage Lid</b>											
18	100753 Luggage Trim Panel	Remove / Install	Body	0.3	0.3	Existing					
19	100881 Luggage Lid Panel	Paintless Repair	Body	0.0*	2.1	Sublet			\$300.00*		
20	900501 6-15 Quarter										
<b>Special / Manual Entry</b>											
21	900500 RH Roof Rail	Paintless Repair	Body*	0.0*	0.0	Sublet			\$225.00*	Yes	
22	900510 Line Markup 25.0%								\$56.25		
23	900501 1-5 Quarter - Add For Double Panel										
24	900500 LH Roof Rail	Paintless Repair	Body*	0.0*	0.0	Sublet			\$225.00*	Yes	
25	900510 Line Markup 25.0%								\$56.25		
26	900501 1-5 Quarter - Add For Double										
27	900500 Used Dent Smart 2025 Dent Matrix	Remove / Replace	Body*	0.0*	0.0	New		1	\$0.00*	Yes	

\* Judgment Item  
T Included in Two Tone Calculation  
# Labor Note Applies  
d Discontinued by Manufacturer  
C Included in Clear Coat Calculation  
A Included in Clear Coat and Two Tone Calculation  
r CEG R&R Time Used for this Labor Operation  
[ ] Verify the part number and price before ordering

### Estimate Totals

Labor	Units	Rate	Sublet Add'l Amount	Totals
Body Labor	4.3	\$70.00	\$2,325.00	\$2,626.00
<b>Total Labor</b>	<b>4.3</b>		<b>\$2,325.00</b>	<b>\$2,626.00</b>

## Estimate Totals

Taxable	\$2,626.00
Tax 7.0000%	\$183.82
Non-Taxable	\$0.00
Pre-Tax Discount 0.00%	\$0.00
<b>Labor Total</b>	<b>\$2,809.82</b>

Parts	Amount	
Taxable Parts	\$475.74	\$475.74
		Parts Adjustments \$237.50
		Tax 7.0000% \$49.93
		Non-Taxable \$0.00
		Pre-Tax Discount 0.00% \$0.00
		<b>Parts Total \$763.17</b>

Costs	Amount	
Paint Materials	\$0.00	\$0.00
Shop Materials	\$0.00	\$0.00
Other Additional Costs	\$0.00	\$0.00
		Taxable \$0.00
		Tax 7.0000% \$0.00
		Non-Taxable \$0.00
		Pre-Tax Discount 0.00% \$0.00
		<b>Costs Total \$0.00</b>

Gross Totals	Amount	
Gross Total	\$3,572.99	\$3,572.99
		Taxable \$3,339.24
		Tax \$233.75
		Non-Taxable \$0.00
		Pre-Tax Discount 0.00% \$0.00
		<b>Gross Total \$3,572.99</b>

Adjustments	Amount	
Total Customer Responsibility		\$0.00

**Net Estimate Total \$3,572.99**

### Estimate Event Log

Job Created 5/22/2024 09:24 AM  
 Estimate Started 5/22/2024 09:25 AM  
 Estimate Printed 5/22/2024 09:38 AM  
 Estimate Committed Estimate Not Committed  
 Estimate Retrieval ID 1001431215