

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 \$2,349.95, subject to an audit of actual invoices. On June 1, 2024, Vehicle #99 was damaged by a raccoon. 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 # 3794  
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: Raccoon Damage to Vehicle #99 on June 1, 2024  
Department of Administrative Services  
Claim dated June 6, 2024  
AOS Claim ID: 3794

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 \$2,349.95, 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 6, 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	#99/Animal
Event Date	June 1, 2024
Summary	Vehicle 99 struck a raccoon. (282228)
Amount Requested	\$2,349.95 - 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,

A handwritten signature in black ink, appearing to read "Karl Bubser".

Karl Bubser, Fleet Administrator  
DAS Fleet Services  
Karl.Bubser@iowa.gov  
515-281-3162



AOS - 3794

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

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29C20

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

Mon, Jun 3, 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 99 struck a raccoon on 6/1/24. 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 #: 2024013368**

Date: <small>(Month/Day/Year)</small>	6/1/24	Time: <small>(Time plus a.m./p.m.)</small>	0010 a.m.
Vehicle Plate #:	99	Vehicle Mileage:	99,725
Vehicle Description: <small>(Yr/Make/Model/ &amp; Vin#)</small>	2018 Dodge Charger fully marked.		
Assigned To:	Trp. Jesse Drahos	Badge #	99
Driven By:	Trp. Jesse Drahos	Badge #	99
Driver's Lic #:	774YY6402	Damage:	\$1000
Vehicle Towed: <small>(Yes / No)</small>	No	Towed By:	NA
Towed To:	NA	Towing Cost:	\$NA
Seat Belt: <small>(Yes / No)</small>	Yes	Type of Vehicle: <small>(Marked/Semi /Unmarked)</small>	Marked
Injured/Injuries:	No		
Occupants: <small>(Other than driver)</small>	No		

**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)	
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt: (Yes/No)			

**OTHER INFORMATION:**

Witnesses:	NA
Accident Location: (Street/Hwy)	Hwy 212 EB West of Marengo
County:	Iowa
Weather/Road Conditions:	Clear/Dry/Dark
<p>Narrative: Trp. Jesse Drahos was traveling EB on Hwy 212 West of Marengo when he struck a racoon crossing the roadway. The racoon was traveling south. He sustained damage to the front lower driver side bumper and wheel well.</p>	
Property Damage other than Vehicles:	NA
Cost:	\$NA
Citations Issued To: (List Charge(s) and Statute Code(s))	NA

Investigating Officer:	Sgt. Frank Burns #183
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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		

**MARK'S AUTO BODY**

divok1@aol.com  
 132 E SHORT ST, SOLON, IA 52333  
 Phone: (319) 624-3553

Workfile ID: 70969349  
 PartsShare: 7YrQN4  
 Federal ID: 421448409

**Preliminary Estimate****Customer: IOWA STATE PATROL****Job Number:**

Written By: Danielle Hansel

Insured: IOWA STATE PATROL  
 Type of Loss:  
 Point of Impact: 11 Left Front

Policy #:  
 Date of Loss:

Claim #:  
 Days to Repair: 0

**Owner:**  
 IOWA STATE PATROL  
 5400 16TH ST SW  
 CEDAR RAPIDS, IA 52404  
 (319) 396-1944 Business

**Inspection Location:**  
 MARK'S AUTO BODY  
 132 E SHORT ST  
 SOLON, IA 52333  
 Repair Facility  
 (319) 624-3553 Business

**Insurance Company:****VEHICLE**

2018 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI silver

VIN: 2C3CDXKT8JH330231  
 License: 99  
 State: IA

Interior Color:  
 Exterior Color: silver  
 Production Date: 7/2018

Mileage In: 99,933  
 Mileage Out:  
 Condition:

Vehicle Out:  
 Job #:

**TRANSMISSION**

Automatic Transmission  
 4 Wheel Drive

**POWER**

Power Steering  
 Power Brakes  
 Power Windows  
 Power Locks  
 Power Mirrors  
 Power Driver Seat

**DECOR**

Dual Mirrors  
 Tinted Glass

Overhead Console

**CONVENIENCE**

Air Conditioning  
 Intermittent Wipers  
 Tilt Wheel  
 Cruise Control  
 Rear Defogger  
 Keyless Entry  
 Message Center  
 Steering Wheel Touch Controls  
 Telescopic Wheel  
 Climate Control  
 Backup Camera

**RADIO**

AM Radio  
 FM Radio  
 Stereo  
 Search/Seek  
 Auxiliary Audio Connection

**SAFETY**

Drivers Side Air Bag  
 Passenger Air Bag  
 Anti-Lock Brakes (4)  
 4 Wheel Disc Brakes  
 Front Side Impact Air Bags  
 Head/Curtain Air Bags

Hands Free Device

**SEATS**

Cloth Seats  
 Bucket Seats  
 Reclining/Lounge Seats

**WHEELS**

Styled Steel Wheels

**PAINT**

Clear Coat Paint

**OTHER**

Traction Control  
 Stability Control  
 California Emissions



**Preliminary Estimate**

**Customer: IOWA STATE PATROL**

**Job Number:**

2018 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI silver

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER &amp; GRILLE</b>					
2		O/H front bumper				3.4	
3	**	Repl A/M CAPA Bumper cover	68267765AC	1	750.00	Incl.	3.4
4		Add for Clear Coat					1.4
5	#	R&I Front Bumper Brush Guard				4.0	
6		Repl LT Air duct	68214813AA	1	70.45	Incl.	
7		<b>RADIATOR SUPPORT</b>					
8	**	Repl A/M CAPA Front shield w/police	68231862AA	1	231.00	Incl.	
9		<b>FENDER</b>					
10	**	Repl A/M CAPA LT Fender liner 3.6, 5.7 liter	68205937AH	1	118.00	0.3	
11	#	Subl Hazardous waste removal		1	4.00 T		
<b>SUBTOTALS</b>					<b>1,173.45</b>	<b>7.7</b>	<b>4.8</b>

**ESTIMATE TOTALS**

Category	Basis	Rate	Cost \$
Parts			1,169.45
Body Labor	7.7 hrs @	\$ 73.00 /hr	562.10
Paint Labor	4.8 hrs @	\$ 73.00 /hr	350.40
Paint Supplies	4.8 hrs @	\$ 55.00 /hr	264.00
Miscellaneous			4.00
Subtotal			2,349.95
<b>Grand Total</b>			<b>2,349.95</b>
Deductible			0.00
<b>CUSTOMER PAY</b>			<b>0.00</b>
<b>INSURANCE PAY</b>			<b>2,349.95</b>

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 STATE PATROL**

**Job Number:**

2018 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI silver

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 DR3PB11, CCC Data Date 06/03/2024, 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 refinishing 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.

Preliminary Estimate

Customer: IOWA STATE PATROL

Job Number:

2018 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI silver

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
3	Keystone, Inc 2400 KERPER BLVD., SUITE E100A DUBUQUE IA 52001 (563) 556-5030	#CH1000A24PP A/M CAPA Bumper cover Quote: 2530547318 Expires: 07/20/24	\$ 750.00
8	Keystone, Inc 2400 KERPER BLVD., SUITE E100A DUBUQUE IA 52001 (563) 556-5030	#CH1228129C A/M CAPA Front shield w/police Quote: 2530550006 Expires: 07/20/24	\$ 231.00
10	Keystone, Inc 2400 KERPER BLVD., SUITE E100A DUBUQUE IA 52001 (563) 556-5030	#CH1248171C A/M CAPA LT Fender liner 3.6, 5.7 liter Quote: 2530550757 Expires: 07/20/24	\$ 118.00



## MEMORANDUM

**TO:** SGT. BURNS, POST 11 SUPERVISORS

**FROM:** TRP. JESSE DRAHOS #99

**DATE:** 16:02 at 0010 hrs.

**SUBJECT:** Patrol Vehicle Damage

On June 1, 2024 at 0010 hrs. I was traveling East on Hwy 212 West of Marengo when I struck a racoon crossing the roadway. The racoon was traveling South.

I sustained damage to the front lower driverside bumper and wheel well.

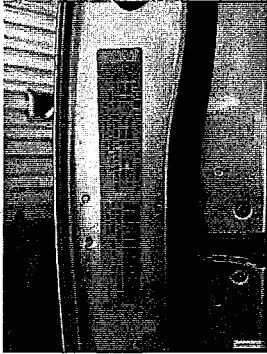
# MARK'S AUTO BODY

132 E SHORT ST, SOLON, IA 52333

Phone: (319) 624-3553

## Image Report

Owner:	IOWA STATE	Insurance:		Estimator:	Danielle Hansel	Vehicle Out:	
Job Number:		Claim Number:					
Year:	2018	Color:	silver	License Plate:	99	Production Date:	7/2018
Make:	DODG	Body Style:	4D SED	State:	IA	Mileage In:	99,933
Model:	Charger Police AW...	Engine:	8-5.7L Gasoline S...	VIN:	2C3CDXKT8JH330231	Condition:	



06/05/2024  
Comments:



06/05/2024  
Comments:



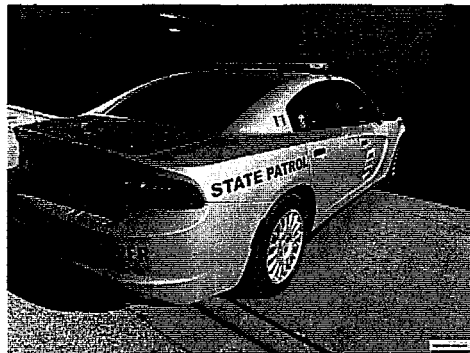
06/05/2024  
Comments:



06/05/2024  
Comments:



06/05/2024  
Comments:



06/05/2024  
Comments:

# MARK'S AUTO BODY

132 E SHORT ST, SOLON, IA 52333

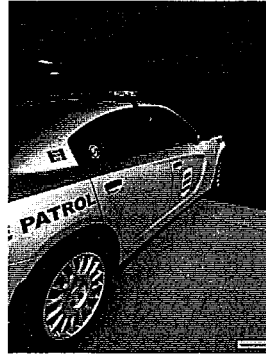
Phone: (319) 624-3553

## Image Report

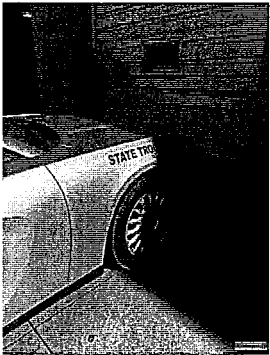
Owner:	IOWA STATE	Insurance:		Estimator:	Danielle Hansel	Vehicle Out:	
Job Number:		Claim Number:					
Year:	2018	Color:	silver	License Plate:	99	Production Date:	7/2018
Make:	DODG	Body Style:	4D SED	State:	IA	Mileage In:	99,933
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06/05/2024  
Comments:



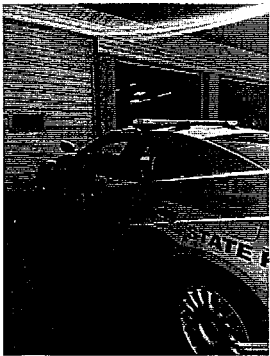
06/05/2024  
Comments:



06/05/2024  
Comments:



06/05/2024  
Comments:



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06/05/2024  
Comments:

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132 E SHORT ST, SOLON, IA 52333

Phone: (319) 624-3553

## Image Report

Owner:	IOWA STATE	Insurance:		Estimator:	Danielle Hansel	Vehicle Out:	
Job Number:		Claim Number:					
Year:	2018	Color:	silver	License Plate:	99	Production Date:	7/2018
Make:	DODG	Body Style:	4D SED	State:	IA	Mileage In:	99,933
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06/05/2024  
Comments:



06/05/2024  
Comments:



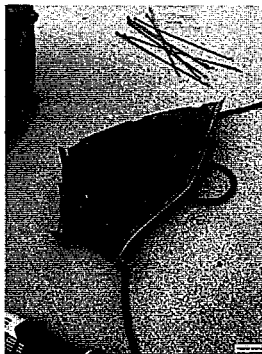
06/05/2024  
Comments:



06/05/2024  
Comments:



06/05/2024  
Comments:



06/05/2024  
Comments:

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Phone: (319) 624-3553

## Image Report

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Job Number:		Claim Number:					
Year:	2018	Color:	silver	License Plate:	99	Production Date:	7/2018
Make:	DODG	Body Style:	4D SED	State:	IA	Mileage In:	99,933
Model:	Charger Police AW...	Engine:	8-5.7L Gasoline S...	VIN:	2C3CDXKT8JH330231	Condition:	



06/05/2024

Comments: