

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 5, 2023

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 \$3,329.41, subject to the audit of actual invoices. On April 26, 2023, Vehicle #2002 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

*Victoria Newton*

Victoria Newton  
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services  
DAS Fleet Services, Risk  
Joel Lunde, Department of Management

AOS Claim # 3498  
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

August 4, 2023

Victoria Newton  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #2002 on April 26, 2023  
Department of Administrative Services  
Claim dated June 20, 2023  
AOS Claim ID: 3498

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 \$3,329.41, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ernest H. Ruben, Jr.".

Ernest H. Ruben, Jr., CPA  
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services  
Mariah Flowers, Fleet Services Manager, Department of Administrative Services  
Joel Lunde, Department of Management



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

Date: June 20, 2023

To: Tammy Hollingsworth, Auditor of State  
Victoria Newton, Treasurer of State  
Executive Council

From: Mariah Flowers, Fleet Manager  
DAS Fleet Services  
Department of Administrative Services

**Re: ALLOCATION REQUEST - 29C20 Claim for Executive Council Consideration**

Vehicle / Event	#2002/Deer
Event Date	April 26, 2023
Summary	Vehicle 2002 struck a deer. (256178)
Amount Requested	\$3,329.41 - 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,

Mariah Flowers, Fleet Manager  
DAS Fleet Services  
[Mariah.Flowers@iowa.gov](mailto:Mariah.Flowers@iowa.gov)  
515-414-6582



Risk, DAS &lt;das.risk@iowa.gov&gt;

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**29C20**

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Risk, DAS &lt;das.risk@iowa.gov&gt;

Fri, Apr 28, 2023 at 11:55 AM

Draft To: Tammy Hollingsworth &lt;Tammy.Hollingsworth@aos.iowa.gov&gt;, TOS ExecutiveCouncil &lt;executivecouncil@tos.iowa.gov&gt;

Please accept this email as initial 24 hr notification for AON, vehicle 2002 struck a deer on 4/26/23. 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 Fleet Services, Risk**

Iowa Department of Administrative Services

Division of Business and Property Services

Office: 515-725-2243

Das.Risk@iowa.gov

<https://das.iowa.gov>

## Vehicle Accident Report

### Time and location of accident

Accident Date (Mo/Day/Year)	Time	No. of Vehicles
4/26/2023	9:15pm	1
County	State	
Jackson	Iowa	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Amanda Payne		799 Main St	
Driver's License No./State		City, State, Zip	
223AN2340/Iowa		Dubuque, IA 52001	
Date of Birth	Department	Work Phone	Home Phone
03/28/1996	HHS	563-949-6853	319-481-7252
License Plate No.	VIN	Year, Make, Model	
2002	1G11Z5S33LU106995	2020 Chevrolet Impala	
Estimate (\$) of Damage		Description of Damage	
Officer estimated over \$1,500		The head light is broken on the right side. The front end is separated from the right side of the vehicle.	

### Vehicle 2 (other vehicle) if more than two vehicles-use additional forms

Driver's Name		Street Address	
N/A		N/A	
Driver's License No./State		City, State, Zip	
N/A		N/A	
Date of Birth	Work Phone	Home Phone	License Plate No.
N/A	N/A	N/A	N/A
Description of Damage			
N/A			

Property Damage other than vehicle (fence, utility pole, etc)	
Owner's Name, Address and Phone	Description of Property Damaged
N/A	Deer
Injured Persons (attach additional sheets if necessary)	
Vehicle No. 1/ Name and Address	Describe Injuries
N/A	N/A
Vehicle No. 2/ Name and Address	Describe Injuries
N/A	N/A
Witness	
Name	Address/Phone
N/A	N/A
Name	Address/Phone
N/A	N/A

Accident Diagram	
<p>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.</p>	
	<p>This worker was driving back to Dubuque from Clinton on Highway 52. A deer came running across the road on the left side &amp; this worker slammed on the brakes attempting to avoid it. This worker hit the right front end of the deer against the backside of the deer.</p>

**QUALITY CLAIMS SOLUTIONS**

Workfile ID: 1e3caf14

105 N Krohn Place  
SIOUX FALLS, SD 57103  
Phone: (877) 237-3727, FAX:(866) 371-2844  
qcs@qcsdirect.com

For:

**QUALITY CLAIMS SOLUTIONS**

DAS Fleet Services

**Supplement of Record 1 with Summary**

**Owner: STATE OF IOWA**

**Job Number:**

Written By: David Kelley

Insured: STATE OF IOWA  
Type of Loss: Collision  
Point of Impact: 01 Right Front

Policy #: UNK  
Date of Loss: 5/8/2023 12:00 PM

Claim #: APDSOI0256178-001  
Days to Repair: 0

**Owner:**  
STATE OF IOWA  
DUBUQUE, IA 52003

**Inspection Location:**  
ABRA - DUBUQUE  
3400 CENTER GROVE DR  
DUBUQUE, IA 52003  
Other  
(563) 556-0696 Evening

**Repair Facility:**

**VEHICLE**

2020 CHEV Impala LT1 4D SED 6-3.6L Flex Fuel Direct Injection SILVER

VIN: 1G11Z5S33LU106995  
License:  
State:

Production Date:  
Odometer: 39,521  
Condition:

Interior Color:  
Exterior Color: SILVER

**TRANSMISSION**

Automatic Transmission  
Overdrive

**POWER**

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

**DECOR**

Dual Mirrors  
Console/Storage

**CONVENIENCE**

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

**RADIO**

AM Radio  
FM Radio  
Stereo  
Search/Seek  
Auxiliary Audio Connection  
Premium Radio  
Satellite Radio

**SAFETY**

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

Communications System  
Hands Free Device

**SEATS**

Cloth Seats  
Bucket Seats

**WHEELS**

Aluminum/Alloy Wheels

**PAINT**

Clear Coat Paint

**OTHER**

Traction Control  
Stability Control  
Signal Integrated Mirrors  
Power Trunk/Liftgate

## Supplement of Record 1 with Summary

**Owner: STATE OF IOWA**

**Job Number:**

2020 CHEV Impala LT1 4D SED 6-3.6L Flex Fuel Direct Injection SILVER

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER &amp; GRILLE</b>					
2		O/H bumper assy				2.9	
3	<>	Repl Bumper cover w/o adaptive cruise, w/o active shutter w/o premier	22990028	1	640.43	Incl.	3.4
4		Add for Clear Coat					1.4
5		Repl RT Side bracket	22994472	1	54.63	0.1	
6		R&I License bracket				0.2	
7		Repl RT Trim cover w/daytime run lamp	23455346	1	123.67	Incl.	
8		<b>FRONT LAMPS</b>					
9		Repl RT Headlamp assy	84573234	1	873.55	0.5	
10		Aim headlamps				0.5	
11	**	S01 Repl A/M RT Daytime run lamp	22931248	1	<u>234.00</u>	Incl.	
		Note: A/M DAYTIME RUNNING LIGHT WAS AVAILABLE THROUGH KEYSTONE AT THE TIME OF YOUR OEM INVOICE					
12		<b>FENDER</b>					
13		Repl RT Front bracket	23142194	1	38.63	0.1	0.2
14		Add for Clear Coat					0.1
15	*	Rpr RT Fender				4.0	1.9
16		Overlap Major Non-Adj. Panel					-0.2
17		Add for Clear Coat					0.3
18		R&I RT Fender liner				0.4	
19	#	Hazardous Waste		1	5.00		
20	#	Cover Car		1	5.00		
21	#	Corrosion Protection		1	5.00		
22	#	Flex Agent		1	8.50		
<b>SUBTOTALS</b>					<b>1,988.41</b>	<b>8.7</b>	<b>7.1</b>

### ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,988.41
Body Labor	8.7 hrs @	\$ 66.00 /hr	574.20
Paint Labor	7.1 hrs @	\$ 108.00 /hr	766.80
Subtotal			3,329.41
<b>Total Cost of Repairs</b>			<b>3,329.41</b>
Deductible			0.00
<b>Total Adjustments</b>			<b>0.00</b>
<b>Net Cost of Repairs</b>			<b>3,329.41</b>

**MyPriceLink Estimate ID / Quote ID:**

1084801618412576768 / 123060742



**Supplement of Record 1 with Summary**

**Owner: STATE OF IOWA**

**Job Number:**

2020 CHEV Impala LT1 4D SED 6-3.6L Flex Fuel Direct Injection SILVER

**SUPPLEMENT SUMMARY**

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
<b>Added Items</b>							
11	**	S01 Repl	A/M RT Daytime run lamp	22931248	1	234.00	Incl.
NOTE: A/M DAYTIME RUNNING LIGHT WAS AVAILABLE THROUGH KEYSTONE AT THE TIME OF YOUR OEM INVOICE							
<b>SUBTOTALS</b>					<b>234.00</b>	<b>0.0</b>	<b>0.0</b>

**CHANGES TO ADJUSTMENTS**

**TOTALS SUMMARY**

Category	Basis	Rate	Cost \$
Parts			234.00
Subtotal			234.00
<b>Total Supplement Amount</b>			<b>234.00</b>
<b>NET COST OF SUPPLEMENT</b>			<b>234.00</b>

**MyPriceLink Estimate ID / Quote ID:**

1084801618412576768 / 123060742

**CUMULATIVE EFFECTS OF SUPPLEMENT(S)**

Estimate	3,095.41	David Kelley
Supplement S01	234.00	David Kelley
<b>Workfile Total:</b>	<b>\$ 3,329.41</b>	
<b>NET COST OF REPAIRS:</b>	<b>\$ 3,329.41</b>	

THIS IS NOT AN AUTHORIZATION TO BEGIN REPAIRS.

SUPPLEMENTS - Please be advised that the INSURANCE COMPANY requires notice of any supplements prior to the work being performed. Failure to notify INSURANCE COMPANY and allow INSURANCE COMPANY to review the supplemental charges may result in non-payment of the supplemental items.

ESTIMATE AUDIT - THIS DOCUMENT IS NOT AN APPRAISAL. INQUIRIES SHOULD BE DIRECTED TO THE INSURANCE COMPANY LISTED AT THE TOP OF THIS DOCUMENT.

REPAIR SHOPS CAN CONTACT QCS AUDITOR FOR ANY REPAIR RELATED INQUIRIES AT 1-877-237-3727.