

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 \$8,076.99, subject to the audit of actual invoices. On June 19, 2023, Vehicle #1975 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 # 3559  
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 #1975 on June 19, 2023  
Department of Administrative Services  
Claim dated June 28, 2023  
AOS Claim ID: 3559

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 \$8,642.38; however, the estimate from the vendor included sales tax of \$565.39. This amount will be deducted from the Department's request. Therefore, we recommend an Executive Council allocation in the amount of \$8,076.99, 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 28, 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	#1975/Deer
Event Date	June 19, 2023
Summary	Vehicle 1975 struck a deer. (260788)
Amount Requested	\$8,642.38 - 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**

1 message

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

Wed, Jun 21, 2023 at 10:40 AM

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 1975 struck a deer on 6/20/23. 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
June 19th 2023	5:10 am	1
County	State	
Jasper	Iowa	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Scott Warnick		South 60th ave	
Driver's License No./State		City, State, Zip	
802 Y 42046 <del>1975</del> 8-6-27		Newton Iowa 50208	
Date of Birth	Department	Work Phone	Home Phone
8/6/70	NCF	641-792-7552	641-841-0583
License Plate No.	VIN	Year, Make, Model	
1975	1GNSKAED9PR 170410	2023 Chevy suburban	
Estimate (\$) of Damage		Description of Damage	
\$ 8642.38		Front Right damage = grill, hood, fender, bumper, head light, door	

### 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			

## 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)

**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)**

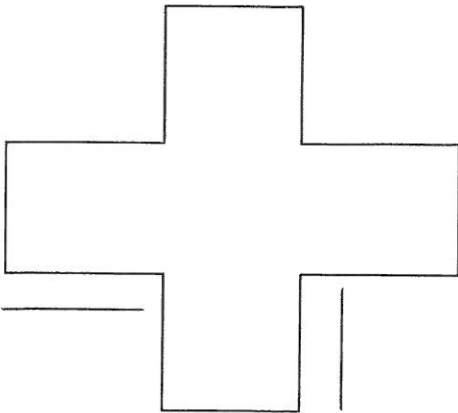
Vehicle No. 1/ Name and Address	Describe Injuries
Vehicle No. 2/ Name and Address	Describe Injuries

**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.



Hit a deer on a foggy day on South 60th ave. There was 3 deer standing in the middle of the road.



*creative Risk solution*

**SULLIVAN AUTO BODY**  
 Your Trusted Repair Center  
 1400 S 5th Ave E, Newton, IA 50208  
 Phone: (641) 792-2006  
 FAX: (641) 792-1458

Workfile ID: ce58de5c  
 PartsShare: 7qkNc7  
 Federal ID: 87-2971939  
 Resale Number: 1-50-013852

**Estimate**

**RO Number:**

Customer:	Insurance:	Adjuster:	Estimator:	CHASE DYKSTRA
Newton Correctional Facility	self insured	Phone:	Create Date:	6/21/2023
		Claim:		
(515) 442-3000		Loss Date:		
		Deductible:		

2023 CHEV Suburban Commercial 4WD (Fleet) 4D UTV 8-5.3L Gasoline Direct Injection white

VIN: 1GNSKAED9PR170410	Interior Color:	Mileage In: 21,925	Vehicle Out:
License: 1975	Exterior Color: white	Mileage Out:	
State: IA	Production Date: 9/2022	Condition: Good	Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		<b>FRONT BUMPER &amp; GRILLE</b>						
2	E01	Remove/Replace	O/H bumper assy				3.8T	Body	
3	E01	Remove/Replace	Bumper cover w/park sensors, w/hands free	1	744.98T	OEM	0.0T	Body	3.3T
4	E01		Add for Clear Coat						1.3T
5	E01	Remove/Replace	Add for park sensor				0.4T	Body	
6	E01	Remove/Replace	Stiffener	1	225.28T	OEM	0.4T	Body	
7	E01	Remove/Replace	RT Support panel mount bracket	1	43.83T	OEM	0.0T	Body	
8	E01	Remove/Replace	RT Air duct	1	111.58T	OEM	0.0T	Body	
9	E01	Remove/Replace	RT Outer reinf w/park sensors	1	34.17T	OEM	0.0T	Body	
10	E01	Remove/Replace	Grille assy LS, Commercial	1	679.50T	OEM	0.0T	Body	
11	E01	Remove/Replace	Emblem gold	1	47.00T	OEM	0.0T	Body	
12	E01	Remove/Replace	RT Guide	1	14.27T	OEM	0.1T	Body	
13	E01	Remove/Replace	Harness w/surround view	1	158.30T	OEM	0.0T	Body	
14	E01		<b>FRONT LAMPS</b>						
15	E01	Remove/Replace	RT Headlamp assy	1	1,267.63T	OEM	0.5T	Body	
16	E01	Remove/Replace	Aim headlamps				0.5T	Body	
17	E01	Remove/Replace	RT Side marker lamp	1	31.45T	OEM	0.0T	Body	
18	E01		<b>HOOD</b>						
19	E01	Repair	Hood (ALU)				4.0T	Body	3.2T
20	E01		Add for Clear Coat						1.3T
21	E01		<b>FENDER</b>						
22	E01	Remove/Replace	RT Fender	1	767.63T	OEM	2.4T	Body	2.2T
23	E01		Overlap Major Adj. Panel						(0.4)T
24	E01		Add for Clear Coat						0.4T

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural



**Estimate**

**RO Number:**

2023 CHEV Suburban Commercial 4WD (Fleet) 4D UTV 8-5.3L Gasoline Direct Injection white

25	E01		Add for Edging						0.5T
26	E01		Add for Clear Coat						0.1T
27	E01	Remove/Replace	RT Fender liner w/o Z71	1	125.57T	OEM		0.0T	Body
28	E01		<b>ELECTRICAL</b>						
29	E01	Repair	Engine harness 5.3 liter NOTE: repair damaged wire on engine harness					1.0T	Body
30	E01		<b>PILLARS, ROCKER &amp; FLOOR</b>						
31	E01	Repair	RT Uniside assy					1.0T	Body
32	E01		Overlap Major Adj. Panel						(0.4)T
33	E01		Add for Clear Coat						0.5T
34	E01		<b>FRONT DOOR</b>						
35	E01	Repair	RT Door shell w/o body side moldings (ALU)					2.0T	Body
36	E01		Overlap Major Adj. Panel						(0.4)T
37	E01		Add for Clear Coat						0.3T
38	E01	Remove/Install	RT Belt molding chrome					0.3T	Body
39	E01	Remove/Install	RT Upper molding chrome					0.2T	Body
40	E01	Remove/Replace	RT Nameplate "SUBURBAN" chrome	1	27.80T	OEM		0.2T	Body
41	E01	Remove/Install	RT R&I mirror					0.4T	Body
42	E01	Remove/Install	RT Handle, outside w/o chrome					0.4T	Body
43	E01	Remove/Replace	CAR COVER FOR REFINISH	1	5.00T	Other		0.2T	Body
44	E01	Remove/Replace	CAR COVER FOR PRIME	1	5.00T	Other		0.2T	Body
45	E01	Remove/Replace	CORROSION PROTECTION	1	10.00T	Other		0.2T	Body
46	E01	Repair	DE-NIB AND FINESSE					1.6T	Body
47	E01		FEATHER PRIME BLOCK						2.1T
48	E01		PRE SCAN					0.5T	Mech
49	E01		POST SCAN					0.5T	Mech
50	E01	Repair	LIFT TAPE GLASS FOR PAINT					0.5T	Body
51	E01	Refinish	TINT FOR COLOR MATCH						0.5T
52	E01		FINAL SAFETY INSPECTION					0.5T	Body

<b>Estimate Totals</b>	<b>Discount \$</b>	<b>Markup \$</b>	<b>Rate \$</b>	<b>Total Hours</b>	<b>Total \$</b>
Parts					4,298.99
Labor, Body			68.00	20.8	1,414.40
Labor, Refinish			68.00	19.6	1,332.80
Labor, Mechanical			90.00	1.0	90.00
Material, Paint			48.00	19.6	940.80
<b>Subtotal</b>					<b>8,076.99</b>
Sales Tax					565.39
<b>Grand Total</b>					<b>8,642.38</b>
<b>Net Total</b>					<b>8,642.38</b>

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural

# Estimate

## RO Number:

2023 CHEV Suburban Commercial 4WD (Fleet) 4D UTV 8-5.3L Gasoline Direct Injection white

Estimate Version	Total \$
Original	8,642.38

Insurance Total \$:	8,642.38
Received from Insurance \$:	0.00
Balance due from Insurance \$:	8,642.38
Customer Total \$:	0.00
Received from Customer \$:	0.00
Balance due from Customer \$:	0.00