

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 \$9,769.50, subject to the audit of actual invoices. On July 7, 2023, Vehicle #283 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 # 3564  
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 #283 on July 7, 2023  
Department of Administrative Services  
Claim dated July 18, 2023  
AOS Claim ID: 3564

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 \$9,769.50, 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: July 18, 2022

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	#283/Deer
Event Date	July 7, 2023
Summary	Vehicle 283 struck a deer. (261677)
Amount Requested	\$9,769.50 - 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 <das.risk@iowa.gov>**

**29C20**

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

Fri, Jul 7, 2023 at 3:14 PM

Draft To: Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>, AOS Peer Review <aos.peer.review@aos.iowa.gov>, Jeannie R Adams <jadams@dps.state.ia.us>

Please accept this email as initial 24 hr notification for AON, vehicle **283** struck a deer on 7/7/23. 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>



## State Vehicle Damage Report

Attach this completed form to an email along with the items identified below and send to: [vehicledamage@dps.state.ia.us](mailto:vehicledamage@dps.state.ia.us), [DAS.risk@iowa.gov](mailto:DAS.risk@iowa.gov), Area Captain & Post #3 Supervisors

- 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 #: 2023017318

Date: <small>(Month/Day/Year)</small>	7/07/2023	Time: <small>(Time plus a.m./p.m.)</small>	5:30 a.m.
Vehicle Plate #:	283	Vehicle Mileage:	14,670
Vehicle Description: <small>(Yr/Make/Model/ &amp; Vin#)</small>	2022 Dodge Charger VIN: 2C3CDXKGNH259834		
Assigned To:	Trp. Zac Milliken	Badge #	283
Driven By:	Trp. Zac Milliken	Badge #	283
Driver's Lic #:	605AH4005	Damage:	\$10,156.40
Vehicle Towed: <small>(Yes / No)</small>	No	Towed By:	
Towed To:		Towing Cost:	\$0
Seat Belt: <small>(Yes / No)</small>	Yes	Type of Vehicle: <small>(Marked/Semi /Unmarked)</small>	Marked
Injured/Injuries:	NONE		
Occupants: <small>(Other than driver)</small>	NONE		

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

**OTHER INFORMATION:**

Witnesses:			
Accident Location: (Street/Hwy)	US 71, 6.9 mm SB		
County:	PAGE		
Weather/Road Conditions:	Clear/ Dry		
Narrative: On July 7, 2023 at approx. 5:30 am; Trp. Milliken was southbound on US Hwy 71 at the 6.9 mm when a deer entered the roadway from the ditch. Trp. Milliken was unable to avoid contact, impacting deer on the front driver's side of vehicle. Deer rolled down the driver's side causing additional damage to car.			
Property Damage other than Vehicles:	none		
Cost:	\$		
Citations Issued To: (List Charge(s) and Statute Code(s))	none		

Investigating Officer:	Sgt. James Bullington #253
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**VEHICLE #3:**

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



## MEMORANDUM

**TO: Dist. 3 Command Staff**

**FROM: Trooper Milliken #283**

**DATE: June 7, 2023**

**SUBJECT: Vehicle Damage**

Good morning, This is to advise you that at approximately 0530 hours on 07/07/2023 while I was enroute back to my residence, I struck a deer on highway 71 near the 6.9 mile mark south bound. The deer entered the road from the west side ditch and I attempted to brake to avoid the collision however, I still struck the rear quarter of the deer with the driver's side of my bumper. The deer also folded into the driver's side door of my vehicle damaging it, as well as the mirror. My milage on scene was 14670. I notified Sgt. Bullington directly after the collision and Storm Lake was advised of the accident and details thereafter. The CFS # for the accident is 000189-2791. My vehicle is still safely drivable to be moved for repairs and I did not sustain any injury because of the accident.

Respectfully,

**Trooper Z.Milliken ISP 283  
Iowa State Patrol District #3**



**QUALITY CLAIMS SOLUTIONS**

Workfile ID:

b5b71d28

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

**Estimate of Record**

**Owner: STATE OF IOWA**

**Job Number:**

Written By: David Kelley

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

Policy #: UNKNOWN  
Date of Loss: 7/12/2023 12:00 PM

Claim #: APDSOI0261677-001  
Days to Repair: 0

**Owner:**  
STATE OF IOWA  
COUNCIL BLUFFS, IA 51501

**Inspection Location:**  
All Makes Collision Ctr  
524 23rd Avenue  
Council Bluffs, IA 51501  
Other  
(712) 256-3195 Evening

**Repair Facility:**

**VEHICLE**

2022 DODG Charger Police AWD (Fleet) 4D SED 6-3.6L Gasoline Sequential MPI

VIN: 2C3CDXKGXNH259834  
License:  
State:

Production Date:  
Odometer: 0  
Condition:

Interior Color:  
Exterior Color:

**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

**RADIO**

Climate Control  
Backup Camera  
Parking Sensors

**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  
Power Trunk/Liftgate

**Estimate of Record**

**Owner: STATE OF IOWA**

**Job Number:**

2022 DODG Charger Police AWD (Fleet) 4D SED 6-3.6L Gasoline Sequential MPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER &amp; GRILLE</b>					
2	*	Repl LT Air duct-OPEN FOR VENDOR INVOICE	68214813AA	1	60.95		
3		O/H front bumper				3.4	
4	*	Repl Lower grille w/o adaptive cruise	68214782AB	1	<u>126.00</u>	Incl.	
5	*	Repl Bumper cover	68267765AC	1	<u>846.00</u>	Incl.	3.4
6		Add for Clear Coat					1.4
7	*	Repl Upper grille black crossbars	5PP33DX8AB	1	<u>419.00</u>	Incl.	
8	*	Repl Closure panel	68226530AF	1	<u>204.00</u>	Incl.	
9		<b>FRONT LAMPS</b>					
10	*	Repl LT Lamp cover w/o wide body	68226549AA	1	<u>51.80</u>	0.1	
11	*	Repl LT Headlamp assy halogen	68546771AC	1	<u>783.00</u>	0.4	
12		Repl Aim headlamps		1		0.5	
13	*	Repl LT Side marker lamp	68214405AA	1	<u>45.80</u>	Incl.	
14	*	R&I RT Headlamp assy halogen				<u>0.4</u>	
15		<b>RADIATOR SUPPORT</b>					
16	*	Repl Radiator support	68200478AC	1	<u>357.00</u>	1.0	1.6
		Note: LABOR: Time is after bumper, headlamps and all necessary bolted-on parts are removed. Time includes D&R hood release cable and front wiring as necessary. Refinish time is provided for those instances when refinishing is required or for some repair situations.					
17	*	Repl Splash shield AWD w/police	4806075AB	1	<u>118.00</u>	0.2	
18		<b>AIR CONDITIONER &amp; HEATER</b>					
19	*	R&I Condenser assy				m 0.0	M
		Note: R&I OF CONDENSER/RADIATOR AND AC RECHARGE OPEN FOR SUPPLEMENT WITH PHOTOS OF PROCESS IF REMOVAL IS REQUIRED FOR UPPER TIE BAR REPLACEMENT					
20		<b>HOOD</b>					
21	*	Repl Hood (ALU)	68265445AB	1	<u>1,315.00</u>	1.5	3.0
22		Add for Underside(Complete)					1.5
23	*	Repl Latch w/o remote start	55113787AB	1	<u>102.00</u>	0.4	
24		<b>FENDER</b>					
25	*	Repl LT Fender w/o wide body	68213061AC	1	<u>382.00</u>	1.6	2.0
26		Overlap Major Adj. Panel					-0.4
27		Add for Edging					0.5
28		Blnd RT Fender w/o wide body					1.0
29	*	Repl LT Fender liner 3.6, 5.7 liter	68205937AH	1	<u>144.00</u>	Incl.	
30		<b>COWL</b>					
31	*	Repl Cowl grille	57010314AI	1	<u>128.00</u>	0.6	
32		<b>FRONT DOOR</b>					
33	*	Repl LT Door shell (HSS)	68268055AC	1	<u>1,040.00</u>	5.7	3.1
34		Overlap Major Adj. Panel					-0.4
35	*	Repl LT Frame molding	57010505AM	1	<u>119.00</u>	0.3	
36	*	Repl LT Applique	57010427AE	1	<u>186.00</u>	Incl.	
37	*	Repl LT Power mirror w/o heat, w/o	6WA39DX8AA	1	147.00	Incl.	<u>0.0</u>

**Estimate of Record**

**Owner: STATE OF IOWA**

**Job Number:**

2022 DODG Charger Police AWD (Fleet) 4D SED 6-3.6L Gasoline Sequential MPI

memory, w/o blind spot blue  
Note: PART OPEN FOR VENDOR INVOICE

38 REAR DOOR								
39	*	Repl	LT Door shell w/o wide body (HSS)-NEED REPLACEMENT/ECONOMY?	68089373AE	1	0.00	5.7 3.0	
			Note: PART OPEN FOR VENDOR INVOICE					
40			Overlap Major Adj. Panel					-0.4
41			Clear Coat					2.5
42		R&I	LT Belt w'strip					Incl.
43		R&I	LT Frame molding					Incl.
44		R&I	LT Handle, outside black					Incl.
45		R&I	LT R&I trim panel					Incl.
46	#		Cover Car		1	5.00	0.2	
47	#		Hazardous Waste		1	3.00		
48	#	Subl	Four Wheel Alignment-OPEN FOR INVOICE		1	79.95		
49	#		Tint Color		1		0.5	
<b>SUBTOTALS</b>						<b>6,662.50</b>	<b>22.0 22.3</b>	

**ESTIMATE TOTALS**

Category	Basis	Rate	Cost \$
Parts			6,662.50
Body Labor	22.0 hrs @	\$ 50.00 /hr	1,100.00
Paint Labor	22.3 hrs @	\$ 90.00 /hr	2,007.00
Subtotal			9,769.50
<b>Total Cost of Repairs</b>			<b>9,769.50</b>
Deductible			0.00
<b>Total Adjustments</b>			<b>0.00</b>
<b>Net Cost of Repairs</b>			<b>9,769.50</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.