

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

June 2, 2025

Accounting Department  
Office of the Treasurer  
Lucas Building  
321 E 12th Street  
Des Moines, IA, 50319

The Executive Council, in a meeting held on today's date, approved Department of Administrative Services request for a supplemental emergency allocation in the amount of \$10,330.07, subject to an audit of actual invoices. On April 17, 2025, Vehicle #1791 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 # 4040  
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

May 27, 2025

Kristi Onstot  
Executive Council  
L O C A L

Subject: Hail Damages to Vehicle #1791 on April 17, 2025  
Department of Administrative Services  
Claim dated April 25, 2025  
AOS Claim ID: 4040

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 \$10,330.07, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

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



**Department of  
Administrative Services**

KIM REYNOLDS, GOVERNOR  
CHRIS COURNOYER, LT. GOVERNOR

ADAM STEEN, DIRECTOR

Date: April 25, 2025

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

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

Vehicle / Event	#1791 / Hail
Event Date	April 17, 2025
Summary	Vehicle 1791 - hail damage (Claim # 305322)
Amount Requested	\$10,330.07 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, & Repair Estimate

If you have any questions or are in need of additional information, please do not hesitate to contact me.

Thank you,

Ryan Betts  
DAS Fleet Risk Manager  
ryan.betts1@iowa.gov  
515-281-8008



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

---

## 29C20 Notification

1 message

---

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

Fri, Apr 18, 2025 at 1:18 PM

To: Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>, TOS ExecutiveCouncil <executivecouncil@tos.iowa.gov>

Please accept this email as initial 24 hr notification for AON, vehicle 1791 sustained hail damage on 4/17/2025. I will forward all information as soon as it is received.

### DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

510 E 12<sup>th</sup> St, Des Moines, IA 50319

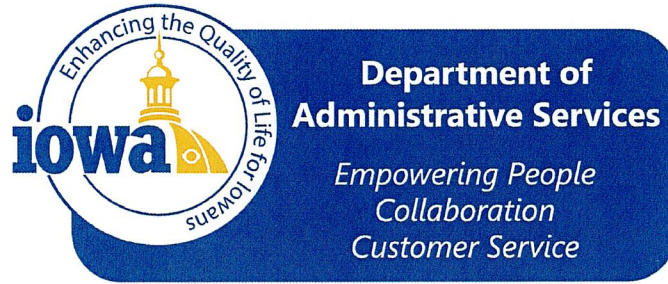
515-281-3162 office

[das.risk@iowa.gov](mailto:das.risk@iowa.gov)

<https://das.iowa.gov>



**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.**



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
4/17/25	8:30 PM	1
County	State	
Mills	Iowa	

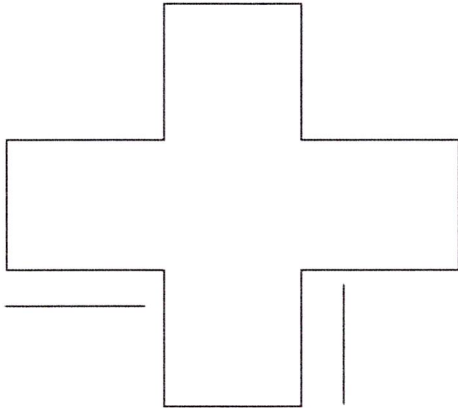
### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
April Hartshorn		66766 310th St	
Driver's License No./State		City, State, Zip	
227CC3490 Iowa		Malvern, IA 51551	
Date of Birth	Department	Work Phone	Home Phone
06/15/1975	DIAL	515-250-6638	712-527-0803
License Plate No.	VIN	Year, Make, Model	
1791		2024 Kia Sportage	
Estimate (\$) of Damage		Description of Damage	
		Hail damage to hood, shattered windshield still intact with glass inside	

### 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
<p><b>Complete diagram below, include a description of what happened.</b>            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>




## 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.**

-----

### 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)



Tabor Motor Company  
728 Main Street, PO Box 83  
Tabor, IA 51653  
Phone: (712) 629-0042 | Office: (402) 733-4699 | Cell: (402) 968-0711  
Email: jz24thstreet@yahoo.com

\*\*\* PRELIMINARY ESTIMATE \*\*\*

04/23/2025 01:34 PM

#### Owner

Owner: VEHICLE MAINT. STATE OF IOWA

City State Zip: IA

Work/Day: (712)629-0042  
Cell:

#### Control Information

Claim # : VEHICLE 1791

Insured Policy # :

#### Inspection

Inspection Date: 04/23/2025 01:37 PM  
Driveable: No

Inspection Type:  
Rental Assisted:

Appraiser Name: Jim Zimmerman  
Address: P.O Box 83 728 Main St.  
City State Zip: Tabor, IA 51653

Appraiser License #2 :  
Work/Day: (402)733-4699  
Home/Evening: (402)968-0711  
Work/Day: (712)629-0042

#### Repairer

Repairer: TABOR MOTOR CO.  
Address: p.o. box 83 728 main

City State Zip: Tabor, IA 51653

Contact: Jim Zimmerman  
Work/Day: (402)733-4699  
Home/Evening: (402)968-0711  
FAX: (712)629-0042

Target Complete Date/Time:

Days To Repair: 11

#### Vehicle

2024 Kia Sportage SX Prestige 4 DR Wagon  
4cyl Gasoline 2.5  
8-Speed Automatic

Lic.Plate: 1791  
Lic Expire:  
Prod Date:  
Veh Insp# :  
Condition:  
Ext. Color: GLACIAL WHITE  
Ext. Refinish: Three-Stage User Defined  
Ext. Paint Code: GWP,US1

Lic State: IA  
VIN: 5XYK5CDF4RG188443  
Mileage: 21,872  
Mileage Type: Actual  
Code: KA844A  
Int. Color:  
Int. Refinish: Two-Stage  
Int. Trim Code:

#### Options

19 Inch Alloy Wheels  
4-Wheel Drive  
Amplifier

1st Row LCD Monitor(s)  
AM/FM Radio  
Anti-Lock Brakes

2nd Row Head Airbags  
Adaptive Cruise Control  
Armrest(s)

Auto Headlamp Control	Automatic Dimming Mirror	Automatic High Beam
Automatic Power Locks	Black Grille	Blind Spot Sensor
Bodyside Cladding	Bucket Seats	Camper/Towing Package
Cargo Lamp	Carpeting	Center Console
Collision Avoidance Sys	Color-Keyed Bumper(s)	Corrective Lane Assist
Cruise Control	Digital Signal Processor	Driver Attention Monitor
Driver Information Sys	Driver Seat Memory	Dual Airbags
Dual Zone Auto A/C	Elect. Stability Control	Electric Parking Brake
Electric Steering	Electronic Transfer Case	Engine Stop/Start
Ext Mirror Turn Signals	Fuel Door Release	Fwd. Collision Alert
Garage Door Opener	Hands Free Tailgate	Harman Kardon Sound Sys
Head Airbags	Heated Power Mirrors	Heated Steering Wheel
Heated/Cooled Frt Seats	High Definition Radio	In-Vehicle WiFi
Interior Lighting	Intermittent Wipers	Keyless Access System
Keyless Entry System	Keyless Ignition System	LED Brakelights
LED Daytime Running Lts	LED Fog Lamps	Lane Departure Alert
Leather Steering Wheel	Lighted Entry System	Navigation System
Overhead Console	Paddle Shifter	Panorama Sunroof
Parking Assist System	Pedestrian Detection Sys	Perimeter Alarm System
Power Door Locks	Power Drivers Seat	Power Liftgate
Power Rear Window	Power Steering	Power Windows
Projector Beam Headlamps	Pwr Accessory Outlet(s)	Pwr Folding Ext Mirrors
Rain-Sensing W/S Wipers	Rear Center Arm Rest	Rear Collisn Mitigation
Rear Liftgate	Rear Lip Spoiler	Rear View Camera
Rear Window Defroster	Regenerating Brake Systm	Remote Starter
Reverse Sensing System	Roof Rails	Side Airbags
Single Exhaust System	SiriusXM Satellite Radio	Split Folding Rear Seat
Spring Suspension	Strg Wheel Radio Control	Surround Cameras
Theft Deterrent System	Tilt & Telescopic Steer	Tinted Glass
Tire Pressure Monitor	Touch Screen Display	Traction Control System
Trip Computer	U.S.A. Built Vehicle	USB Audio Input(s)
Vinyl Seats	Voice Activatd Cellphone	Wireless Audio Streaming
Wireless Phone Connect		

Damages

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ% B%	Hours	R
<b>Stripes And Mouldings</b>									
1	RI	141		Mldg,Fender Side L/F	R & I Assembly			0.3	SM
2	RI	142		Mldg,Fender Side R/F	R & I Assembly			0.3	SM
<b>Front Body And Windshield</b>									
3	E	83		Panel,Hood High Strength Steel	66400DW000	\$1,659.90		0.6	SM
4	L	83	14	Panel,Hood	Refinish 3.0 Surface 1.2 Edge 1.0 Three-stage setup 1.1 Three-stage 0.2 Two-stage			6.5	RF
5	E	1453		Emblem,Hood Panel	86300P1000	\$58.00		0.2	SM
6	E	134	49	Label,Hood	97699R2000	\$10.87		0.1	SM
7	E	1186		Label,Hood	324502S177	\$11.42		0.1	SM
8	BR	103		Fender,Front LT High Strength Steel	Blend Refinish 0.6 Blend 0.6 Three-stage			1.2	RF
9	SB	103		Fender,Front LT	Sublet Repair	\$125.00*			SM

10	BR	104	High Strength Steel >> 1-5 QTR Fender,Front RT High Strength Steel	Blend Refinish		1.2	RF
11	SB	104	Fender,Front RT High Strength Steel >> 1-5 HALF 4 OVERSIZED	0.6 Blend 0.6 Three-stage Sublet Repair	\$350.00*		SM
12	NG	143	W/S,Tinted Adas (s)	NAGS FW5866-GT	\$871.74	2.9	SM
13	EC	144	Sealant Kit,W/Shield	Replace Economy	\$38.00*	INC	SM
14	E	147	Blade Assembly,Wiper LT	00009ADU26KA	\$19.50	0.1	SM
15	E	148	Blade Assembly,Wiper RT	98360AA000	\$24.50	0.1	SM

#### Roof

16	SB	341	Panel,Roof >> 6-15 QTR 3 OVERSIZED	Sublet Repair	\$400.00*		SM
17	E	348	Rail,Luggage Rack LT	87270P1010	\$270.23	2.7	SM
18	E	349	Rail,Luggage Rack RT	87280P1010	\$270.23	0.1	SM
19	RI	1498	Roof Headliner R & I	R & I Assembly		2.4	SM

#### Front Doors

20	SB	207	Door Shell,Front LT High Strength Steel >> 1-5 HALF DBL PANEL 2 OVERSIZED	Sublet Repair	\$287.50*		SM
21	SB	208	Door Shell,Front RT High Strength Steel >> 1-5 HALF 2 OVERSIZED	Sublet Repair	\$250.00*		SM
22	RI	231	Pnl,Inner Door Trim LT	R & I Assembly		0.3	SM
23	E	278	Mldg,Front Door Belt RT	82220P1110	\$218.23	0.2	SM

#### Rear Doors

24	SB	287	Door Shell,Rear LT High Strength Steel >> 1-5 QTR 1 OVERSIZED	Sublet Repair	\$175.00*		SM
25	SB	288	Door Shell,Rear RT High Strength Steel >> 1-5 HALF 2 OVERSIZED	Sublet Repair	\$250.00*		SM

#### Quarter And Rocker Panel

26	SB	389	Panel,Quarter LT >> 1-5HALF 1 OVERSIZED	Sublet Repair	\$200.00*		SM
27	SB	390	Panel,Quarter RT >> 6-15 QTR	Sublet Repair	\$175.00*		SM

#### Tailgate

28	I	479	Shell,Tailgate Adas High Strength Steel	Repair		4.5*	SM
29	L	479	Shell,Tailgate	Refinish 2.5 Surface 0.9 Three-stage		3.4	RF
30	E	608 01	Spoiler,Tailgate	87210P1000UD	\$691.70	0.6	SM

#### Rear Body, Lamps And Floor Pan

31	RI	533	Taillamp Assembly,Otr LT	R & I Assembly		0.2	SM
32	RI	534	Taillamp Assembly,Otr RT	R & I Assembly		0.2	SM

#### Manual Entries

33	I	M14	Corrosion Protection	Repair		0.3*	RF
34	L	M15	Color Tint	Refinish		0.5*	RF
35	I	M66	Color Sand And Buff	Repair		1.5*	RF
36	SB		LT ROOF RAIL >> 1-5 NKLDL PANEL	Sublet Repair	\$156.25*		SM*



37	SB	RT ROOF RAIL	Sublet Repair	\$300.00*		SM*
		>> 6-15 QTR 1 OVER SIZED BROKEN PAINT				
38	I	code scan	Repair		1.0*	ME*
39	I	rt rail	Repair		2.5*	RF*
40	I	rt rail convtional	Repair		1.0*	SM*
41	SB	adas calibrations	Sublet Repair			SM*
		>> as per invoice				
42	SB	tow bill	Sublet Repair	\$250.00*		SM*
42 Items						

MC	Message
01	CALL DEALER FOR EXACT PART # / PRICE
14	INCLUDES 1.0 HOURS FIRST PANEL THREE-STAGE ALLOWANCE
49	UNPRINTED ALTERNATE PARTS COMPARE

Estimate Total & Entries

OEM Parts		\$3,234.58	
Other Parts		\$909.74	
Paint & Materials	17.1 Hours @ \$50.00	\$855.00	
Parts & Material Total			\$4,999.32

Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs	
Sheet Metal (SM)	\$68.00	11.4	5.5	16.9	\$1,149.20
Mech/Elec (ME)	\$100.00		1.0	1.0	\$100.00
Frame (FR)	\$68.00				
Refinish (RF)	\$68.00	12.8	4.3	17.1	\$1,162.80
Labor Total				35.0 Hours	\$2,412.00
Sublet Repairs					\$2,918.75
Gross Total					\$10,330.07
Net Total					\$10,330.07

ClaimID: D3F79B0A-580F-4484-BC3A-E55A30A969CB  
Alternate Parts Y/04/00/00/04/03 Cumulative 04/00/00/04/03 Zip Code: 68107 Default  
Rate Name Default

Audatex Estimating 10.31.102 ES 04/23/2025 02:20 PM REL 10.31.102 DT 04/01/2025 DB 04/15/2025  
State Disclosure:NE  
© 2025 Audatex North America, LLC.

A 50% Blend Refinish calculation of basecoat refinish labor was used for applicable panels on this estimate.  
0.2 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.  
4.2 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S THREE-STAGE REFINISH FORMULA.

Op Codes

---

\* = User-Entered Value                      ^ = Labor Matches System Assigned Rates    E = Replace OEM



NG = Replace NAGS  
UE = Replace OE Surplus  
EU = Replace Recycled  
UM = Replace Reman/Rebuilt  
UC = Replace Reconditioned  
N = Additional Labor  
IT = Partial Repair  
P = Check

EC = Replace Economy  
ET = Partial Replace Labor  
TE = Partial Replace Price  
L = Refinish  
TT = Two-Tone  
BR = Blend Refinish  
CG = Chipguard  
AA = Appearance Allowance

OE = Replace PXN OE Srpls  
EP = Replace PXN  
PM = Replace PXN Reman/Reblt  
PC = Replace PXN Reconditioned  
SB = Sublet Repair  
I = Repair  
RI = R & I Assembly  
RP = Related Prior Damage



This report contains proprietary information of Audatex and may not be disclosed to any third party (other than the insured, claimant and others on a need to know basis in order to effectuate the claims process) without Audatex's prior written consent.

© 2025 Audatex North America, LLC.  
AUDATEX is a trademark owned by Audatex  
North America, LLC. All rights reserved.