

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

January 9, 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 \$2,008.05, subject to audit of actual invoices. On October 26, 2023, Vehicle #2356 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  
Matt Bender, Department of Management

AOS Claim # 3632  
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

December 28, 2023

Victoria Newton  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #2356 on October 26, 2023  
Department of Administrative Services  
Claim dated November 7, 2023  
AOS Claim ID: 3632

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 \$2,148.61; however, the estimate from the vendor includes sales tax of \$140.56. This amount will be deducted from the Department's request. Therefore, we recommend an Executive Council allocation in the amount of \$2,008.05, 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 Fucaloro, Fleet Services Manager, Department of Administrative Services  
Heather Hackbarth, Department of Management



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

Date: November 7, 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	#2356
Event Date	Oct 26, 2023
Summary	Vehicle 2356 struck a deer. (269053)
Amount Requested	\$2,148.61 - 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 Fucaloro, Fleet Manager  
DAS Fleet Services  
[Mariah.Fucaloro@iowa.gov](mailto:Mariah.Fucaloro@iowa.gov)  
515-414-6582



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

**29C20**

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

Fri, Oct 27, 2023 at 8:56 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 2356 struck a deer on 10/26/23. 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
10/26/23	6:15 AM	1
County	State	
Floyd	Iowa	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Perry Buse		2900 4th St. S.W.	
Driver's License No./State		City, State, Zip	
970 AA 4842		Mason City, IA 50401	
Date of Birth	Department	Work Phone	Home Phone
04/04/62	LOTTERY	515-608-0795	641-430-8573
License Plate No.	VIN	Year, Make, Model	
ETR 671	2C4RDGB67KR760683	2019 Dodge Caravan	
Estimate (\$) of Damage		Description of Damage	
2100 <sup>00</sup>		Bumper-grill	

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

Driver's Name		Street Address	
None			
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
None	
Injured Persons (attach additional sheets if necessary)	
Vehicle No. 1/ Name and Address	Describe Injuries
None	
Vehicle No. 2/ Name and Address	Describe Injuries
None	
Witness	
Name	Address/Phone
None	
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.

## 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.

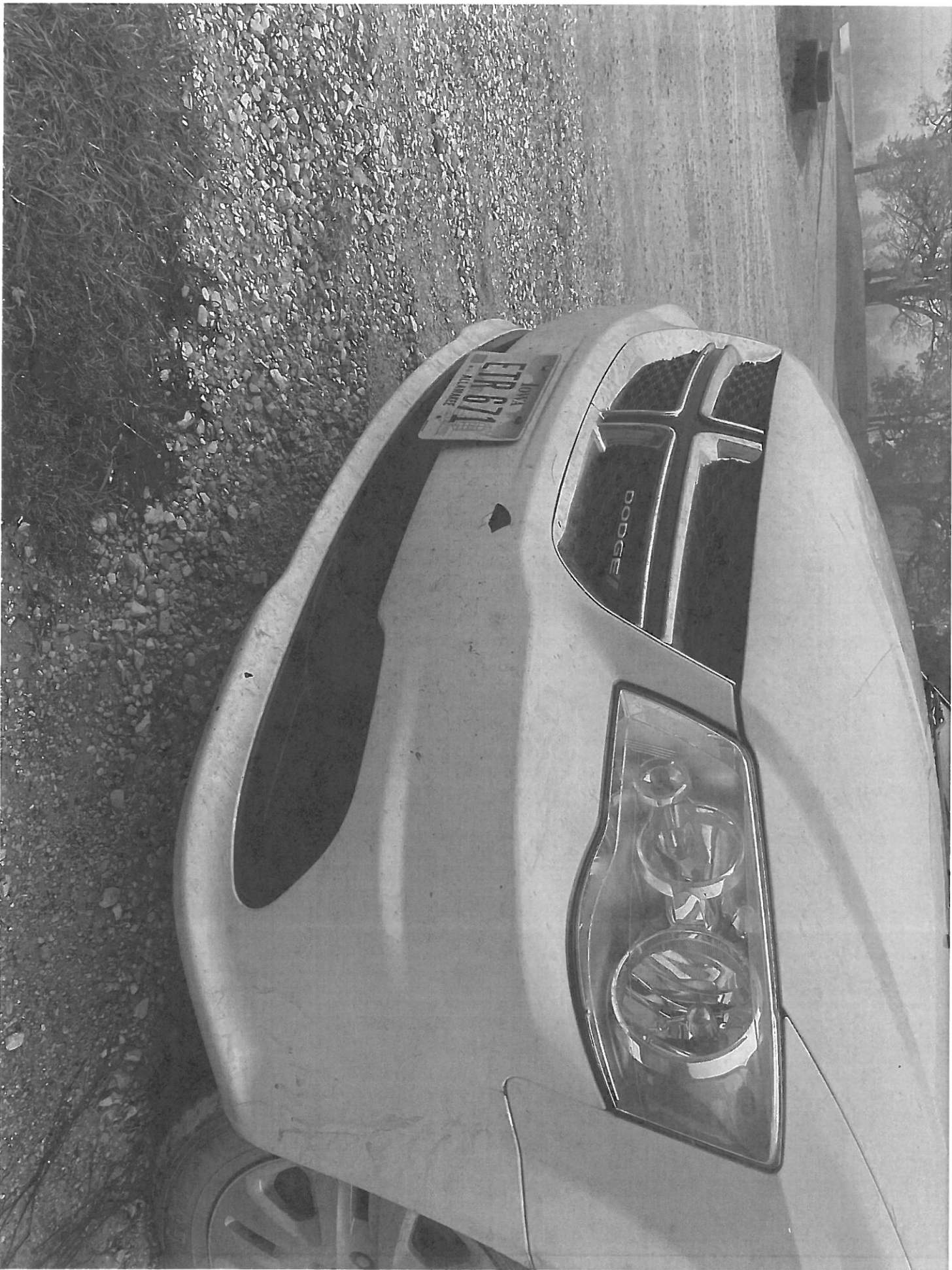
Complete the next section, tear at the dotted line and give to the other party involved.

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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)









# NORTH IOWA COLLISION CENTER INC.

Serving your car, light & heavy duty truck, heavy  
equipment & RV repair needs.  
11201 265TH ST, CLEAR LAKE, IA 50428  
Phone: (641) 421-8555  
FAX: (641) 421-8558

Workfile ID: 22832144  
PartsShare: 7CLVpM  
Federal ID: 87-2591068  
State ID: 1-17-020011  
Resale Number: 1-17-020011  
Federal EPA: IAR000007856

## Preliminary Estimate

**Customer: Iowa Lottery**

Written By: Zach Seltun

Insured: Iowa Lottery  
Type of Loss:  
Point of Impact: 12 Front

Policy #:  
Date of Loss:

Claim #:  
Days to Repair: 0

**Owner:**  
Iowa Lottery

**Inspection Location:**  
NORTH IOWA COLLISION CENTER INC.  
11201 265TH ST  
CLEAR LAKE, IA 50428  
Repair Facility  
(641) 421-8555 Business

**Insurance Company:**

## VEHICLE

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI White

VIN: 2C4RDGBG7KR780683 Interior Color: Mileage In: 144,068 Vehicle Out:  
License: ETR671 Exterior Color: White Mileage Out:  
State: IA **2356** Production Date: 10/2019 Condition: Job #:

### TRANSMISSION

Automatic Transmission

### POWER

Power Steering  
Power Brakes  
Power Windows  
Power Locks  
Power Mirrors  
Heated Mirrors

### DECOR

Dual Mirrors  
Body Side Moldings  
Privacy Glass  
Overhead Console  
Wood Interior Trim

### CONVENIENCE

Air Conditioning  
Intermittent Wipers  
Tilt Wheel  
Cruise Control  
Rear Defogger  
Keyless Entry  
Steering Wheel Touch Controls  
Rear Window Wiper  
Telescopic Wheel

Climate Control  
Dual Air Condition  
Backup Camera

### RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

Auxiliary Audio Connection

### SAFETY

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

Head/Curtain Air Bags

### SEATS

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

3rd Row Seat

Retractable Seats

### WHEELS

Styled Steel Wheels

### PAINT

Clear Coat Paint

### OTHER

Rear Spoiler  
California Emissions

### TRUCK

Rear Step Bumper

Get live updates at [www.carwise.com/e/4D4G4H](http://www.carwise.com/e/4D4G4H)

**Preliminary Estimate**

**Customer: Iowa Lottery**

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI White

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER</b>					
2		O/H front bumper				2.0	
3	**	Repl A/M Bumper cover	68088966AB	1	315.00	Incl.	3.0
4		Add for Clear Coat					1.2
5		R&I Air shield				Incl.	
6		R&I RT Bezel w/o fog lamp				Incl.	
7		R&I LT Bezel w/o fog lamp				Incl.	
8		R&I License mount				0.2	
9		<b>GRILLE</b>					
10	**	Repl A/M Upper grille chrome	68088969AC	1	471.00	Incl.	
11		Repl Emblem "Dodge"	68146394AA	1	91.65	Incl.	
12		R&I Lower grille				Incl.	
13		<b>VEHICLE DIAGNOSTICS</b>					
14	*	Repl Pre-repair scan		1	<u>98.90</u> m		
15	#	Rpr Pre Repair Scan Labor				0.5 M	
16	*	Repl Post-repair scan		1	<u>141.50</u> m		
17	#	Rpr Post Repair Scan Labor				0.5 M	
18	#	Flex Additive		1	5.00		
19	#	Tint Color		1			0.5
20	#	Color Sand & Polish		1	9.00	0.9	
21	#	Hazardous Waste		1	5.00		
<b>SUBTOTALS</b>					<b>1,137.05</b>	<b>4.1</b>	<b>4.7</b>

**ESTIMATE TOTALS**

Category	Basis	Rate	Cost \$
Parts			1,137.05
Body Labor	3.1 hrs @	\$ 70.00 /hr	217.00
Paint Labor	4.7 hrs @	\$ 70.00 /hr	329.00
Mechanical Labor	1.0 hrs @	\$ 90.00 /hr	90.00
Paint Supplies	4.7 hrs @	\$ 50.00 /hr	235.00
Subtotal			2,008.05
Sales Tax	\$ 2,008.05 @	7.0000 %	140.56
<b>Grand Total</b>			<b>2,148.61</b>