

# CITY CLERK ORIGINAL

C-8156-1  
07/01/2013



JANICE K. BREWER  
GOVERNOR

ALBERTO GUTIER  
DIRECTOR  
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

**DATE:** July 1, 2013

**TO:** Chief Debora Black  
Glendale Police Department  
6835 N. 57<sup>th</sup> Drive  
Glendale, Arizona 85301

**FROM:** Alberto Gutier, Director  
Governor's Highway Safety Representative  
Governor's Office of Highway Safety

**TRANSMITTAL:** Change Order Number: 2013-0 24  
Effective Date: July 1, 2013  
Revision Number: 1  
Project Coordinator: Bridget Reutter  
Contract Number: 2013-410 (HF)-001  
Program Area. 410 Task 7 -- Increase \$4,200.00

**NARRATIVE:**

The purpose of this Change Order is to increase the budgeted funding by \$4,200.00 from \$40,000.00 to \$44,200.00 to fund Out-Of-State Travel for Three (3) DRE Officers of the Glendale Police Department to attend the annual 2013 IACP Drug Recognition Expert Conference on the dates of August 5-7, 2013 in Oklahoma City, Oklahoma.

The Three (3) Glendale Police Department DRE Officers include:

Chip Haas  
Johnny Hernandez  
Chris Massey

There is an increase of **\$4,200.00** in Federal funds because of this Change Order.

**Contract Number: 2013-410 (HF)-001**

**Change Order Number: 2013-024**

**OBJECTIVE:**

Federal 410 funds will support Out-Of-State Travel for Three (3) DRE Officers of the Glendale Police Department to attend the annual 2013 IACP Drug Recognition Expert Conference on the dates of August 5-7, 2013 in Oklahoma City, Oklahoma. The following goals and objectives shall be accomplished as a result of this funding:

**GOALS/OBJECTIVES:**

- To provide and attend educational presentations, exchanging information on current drug recognition and impaired driving issues at an international conference.
- To provide state representation and attendance at the international conference
- To increase public knowledge, perception, and understanding of drug recognition expert issues.
- Develop partnerships and network with law enforcement agencies from locations around the United States and foreign countries
- Promote and support the drug recognition expert program of Arizona.

**METHOD OF PROCEDURE:**

The conference implements international experts in their respective fields to provide the most current information, trends and technology in drug recognition and impaired driving issues. The information obtained at the international conference will be further disseminated to the personnel at the subsequent in-state training sessions by attendees.

**METHOD OF PROCUREMENT:**

Procurement procedures shall be in accordance with the Project Director's Manual. Additionally, the Glendale Police Department shall follow State Procurement Code.

A clear audit trail must be established to determine costs charged against this contract. Substantiation of costs shall, where possible, be made utilizing the Glendale Police Department documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment.

The Project Director shall retain copies of all documentation in the project file.

**State Contract:**

Procurement may be made using an open state contract award. Documents submitted to substantiate purchase using an open state contract must bear the contract number.

**PROJECT EVALUATION:**

This project shall be administratively evaluated to ensure that the objectives have been met.

**Contract Number: 2013-410 (HF)-001**

**Change Order Number: 2013-024**

**Report Schedule**

<b>Reporting Period</b>	<b>Due Date</b>
<b>Final Statement of Accomplishment</b>	October 30

**Final Statement of Accomplishments**

The Project Administrator shall complete a Final Statement of Accomplishments Report **no later than 30 days following the contract end date**. The report is a summary overview of the contracted project and is reviewed to determine the following:

- How effective was the funded project in enhancing the agency drug recognition program?
- Were the goals and objectives outlined in the contract achieved?
- Evaluate the overall worth of the training.
- Will the training be implemented in the future? (Describe in detail)

**PROFESSIONAL AND TECHNICAL PERSONNEL:**

Chief Debora Black, Glendale Police Department, shall serve as Project Director.

Lieutenant Brian France, Glendale Police Department, shall serve as Project Administrator.

Bridget Reutter, Governor's Office of Highway Safety, shall serve as Project Coordinator

**PROJECT PERIOD:**

The Project Period shall commence on the date the GOHS Director signs the Highway Safety Contract and terminate on September 30 of that or subsequent year as indicated on the Highway Safety Contract. Contracts shall be effective on the date the Governor's Office of Highway Safety Director signs the contract and expire at the end of the project period.

Contract Number: 2013-410 (HF)-001  
Change Order Number: 2013-024

**ESTIMATED COSTS:**

	<u>From</u>	<u>To</u>
I. Personnel Services (includes overtime)	\$30,189.00	\$30,189.00
II. Employee Related Expenses	\$9,811.00	\$9,811.00
III. Professional and Outside Services	\$0.00	\$0.00
IV. Travel In-State	\$0.00	\$0.00
V. Travel Out-of-State Travel, lodging, per diem, and registration for the Three (3) Glendale Police Department DRE Officers named in this change order to attend the 2013 IACP DRE Conference in Oklahoma City, OK	\$0.00	\$4,200.00
VI. Materials and Supplies	\$0.00	\$0.00
VII. Capital Outlay	\$0.00	\$0.00
<b>TOTAL ESTIMATED COSTS</b>	<b><u>\$40,000.00</u></b>	<b><u>\$44,200.00</u></b>

**AGREEMENT AND AUTHORIZATION TO PROCEED**

by State Official responsible to the Governor for the  
administration of the State Highway Safety Agency.



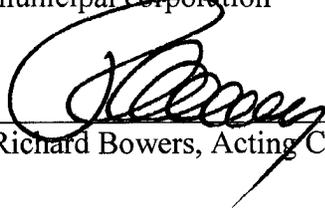
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Alberto Gutier, Director  
Governor's Highway Safety Representative  
Governor's Office of Highway Safety

6-20-13

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Date

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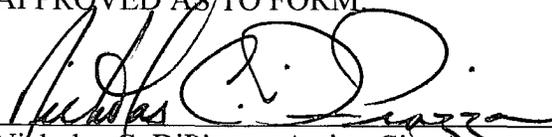
CITY OF GLENDALE, an Arizona  
municipal corporation

  
Richard Bowers, Acting City Manager

ATTEST:

  
Pamela Hanna, City Clerk (SEAL)

APPROVED AS TO FORM:

  
Nicholas C. DiPiazza, Acting City Attorney