

**AMENDMENT # 1 TO AGREEMENT DATED MARCH 7, 2012,
Between the City of Saint Paul Department of Safety and Inspections and
the Association for Nonsmokers-Minnesota**

The City of Saint Paul Department of Safety and Inspections (“DSI” or “Consultant”), and the Association for Nonsmokers-MN (“ANSR”) agree, effective as of September 1, 2012, to amend the Agreement dated March 7, 2012, between the parties as follows:

WHEREAS, the parties entered into an Agreement for provision of services related to implementation of the City’s revised sign ordinance and community education regarding tobacco marketing practices.

WHEREAS, there is a continued and expanded need for consulting services.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree to amend the Agreement as follows:

1. *Section 1. Scope of Services* is amended to add the following services:

- Consultant will employ Sign Interns to complete the following tasks:
 1. Learn the City’s sign ordinance, Amada database, GISmo mapping program, and inspection processes and protocols.
 2. Inspect properties. Inspections must include written and photographic documentation of violations in the Amada database.
 3. Prepare and mail individualized written orders based on violations, along with finalized materials approved by ANSR.
 4. Respond to calls about violation orders.
 5. Re-inspect violations, send additional orders if necessary or close file if violations are corrected.
 6. Prepare draft letters and other communication materials related to the sign ordinance and tobacco education.
 7. Finalize example and template documents, using materials prepared by the Ramsey Tobacco Coalition.

2. *Section 2. Time for Completion*, is amended as follows, underlined language has been added and deleted language is indicated by strikethrough:

The services described in Section 1 shall be effective March 7, 2012, and will be completed in accordance with the schedule mutually agreed upon with ANSR and the Consultant. The contract period is beginning March 7, 2012, and ending January 31, 2013.

3. *Section 3. Billings and Payment*, is amended as follows, underlined language has been added and deleted language is indicated by strikethrough:

A. No claim for services and/or costs provided by the Consultant, not specifically provided for in the Agreement will be honored by ANSR. Total costs for the project shall not exceed \$17,860.

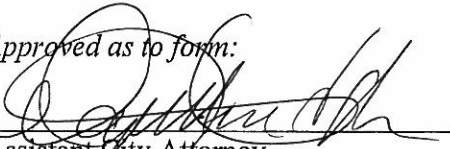
B. Consultant shall submit itemized invoices for intern wages and related program expenses by: November 12, 2012, and February 13, 2013. Upon receipt of the invoice verification of the charges by the Project Director, payment shall be made by ANSR within forty-five (45) days.

Consultant and ANSR agree that all other terms and conditions of the original Agreement remain in full force and effect during this extension period unless the Agreement is amended by mutual consent.

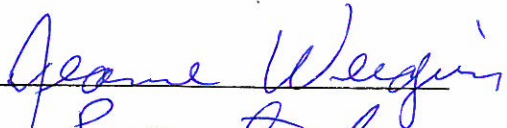
This Amendment has been signed by the duly authorized officers or representatives of Consultant and ANSR on this 29 day of September, 2012

**For the City of Saint Paul
Department of Safety and Inspections:**

Approved as to form:

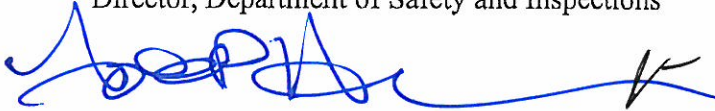

Assistant City Attorney

For Association for Nonsmokers-MN

By 
Its President

Executed:


Director, Department of Safety and Inspections


Director, Office of Financial Services

001-00185

08
10-10-12

Sign Enforcement Program

9-19-12

Intern salaries @ \$15/hour

Two new interns to enforce sign ordinance part time (approx. 20 hours/week) for 15 weeks and full time for 4 weeks for a total of 920 hours = \$13,800

Transportation costs

500 miles @ \$.55/mile = \$275

Mailings

Informational mailing to license holders

Actual cost = \$448.79

Corrections orders

300 2-sided color copies of examples of window signs @ \$.15 = \$45

400 letters @ \$.10 = \$40

400 envelopes @ \$.10 = \$40

Mailing cost of 400 letters @ \$.45 = \$180

Total Cost

Intern salaries	\$13,800.00
Mileage	\$ 275.00
Mailings	\$ 753.79
Total	\$14,828.79

Sign Intern Work Program

Learn about the job

- The sign ordinance
- The Amanda data base
- GISmo mapping program
- Entering information into Amanda
- What to inspect for

Prepare a draft letter

Finalize an example attachment, using the document prepared by Ramsey Tobacco Coalition

Inspect properties

- Start with list of addresses of suspected violations
- Then, canvas city, one commercial area at a time
- Look for violations of the window sign regulations and other sign ordinance violations

Take photos

Record information about address, business and violation

Enter a folder for each violation in Amanda data base

Download photos

Prepare individualized orders, merging with macro letter

Mail written order, along with example attachment

Respond to calls about the orders sent

Re-inspect violations

Send second order if necessary

If in compliance, close out folder

Re-inspect again if there is a second order

If still not in compliance, refer to other DSI staff