

# Memo

**To:** Honorable Mayor and City Council  
**From:** Joe Kohlmann, City Administrator  
**Date:** February 24, 2015  
**Re:** Adobe Upgrade

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Staff has been reviewing the Adobe Software to disseminate the City Council Packets. There are a number of software applications that can enhance the functionality of the computer device (i.e. Staff downloaded notability per a recommendation for approximately \$2.99 and it provides great usability).

In reviewing the current method of scanning packets, Staff believes an Adobe upgrade will provide the most sustainable software enhancements. Currently, Staff scans paper copies of the packet and uploads them to the website. Since this is essentially a "picture" of the paper copy, it takes up a tremendous amount of memory. Our last packet was approximately 3,710 kb. A larger EFD Packet was only 259 kb. In addition, the Adobe upgrade will allow for "bookmarks" of a single pdf document (each agenda item will be bookmarked for easy access). Our current method requires saving each agenda item into a "folder". Finally, the Adobe upgrade will allow usage of all the Adobe Tools available in Adobe Reader (highlight, underline, strikethrough, notes, writing, and adding text). Adobe Reader download would be free in the app store for Councilmembers.

Staff has attached screenshots to illustrate the difference between the two. Picture one shows the "City Council Meeting" folders, as opposed to the single EFD pdf document. Picture two shows the "bookmarks" function. Picture three shows the amount of memory in the last Council packet. Picture four shows the functionality of Adobe Reader without the upgrade and picture five shows the functionality with the upgrade (note: the notations are just for illustration purposes and don't mean anything in regards to the report).

The Adobe upgrade comes with government pricing and Staff thinks two licenses should eventually be purchased but we can start with one. Staff would

recommend the Perpetual License for a cost of \$369. There is \$575 for "Miscellaneous Repairs" in the City Hall CIP.

*Attached are screenshots showing the difference before and after the upgrade.  
Attached is a quote from License My Software*

**Council Action Requested:**

Motion to approve the purchase of the Adobe Acrobat Pro Perpetual License.

IPad Adobe Reader

- Documents
- Acrobat.com
- Recents
- Camera to PDF

My Account

Help

1:16 PM Documents Edit

Mobile Link: Off

Search

- 1-27-15 City Council Meeting
- 2-10-15 City Council Meeting
- EFD Board Meeting 1-28-2015.pdf  
Feb 11, 2015, 259 KB
- SECTION\_330\_SIGNS.pdf  
Feb 11, 2015, 128 KB

IPad 1:20 PM EFD Board Meeting 1-28-2015.pdf Edit



*Proudly serving the Communities of:*  
**Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay**  
 24100 Smithtown Road  
 Shorewood, MN. 55331

**Fire District Report**  
**January 28, 2015**

1. Training
  - a. New Recruits
  - b. Medical Training
    - i. Quarterly Medical Training
    - ii. Emergency Medical Technician Testir
  - c. 2015 Training Calendar
  - d. Leadership Training
2. Fire Prevention
  - a. Inspection Schedule
  - b. Special Event Inspections and Billing
  - c. Re-Inspections
  - d. Technology
3. Fire Suppression / Response
  - a. Responses - year end 2014
4. Special Events
  - a. Follow-ups
    - i. Kids Free Movie
    - ii. Giving Tree Project
    - iii. Polar Plunge
    - iv. Arctic Fever
    - v. Pond Hockey
  - b. Current Events
    - i. Nordic Ski Event
5. Emergency Management
  - a. Public Safety / Emergency Management meet EFDinsp 12-2014.doc
6. Administrative
  - a. Staffing
    - i. Firefighters
    - ii. SCBA Coordinator
  - b. EFD Recognition Event
  - c. 2014 Year in Review
  - d. 2015 Goals
  - e. Mission and Vision Discussions

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Bookmarks

- Excelsior Fire District Board...
- 11.19.14 EFD\_Board\_Minute...
- 2015 Appointments overall d...
- Payments of Claims resol 2015
- Meeting Dates 2015
- EFD Monthly Administrative...
- CALLS PER CITY- Dec 2014
- CALL,DRILL % Dec 2014
- RUNNING FF CALL %'S 20...
- 2014 Qrt 4 Drills-BusMtg
- Monthly 12-2014
- EFDinsp 12-2014.doc
- EFD Operating Committee...
- 01-14-15 Operating Commit...
- 1 - 2014 December EFD Mo...

- Documents
- Acrobat.com
- Recents
- Camera to PDF

- My Account
- Help

Documents 2-10-15 City Council Meeting

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- AGENDA(46).pdf**  
Feb 10, 2015, 55 KB
- ITEM\_4A\_-\_01-27-15\_MINUTES.pdf**  
Feb 10, 2015, 181 KB
- ITEM\_7A\_-\_55\_WEST\_POINT\_AVE\_-\_SURVEY.pdf**  
Feb 10, 2015, 196 KB
- ITEM\_7A\_-\_55\_WEST\_POINT\_AVE.pdf**  
Feb 10, 2015, 746 KB
- ITEM\_9A\_-\_WECAN\_CDBG\_REQUEST.pdf**  
Feb 10, 2015, 671 KB
- ITEM\_9B\_-\_IT\_SERVICE\_CONTRACT.pdf**  
Feb 10, 2015, 511 KB
- ITEM\_9C\_-\_DIRECT\_DEPOSIT.pdf**  
Feb 10, 2015, 326 KB
- ITEM\_9D\_-\_COMPUTER\_USE\_POLICY.pdf**  
Feb 10, 2015, 1.3 MB

**CITY OF TONKA BAY  
ITEM NO. 7A**

Tonka Bay City Council Agenda Item  
Executive Summary

*Title of Item:* **VARIANCE REQUESTS:** Application from Mark Briol on behalf of West Point II, LLC requesting variances to allow for the construction of a new detached garage located at 55 West Point Avenue – R-1A zoning – PID: 27-117-23-32-0015

*Report Date:* **02-04-15**

*Meeting Date:* **02-10-15**

*60 Day Review  
deadline:* **60 day period ended 12-26-14**

*60-Day Extension  
Letter Sent:* **12-12-14**

*120-Day Review  
Deadline:* **120 day period ends 02-24-15**

*Staff/Guest Reporting:* Kelsey Johnson, AICP – City Planner  
Justin Messner, PE – City Engineer

*Summary:* The Applicant is seeking to tear down the existing nonconforming detached garage and construct a new detached garage on the property located at 55 West Point Avenue. Construction of the new garage as proposed requires five (5) variances.

In summary, the requested variances are as follows:

1. A **12,510 square foot variance from the minimum lot area** requirement to allow for the construction of a new garage on a lot that is 7,490 square feet in area;
2. A **variance of 26 feet from the required 75 foot lot width** to allow for the construction of a new garage on a lot that is 49 feet wide;
3. A **variance of 8.8 feet from the required 25 foot rear yard setback** to allow for the construction of a detached garage 16.2 feet from the rear (street side) property line;
4. A **variance from the required 15 foot flood plain buffer** around all extended structures.
5. A **variance of 5% from the maximum allowable grade elevation of a parking area** to allow a driveway slope of 10%.

Staff believes that the applicant has met the Statutory and City Criteria for approving all of the requested variances. Staff has provided a template approval motion as shown on Page 10 as well as findings of fact for approvals.

Good report

OK



**Excelsior Fire District**  
*Proudly serving the Communities of:*  
**Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay**  
 24100 Smithtown Road  
 Shorewood, MN. 55331

Date: Thursday, January 22, 2015  
 To: EFD Board Members  
 From: Scott Gerber, Fire Chief  
 Cc: EFD Operating Committee  
 Re: **EFD Server Replacement**

*Tonka Bay  
 Server in  
 2014 = \$8,000* } *DTS*

As you are aware, the EFD utilizes technology for a backbone to our service delivery and operations. We have a current server that is approximately seven years old. Our current server is an entry level single processor file server. It is a Windows 2003 Small Business Server. The support on this product is ending currently. Our IT Consultant, Jim Brand with Brand Networking, has been working over the years to keep this server functioning at a minimal cost and has added "band aid" components to the system to keep us functioning. The costs to maintain this server are increasing and the down time is becoming more frequent. Our data files are close to full and storage of data is at a premium. All of our data files, including our emergency response recoding database are kept on this server.

The South Lake Minnetonka Police Department is also having issues with their server and I understand they are at a critical crossroad to replace their server. During my tenure we have had discussions with the South Lake Minnetonka Police Department about sharing a server. In the past this was not possible or desired mainly because of the data security requirements that exist with the law enforcement profession; however, this opportunity has now changed. South Lake Minnetonka Police Department is interested and the secure technology exists to share a server with EFD.

I believe this is the right opportunity to share a server and that this will provide a better technology backbone for EFD and SLMPD today and into the future. ~~Costs of the server components and the labor will be shared thereby reducing overall expenditures to both agencies.~~ As you are aware, the technology component is critical to our emergency and non-emergency service delivery. If we were to have our server go down permanently the separate costs for repair and replacement would be more that the projected costs for this project. With this proposed project, we would now have one server with the same IT provider and a more effective and efficient system.

The problem is we do not have any funds allocated in the ~~2015 budget~~ *2014 Budget* at this time for the replacement of the server. The costs projections for EFD are as follows:

• Server and components	\$ 12,600	List server components
• <del>Specific EFD Technology Components</del>	<del>\$ -2,400</del>	Tonka Bay specs added
• Labor	\$ 6,000	
 Total	 <del>\$21,000</del> <i>\$18,600</i>	 SLMPD share?

**Recommendation**

Based on the review of the information provided and the financial considerations, I am requesting that the Board approve the use of unreserved fund balance to accomplish this project. The use of unreserved fund balance will not take the fund balance below the policy requirements. I am requesting provide approval to the Fire Chief to negotiate the final details on the purchase and installation not to exceed the cost projected above.

*- New with SLMPD*



## Joe Kohlmann

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**From:** Terry Noonan <tnoonan@licensemysoftware.net>  
**Sent:** Wednesday, February 11, 2015 12:39 PM  
**To:** jkohlmann@cityoftonkabay.net  
**Subject:** City of Tonka Bay Acrobat Options  
**Attachments:** City of Tonka Bay Acrobat Pro License.pdf; City of Tonka Bay Acrobat Subscription .pdf

Hello Joe

Finished my morning appointment ahead of schedule. Please review the enclosed two quotes. The GOV pricing for perpetual licensing was lower than discussed – about \$80.00/seat.

- The benefits of perpetual licensing is ownership and the option to upgrade when you and your budget choose to.
- The benefits of subscription are lower "out of the gate" pricing, and always current versions available, -- but you would be required to renew year over year to keep software active.

I might lean a little more towards the perpetual if I were purchasing and could afford it — reasons are, as mentioned above, Ownership and control to upgrade when you choose, Also, the last two releases of Acrobat have had some new tools like EchoSign, and some multimedia tools, but the core product has not changed significantly .

The one reason I would consider Subscription is that Acrobat is typically on a two year release cycle and the current version was announced in 2012.

Call me if you would like to discuss further.

Terry Noonan  
**LicenseMySoftware.net**  
Email: [tnoonan@licensemysoftware.net](mailto:tnoonan@licensemysoftware.net)  
Direct: (651)-503-8354

<http://www.licensemysoftware.net/>

Quote prepared for:

February 11, 2015

**City of Tonka Bay**

Attn: Joe Kohlmann

Phone: (952) 401-9631

Email: jkohlmann@cityoftonkabay.net

Item	Qty	Description	SellEach	ExtPrice
	2	<b>GOV Acrobat Pro X1 v11 License</b> <i>Acrobat Pro perpetual license. Mac/Win hybrid. GOV transactional licensing program</i>	\$369.00	\$738.00
Acrobat Pro Perpetual License			Subtotal	\$738.00
			<b>Total</b>	<b>\$738.00</b>

This Quote is valid for 30 days

Terry Noonan • Email: tnoonan@licensemysoftware.net

Quote prepared for:

February 11, 2015

**City of Tonka Bay**

Attn: Joe Kohlmann

Phone: (952) 401-9631

Email: jkohlmann@cityoftonkabay.net

Item	Qty	Description	SellEach	ExtPrice
	2	<b>Acrobat Pro Subscription 12M</b> <i>Adobe Acrobat Pro Single Application Subscription / 12 Months</i>	\$179.00	\$358.00
Acrobat Pro Subscription			Subtotal	\$358.00
			<b>Total</b>	<b>\$358.00</b>

This Quote is valid for 30 days

Terry Noonan • Email: tnoonan@licensemysoftware.net