



**FINANCE AND ADMINISTRATION  
COMMITTEE MEETING  
COUNCIL CHAMBERS  
MONDAY, FEBRUARY 12, 2007  
7:00 P.M.**

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**Finance Department – Maureen Rogers**

1. Review of monthly financial report.

Finance Director Maureen Rogers presented the financial report for the month of January.

2. Consider approval of interdepartmental budget adjustment regarding janitorial services.

Finance Director Maureen Rogers presented the background for this item.

Council Policy 102 specifies that budget adjustments between departments must be approved by the city council upon recommendation of the Finance and Administration Committee. A reevaluation of custodial services resulted in a change in custodial contractors. The total dollar amount for custodial services remains the same but the allocations per departments have changed with the new contractor.

**COUNCILMEMBER HUPP MOVED THAT THE FINANCE AND ADMINISTRATION COMMITTEE FORWARD TO THE FULL COUNCIL A RECOMMENDATION TO CORRECT THE LINE ITEM FOR JANITORIAL SERVICES AND TO PLACE THIS ITEM ON THE CONSENT AGENDA. THE MOTION WAS UNANIMOUSLY APPROVED.**

**Visitors Bureau - Karen Crane**

3. Annual Report on the Merriam Visitors Bureau activities.

Visitors Bureau Director Karen Crane presented the 2006 Annual Report.

Highlights of 2006 included an increase in group tours; the opening of the Merriam Historic Plaza, and a rise in hotel occupancy of over 4%. The Historic Plaza has seen many visitors from all areas of the country. The Visitors Bureau meeting room

will continue to be marketed to groups of 40 or less. The Visitors Bureau is being staffed by four regular volunteers as well the Historic Plaza has a group of volunteers who clean up the site from trash and debris. 2007 will bring a group tour to KC Strings from the National Tour Association Convention that Kansas City is hosting and a new and exciting treasure hunt for GPS users called geocaching will bring a "cache" hunt as the Merriam Historic Plaza has a geocache on site.

#### **Fire Department - Chief Jerry Montgomery**

##### 4. Update on Fire Grant - Fire/MedAct Station Vehicle Exhaust System

Fire Chief Jerry Montgomery presented the background for this item.

The current exhaust system is 17 years old and inefficient. The new system has been verified to capture 100% of the exhaust emissions with an airtight seal when attached with engine running in place, leaving, and returning to the fire station facility. The total cost of the project is \$34,075 with the City of Merriam share only \$1,363.

**COUNCILMEMBER MCCONNELL MOVED THAT THE FINANCE AND ADMINISTRATION COMMITTEE FORWARD TO THE FULL COUNCIL A RECOMMENDATION FOR APPROVAL OF THE PLYMOVENT BID FOR INSTALLATION OF A VEHICLE EXHAUST REMOVAL SYSTEM AS SPECIFIED AND IN COMPLIANCE WITH THE U.S. DEPARTMENT OF HOMELAND SECURITY OFFICE GRANTS AND TRAINING AND TO PLACE THIS ITEM ON THE CONSENT AGENDA. THE MOTION WAS UNANIMOUSLY APPROVED.**

#### **Police Department - Chief Bill Lietzke**

##### 5. Consider approval of the purchase of three (3) Ford Crown Victoria Police Interceptor vehicles, one (1) Ford Crown Victoria street appearance police vehicle, and one (1) Chevrolet Impala police package vehicle.

Police Chief Bill Lietzke presented the background for this item.

The three Crown Victorias will be fully marked black and white patrol cars. The street appearance vehicle will serve as patrol operations and low profile surveillance. The Chevrolet Impala will be used to replace a detective's vehicle. The replaced vehicles will be sent to auction to be sold.

**COUNCILMEMBER LEAP MOVED THAT THE FINANCE AND ADMINISTRATION COMMITTEE FORWARD TO THE FULL COUNCIL A RECOMMENDATION FOR APPROVAL OF THE PURCHASE OF FIVE POLICE VEHICLES AND TO PLACE THIS ITEM ON THE CONSENT AGENDA. THE MOTION WAS UNANIMOUSLY APPROVED.**

#### **Administration - Quinn Bennion**

5. Update on research regarding Economic Development positions in the area.

City Administrator Quinn Bennion presented the committee with a summary sheet outlining four area Economic Development Councils (EDC). The four EDC's included Overland Park, Shawnee, Lenexa, and Southwest Johnson County EDC, (New Century Airport, Gardner and Edgerton). The summary outlined the funding sources and amounts, number of staff, and structure and functions of each of the EDC's. There was some discussion regarding the breakdown of funding sources, some of which are funded totally by the cities while others have shared funding with businesses and chambers of commerce. There was some discussion regarding the feasibility of an economic development position for Merriam. Further discussions will occur at a future work session.

There being no further business to come before the committee the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Juli Pinnick  
Deputy City Clerk