



**REGULAR MEETING AGENDA**  
**Wednesday, August 18, 2021 at 7:00 p.m.**

**POWELL COMMUNITY CENTER**  
**6200 MARTWAY**

**Meeting In Person and Virtually via Zoom**

*This meeting will be held in person at the time and date shown above. In consideration of the COVID-19 social distancing recommendations, this meeting will also be available virtually via Zoom (<https://zoom.us/join>). Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>.*

*If you require any accommodations (i.e. qualified interpreter, large print, reader, hearing assistance) in order to attend this meeting, please notify the Administrative Office at 913-676-8350 no later than 24 hours prior to the beginning of the meeting.*

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

1. **PUBLIC HEARINGS**
2. **SPECIAL PRESENTATIONS**
  - Introduction of Mission Police Officer Kayla Walker
3. **ISSUANCE OF NOTES AND BONDS**
4. **CONSENT AGENDA**

*NOTE: Information on consent agenda items has been provided to the Governing Body. These items are determined to be routine enough to be acted on in a single motion; however, this does not preclude discussion. **If a councilmember or member of the public requests, an item may be removed from the consent agenda for further consideration and separate motion.***

**CONSENT AGENDA - GENERAL**

- 4a. [Minutes of the July 21, 2021 City Council Meeting](#)

**CONSENT AGENDA - Finance & Administration Committee**

[Finance & Administration Committee Meeting Packet 8-4-2021](#)

[Finance & Administration Committee Meeting Minutes 8-4-2021](#)

4b. CFD2 Street Solicitation Application

**CONSENT AGENDA - Community Development Committee**

[Community Development Committee Meeting Packet 8-4-2021](#)

[Community Development Committee Meeting Minutes 8-4-2021](#)

4c. Neff Property Sinkhole Repairs

4d. Resolution Ratifying Emergency Expenditures – 52nd and Lamar Stormwater

**5. PUBLIC COMMENTS**

**6. ACTION ITEMS**  
**Planning Commission**

**Miscellaneous**

**7. COMMITTEE REPORTS**

**Finance & Administration, Debbie Kring**

[Finance & Administration Committee Meeting Packet 8-4-2021](#)

[Finance & Administration Committee Meeting Minutes 8-4-2021](#)

**Community Development, Sollie Flora**

[Community Development Committee Meeting Packet 8-4-2021](#)

[Community Development Committee Meeting Minutes 8-4-2021](#)

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

9a. Updated COVID-19 Masking Protocols ([page 4](#))

**10. COMMENTS FROM THE CITY COUNCIL**

**11. MAYOR'S REPORT**  
**Appointments**

**Parks, Recreation & Tree Commission**

- Kim Weir, Ward III

**12. CITY ADMINISTRATOR'S REPORT**

12a. July Interim Financial Reports ([page 6](#))

**13. EXECUTIVE SESSION**

**ADJOURNMENT**

<b>City of Mission</b>	Item Number:	9a.
<b>ACTION ITEM SUMMARY</b>	Date:	August 18, 2021
<b>Administration</b>	From:	Laura Smith

Action items require a vote to recommend the item to the full City Council for further action.

**RE:** Updated COVID-19 Masking Protocols

**RECOMMENDATION:** Review and approve COVID-19 masking protocols in accordance with staff recommendations.

**DETAILS:** Since expiration of the countywide mask mandate at the end of April, the City has made decisions regarding masking requirements within each of our City facilities, and for our various operations. These decisions have impacted both employees and the public. With the surge in COVID-19 cases in Johnson County, the metropolitan area and nationwide the CDC recently issued [updated guidance](#) with respect to masking.

The CDC's updated guidance recommends masks indoors for those living in [areas of substantial or high transmission](#), regardless of vaccination status. Johnson County and the Kansas City metro currently meet this threshold. Although the vaccine significantly reduces the risk of severe illness and hospitalization, preliminary findings from the CDC now suggest that fully vaccinated people who do become infected with the Delta variant can still spread the virus to others. Current data for our area on cases, hospitalizations and vaccination rates may be reviewed via the [Johnson County COVID-19 dashboard](#).

Effective immediately, we returned to **mandatory masking** at all times for City employees while indoors (unless alone in workstation or office) or in a vehicle with another person. This was communicated via email and followed up with department meetings to review and discuss the changes and provide staff with an opportunity to ask questions.

While this was not welcome news for all, it is important to remember that we make these decisions in an effort to protect the health and safety of not only our employees, but the public we serve.

During the August 4 Finance & Administration Committee meeting, staff presented several additional masking protocols decisions for Council discussion, including: 1) requirements for the public in City facilities; and, 2) protocols for Council meetings. Staff recommendations included the following (which generally mirrored the practices in place since mid-May).

*Masking for the PUBLIC will be encouraged in all indoor spaces, but **NOT REQUIRED** in the following situations:*

- When in a public area (lobby, bathroom, court room) of the City Hall, Police and Public Works facilities
- When inside a rental space at the Community Center
- When exercising at the Community Center (cardio, weights, walking track, racquetball, basketball, etc.)
- When attending a public meeting

*Masking for the PUBLIC will encouraged in all indoor spaces, and **REQUIRED** in the*

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA

<b>City of Mission</b>	Item Number:	9a.
<b>ACTION ITEM SUMMARY</b>	Date:	August 18, 2021
<b>Administration</b>	From:	Laura Smith

Action items require a vote to recommend the item to the full City Council for further action.

<p><i>following situations:</i></p> <ul style="list-style-type: none"> <li>• Fingerprinting services in the Police Department</li> <li>• When in non-public areas of City facilities</li> <li>• In all common areas (entry desk, hallways, bathrooms, locker rooms) of the Community Center*</li> </ul> <p><i>*Reminder that effective August 16 the Community Center will be closed to the public for two weeks for the annual maintenance period.</i></p> <p>Staff also recommends that City Council meetings continue at the Powell Community Center so that appropriate physical distancing can be maintained, but that all Council and staff be required to wear a mask.</p>
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These recommendations continue to be based on a desire to balance public health concerns, maintain consistency with other cities, and to continue a cautious return to pre-COVID activities, particularly in light of the current virus transmission situation. A recent Public Health order issued by the Johnson County Board of County Commissioners, the only addressed masking requirements as it relates to schools.

During the committee meeting, Councilmember Schlossmacher asked that the issue be put forward to a vote at the August 18 legislative meeting. Councilmember Davis suggested he would like to see a revision to the staff recommendations to require masking of the public while attending City Council meetings.

**CFAA IMPACTS/CONSIDERATIONS:** Continuing to focus on good hygiene practices and cleaning protocols, maintaining distance both indoors and out, and continuing to wear masks will ensure we can safely provide the services our residents and visitors have come to depend on.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA

<b>City of Mission</b>	Item Number:	12a.
<b>INFORMATIONAL ITEM</b>	Date:	August 18, 2021
<b>ADMINISTRATION</b>	From:	Laura Smith

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

**RE:** July 2021 Monthly Interim Financial Report

**DETAILS:** The monthly interim financial reports are provided as a part of the Council's legislative meeting packets and will be reviewed and considered under the City Administrator's Report section of the agenda.

If appropriate, high level information will be provided during the meeting, and Council will have the opportunity to ask any questions they might have at this time. Following the review at the Council meeting, the reports will be posted on the website.

As discussed last month, the Summary Report is included in the packet with a link to the full July 2021 Interim Financial Report found [here](#).

**CFAA CONSIDERATIONS/IMPACTS: NA**

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA



# MONTHLY FINANCIAL REPORT

JULY 2021

**MISSION**  
*Kansas*



# Mission, Kansas

## Monthly Financial Report – Executive Summary

### July 2021

#### General Fund Revenue Summary by Category as of 7/31/21

	2021 Adopted Budget	2021 Est Budget	MTD Collections	YTD Collections	% of Est Budget Collected
<b>Taxes</b>					
Property Tax - General	1,732,500	1,732,500	0	1,626,042	94%
Property Tax - Streets	1,102,500	1,102,500	0	1,096,720	99%
Delinquent Property Tax	15,300	15,300	0	34,632	226%
Motor Vehicle Tax	248,238	248,238	0	125,204	50%
City Sales and Use Tax	3,285,000	3,285,000	346,787	2,399,506	73%
County Sales and Use Tax	760,500	760,500	84,011	540,804	71%
County Sales and Use Tax - Jail	188,100	188,100	20,886	134,654	72%
County Sales and Use Tax - Public Safety	188,100	188,100	20,886	134,654	72%
County Sales and Use Tax - Court	188,100	188,100	20,886	134,653	72%
Franchise Tax	1,077,000	1,077,000	18,718	530,118	49%
Alcohol Tax	70,000	70,000	0	61,366	88%
Intergovernmental Revenue	4,500	4,500	0	0	0%
Mission Square Pilot	53,000	53,000	0	23,625	45%
Licenses and Permits	157,900	157,900	33,763	101,291	64%
Jo Co Plan Review/Inspection Fees	175,000	175,000	26,180	97,286	56%
Police Fines	1,083,842	1,083,842	32,225	274,973	25%
Charges for Services	137,700	137,700	45,265	59,812	43%
Interest	30,000	30,000	98	536	2%
Miscellaneous and other	98,000	98,000	742	100,157	102%
Pool Revenues	108,324	108,324	40,128	115,135	106%
Parks Special Event Revenues	225,000	225,000	49,787	108,736	48%
Community Center Revenues	1,174,250	1,174,250	52,132	317,535	27%
Bond Proceeds	0	0	0	0	
<b>Total Revenues</b>	<b>12,102,854</b>	<b>12,102,854</b>	<b>792,492</b>	<b>8,017,438</b>	<b>66%</b>

#### General City Sales Tax :

Total Estimated Budget:  
\$2,178,000

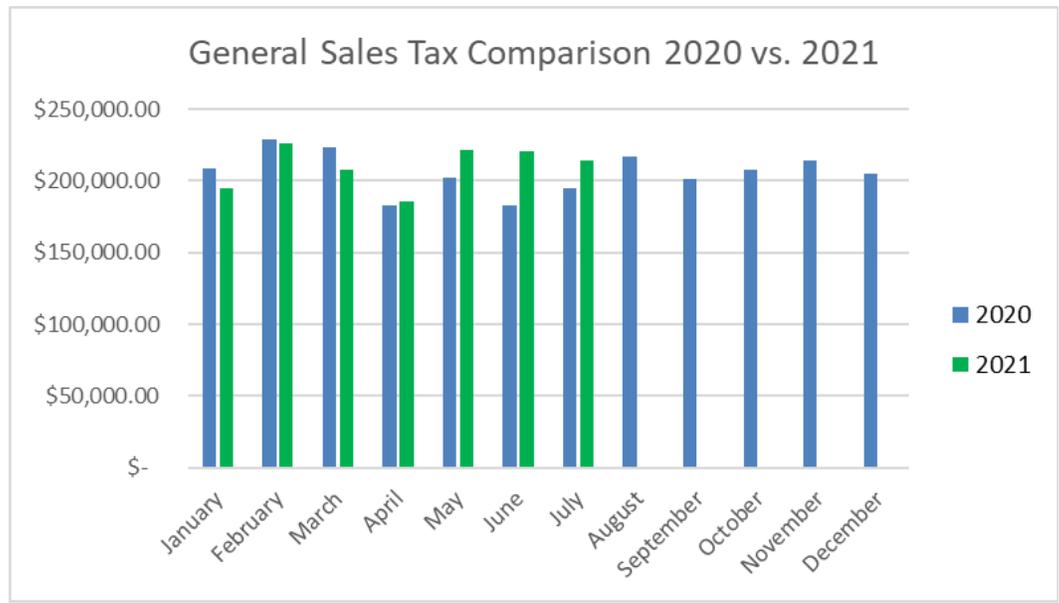
Total City Sales Tax collected YTD:  
\$1,470,149

% of Estimated Budget collected:  
67%

% of Year Expended:  
58%

% change yr over yr = **10.08%**

% change 5 yr avg = **-4.70%**

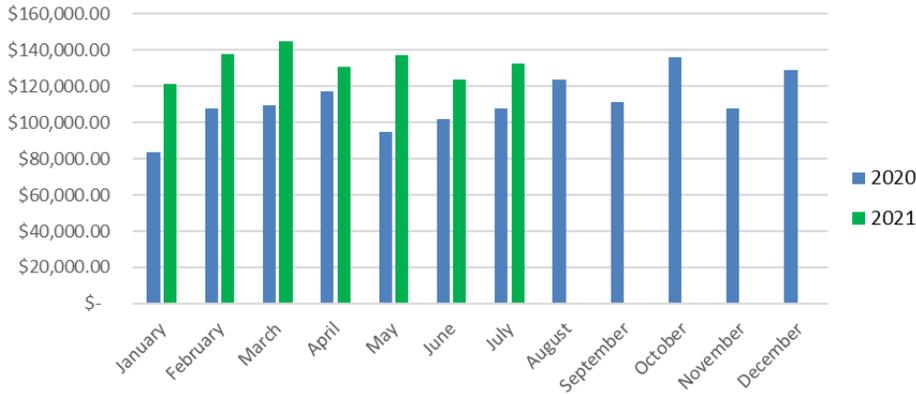


# Mission, Kansas

## Monthly Financial Report – Executive Summary

### July 2021

General Use Tax Comparison 2020 vs. 2021



**Comments/Highlights:**

- City sales and use tax revenue performance remains strong overall. Use tax receipts continue to perform above budget estimates.
- Both County sales tax and use tax revenues trended higher than budget estimates when compared year over year. Total General County Sales and Use tax collected equals \$760,500 or 71% of the total Estimated Revenues for 2021.

Total Estimated Budget: \$1,107,000    Total City Use Tax collected YTD: \$929,347    % of Total Estimated Budget collected: 84%

% of Year Expended: 58%    % change yr over yr = **23.05%**    % change 5 yr avg = **51.01%**

Fund	Revenue Budget			Expenditure Budget		Current Cash, MIP and Investments	
	Revenue YTD	Uncollected Revenue	Expense YTD	Unencumb. Balance	Balance		
01 General	\$ 12,102,854.00	\$ 8,017,437.96	\$ 4,085,416.04	\$ 13,209,101.00	\$ 7,437,215.55	\$ 5,771,885.45	\$ 4,807,125.25
02 IRS 125 Plan	\$ -	\$ 29,628.50	\$ (29,628.50)	\$ -	\$ 29,677.95	\$ (29,677.95)	\$ 40,545.66
03 Special Highway	\$ 216,000.00	\$ 216,848.53	\$ (848.53)	\$ 350,000.00	\$ 35,440.36	\$ 314,559.64	\$ 539,597.18
08 Court - Bonds	\$ -	\$ 36,684.00	\$ (36,684.00)	\$ -	\$ 26,609.00	\$ (26,609.00)	\$ 46,196.00
09 Special Alcohol	\$ 70,000.00	\$ 61,366.37	\$ 8,633.63	\$ 95,000.00	\$ 74,423.08	\$ 20,576.92	\$ 103,978.42
10 Special Park & Recreation	\$ 70,150.00	\$ 61,368.55	\$ 8,781.45	\$ 87,655.00	\$ 57,462.52	\$ 30,192.48	\$ 110,271.15
14 Court - ADSAP	\$ -	\$ -	\$ -	\$ -	\$ 355.18	\$ (355.18)	\$ 11,436.17
15 Court - Reinstatement	\$ -	\$ 14,063.00	\$ (14,063.00)	\$ -	\$ 14,227.00	\$ (14,227.00)	\$ 1,260.09
16 Special Law Enforcement	\$ -	\$ 2,094.25	\$ (2,094.25)	\$ -	\$ 4,995.00	\$ (4,995.00)	\$ 15,186.95
17 Restricted	\$ -	\$ 64,295.60	\$ (64,295.60)	\$ -	\$ 6,475.00	\$ (6,475.00)	\$ 106,591.28
18 Jo Co School District Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,162.97
19 MBDC	\$ 72,200.00	\$ 37,920.03	\$ 34,279.97	\$ 100,000.00	\$ 54,164.37	\$ 45,835.63	\$ 49,703.67
22 Storm Drain Utility	\$ 2,748,220.00	\$ 2,951,494.80	\$ (203,274.80)	\$ 3,198,631.00	\$ 1,531,927.91	\$ 1,666,703.09	\$ 3,317,169.00
24 Equipment Reserve Fund	\$ 77,500.00	\$ 142,913.65	\$ (65,413.65)	\$ 170,000.00	\$ 206,252.00	\$ (36,252.00)	\$ 423,254.82
25 Capital Improvement Fund	\$ 1,454,435.00	\$ 1,444,917.79	\$ 9,517.21	\$ 1,040,735.00	\$ 161,522.83	\$ 879,212.17	\$ 1,759,233.73
26 Rock Creek Drainage Dist #1	\$ 5,010.00	\$ 3,842.01	\$ 1,167.99	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 1,698.88
27 Rock Creek Drainage Dist #2	\$ 86,100.00	\$ 65,865.24	\$ 20,234.76	\$ 100,000.00	\$ 100,000.00	\$ -	\$ (12,564.17)
30 Solid Waste Utility Fund	\$ 622,100.00	\$ 606,663.66	\$ 15,436.34	\$ 584,000.00	\$ 347,516.52	\$ 236,483.48	\$ 235,851.76
31 ARPA Fund	\$ -	\$ 751,782.09	\$ (751,782.09)	\$ -	\$ -	\$ -	\$ 751,782.09
35 Transportation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,398.68
40 Street Sales Tax	\$ 585,000.00	\$ 383,103.90	\$ 201,896.10	\$ 472,720.00	\$ 8,858.75	\$ 463,861.25	\$ 765,769.48
45 Parks & Rec Sales Tax	\$ 880,000.00	\$ 574,674.43	\$ 305,325.57	\$ 1,255,100.00	\$ 176,268.97	\$ 1,078,831.03	\$ 1,531,578.78
50 Mission Trails TIF	\$ 288,000.00	\$ 286,038.85	\$ 1,961.15	\$ 275,000.00	\$ 286,038.85	\$ (11,038.85)	\$ -
55 Silvercrest at Broadmoor	\$ -	\$ 6,051.69	\$ (6,051.69)	\$ -	\$ -	\$ -	\$ 6,602.38
60 Mission Crossing TIF Fund	\$ 385,000.00	\$ 453,826.66	\$ (68,826.66)	\$ 370,000.00	\$ 467,593.54	\$ (97,593.54)	\$ 51,704.21
65 Cornerstone Commons Fund	\$ 61,000.00	\$ 40,266.39	\$ 20,733.61	\$ 61,000.00	\$ 33,518.53	\$ 27,481.47	\$ 18,619.33
66 Capitol Federal TIF Fund	\$ 20,000.00	\$ 21,028.18	\$ (1,028.18)	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 21,028.18
67 Mission Bowl TIF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68 Rock Creek TIF Fund #3	\$ -	\$ 67,666.16	\$ (67,666.16)	\$ -	\$ -	\$ -	\$ 67,666.16
69 Rock Creek TIF Fund #4	\$ -	\$ 39,939.77	\$ (39,939.77)	\$ -	\$ -	\$ -	\$ 39,939.77
70 Mission Farm and Flower Market	\$ -	\$ 7,205.33	\$ (7,205.33)	\$ -	\$ 3,994.48	\$ (3,994.48)	\$ 22,025.18
	\$ 19,743,569.00	\$ 16,388,987.39	\$ 3,354,581.61	\$ 21,398,942.00	\$ 11,079,537.39	\$ 10,319,404.61	\$ 14,864,813.05
						MIP Statement	12,502,036.27
						Treasury Bills	-
						Cash balances	2,362,776.78
						Total	14,864,813.05
						Difference	-

**Mission, Kansas**  
**Monthly Financial Report – Executive Summary**  
**July 2021**

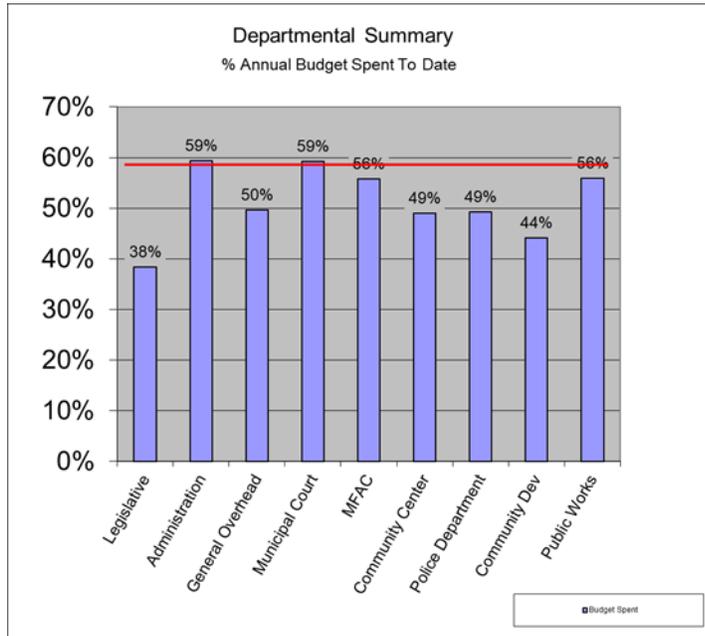
**General Fund Expenditures by Department as of 7/31/21:**

DEPARTMENT	Budget 2021	Estimated Budget	Monthly Expenditure	YTD Expenditure	2021 Estimated Amount Remaining	Expenditure Rate
<b>Legislative</b>						
Personnel Services	56,600	56,600	4,365	31,410	25,190	55%
Contractual Services	147,600	147,600	6,212	47,084	100,516	32%
Commodities	1,700	1,700	113	558	1,142	33%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>205,900</b>	<b>205,900</b>	<b>10,690</b>	<b>79,052</b>	<b>126,848</b>	<b>38%</b>
<b>Administration</b>						
Personnel Services	849,000	849,000	68,723	506,349	342,651	60%
Contractual Services	34,150	34,150	705	16,658	17,492	49%
Commodities	600	600	169	1,767	(1,167)	295%
Capital Outlay	-	-	16	148	(148)	0%
<b>Total</b>	<b>883,750</b>	<b>883,750</b>	<b>69,614</b>	<b>524,922</b>	<b>358,828</b>	<b>59%</b>
<b>General Overhead</b>						
Personnel Services			-	-	-	0%
Contractual Services	305,000.00	305,000.00	18,053	217,992	87,008.28	71%
Commodities	43,500	43,500	1,297	31,613	11,886.68	73%
Capital Outlay	100,000	100,000	342	12,722	87,278.41	13%
Debt Service	80,000	80,000	-	-	80,000.00	0%
<b>Total</b>	<b>528,500</b>	<b>528,500</b>	<b>19,692</b>	<b>262,327</b>	<b>266,173</b>	<b>50%</b>
<b>Municipal Court</b>						
Personnel Services	326,600	326,600	28,782	206,322	120,278	63%
Contractual Services	28,100	28,100	1,589	5,896	22,204	21%
Commodities	6,750	6,750	251	2,424	4,326	36%
Capital Outlay	2,000	2,000	-	730	1,270	37%
<b>Total</b>	<b>363,450</b>	<b>363,450</b>	<b>30,622</b>	<b>215,373</b>	<b>148,077</b>	<b>59%</b>
<b>Parks and Recreation</b>						
<b>Mission Family Aquatic Center (MFAC)</b>						
Personnel Services	154,000	154,000	31,240	78,639	75,361	51%
Contractual Services	76,750	76,750	11,354	44,541	32,210	58%
Commodities	48,950	48,950	8,216	32,846	16,104	67%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>279,700</b>	<b>279,700</b>	<b>50,810</b>	<b>156,026</b>	<b>123,674</b>	<b>56%</b>
<b>Community Center</b>						
Personnel Services	1,638,955	1,638,955	132,200	800,807	838,148	49%
Contractual Services	819,675	819,675	78,423	413,336	406,339	50%
Commodities	114,150	114,150	6,987	46,253	67,897	41%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>2,572,780</b>	<b>2,572,780</b>	<b>217,611</b>	<b>1,260,396</b>	<b>1,312,384</b>	<b>49%</b>
<b>Police Department</b>						
Personnel Services	3,451,348	3,451,348	247,754	1,816,468	1,634,880	53%
Contractual Services	390,500	390,500	16,037	141,718	248,782	36%
Commodities	146,250	146,250	9,589	55,142	91,108	38%
Capital Outlay/Lease	114,700	114,700	-	5,110	109,590	4%
<b>Total</b>	<b>4,102,798</b>	<b>4,102,798</b>	<b>273,380</b>	<b>2,018,438</b>	<b>2,084,360</b>	<b>49%</b>
<b>Community Development</b>						
Personnel Services	447,000	447,000	27,626	214,678	232,322	48%
Contractual Services	337,900	337,900	47,654	132,356	205,544	39%
Commodities	5,000	5,000	229	1,532	3,468	31%
Capital Outlay	-	-	-	237	(237)	0%
<b>Total</b>	<b>789,900</b>	<b>789,900</b>	<b>75,509</b>	<b>348,803</b>	<b>441,097</b>	<b>44%</b>
<b>Public Works</b>						
Personnel Services	1,041,523	1,041,523	66,194	592,393	449,130	57%
Contractual Services	1,067,000	1,067,000	61,456	521,832	545,168	49%
Commodities	193,800	193,800	15,882	170,282	23,518	88%
Capital Outlay	2,500	2,500	-	5,090	(2,590)	204%
<b>Total</b>	<b>2,304,823</b>	<b>2,304,823</b>	<b>143,532</b>	<b>1,289,596</b>	<b>1,015,227</b>	<b>56%</b>
<b>Other General Fund</b>						
	1,177,500	1,177,500	1,224,940	1,282,283	(104,783)	109%
<b>General Fund Total</b>	<b>13,209,101</b>	<b>13,209,101</b>	<b>2,116,400</b>	<b>7,437,215</b>	<b>5,771,886</b>	<b>56%</b>

# Mission, Kansas

## Monthly Financial Report – Executive Summary

### July 2021



**Additional highlights/comments:**

- The City's cash balance position remains strong with an ending cash balance across all funds as of July 31, 2021 of \$14.8 million. Major expenditures in July included emergency sinkhole repairs, installation of park monument signs, street design and engineering, participation in the REIC pro-pilot program and expenses related to operations and maintenance of the MFAC.
- Street Sales Tax collections for 2021 YTD total \$383,092 and Parks & Recreation Sales Tax collections for 2021 YTD total \$574,638 which represents a combined increase of **5.0%** over 2020 collections for this same time period.

In an effort to address questions surrounding revenues and expenses for the Powell Community Center, including cost recovery rates. The table below illustrates actual revenues and expenses from 2015 through 2020 showing the difference in total dollars (subsidy for operations). YTD information for the 2021 Budget are also included along with the cost recovery or self-sufficiency rate for each year.

	2015	2016	2017	2018	2019	2020	2021 YTD
Revenues	\$ 1,780,144	\$ 1,817,753	\$ 1,758,157	\$ 1,675,697	\$ 1,698,878	\$ 710,775	\$ 457,446
Expenses	\$ 2,089,988	\$ 2,225,928	\$ 2,284,283	\$ 2,342,798	\$ 2,425,932	\$ 2,061,743	\$ 1,260,396
Difference (\$)	\$ (309,845)	\$ (408,175)	\$ (526,127)	\$ (667,101)	\$ (727,054)	\$ (1,350,968)	\$ (802,950)
Cost Recovery %	85%	82%	77%	72%	70%	34%	36%

Parks and Recreation revenues continue to be most significantly impacted by COVID-19. We were beginning to see increases in usage (number of patrons in the facility) and some corresponding increases in revenues, however, the spike in COVID-19 cases and the related impacts will require 2021 and 2022 revenues to be reconsidered prior to final budget adoption.

Following passage of the American Rescue Plan (ARP) Act, the City was slated to receive a direct disbursement of funds (\$1,503,565) to address COVID-19 impacts. The first half payment was received in July 2021. ARPA funds have tentatively been shown as a transfer into the General Fund to address COVID-19 related revenue shortages.

The reports that follow provide line item detail level summaries of revenues and expenditures for all funds, and are generated through the City's financial management software, Governmentor. In addition to information on the current budget/fiscal year, the reports will contain information on the prior year actuals.

In addition to these summary reports, a summary claims report detailing expenditures for the month by fund is provided along with a report that details all payments made in the current month by vendor (listed alphabetically).