



City Commission Agenda Item

Meeting Date: April 1, 2025
From: Randy Frazer, City Manager
Item: Recognition of City Clerk Tiffany Parsons for being named CCMFOA 2025 Rookie of the Year

Purpose: Recognize City Clerk Tiffany Parsons, as the Certified Municipal Clerk and Finance Officers Association (CCMFOA) 2025 Rookie of the Year award recipient.

Background: On March 20, 2025, Certified Municipal Clerk and Finance Officers Association (CCMFOA) hosted a business meeting luncheon during their 75th annual spring conference, held at the Hilton Garden Inn in Manhattan, KS. During the meeting, member Tiffany Parsons was surprised by being recognized as their 2025 CCMFOA Rookie of the Year. The conference consisted of clerks and finance officers from eight regions from various cities across the state of Kansas. According to the League of Kansas Municipalities, Kansas has 627 incorporated cities. These cities range in size from small towns to large metropolitan areas like Wichita, Overland Park, and Kansas City, Kansas.

"We are excited to recognize Tiffany Parsons as our third annual Rookie of the Year," said CCMFOA President, Alicia Hidalgo. "Tiffany has consistently exhibited exceptional dedication in her role as City Clerk and has firmly established herself as an emerging leader within our profession."

This prestigious award recognizes outstanding new professionals in municipal clerical and financial officers who have demonstrated exceptional dedication, leadership and commitment to their communities. The award is only open to municipal clerks and finance officers who have been in their roles for less than five years. Tiffany has been a dedicated member of the City of Arkansas City team since 2022 beginning as Deputy City Clerk and Municipal Court Clerk and has quickly made a positive impact on her community always willing to assist directors and staff, and often also serves as a liaison among external agencies. Tiffany was officially promoted to City Clerk in early 2023.

Tiffany has made significant contributions beyond her daily responsibilities in her short stint with the city. She played a pivotal role in honoring local veterans by leading Arkansas City's designation as the first Purple Heart City in Cowley County, making our city—one of only 13 in Kansas—by drafting the official proclamation, aiding to organize the Purple Heart Ceremony, assisting with signage and coordinating with local, state, and military officials to honor veterans. Under her leadership, the city also joined the national Purple Heart Trail. She spearheaded the adoption of a Common Consumption Area (CCA) in downtown Arkansas City conducting research, drafting the ordinance and hosting a Chamber Coffee educating the public. Additionally, she has played a key role in drafting several new ordinances permitting special-purpose vehicles to include golf carts, neglected buildings, and other community-focused initiatives. Beyond her legislative efforts, Tiffany oversees city appointments to 17 boards, serving as secretary for five. Committed to professional development, in 2022 she became an Administrative Assistant of Kansas Cities (AAKC) Certified Municipal Assistant, is an ICC Certified Permit Technician, and is a member of multiple professional organizations including CCMFOA and IIMC.

In recognition of this achievement, it is recommended that the City formally acknowledge Tiffany's accomplishment through a public announcement and internal recognition honoring her contributions.

Approved for Agenda by:

Randy Frazer, City Manager