



## City Commission Agenda Item

Meeting Date: November 18, 2025

From: Randy Frazer, City Manager

Item: Recognition of Employee Achievement - City Clerk Tiffany Parsons as CCMFOA Institute Graduate from WSU

**Purpose:** Recognize City Clerk Tiffany Parsons, as a graduate of the City Clerks and Municipal Finance Officers Association of Kansas (CCMFOA) Municipal Clerks Certification Institute, a four-year professional development program administered through Wichita State University's Hugo Wall School of Public Affairs.

**Background:**

Tiffany has successfully completed the City Clerks and Municipal Finance Officers Association of Kansas (CCMFOA) four-year professional development program, administered through the Wichita State University's Hugo Wall School of Public Affairs. Parsons began year one of the institute courses in 2022, completed the program October 2025, while balancing regular work and life responsibilities. During this time, she was promoted from Deputy City Clerk to City Clerk in early 2023, assuming full responsibility for the duties of both roles.

The prestigious program provides Kansas municipal clerks and finance officers with advanced training in records management, municipal accounting, leadership, ethics, budgeting, administrative law, conflict resolution, cybersecurity, and more. Accredited by the International Institute of Municipal Clerks (IIMC), the program includes online pre-course modules, over 120 hours of in-person training, and a capstone project for graduation—equipping participants with the knowledge and skills to better serve their communities and advance their professional credentials.

Parsons was one of 22 graduates for the Class of 2025 honored during the October 28, 2025 graduation ceremony dinner. Pictured alongside Tiffany from graduation are City Manager Randy Frazer, her Husband Max Parsons and the Class of 2025.

**Approved for Agenda by:**

A handwritten signature in black ink, appearing to read "Randy Frazer".

Randy Frazer, City Manager