



City Commission Agenda Item

Meeting Date: March 17, 2026
From: Randy Frazer, City Manager
Item: Grant Administration Agreement Wilson Park
Playground Equipment – CDBG Project No. 25-PF-027

Motion: A Resolution authorizing the City of Arkansas City to approve the Agreement for Professional Administrative Services between the City of Arkansas City and Ranson Financial Group, LLC for administration of Community Development Block Grant Project No. 25-PF-027, pertaining the Wilson Park Playground Equipment, with compensation not to exceed \$35,000, and authorize the Mayor and City Clerk to execute the agreement. **(Voice Vote)**

Background: The City of Arkansas City has been awarded funding through the Kansas Department of Commerce Community Development Block Grant (CDBG) program for Project No. 25-PF-027. As part of the grant requirements, the City must provide qualified grant administration services to ensure the project complies with federal and state regulations and reporting requirements.

The proposed agreement is with Ranson Financial Group, LLC, a firm experienced in providing grant administration services for Kansas communities. Under this agreement, Ranson Financial Group will assist the City with the administration of the CDBG program throughout the duration of the project.

Services to be provided include financial management, environmental review coordination, labor standards compliance, civil rights compliance, procurement assistance, public participation documentation, contract preparation, and preparation of required performance reports and close-out documentation in accordance with Kansas Department of Commerce and federal CDBG program requirements.

Ranson Financial Group will serve as the City's administrative consultant and representative for grant compliance matters throughout the project lifecycle, helping ensure all requirements for reimbursement and federal compliance are properly met.

The agreement establishes a maximum compensation amount of \$35,000 for professional grant administration services associated with this project.

Commission Options:

1. Approve the Resolution
2. Disapprove of the Resolution
3. Table the Resolution for further discussion

Fiscal Impact: The total cost of grant administration services under this agreement shall not exceed \$35,000 and is an eligible expense under the CDBG program budget.

Fund: 68 – Capital Improvement Fund **Department:** 530 – Parks & Facilities **Expense Code:** 6212 – Payments to Contractors

Included in budget Grant Bonds Other Not Budgeted

Attachments: Resolution and Ranson Financial Administration Contract Arkansas City 25-PF-027

Approved for Agenda by:

A handwritten signature in black ink, appearing to be 'Randy Frazer', written over a horizontal line.

Randy Frazer, City Manager