



## CITY COMMISSION MEETING AGENDA

---

Tuesday, December 16, 2025 at 5:30 PM – 118 W Central Ave, Arkansas City, KS

---

Please join our meeting and subscribe to our YouTube channel:  
<https://www.youtube.com/@cityofarkansascitykansas895>



### I. Routine Business

1. Roll Call
2. Opening Prayer and Pledge of Allegiance
3. Additions or Deletions **(Voice Vote)**
4. Approval of the Agenda **(Voice Vote)**

### II. Consent Agenda (Voice Vote)

Note: All matters listed below on the Consent Agenda are considered under one motion and enacted by one motion. There should be no separate discussion. If such discussion is desired, any item may be removed from the Consent Agenda and then considered separately under Section VI: New Business.

1. Approve December 2, 2025, regular meeting minutes as written.
2. A Resolution authorizing the City to execute a GAAP waiver for the 2026 fiscal year. **(Voice Vote)**
3. Approve the Cereal Malt Beverage (CMB) License requests for 2026. **(Voice Vote)**

### III. Public Hearing

1. Hold a public hearing regarding the proposed 2025 amended budget. **(Voice Vote)**
  - a. An Ordinance amending specified funds in the budget for the City of Arkansas City for the year beginning January 1, 2025. **(Roll Call Vote)**

### IV. New Business

#### City Manager Department

1. A Resolution formally adopting a new comprehensive compensation structure and administrative compliance tool, as provided to the City of Arkansas City through an intensive compensation study conducted by The Arnold Group, to be effective December 27, 2025. **(Voice Vote)**
  - a. An Ordinance fixing the compensation of employees of the City of Arkansas City, Kansas pursuant to the provisions of K.S.A. 14-1501, further implementing the new comprehensive compensation structure and administrative tool, and repealing Ordinance No. 2025-05-4636. **(Roll Call Vote)**
2. A Resolution approving the reorganization of Neighborhood Services Division into the Community Development Division, authorizing the creation of the Community Development Director position, and transferring the Municipal Project Manager position into the division, effective December 27, 2025. **(Voice Vote)**

- [3.](#) A Resolution authorizing the City of Arkansas City to approve the 2026 Workers' Compensation Insurance renewal through the Kansas Municipal Insurance Trust (KMIT) in the amount of \$216,395.00, and authorization for payment of the invoice due January 31, 2026. **(Voice Vote)**

**V. City Manager Updates & Reminders**

**VI. Items for Discussion by City Commissioners**

**VII. Comments from the Audience for Items not on the Agenda**

*The public will be allowed to speak on issues or items that are not scheduled for discussion on the agenda. Individuals should address all comments and questions to the Commission. Comments should be limited to issues and items relevant to the business of the Governing Body. The Commission will not discuss or debate these items, nor will the Commission make decisions on items presented during this time. Each person will be limited to five (5) minutes.*

**VIII. Hazard Mitigation Plan**

1. Hazard Mitigation Plan Annual Report

**IX. Financial Summary**

- [1.](#) November 2025 Financial Summary

**X. Adjournment**



## City Commission Agenda Item

Meeting Date: December 16, 2025

From: Tiffany Parsons, City Clerk

Item: Approve December 2, 2025, Regular Meeting Minutes

**Motion:** Approve December 2, 2025, regular meeting minutes as written.

**Background:** Each meeting, the City Commission reviews and approves the minutes of its prior meeting(s).

**Commission Options:**

1. Approve with consent agenda.
2. Remove item from consent agenda for further consideration.

**Approved for Agenda by:**

A handwritten signature in black ink, appearing to read "Randy Frazer", is written over a horizontal line.

Randy Frazer, City Manager



## CITY COMMISSION MEETING MINUTES

Tuesday, December 2, 2025 at 5:30 PM — Commission Room, City Hall — 118 W. Central Ave

### Routine Business

#### 1. Roll Call

##### PRESENT:

Mayor Chad Beeson  
Vice-Mayor Tad Stover  
Commissioner Diana Spielman  
Commissioner Charles Tweedy III  
Commissioner Jay Warren

##### ABSENT:

City staff present: City Attorney Larry Schwartz, City Clerk Tiffany Parsons, IT Manager Matt Metzinger, Environmental Services Superintendent Kyle Blubaugh, Principal Planner Josh White, and Police Chief Jim Halloway.

2. Opening Prayer led by Principal Planner White and Pledge of Allegiance led by Mayor Beeson.

3. Addition or Deletions to the agenda.

City Manager Frazer stated that there were no additions or deletions to the agenda.

4. Approval of the Agenda.

*Motion made by Vice-Mayor Stover, seconded by Commissioner Spielman, to approve the agenda as written.*

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, and Commissioner Tweedy III. Mayor Beeson declared the motion approved.*

City Clerk Parsons offered the following items for consideration.

### Consent Agenda

*Note: All matters listed below on the Consent Agenda are considered under one motion and enacted by one motion. There should be no separate discussion. If such discussion is desired, any item may be removed from the Consent Agenda and then considered separately under Section VI: New Business.*

1. Approve November 18, 2025, regular meeting minutes as written.

2. A Resolution approving the Notice of Budget Hearing for publication and to set a public hearing for 5:30 p.m. on December 16, 2025, to amend the 2025 Budget for the City of Arkansas City.

*Motion made by Commissioner Warren, seconded Vice-Mayor Stover, to approve the Consent Agenda as written.*

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-12-3780**.*

### New Business

#### City Manager Department

1. A Resolution authorizing the City of Arkansas City to accept a bid submitted by Multisports LLC, for the Wilson Park Pickleball Courts Design-Build Project, contingent upon project funding provided in full by the KWLP Land and Water



Conservation Fund grant, and local matching funds raised by community pickleball enthusiasts through Foundation, for a total amount of \$235,500.00.

City Manager Frazer noted that RFP's were sent out for bids in which the city received three back proposals. Upon review, staff recommend selecting Multisports, LLC, who happened to be the lowest bidder, with a scope that includes full pricing on lighting and wiring, complete removal of the old concrete slab, new surface replacement and more. Multisports also proposes to use of American made products, which also aligns with the grant requirements.

*Motion made by Commissioner Warren, seconded by Commissioner Tweedy III, to approve the item as written.*

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-11-3781**.*

2. An Ordinance modifying Zoning Regulations Article 20 (Supplemental District Regulations), adopting such regulations by reference and modifying Municipal Code to so reflect.

Principal Planner White explained that the purpose of this amendment is to allow a special exception for front-yard carports in neighborhoods without alley access. The amendment responds to increased demand for carports following a hailstorm and reduces the required front-yard setback from 25 feet to 5 feet for eligible properties under certain conditions.

These special conditions include but are not limited to:

- Carports must have a paved driveway.
- Use limited to vehicle storage only.
- Must remain open on three sides and not exceed 18 feet in width.
- Construction materials should be similar to the house.
- A permit is required, with a basic plan submitted for review.

The Planning Commission recommended approval at their November 11 meeting. Several neighborhoods were noted as potentially affected, including Brad Meek, Highland Drive, parts of Summit Street and First Street, and areas along the railroad trail.

*Motion made by Mayor Beeson, seconded by Commissioner Warren, to approve the item as written*

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Ordinance No. 2025-12-4647**.*

3. A Resolution adopting by reference the City's 2026 Comprehensive Fee Schedule and repealing Resolution No. 2025-01-3671.

City Clerk Parsons spoke of the main reasoning for the updates to the Comprehensive Fee Schedule was to incorporate the new sewer service rates as forecasted out until 2030, under the Environmental Services Department. City Manager Frazer noted that Beth Warren with KMU presented the proposed rate structure before the governing body a few months back. Other revisions include the reclassification of the open record request rates in accordance with 2025 State Statue changes per K.S.A 45-219, a revised water meter part replacements chart, incorporation of Municipal Court late notice fee under K.S.A. 8-2110, and added verbiage to include "any lost of stolen" trash carts to Public Services utility sanitation fees. The revised Comprehensive Fee Schedule will become effective January 1, 2026.

*Motion made by Mayor Beeson, seconded by Vice Mayor Stover, to approve the item as written.*

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-11-3782**.*

#### Environmental Services Department

1. A Resolution authorizing the rehabilitation of the Ag Lift Station RTU, utilizing R.E. Pedrotti Company, Inc. to purchase materials, equipment, and installation services, for an amount not to exceed \$22,087.00.

Environmental Services Superintendent Blubaugh explained that this is part one of two of the Ag lift station

rehabilitation project, situated at the Agri-Business Building. This particular item is to update radio and communications equipment, converting them to cells, providing more reliability and security.

*Motion made by Vice-Mayor Stover, seconded by Commissioner Spielman, to approve the item as written.*

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-12-3783**.*

2. A Resolution authorizing the City of Arkansas City accept a bid submitted by FTC Equipment to purchase materials and service equipment to rehabilitate the Ag Lift Station, for an amount not to exceed \$23,464.60.

Part two of the rehabilitation project involves reinstalling plumbs and some of the piping around and then re-installing a ventilation exhaust that was previously removed, as noted by Environmental Services Superintendent Blubaugh.

*Motion made by Commissioner Spielman, seconded by Commissioner Tweedy III, to approve the item as written.*

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-12-3784**.*

### **City Manager Updates & Reminders**

1. **Commissioner Tour:** Friday November 8, 2025, beginning at 8:00 a.m., new and existing commissioners are invited to tour city facilities and hear from department heads and staff, learn more about city operations, and discuss current issues and success.
2. **LKM Local Government Day:** Wednesday, January 28, 2026, starting at 2:30 p.m. in Topeka, KS. Provides an networking opportunity for commissioners to meet with other local officials and state legislators, receive legislative updates from the league.
3. **City Leaders Academy:** April 17, 2026, in Salina, KS. The one day event, covers topics such as the Kansas Open Records Act (KORA), Kansas Municipal Association (KMA) resources, and guidance on responsibilities of elected office.

### **Items for Discussion by City Commissioners**

Commissioner Warren highly recommended the City Leaders Academy as a valuable refresher course, sharing that attending Local Government Day last year allowed meaningful discussions with legislators. He recommended staying overnight for safety, predominantly deer crossings, allowing for better opportunities to meet with state representatives that evening.

### **Comments from the Audience for Items not on the Agenda**

*The public will be allowed to speak on issues or items that are not scheduled for discussion on the agenda. Individuals should address all comments and questions to the Commission. Comments should be limited to issues and items relevant to the business of the Governing Body. The Commission will not discuss or debate these items, nor will the Commission make decisions on items presented during this time. Each person will be limited to five (5) minutes.*

**Lloyd Colston, 1825 N 8<sup>th</sup> St.,** expressing gratitude for the service of city commissioners and volunteers, acknowledging various heritage and holiday observances, and emphasizing the importance of government respecting due process and serving the community.

### **Executive Session**

1. Recess into executive session for a period of \_\_\_\_ minutes to discuss the City Manager's contract, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at \_\_\_\_ : \_\_\_\_ p.m., to include \_\_\_\_.

*Mayor Beeson made a motion, seconded by Commissioner Warren, to recess into executive session for a period of 5 minutes to discuss the City Manager's contract, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at 6:03 p.m., to include City Commissioners.*

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved.*

Mayor Beeson called the meeting back in open session at 6:03 p.m. After inquiring when the city manager's contract expires, voiced the need to re-enter executive session.

*Mayor Beeson made a motion, seconded by Commissioner Spielman, to recess into executive session for a period of 3 minutes to discuss the City Manager's contract, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at 6:07 p.m., to include City Commissioners.*

The open meeting resumed at 6:07 p.m.

*Mayor Beeson made a motion, seconded By Vice-Mayor Stover, to approve Amendment No. 3 to the City Manager Employment Agreement between the City of Arkansas City and Randy Frazer, extending the term of employment through December 31st, 2027, and authorizing adjustments to the City Manager's base salary and deferred compensation contribution rate, as outlined in the amendment. Supporting details: Extends the agreement term to December 31st, 2027, increases the annual base salary by 3.84% for calendar years 26 through 27, and increases the city's deferred compensation contribution from 8 to 10% of the bi-weekly base salary. All other terms and conditions of the existing agreement remain in full force and effect.*

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-11-3785**.*

### Adjournment

*Motion made by Mayor Beeson, seconded by Vice-Mayor Stover to adjourn the meeting.*

*Voice vote was unanimous in favor of the motion. Mayor Beeson declared the motion approved and meeting adjourned.*

THE CITY OF ARKANSAS CITY  
BOARD OF CITY COMMISSIONERS

(Seal)

\_\_\_\_\_  
Chad D. Beeson, Mayor

ATTEST:

\_\_\_\_\_  
Tiffany Parsons, City Clerk

Prepared by: Tiffany Parsons, City Clerk



# City Commission Agenda Item

Meeting Date: December 16, 2025  
From: Jennifer Waggoner, Finance Director/Treasurer  
Item: 2026 GAAP Waiver

**Motion:** Consent Agenda Item: A Resolution authorizing the City to execute a GAAP waiver for the 2026 fiscal year. *(Voice Vote)*

**Background:** This legislation authorizes the City to waive financial reporting requirements under GAAP. Kansas State Legislature passed a law requiring all municipalities in Kansas to meet the requirements of Generally Accepted Accounting Principles (GAAP), which included the requirements of fixed assets accounting. Many units of local government protested as the requirements are time consuming and costly for the benefit provided. In light of this, staff recommends the City waive the GAAP. Additionally, this will allow for cash basis statements that relate better to the state budget documents. As required by K.S.A. 75-1120a(c)(1) the Kansas Director of Accounts and Reports automatically grants a GAAP waiver for the year the annual resolution stipulates, provided that the resolution contains wording substantially similar to that provided in K.S.A. 75-1120a(c)(1).

The City has received a GAAP Waiver for each year since 2011.

**Commission Options:**

- 1. Approve with the consent agenda.
- 2. Remove item from the consent agenda for further consideration

**Fiscal Impact:** Amount:

Fund: Department: Expense Code:

☐ Included in budget      ☐ Grant      ☐ Bonds      ☐ Other Not Budgeted

**Attachments:** Resolution

**Approved for Agenda by:**

  
\_\_\_\_\_  
Randy Frazer, City Manager

**A RESOLUTION AUTHORIZING A GAAP WAIVER TO BE IN EFFECT FOR FISCAL YEAR 2026 BY THE CITY OF ARKANSAS CITY, KANSAS.**

**WHEREAS**, The City of Arkansas City, Kansas, has determined that the financial statements and financial reports for year ended December 31, 2026 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Governing Body or the members of the general public of the City of Arkansas City; and

**WHEREAS** there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended December 31, 2026.

**NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:**

**SECTION ONE:** That the Governing Body of the City of Arkansas City, Kansas, in a regular meeting duly assembled this 16th day of December 2025, that the Governing Body waives the requirements of K.S.A. 75-1120a(a) as they apply to the City of Arkansas City, Kansas for the year ended December 31, 2026.

**SECTION TWO:** That the Governing Body shall cause the financial statements and financial reports of the City of Arkansas City, Kansas to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

**SECTION THREE:** That the Governing Body of the City of Arkansas City hereby authorizes the Mayor and/or City Manager of the City of Arkansas City to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

**SECTION FOUR:** This Resolution will be in full force and effect from its date of passage by the City Commission of the City of Arkansas City.

**PASSED AND RESOLVED** by the Governing Body of the City of Arkansas, Kansas this 16th day of December 2025.

(Seal)

\_\_\_\_\_  
Chad D. Beeson, Mayor

ATTEST:

\_\_\_\_\_  
Tiffany Parsons, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Larry R. Schwartz, City Attorney

**CERTIFICATE**

I, hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2025-12-\_\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the governing body on December 16, 2025 as the same appears of record in my office.

DATED: \_\_\_\_\_.

\_\_\_\_\_  
Tiffany Parsons, City Clerk



## City Commission Agenda Item

Meeting Date: December 16, 2025

From: Tiffany Parsons, City Clerk

Item: Cereal Malt Beverage Renewals for 2026

**Motion:** *Consent Agenda:* Approve the Cereal Malt Beverage (CMB) License requests for 2026. **(Voice Vote)**

**Background:** The attached businesses have requested the city approve their Cereal Malt Beverage license applications for 2026. Most all are renewals this year with one new request. All procedures have been followed as outlined in Municipal Code Part II, Chapter 6, Article III, Sec. 6-108. No deficiencies noted. After approval by the governing body, licenses will be processed and issued by the City Clerk before the end of the 2025 year, then filed with the State of Kansas accordingly thereafter.

**Commission Options:**

1. Approve with the consent agenda
2. Remove item from consent agenda for further discussion

**Fiscal Impact:** Amount: None.

**Attachments:** 2026 CMB Renewal List

**Approved for Agenda by:**

A handwritten signature in black ink, appearing to read "R. Frazer", is written over a horizontal line.

Randy Frazer, City Manager

## **CEREAL MALT BEVERAGE LICENSE APPLICATIONS FOR 2026**

*All applications must be approved by the proper authorities prior to license issuance.*

### **RENEWALS OF CONSUMPTION ON PREMISES:**

<b>Business Name</b>	<b>Address</b>	<b>Owner or * Manager</b>
Las Monarcas LLC	2914 N. Summit St.	*Doris Herrera
Ninja Sushi Steakhouse	1618 N Summit St.	*Zhenhuang Fang
Pizza Hut	422 N. Summit St.	*Kevin Potts
Spring Hill Golf Course	3202 N. Summit St.	*Monty Potter
Terry's Place	121 S. Summit St.	LeAnn Cassiday *Cody Cassiday

### **RENEWALS OFF PREMISES PACKAGE SALES ONLY:**

<b>Business Name</b>	<b>Address</b>	<b>Owner or * Manager</b>
APCO East	804 E. Madison Ave.	Kevin Swick
Casey's General Store #1789	1425 N. Summit St.	*Tiago Coelho
Casey's General Store #3340	601 S. Summit St.	*Tiago Coelho
Casey's General Store #3435	3413 N. Summit St.	*Tiago Coelho
Dillons Store #38	425 N. Summit St.	*Stuart Palmer
Dollar General #21984	401 W. Madison Ave.	*Sheila Reams
Family Dollar #21984	1313 N. Summit St.	*Maria Smith
Las Monarcas LLC	2914 N. Summit St.	*Doris Herrera
Love's Country Store #97	1712 N. Summit St.	*Kristye Davis
Phil-Stop 2	801 E. Madison Ave.	*Rebecca Eastman
Walmart #978	2701 N. Summit St.	*Logan Wiley

### **NEW OFF PREMISES PACKAGED SALES ONLY:**

<b>Business Name</b>	<b>Address</b>	<b>Owner or * Manager</b>
Ark City C Store	1009 N Summit St.	Brihesh Patel *Mitesh Patel

## **CMB LICENSES NOT RENEWING FOR 2026**

*The following businesses have notified the City Clerk that they wish to not renew.*

<b>Business Name</b>	<b>Address</b>	<b>Owner or * Manager</b>
Burger Junkie (NEW 2025)	611 W. Madison Ave.	*Seth Graves



## City Commission Agenda Item

Meeting Date: December 16, 2025

From: Jennifer Waggoner, Finance Director/Treasurer

Item: Amend the 2025 Budget

**Motion:** Hold a public hearing regarding the proposed 2025 amended budget. **(Voice Vote)**

- a. An Ordinance amending specified funds in the budget for the City of Arkansas City for the year beginning January 1, 2025. **(Roll Call Vote)**

**Background:** Kansas State Statutes authorize the governing body to increase the originally adopted budget when additional, previously unbudgeted revenues—excluding ad valorem property taxes—are received or cash reserves are available. To amend the budget, the governing body must establish a public hearing and publish a Notice of Hearing in the City's official newspaper. State law requires that the notice be published at least 10 days prior to the hearing. This was published on December 6, 2025.

**Sewer Fund:** An amendment to the Sewer Fund is necessary to account for two unplanned projects: the emergency sewer line replacement at the intersection of Birch Avenue and D Street, and the sewer line extension for the Ark Travel Center. Together, these projects resulted in unbudgeted expenditures totaling \$1,023,074.

The amendment will authorize the use of available revenues and cash reserves to properly account for these costs. A public hearing is requested to receive comments before adoption.

**Commission Options:**

1. Adopt the Ordinance approving the 2025 Amended Budget as presented.
2. Adopt the Ordinance approving the 2025 Amended Budget at lower amounts than presented.

**Fiscal Impact:** Amount: **None**

**Attachments:** Ordinance & 2025 Draft Budget Amendment docs.

**Approved for Agenda by:**

Randy Frazer, City Manager



(First Published in the *Cowley CourierTraveler*, December \_\_\_\_, 2025)

**ORDINANCE NO. 2025-12-\_\_\_\_\_**

**APPROVING, ADOPTING, AND APPROPRIATING BY FUND THE BUDGET FOR THE CITY OF ARKANSAS CITY FOR THE YEAR BEGINNING JANUARY 1, 2025.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY:**

**SECTION ONE:** The proposed budget and financial statement as shown on the Standard State Budget Forms and subsequent to Notice of Hearing and Public Hearing is approved, adopted and appropriated by fund as the maximum amount to be expended for the budget year starting January 1, 2025; and

**SECTION TWO:** The governing body certifies that the amounts to be raised by Ad Valorem Property Tax Levies are within statutory or duly adopted Charter Ordinance Limitations.

<u>Funds</u>	<u>Adopted 2025 Expenditures</u>	<u>Proposed Amended 2024 Expenditures</u>
Sewer Fund	\$3,163,565	\$4,163,565
Total All Funds	\$3,163,565	\$4,163,565

**SECTION THREE:** The City Clerk shall cause this Ordinance to be published one time in the official City newspaper, and said Ordinance shall be in effect upon publication.

**PASSED AND ORDAINED** by the Governing Body of the City of Arkansas City, Kansas, this 16th day of December 2025.

\_\_\_\_\_  
Chad D. Beeson, Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Tiffany Parsons, City Clerk

**CERTIFICATE**

I hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 2025-12-\_\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body on December 16, 2025, as the same appears of record in my office.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Tiffany Parsons, City Clerk



City of Arkansas City

2025

Adopted Budget

Sewer Fund	2025 Adopted Budget	2025 Proposed Budget
Unencumbered Cash Balance January 1	5,465,492	5,545,786
Receipts:		
Wastewater Receipts	2,700,000	2,700,000
Penalties	20,000	20,000
Reimbursed Expense	0	0
Loan Proceeds	0	0
Sale of Assets	0	0
Interest on Idle Funds	75,000	75,000
Miscellaneous	5,000	5,000
<b>Total Receipts</b>	<b>2,800,000</b>	<b>2,800,000</b>
<b>Resources Available:</b>	<b>8,265,492</b>	<b>8,345,786</b>
Expenditures:		
Personnel Services	786,754	786,754
Contractual Services	316,650	316,650
Commodities	278,350	278,350
Capital Outlay	41,300	41,300
Operating Transfers:		
Transfer to General Fund	550,000	550,000
Transfer to Stormwater Fund	0	0
Fleet Management Lease	14,025	14,025
Capital Improvements	635,000	1,635,000
Debt Service	541,486	541,486
Prior Year Cancelled Encumbrances	0	0
<b>Total Expenditures</b>	<b>3,163,565</b>	<b>4,163,565</b>
Unencumbered Cash Balance December 31	5,101,927	4,182,221

CPA Summary
-------------





## City Commission Agenda Item

Meeting Date: December 16, 2025

From: Marla McFarland, Human Resources Director

Item: New 2025 Compensation Study & C3 Compensation Blueprint Tool with correlated Pay Ordinance

- Motion:**
1. A Resolution formally adopting a new comprehensive compensation structure and administrative compliance tool, as provided to the City of Arkansas City through an intensive compensation study conducted by The Arnold Group, to be effective December 27, 2025. **(Voice Vote)**
    - a. An Ordinance fixing the compensation of employees of the City of Arkansas City, Kansas pursuant to the provisions of K.S.A. 14-1501 et seq., further implementing the new comprehensive compensation structure and administrative tool, and repealing Ordinance No. 2025-05-4636. **(Roll Call Vote)**

**Background:** On February 4, 2025, the City Commission passed a Resolution which approved for City staff to engage in a comprehensive compensation study led by the compensation specialists from The Arnold Group to determine the necessary and responsible steps to ensure the City's compensation plan is fair, equitable, and most importantly, promotes retention and is proactively competitive.

Staff worked with The Arnold Group (TAG), an HR consulting firm that specializes in public-sector pay systems. They introduced staff to the C3 Compensation Blueprint, which stands for: Comprehensive, Competitive, and Compliant.

As of November 24, 2025, the gathering and analysis of data has been completed, and The Arnold Group compensation specialists have provided the City of Arkansas City with a comprehensive compensation structure and tool for maintenance of such structure to become effective December 27, 2025.

Through implementation of the C3 Compensation Blueprint tool, pay decisions shall be clear and based on objective data, not opinions/subjective criteria. Employees can see where their job fits within the structure and locate a clear path for their future. The most important necessary outcome of the adoption of the C3 Compensation Blueprint tool is for the City of Arkansas City to stay competitive and reward internal experience fairly.

The amounts include the 2.775% COLA.

### **Commission Options:**

**The Commission has the following options as both items need addressed cohesively**

1. Approve both items
2. Disapprove both items
3. Table both items for further discussion

### **Fiscal Impact:** Amount: **Publication Cost & Final Study Rates**

Fund: Department: Expense Code:

☒ Included in budget ☐ Grant ☐ Bonds ☐ Other Not Budgeted

**Attachments:** Resolution & Pay Ordinance, Arnold Group PowerPoint Presentation, C3 Compensation Blueprint: Job Titles Chart, Internal & External Transfer Pay Scale Alignment Form, and Internal Promotion Pay Scale Alignment Form.

### **Approved for Agenda by:**

Randy Frazer, City Manager

**RESOLUTION NO. 2025-12-\_\_\_\_\_**

**A RESOLUTION FORMALLY ADOPTING A NEW COMPREHENSIVE COMPENSATION STRUCTURE AND ADMINISTRATIVE COMPLIANCE TOOL, AS PROVIDED TO THE CITY OF ARKANSAS CITY THROUGH AN INTENSIVE COMPENSATION STUDY CONDUCTED BY THE ARNOLD GROUP, TO BE EFFECTIVE DECEMBER 27, 2025.**

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:**

**SECTION ONE:** The Governing Body of the City of Arkansas City hereby adopts and implements the City's new Comprehensive Compensation Structure and Administrative Tool, attached hereto and incorporated by reference as if fully set forth herein.

**SECTION TWO:** The Governing Body of the City of Arkansas City hereby authorizes the Mayor and/or City Manager of the City of Arkansas City to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

**SECTION THREE:** This Resolution will be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City.

**PASSED AND RESOLVED** by the Governing Body of the City of Arkansas City, Kansas, on this 16th day of December 2025.

(Seal)

\_\_\_\_\_  
Chad D. Beeson, Mayor

ATTEST:

\_\_\_\_\_  
Tiffany Parsons, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Larry R. Schwartz, City Attorney

**CERTIFICATE**

I hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2025-12-\_\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on December 16, 2025, as the same appears of record in my office.

DATED: \_\_\_\_\_.

\_\_\_\_\_  
Tiffany Parsons, City Clerk

<b>Client:</b>		<b>City of Arkansas City, KS</b>		
<b>Project:</b>		<b>Classification &amp; Compensation Plan</b>		
<b>Project Architect(s):</b> Randy Frazer, City Manager Marla McFarland, HR Director Jennifer Waggoner, Finance Director Other Designated City of Arkansas City Employees				
<b>Senior Architect(s):</b> Phillip Hayes, Vice President Heather Poorman, HR Business Partner			<b>Firm:</b> 	
<b>Proposal Date:</b>			May 24, 2024	
<b>Job #</b>	<b>Blueprint Focus:</b> Plan Overview & Recommendations			
<b>Version #</b>	1	<b>Presentation Date:</b> December 16, 2025		

# Public Sector | Workforce Challenges & Realities

## Amplifiers for Public Sector:

- Legacy systems
- Structural limitations
- Shifting labor market expectations

## Critical Challenges Threaten:

- Service delivery
- Operational continuity
- Long-term sustainability

## *Declining Appeal of Public Employment*

Government jobs are no longer automatically seen as desirable. Today's workforce expects more than job security – they want competitive pay, growth opportunities, and workplace flexibility.

## *Direct Competition with the Private Sector*

Public employers are competing with private-sector organizations that offer faster hiring processes, more flexible work environments, and higher compensation packages. Failing to respond to these market conditions results in talent loss.

## *Shorter Tenure and Higher Turnover*

The traditional model of long-term public employment is fading. Younger workers are more mobile, requiring renewed focus on onboarding, engagement, and career development to support retention.

## *Rising Expectations for Flexibility and Culture*

Modern workers value hybrid schedules, meaningful work, professional development, and responsive leadership. Agencies with rigid systems and outdated policies struggle to attract and retain staff.

## *Outdated Systems and Pay Structures*

Many public agencies rely on legacy pay and classification systems that are no longer aligned with modern roles, responsibilities, or market conditions. These outdated structures hinder competitiveness and equity.



	1	2	3
A	<b>Amplifiers for Public Sector:</b> <ul style="list-style-type: none"> <li>• Legacy systems</li> <li>• Structural limitations</li> <li>• Shifting labor market expectations</li> </ul>		
B	<b>Critical Challenges Threaten:</b> <ul style="list-style-type: none"> <li>• Service delivery</li> <li>• Operational continuity</li> <li>• Long-term sustainability</li> </ul>		
C			
D			
E			
F			
G			
H			
I			
J			
K			

# Public Sector | Workforce Challenges & Realities (Cont.)

## *Looming Retirements and Succession Gaps*

A significant portion of the public workforce is nearing retirement, with few pipelines in place to prepare the next generation of leaders. Succession planning is increasingly urgent.

## *Slow and Bureaucratic Hiring Processes*

Extended hiring timelines and overly complex procedures drive candidates away. Streamlined, responsive recruitment processes are essential to compete in today's market.

## *Increased Demand for Equity and Transparency*

Employees and the public expect pay systems to be fair, transparent, and data-informed. Pay equity, internal alignment, and clarity in compensation decisions are vital for trust and retention.

## *Permanent Labor Market Shifts*

These are not temporary disruptions. Workforce shortages, remote work expectations, and rising salary benchmarks are long-term realities that require structural adaptation.

## *The Cost of Inaction is Growing*

Failing to modernize HR systems, compensation structures, and hiring practices leads to rising vacancy rates, overburdened staff, and increased costs tied to turnover and service delays. The cost of inaction is far greater than the cost of improvement.



# Common Comp Assumptions

## *"We Just Did One Recently."*

**Assumption:** A compensation study is only needed once every 5-10 years.

**Reality:** Labor market shifts, inflation, and competition for talent mean pay structures can become outdated quickly. Best practice recommends reviews every 3-5 years.

## *"We Can Find the Right Pay Data for Free Online."*

**Assumption:** Publicly available data is sufficient.

**Reality:** These sources often lack job-specific, regional, and government-aligned detail. Professional studies ensure accurate, defensible benchmarking.

## *"All We Need Is a List of Salaries."*

**Assumption:** A salary survey is just a comparison of pay ranges.

**Reality:** A thorough study addresses classification accuracy, internal equity, market alignment, pay compression, and structural gaps; not just salary snapshots.

## *"Job Titles Tell Us Everything."*

**Assumption:** We can benchmark salaries by matching job titles.

**Reality:** Job duties, scope, and qualifications vary even under the same title. Accurate comparisons require job content analysis, not title-matching alone.

## *"Internal Equity Isn't an Issue Here."*

**Assumption:** Our current pay system ensures fairness.

**Reality:** Without regular reviews, pay compression, inconsistent classifications, or outdated ranges can still lead to inequities, especially for new hires and promoted staff.

### Workforce Realities:

- Recruitment Shortfalls
- Retention Concerns
- Shifting Employee Expectations



# Common Comp Assumptions (Cont.)



## *“Employees Are Lucky to Have These Jobs.”*

**Assumption:** Public jobs are stable with good benefits, so people won't leave.

**Reality:** Job security alone no longer retains employees. Competitive pay, flexibility, and growth opportunities are now key retention drivers.

## *“Our Benefits Are Better Than the Private Sector.”*

**Assumption:** Great benefits make up for any salary shortfall.

**Reality:** While public benefits are valuable, younger and mid-career employees often prioritize higher wages and flexibility. The market has evolved. Some employees don't take benefits.

Common employee perspectives: *“I can't eat my benefits!”* AND *“My benefits don't pay my bills!”*

## *“Our Employees Aren't Going Anywhere.”*

**Assumption:** Tenured staff are unlikely to leave, even if underpaid.

**Reality:** Public service loyalty is not guaranteed. Retirement-eligible staff may leave faster than expected, and passive job seekers are being actively recruited by other employers.

## *“We Don't Have High Turnover.”*

**Assumption:** Since turnover is low, there's no compensation issue.

**Reality:** Low turnover may reflect economic conditions, lack of opportunities, or staff "waiting it out" – not satisfaction. Recruitment struggles and early exits tell a deeper story.

## *“It Will Cost Too Much to Implement.”*

**Assumption:** Even if we complete a study, we can't afford the recommendations.

**Reality:** Implementation can be phased and budgeted strategically. Many recommendations focus on structure and alignment, not just raises, and are scalable to fit fiscal realities.

### Workforce Realities:

- Recruitment Shortfalls
- Retention Concerns
- Shifting Employee Expectations



# Common Comp Assumptions (Cont.)



## *“Our Legacy System/Philosophy Has Always Worked.”*

**Assumption:** Our current classification and pay system has worked in the past, so there’s no need to change.

**Reality:** What worked in the past may not support today’s hiring, retention, or compliance needs. Modernizing doesn’t mean discarding tradition, it means building on it.

## *“Consultants Just Tell Us to Pay More.”*

**Assumption:** Consultants will recommend expensive across-the-board raises.

**Reality:** Professional studies use objective data and often propose sustainable strategies like range adjustments, pay structures, or priority-based increases, not blanket changes.

## *“We Can Handle This Internally.”*

**Assumption:** HR can conduct a full study in-house.

**Reality:** Internal teams are often short on time, tools, or objectivity. External partners bring efficiency, credibility, and expertise, especially when justifying decisions to stakeholders.

## *“One Size Fits All.”*

**Assumption:** A single salary structure can apply across all departments.

**Reality:** Certain roles like law enforcement, public works/road & bridge, or IT, operate in different labor markets and require specialized ranges or structures.

## *“Pay Is the Only Issue.”*

**Assumption:** Fixing pay will solve all our workforce issues.

**Reality:** Compensation is important, but so are engagement, leadership, communication, benefits, culture and career paths. A balanced approach is more effective.

### Workforce Realities:

- Recruitment Shortfalls
- Retention Concerns
- Shifting Employee Expectations



# Challenging The Assumptions



## Why It Matters:

- Cities and counties across the country are facing unprecedented workforce challenges including recruitment shortfalls, retention concerns, and shifting employee expectations. Yet, long-held assumptions about employee classification, salary surveys, and compensation strategies often stand in the way of meaningful progress.
- Challenging these assumptions is not about abandoning tradition, it's about ensuring today's decisions are informed by current realities and positioned for future success.
- Key reasons to revisit these common assumptions:
  - **Market Competitiveness:** The belief that *"our benefits are better"* or *"employees aren't going anywhere"* no longer reflects today's labor environment. Public employers are competing with private sector wages, remote work options, and fast-moving talent markets.
  - **Workforce Stability:** Assumptions like *"we don't have high turnover"* may mask deeper issues like disengagement, delayed retirements, or difficulty recruiting into key roles – all of which put service delivery at risk.
  - **Equity and Transparency:** Pay equity, fair classification, and consistent hiring practices are more than just best practices, they build trust, reduce risk, and support a strong organizational culture.
  - **Fiscal Stewardship:** Compensation studies don't automatically mean large raises. Instead, they offer structured, phased, and fiscally responsible recommendations to better align pay with market value and internal equity.
  - **Modern Workforce Expectations:** Today's employees value transparency, growth, flexibility, and fairness – all attributes that rigid, legacy systems often fail to deliver without data-informed modernization.
- By engaging in and implementing a comprehensive, data-driven classification and compensation review, your organization demonstrates proactive leadership, protects long-term workforce capacity, and ensures alignment with both community expectations and fiscal responsibility.

	1	2	3
A	<b>Workforce Realities:</b> <ul style="list-style-type: none"> <li>• Recruitment Shortfalls</li> <li>• Retention Concerns</li> <li>• Shifting Employee Expectations</li> </ul>		
B	<b>Why This Matters?</b> <ul style="list-style-type: none"> <li>• Market Competitiveness</li> <li>• Workforce Stability</li> </ul>		
C	<ul style="list-style-type: none"> <li>• Equity and Transparency</li> <li>• Fiscal Stewardship</li> </ul>		
D	<ul style="list-style-type: none"> <li>• Modern Workforce Expectations</li> </ul>		
E	<b>Data-Driven Outcomes:</b> <ul style="list-style-type: none"> <li>• Comprehensive</li> <li>• Proactive Leadership</li> </ul>		
F	<ul style="list-style-type: none"> <li>• Protects Long-Term Workforce Capacity</li> <li>• Aligns Community Expectations and Fiscal Responsibility</li> </ul>		
G			
H			
I			
J			
K			



	1	2	3
C3 Compensation Blueprint:			
A	Cities & Counties Compensation		
B	Comprehensive		
	Competitive		
	Compliant		
C			
D			
E			
F			
G			
H			
I			
J			
K			

# C3 Process & Project Overview

1. Establish a system and method to positively impact recruiting and retention efforts
2. The C3 Blueprint is a best-practice approach to compensation
  - Ensures compensation is competitive in the local market
  - Supports fair, consistent, and appropriate pay adjustments and decisions
3. Address overall market adjustment to current base wages
  - Employment Journeys
    - External RTV experience/skills as well as full internal employment journeys
4. Deliverables will include:
  - CompBook – Designed and built specifically for each client
  - Roll-out recommendations to include timelines, plan implementation steps, compensation administration policy, and related communication messaging





**C3 Compensation Blueprint:**

- Cities & Counties Compensation
- Comprehensive
- Competitive
- Compliant

# TAG's C3 Foundation



	1	2	3
<b>C3 Compensation Blueprint:</b>			

<b>A</b>	Cities & Counties Compensation		
<b>B</b>	Comprehensive Competitive Compliant		
<b>C</b>			
<b>D</b>			
<b>E</b>			
<b>F</b>			
<b>G</b>			
<b>H</b>			
<b>I</b>			
<b>J</b>			
<b>K</b>			

# TAG's C3 Building Blocks

## 1. Fairness & Equity

- Internal Equity
  - Ensures EEs are paid fairly --> relative to roles & responsibilities
- External Competitiveness
  - Ensures compensation is competitive w/ similar positions in the market

## 2. Attracting & Retaining Talent

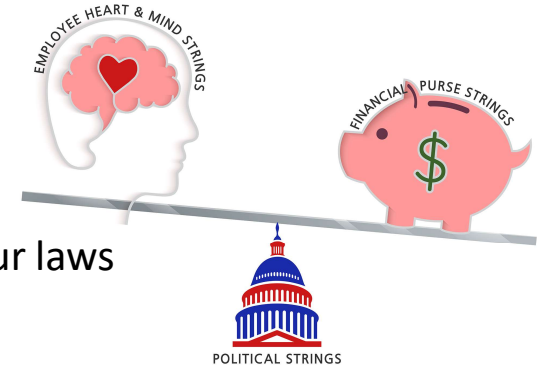
- Consistent practices
- Competitive pay

## 3. Legal Compliance – Defensible

- Ensures compliance w/ federal, state & local wage/hour laws
- Addresses pay disparities based on protected classes

## 4. Cost Management

- Budget Planning





**The Hay Method:**

- Job Evaluation System
- Widely Used to Evaluate & Compare Jobs w/in an Organization
  - Structured
  - Consistent
- Purposes:
  - Setting Salaries
  - Defining Roles
  - Career Pathing

# Compensation Plan | Internal Equity – The HAY Methodology

## 1. Job Evaluations

- TAG Reviews Job Descriptions
- TAG Assessment

## 2. The HAY Method (*Internal Equity*)

- Point Factor Analysis (PFA) completed on each position
  - Nine Compensable Factors = **PFA Composite Score**
  - PFA Composite Score = **Job Grade**
  - **Defensible** Job Grading System

## 3. Stakeholder Discussion

- Discuss Job Duties
- Forced Ranking (“Gut Check”) Discussions
  - TAG / Project Team / Department Heads / Directors
  - Employees only under DH / Director Purview

### Compensable Factors:

1. Job Knowledge
2. Supervisory Control
3. Guidelines
4. Scope & Effect
5. Complexity
6. Personal Contacts
7. Purpose of Contacts
8. Physical Demands
9. Work Environment

1 2 3

**Point Factor Analysis:**

- Most Popular Job Evaluation Method Used in Comp Planning to Establish Internal Equity
- Structured, Quantitative Way to Assign "Points" to Jobs based on Compensable Factors
- Factors Broken Down into Levels: Pt. Values
- Objectively Determine Relative Value of Jobs w/in an Organization
- Helps Place Positions into Pay Grade and Salary Band
- Links Internal Job Value w/ External Market Value to Create A Balanced & Strategic Comp System

**Why Use PFA?**

- Objectivity
- Internal Equity
- Foundation for Pay Structure
- Defensible
- Transparent
- Scalable



# Compensation Plan | Internal Equity – Point Factor Analysis (PFA)

## 4. Final PFA Determination

### Compensable Factors:

1. Job Knowledge
2. Supervisory Control
3. Guidelines
4. Scope & Effect
5. Complexity
6. Personal Contacts
7. Purpose of Contacts
8. Physical Demands
9. Work Environment

Grade Conversion Table					
Operations / Industrial / Clerical / Office Job Grades		Management / Administrative / Professional Job Grades		Executive Job Grades	
Grade	Points	Grade	Points	Grade	Points
10	190 - 300	30	1005 - 1280	40	2805 - 3305
11	300 - 475	31	1280 - 1580		
12	475 - 675	32	1580 - 1905	41	3305 - 3855
13	675 - 900	33	1905 - 2255		
14	900 - 1150	34	2255 - 2630	42	3855 - 4480
15	1150 - 1425	35	2630 - 3030		

Compensable Factors										
Level	Knowledge	Supervisory Control	Guidelines	Complexity	Scope & Effect	Personal Contacts	Purpose of Contacts	Physical Demands	Work Environment	Min Max
1	50	25	25	25	25	10	20	5	5	
2	200	125	125	75	75	25	50	20	20	
3	350	275	275	150	150	60	120	50	50	
4	550	450	450	225	225	110	220			190 4480
5	750	650	650	325	325					
6	950			450	450					
7	1550									
8	1850									

### Job Scoring and Grading Example:

Point Factor Analysis (PFA) for <i>Position</i> based on written job description											
PFA Scoring using Compensable Factors	PFA:	550	125	125	75	150	25	20	20	20	1110
Job Grading using PFA Score	Grade: 14 OR 30?										
Overlap Job Grade Selection: FLSA Exempt Status Survey results should serve as the general governing factor to determine the job grade selection											
14 if no FLSA exemption exists											
30 if FLSA exemption exists and minimum salary threshold met											

**Factor 1: Knowledge** - The nature and kind of skills needed and how these knowledge and skills are used in doing the work - that is, how much of a particular kind of knowledge is needed to do a particular task. Depth of knowledge spans from education to work experience to specialized technical and professional skills.

**Level 1-1:** Knowledge of simple, routine or repetitive tasks or operations or skill to carry out manual tasks. Job typically involves one to three instructions and requires little or no previous training or experience. **50 Points**

**Level 1-2:** Knowledge of basic or commonly used rules, procedures, or operations. Basic literary and numeracy plus work instructions for performance of repetitive operational or clerical duties, which may involve use of common tools and standard single purpose machines. **100 Points**

**Level 1-3:** Knowledge of a body of standardized rules, procedures, or operations requiring considerable training and experience to perform the full range of standard assignments and resolve recurring problems. Procedural or systematic proficiency, which may involve use of specialized equipment. **150 Points**

**Level 1-4:** Knowledge of an extensive body of rules, procedures, or operations requiring extended training and experience to perform a wide variety of interrelated or nonstandard procedural assignments and resolve a wide range of problems. Some specialized skills acquired on or off the job, give additional breadth or depth to a generally single function. **200 Points**

**Level 1-5:** Knowledge acquired through a pertinent bachelor's educational program or equivalent experience, training, or independent study, of basic principles, concepts, and methodology of a professional or administrative occupation, and skill in applying this knowledge to carry out elementary assignments, operations or procedures. Practical knowledge of standard procedures and technical methods, requiring extended training or experience to carry out limited projects involving the use of specialized, complicated techniques. **250 Points**

**Level 1-6:** Knowledge of the principles, concepts, and methodology of a professional or administrative occupation as defined in Level 5, supplemented by skill gained through job experience to permit independent performance of recurring assignments or the required professional or administrative knowledge gained through relevant graduate study or experience, to provide skill in carrying out assignments, operations, and procedures that are significantly more difficult and complex than those in Level 5. Practical knowledge of a wide range of technical methods, principles, and practices comparable to a narrow area of a professional field, and skill in applying this knowledge to assignments such as the design and planning of difficult but well-precedented projects. **300 Points**

**Level 1-7:** Knowledge of a wide range of concepts, principles, and practices in a professional or administrative occupation, such as would be gained through extended graduate study or experience, and skill in applying this knowledge to difficult and complex work assignments, or a comprehensive, intensive, practical knowledge of a technical field and skill in applying this knowledge to the development of new methods, approaches, or procedures. **3500 Points**

**Level 1-8:** Mastery of a professional or administrative field to apply experimental theories and new developments to problems not amenable to treatment by accepted methods or to make decisions or recommendations significantly changing, interpreting, or developing important policies or programs. **1800 Points**

### External Competitiveness:

- How an organization's pay compares to the external job market, using data from salary surveys to guide decisions

### Applies to Apples?

#### 1. Comp Plan Structures

- None
- Different
- Legacy

#### 2. How is Pay Reported

- Incumbent Actual \$
- Min – Mid – Max

#### 3. Inconsistent Titles

- Titles Vary Wildly
  - Equip. Operator
  - EO I, II, III
- Chasing Every Job Title:
  - Time-Consuming
  - Overcomplicated
  - Risk of Over-paying or Misaligning due to Title Inflation

#### 4. Hierarchy

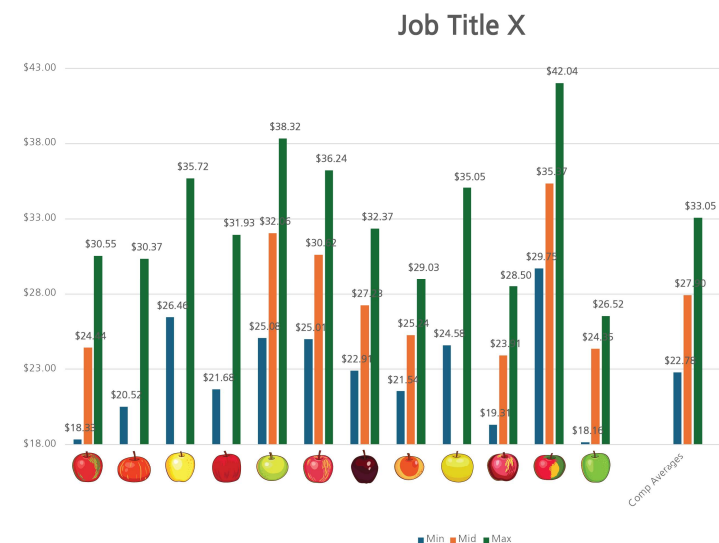
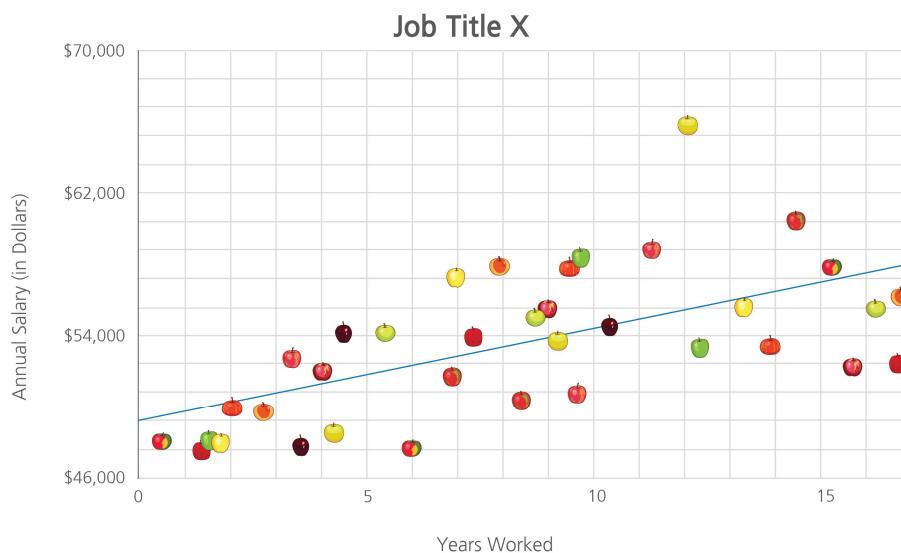
- Flat
- Deep



# Compensation Plan | External Competitiveness – Use Caution

## 5. Salary Surveys (*External Competitiveness*)

- Specific Salary Comps - Job Title
- Not a true apples to apples comparison



# Compensation Plan | External Competitiveness – Use Benchmarking

## External Competitiveness:

- How an organization's pay compares to the external job market, using data from salary surveys to guide decisions

## Why It Matters?

- Attracts & Retains the RIGHT Talent
- Builds Employer Credibility
- Reflects Current Market Realities
- Supports Long-Term Organizational Success

## Benchmark Positions:

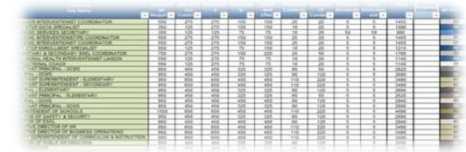
- Common in Market
- Well-Defined Duties
- Market Data Available
- Representative
- Stable & Consistent

## Strategies:

- Lead the Market
- Match the Market
- Lag the Market
- Mixed Market
  - Diff. pay levels for diff. roles or depts based on org. priorities, talent demand or budget.

## 5. Salary Surveys (*External Competitiveness*)

- Specific Salary Comps - Job Title
  - Not a true apples to apples comparison
- TAG: Benchmark Positions
  - United States
  - State of Kansas
  - Non-Metro (Balance of State)
  - Local Area IV
  - Wichita, KS Metro
  - Cowley County, KS



1 2 3

**Realistic Pay Scales:**

- Ensures Fairness, Competitiveness, & Sustainability – both for the employee experience and organization's bottom line

**Why It Matters:**

- Attracting Talent
- Employee Retention
- Internal Equity
- External Competitiveness
- Budget Control
- Compliance & Legal Protection

# Compensation Plan | Putting It All Together

- Employment Journeys
  - External RTV – Applies to the role each candidate applied to & is hired for
- Compensation Policy
- Realistic Pay Scales

**New External Hire / Internal Transfer Pay Scale Alignment Form**

**Purpose:**  
This form is used to determine proper pay scale placement for new hires or internal transfers based on relevant, transferable, and verifiable experience. It ensures alignment with the organization's compensation philosophy and budget oversight.

**Section 1: Position & Candidate Information:**

Position Title:	Admin Assistant	Candidate Name:	Sam Houston
Department:	Finance	Candidate Type:	<input checked="" type="checkbox"/> New External Hire
Hiring Manager:	Nell Armstrong		<input type="checkbox"/> Internal Transfer
Job Grade:	14	Grade Minimum:	\$19.15

**Section 2: External Relevant, Transferable, & Verifiable (RTV) Candidate Experience Evaluation:**

External work experience based on the job: required experience/skills/certifications, scope, autonomy, personal/purpose of contacts, etc.

Company Name & Position (as represented on resume/application OR discussed during interview process)	Criteria Type Direct Experience (Same Role/Function) Related Exp. (Comparable Field) Supervisory or Specialized Responsibilities Technical / Certification Requirements Other Relevant Experience	Relevant Y/N	Transferable Y/N	Verifiable (if Years Verified and by whom (Initials))
Town of Mead, KS - Admin Clerk/Dep. Clerk	Related	Y	Y	3.0 PH
We Set It, LLC - Exec. Admin Asst/ Bookkeeper	Direct	Y	Y	4.0 PH
Wardum Homes - Trans Coord/AP Clerk	Direct	Y	Y	0.2 PH
BLISSFUL Construction - Office Manager	Related	Y	Y	0.4 PH
LMNOP Container - Office Manager	Related	Y	Y	0.8 PH
L&M Energy - Store Support Analyst	N/A	N/A	N/A	
<b>TOTAL RTV:</b>	8 yrs, 4 mo		Applied RTV Variable / Step:	4.0

**Section 3: Additional Summary/Justification for Recommended Grade/Step and Pay Rate:**

Attach relevant resumes, reference checks, or experience documentation. Summary to support recommended pay placement:

**Section 4: Final Wage Recommendation – Final Offer should not be extended to candidate until all approvals are received.**

Recommended Grade, Step and Starting Wage: Grade: 14 | Step: 1 | Starting Wage: \$21.55 ☒ Hourly ☐ Salary

**Section 5: Approvals**

<b>Hiring Manager:</b>	
Name & Signature: _____	Date: _____
<b>Human Resources:</b>	
Name & Signature: _____	Date: _____
<input type="checkbox"/> Experience verified and aligned with internal policy	<input type="checkbox"/> Pay level consistent with compensation structure
<b>Finance / Budget Officer:</b>	
Name & Signature: _____	Date: _____
<input type="checkbox"/> Funding source and salary budget confirmed	<input type="checkbox"/> Pay level approved for offer extension

**Internal Promotion Pay Scale Alignment Form**

**Purpose:**  
This form is used to evaluate and document appropriate pay scale placement for internal promotions. It ensures alignment with compensation policies based on the employee's expanded duties, increased scope, and relevant, verifiable experience.

**Section 1: Employee & Position Information:**

Employee Name:	Sam Houston	Current Position:	Admin Assistant
Current Grade   Step:	14   7	Current Pay:	\$22.65
Proposed Position Date:	09/05/25	Proposed Position:	Office Manager
Grade & Step Alignment:	20   4	Promotion Policy Calculation:	\$24.92

**Section 2: Basis for Promotion:**

Summary for the promotion: job changes, leadership roles, additional responsibilities, and demonstrated readiness for advancement:

**Section 3: Experience & Performance Summary:**

Discussion Criteria	Examples or Evidence
1. Experience in Current Role	RTV was considered when hired, step increases account for increase.
2. Readiness for Higher-Level Responsibilities	Y/N? - Provide examples/evidence to support decision.
3. Leadership or Team Contributions	Anything beyond what is expected, essential duty of current role.
4. Relevant Certifications or Training	Part of PFA process, does it prepare you for current role or future roles?
5. Exceptional Performance or Initiative	Typically stand outs in current role, ready for promo and exhibiting additional traits for next level?
6. Prior External RTV Not Previously Applied	6 years management at ABC Company not previously considered for Admin Assistant role as management wasn't relevant to first role.
<b>TOTAL Prior RTV Not Considered:</b>	6
<b>Additional, New-RTV:</b>	3

**Section 3: Additional Summary/Justification for Proposed Pay:**

Summary comments to support recommended pay that differs from the calculated promotion policy calculation:

**Section 4: Final Wage Recommendation – Promotion is not final until all approvals are received.**

Recommended Grade, Step & Promotion Wage: Grade: 20 | Step: 2 | Starting Wage: \$26.15 ☐ Hourly ☒ Salary

**Section 5: Approvals**

<b>Supervisor / Manager:</b>	
Name & Signature: _____	Date: _____
<b>Department Director (if applicable):</b>	
Name & Signature: _____	Date: _____
<b>Human Resources:</b>	
Name & Signature: _____	Date: _____
<input type="checkbox"/> Verified eligibility and internal equity	<input type="checkbox"/> Pay level approved for promotion
<b>Finance / Budget Officer:</b>	
Name & Signature: _____	Date: _____
<input type="checkbox"/> Funding source and salary budget confirmed	<input type="checkbox"/> Pay level approved for promotion



# Compensation Plan | RTV for Pay Scale Alignment

**Pay Scale Alignment** is a critical component of strategic compensation management. It ensures that employee pay is fair, competitive, and aligned with business goals. By implementing structured pay grades, defined pay ranges, and consistent progression criteria, the organization achieves:

- **Fairness & Equity:** Aligns pay with job responsibilities and employee experience, fostering trust and minimizing internal disparities.
- **Market Competitiveness:** Keeps compensation aligned with external benchmarks to attract and retain top talent.
- **Transparency & Engagement:** Provides employees with clear expectations for growth and earning potential.
- **Operational Consistency:** Standardizes pay decisions for promotions, transfers, and hiring, reducing risk and enhancing compliance.
- **Financial Discipline:** Enables proactive workforce planning and cost control through predictable, scalable compensation structures.

Aligned pay structures support talent strategy, reduce turnover, and strengthen organizational performance.

## Purpose of PS Alignment:

- Ensure internal equity
- Maintain external competitiveness
- Provide transparent, predictable, & consistent compensation growth
- Support strategic workforce planning, engagement, and retention

## Why It Matters:

- Promote internal equity
- Enhance external competitiveness
- Support talent strategy
- Improve budget control and planning
- Ensure compliance and reduces legal risk
- Encourages transparent career paths



# Wage & Salary Administration | Bridging the GAP

1 2 3

## Pay Compression:

- Small pay diff. between EEs despite big diff. in exp., skills, tenure, and/or responsibilities

## Pay Compression Examples:

- New hires get paid almost as much (or sometimes more) than long-time employees in the same role
- Junior employees make nearly the same as more experienced colleagues
- Managers or team leads make just a little more than the people they supervise

## Why Does It Happen?

- Market pay rates increase faster than internal raises
- Companies offer higher salaries to attract new talent, but don't adjust pay for current EEs
- Flat pay structures or limited budgets for raises
- Inflation / COLAs not being evenly applied



## A. Employee Wage Compression / Pay Misalignment *(and why it's a problem)*

- Hurts morale among longer-term or more experienced employees
- Leads to high turnover... especially if people feel undervalued
- Affects team dynamics, especially if EEs doing more complex work aren't paid accordingly

## B. Employee Journeys

- External RTV – Experience/Skills
- Internal:
  - Promotions
  - Transfers
  - Demotions
  - Market Adjustments



## C. Pay Scales

- Current Employees: Full Employment Journey **Current Pay Alignment**
- New Employees: **Starting Pay Rate Alignment**
  - Different starting pay rates based on relevant & transferable experience/skills

	1	2	3
A	Why Use Job Identifiers:		
B	<ul style="list-style-type: none"> <li>• Built on Core Compensation Framework</li> <li>• Integrated - Maintains Consistency</li> <li>• Market-Specific &amp; Operational Flexibility</li> <li>• Guide Positions in Same Base Grade to be Compensated Differently</li> </ul>		
C	Benefits:		
D	<ul style="list-style-type: none"> <li>• Internal Equity <ul style="list-style-type: none"> <li>• Maintain fairness (PFA)</li> </ul> </li> <li>• Market Responsiveness <ul style="list-style-type: none"> <li>• Tailored adjust. for roles w/ atypical labor market conditions</li> </ul> </li> <li>• Administrative Simplicity <ul style="list-style-type: none"> <li>• Unified structure</li> <li>• Clear notation for flexibility</li> </ul> </li> <li>• Scalability <ul style="list-style-type: none"> <li>• Supports growth and workforce segmentation w/o restructuring full plan</li> </ul> </li> </ul>		
E			
F			
G			
H			
I			
J			
K			

# Wage & Salary Administration | Job Identifiers

Strategic, data-driven job identifiers are built on core framework

- Point Factor Analysis (PFA) = Base Job Grade
  - Pay ranges for base grades remain constant across the organization, preserving internal equity alignment
- Each job is assigned to a base job grade and may include a **job identifier reflecting its workforce segment or market category/geography**
- Job identifiers allow for strategically designed variation within the core compensation framework and base job grades:
  - **C** – Corrections
  - **D** – Dispatch / Communications
  - **F** – Fire / EMS
  - **M** – Hybrid / Mixed Market Positions
  - **O** – Other Critical Identified Roles
  - **S** – Sworn / Law Enforcement





1 2 3

**Employment Journey:**

- Full timeline of candidate's career progression, starting w/ exp. brought into org. and continuing through all internal roles, promotions, lateral moves, and development opportunities
- For new hires, it begins with evaluation of RTV to determine job placement, pay alignment, and career trajectory within the organization

**Key Elements:**

- Pre-Hire Experience
  - All relevant work hist. education, skills, & certifications, acquired prior to hire
- Initial Role Alignment
  - Assesses external exp. to determine appropriate job classification, grade, & pay alignment
- Career Pathing
  - Once hired, the EJ continues with internal opportunities for growth, advancement, and skill enhancement

Note: The following serves only as an illustrative example

# Employment Journey Example

Factor scoring → Total points → Pay grade → Range placement

## Example A:

0 RTV | 0 Promotions / Demotions

						<div>EE-EJ ID: 14</div> <div>Current Pay: \$22.28</div> <div>Calculated EJ Target Pay: \$23.27</div> <div>Calculated EJ Impact: \$0.99</div> <div>Calculated EJ Position: Under Calculated EJ Target</div>										<div>– 5 Year(s) of Service</div> <div>– Grade 14</div>										<div>100%</div> <div>\$23.27</div> <div>\$0.99</div>			
<div>First NameLast NameJob GradePromotion / Demotion %Hiring Rate of PayEJ Alignment</div>						<div>EJ Step 1 Grade</div>																							
<div>14N/A\$20.070</div>						<div>14\$20.07\$20.67\$21.29\$21.93\$22.59\$23.27\$23.89\$24.47\$24.98\$25.43\$25.81\$26.20\$26.59\$26.99\$27.40\$27.81\$28.23\$28.65\$28.88\$28.88\$28.88\$28.88\$28.88\$28.88\$28.88</div>																							
<div>First NameLast NameJob GradePromotion / Demotion %Pro / Demotion \$EJ Alignment</div>						<div>EJ Step 2 Grade</div>																							
<div>140.00%\$20.671</div>						<div>14\$20.07\$20.67\$21.29\$21.93\$22.59\$23.27\$23.89\$24.47\$24.98\$25.43\$25.81\$26.20\$26.59\$26.99\$27.40\$27.81\$28.23\$28.65\$28.88\$28.88\$28.88\$28.88\$28.88\$28.88\$28.88\$28.88</div>																							

### Employment Journey:

- Full timeline of candidate's career progression, starting w/ exp. brought into org. and continuing through all internal roles, promotions, lateral moves, and development opportunities
- For new hires, it begins with evaluation of RTV to determine job placement, pay alignment, and career trajectory within the organization

### Key Elements:

- Pre-Hire Experience
  - All relevant work hist. education, skills, & certifications, acquired prior to hire
- Initial Role Alignment
  - Assesses external exp. to determine appropriate job classification, grade, & pay alignment
- Career Pathing
  - Once hired, the EJ continues with internal opportunities for growth, advancement, and skill enhancement


Note: The following serves only as an illustrative example

# Employment Journey Example

Factor scoring → Total points → Pay grade → Range placement

## Example B:

12 = 6 RTV | 2 Promotions | Voluntary Job Change | 2 Promotions

			EE-EJ ID:		1																	– 10 Year(s) of Service										100%
			Current Pay:		\$38.55																											\$39.76
			Calculated EJ Target Pay:		\$39.76																											\$1.21
			Calculated EJ Impact:																													
			Calculated EJ Position:		Under Calculated EJ Target																											
																						– Grade 34										\$39.76
																																\$1.21
First Name	Last Name	Job Grade	Promotion / Demotion %	Hiring Rate of Pay	EJ Alignment																											
		13	N/A	\$22.32	6																											
						EJ Step 1 Grade	13	\$18.75	\$19.31	\$19.89	\$20.49	\$21.10	\$21.74	\$22.32	\$22.86	\$23.34	\$23.76	\$24.12	\$24.48	\$24.84	\$25.22	\$25.60	\$25.98	\$26.37	\$26.76	\$26.98	\$26.98	\$26.98	\$26.98	\$26.98		
								0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
First Name	Last Name	Job Grade	Promotion / Demotion %	Pre / Demotion \$	EJ Alignment																											
		15	10.00%	\$25.14	5																											
						EJ Step 2 Grade	15	\$21.48	\$22.12	\$22.79	\$23.47	\$24.18	\$24.90	\$25.57	\$26.19	\$26.74	\$27.22	\$27.63	\$28.04	\$28.46	\$28.89	\$29.32	\$29.76	\$30.21	\$30.66	\$30.91	\$30.91	\$30.91	\$30.91	\$30.91	\$30.91	
								0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
First Name	Last Name	Job Grade	Promotion / Demotion %	Pre / Demotion \$	EJ Alignment																											
		30	5.00%	\$28.58	6																											
						EJ Step 3 Grade	30	\$23.42	\$24.13	\$24.85	\$25.59	\$26.36	\$27.15	\$27.97	\$28.81	\$29.58	\$30.29	\$30.93	\$31.49	\$31.96	\$32.44	\$32.93	\$33.42	\$33.92	\$34.43	\$34.95	\$35.47	\$36.00	\$36.54	\$37.02	\$37.02	
								0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
First Name	Last Name	Job Grade	Promotion / Demotion %	Pre / Demotion \$	EJ Alignment																											
		13	-15.00%	\$24.49	11																											
						EJ Step 4 Grade	13	\$18.75	\$19.31	\$19.89	\$20.49	\$21.10	\$21.74	\$22.32	\$22.86	\$23.34	\$23.76	\$24.12	\$24.48	\$24.84	\$25.22	\$25.60	\$25.98	\$26.37	\$26.76	\$26.98	\$26.98	\$26.98	\$26.98	\$26.98	\$26.98	
								0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
First Name	Last Name	Job Grade	Promotion / Demotion %	Pre / Demotion \$	EJ Alignment																											
		32	15.00%	\$28.57	0																											
						EJ Step 5 Grade	32	\$28.34	\$29.19	\$30.07	\$30.97	\$31.90	\$32.86	\$33.84	\$34.86	\$35.80	\$36.66	\$37.43	\$38.10	\$38.67	\$39.25	\$39.84	\$40.44	\$41.04	\$41.66	\$42.29	\$42.92	\$43.56	\$44.22	\$44.80	\$44.80	
								0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
First Name	Last Name	Job Grade	Promotion / Demotion %	Pre / Demotion \$	EJ Alignment																											
		34	10.00%	\$34.29	0																											
						EJ Step 6 Grade	34	\$34.29	\$35.32	\$36.38	\$37.47	\$38.60	\$39.76	\$40.95	\$42.18	\$43.32	\$44.36	\$45.29	\$46.10	\$46.79	\$47.50	\$48.21	\$48.93	\$49.66	\$50.41	\$51.17	\$51.93	\$52.71	\$53.50	\$54.21	\$54.21	
								0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	

1 2 3

**Employment Journey:**

- Full timeline of candidate's career progression, starting w/ exp. brought into org. and continuing through all internal roles, promotions, lateral moves, and development opportunities
- For new hires, it begins with evaluation of RTV to determine job placement, pay alignment, and career trajectory within the organization

**Key Elements:**

- Pre-Hire Experience
  - All relevant work hist. education, skills, & certifications, acquired prior to hire
- Initial Role Alignment
  - Assesses external exp. to determine appropriate job classification, grade, & pay alignment
- Career Pathing
  - Once hired, the EJ continues with internal opportunities for growth, advancement, and skill enhancement


Note: The following serves only as an illustrative example

# Employment Journey Example

Factor scoring → Total points → Pay grade → Range placement

## Example C:

2 = 1 RTV | 1 Promotion | 1 Demotion | 2 Promotions

			EE-EJ ID:		65		– 9 Year(s) of Service																				100% \$38.25 \$2.19																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
			Current Pay:		\$36.06																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
			Calculated EJ Target Pay:		\$38.25																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
			Calculated EJ Impact:		\$2.19																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
			Calculated EJ Position:		Under Calculated EJ Target		– Grade 33S																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
First Name	Last Name	Job Grade	Promotion / Demotion %	Hiring Rate of Pay	EJ Alignment	EJ Step 1 Grade																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										</

## Compensation Policy:

- Key Tool for Aligning Compensation Practices with Business Goals
- Ensures Approach to Pay is:
  - Structured & Defined
  - Fair & Transparent
  - Focused on Improving Employee Satisfaction & Loyalty
  - Sustainable Long-Term
  - Legally Compliant

# Wage & Salary Administration | *Sample Policy*

## Policy

The Organization aims to attract and retain qualified employees at all levels by offering fair and competitive salaries that align with the organization's economic needs and reflect the community's standards.

## Objectives

1. To enhance employee performance, morale, and loyalty through fair and equitable salary administration.
2. To ensure consistency and fairness within all departments and divisions of the organization.
3. To maintain competitiveness by aligning compensation with current market pay rates.
4. To effectively manage payroll costs and salary expenditures.
5. To recognize and reward individual performance and abilities.
6. To standardize salary rates and methods for establishing, classifying, and promoting employees.

## Additional Components

Additional language recommended to promote a transparent and consistent compensation structure policy through a set of guidelines and rules that define how employees are paid and rewarded for their work.

Defined strategy to assist in attracting and retaining talent, aligning your pay practices with your business goals, and foster a culture of fairness and trust.



1 2 3

**Grade & Step Pay Structure:**

- Grades reflect PFA Scores

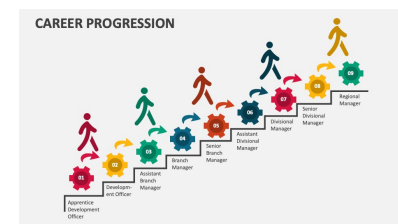
**PFA Compensable Factors:**

- Job Knowledge
- Supervisory Control
- Guidelines
- Scope & Effect
- Complexity
- Personal Contacts
- Purpose of Contacts
- Physical Demands
- Work Environment

# Pay Scales | Recommended Pay Scales

Realistic pay scales are about balance:

- **Competitive enough** to attract and keep great people
- **Fair enough** to maintain internal harmony
- **Strategic enough** to support business goals long-term



## Operations, Industrial, Clerical, and Office

	Base Grade	Min Mid Max		
		Min	Mid	Max
<b>Annually</b>	<b>10</b>	<b>\$29,016</b>	<b>\$35,381</b>	<b>\$41,766</b>
Monthly		\$2,418	\$2,948	\$3,481
Bi Weekly		\$1,116	\$1,361	\$1,606
Hourly		\$13.95	\$17.01	\$20.08
<b>Annually</b>	<b>11</b>	<b>\$31,200</b>	<b>\$38,043</b>	<b>\$44,907</b>
Monthly		\$2,600	\$3,170	\$3,742
Bi Weekly		\$1,200	\$1,463	\$1,727
Hourly		\$15.00	\$18.29	\$21.59
<b>Annually</b>	<b>12</b>	<b>\$33,550</b>	<b>\$40,893</b>	<b>\$48,256</b>
Monthly		\$2,796	\$3,408	\$4,021
Bi Weekly		\$1,290	\$1,573	\$1,856
Hourly		\$16.13	\$19.66	\$23.20
<b>Annually</b>	<b>13</b>	<b>\$36,046</b>	<b>\$43,950</b>	<b>\$51,875</b>
Monthly		\$3,004	\$3,663	\$4,323
Bi Weekly		\$1,386	\$1,690	\$1,995
Hourly		\$17.33	\$21.13	\$24.94
<b>Annually</b>	<b>14</b>	<b>\$38,584</b>	<b>\$47,029</b>	<b>\$55,494</b>
Monthly		\$3,215	\$3,919	\$4,625
Bi Weekly		\$1,484	\$1,809	\$2,134
Hourly		\$18.55	\$22.61	\$26.68
<b>Annually</b>	<b>15</b>	<b>\$41,288</b>	<b>\$50,336</b>	<b>\$59,405</b>
Monthly		\$3,441	\$4,195	\$4,950
Bi Weekly		\$1,588	\$1,936	\$2,285
Hourly		\$19.85	\$24.20	\$28.56

## Management, Administrative, Sales, Creative, and Professional

	Base Grade	Min Mid Max		
		Min	Mid	Max
<b>Annually</b>	<b>30</b>	<b>\$42,786</b>	<b>\$55,207</b>	<b>\$67,629</b>
Monthly		\$3,566	\$4,601	\$5,636
Bi Weekly		\$1,646	\$2,123	\$2,601
Hourly		\$20.57	\$26.54	\$32.51
<b>Annually</b>	<b>31</b>	<b>\$47,540</b>	<b>\$61,341</b>	<b>\$75,143</b>
Monthly		\$3,962	\$5,112	\$6,262
Bi Weekly		\$1,828	\$2,359	\$2,890
Hourly		\$22.86	\$29.49	\$36.13
<b>Annually</b>	<b>32</b>	<b>\$52,821</b>	<b>\$68,156</b>	<b>\$83,492</b>
Monthly		\$4,402	\$5,680	\$6,958
Bi Weekly		\$2,032	\$2,621	\$3,211
Hourly		\$25.39	\$32.77	\$40.14
<b>Annually</b>	<b>33</b>	<b>\$58,104</b>	<b>\$74,972</b>	<b>\$91,841</b>
Monthly		\$4,842	\$6,248	\$7,653
Bi Weekly		\$2,235	\$2,884	\$3,532
Hourly		\$27.93	\$36.04	\$44.15
<b>Annually</b>	<b>34</b>	<b>\$63,915</b>	<b>\$82,470</b>	<b>\$101,026</b>
Monthly		\$5,326	\$6,873	\$8,419
Bi Weekly		\$2,458	\$3,172	\$3,886
Hourly		\$30.73	\$39.65	\$48.57
<b>Annually</b>	<b>35</b>	<b>\$70,306</b>	<b>\$90,717</b>	<b>\$111,129</b>
Monthly		\$5,859	\$7,560	\$9,261
Bi Weekly		\$2,704	\$3,489	\$4,274
Hourly		\$33.80	\$43.61	\$53.43

## Executive and Highly Specialized

	Base Grade	Min Mid Max		
		Min	Mid	Max
<b>Annually</b>	<b>40</b>	<b>\$88,303</b>	<b>\$103,885</b>	<b>\$119,468</b>
Monthly		\$7,359	\$8,657	\$9,956
Bi Weekly		\$3,396	\$3,996	\$4,595
Hourly		\$42.45	\$49.94	\$57.44
<b>Annually</b>	<b>41</b>	<b>\$101,548</b>	<b>\$119,468</b>	<b>\$137,389</b>
Monthly		\$8,462	\$9,956	\$11,449
Bi Weekly		\$3,906	\$4,595	\$5,284
Hourly		\$48.82	\$57.44	\$66.05
<b>Annually</b>	<b>42</b>	<b>\$116,781</b>	<b>\$137,389</b>	<b>\$157,998</b>
Monthly		\$9,732	\$11,449	\$13,167
Bi Weekly		\$4,492	\$5,284	\$6,077
Hourly		\$56.14	\$66.05	\$75.96



Note: The following serves only as an illustrative example

# Pay Scale Summaries

## C3 Compensation Blueprint:

Cities & Counties  
Compensation

Comprehensive  
Competitive  
Compliant

10-15 Variable Annual Increase:		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	90.00%	80.00%	70.00%	60.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%
10-15 Std Annl Inc %:		3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	2.700%	2.400%	2.100%	1.800%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%
30-35 Variable Annual Increase:		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
30-35 Std Annl Inc %:		3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	2.700%	2.400%	2.100%	1.800%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%
40-42 Variable Annual Increase:		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	90.00%	80.00%	70.00%	60.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%
40-42 Std Annl Inc %:		3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	2.700%	2.400%	2.100%	1.800%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%	1.500%
Job Grades & Steps		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Grade		0.0	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0	23.0	24.0	25.0
10		\$13.95	\$14.37	\$14.80	\$15.24	\$15.70	\$16.17	\$16.66	\$17.11	\$17.52	\$17.89	\$18.21	\$18.48	\$18.76	\$19.04	\$19.32	\$19.61	\$19.91	\$20.08	\$20.08	\$20.08	\$20.08	\$20.08	\$20.08	\$20.08	\$20.08	\$20.08
11		\$15.00	\$15.45	\$15.91	\$16.39	\$16.88	\$17.39	\$17.91	\$18.39	\$18.84	\$19.23	\$19.58	\$19.87	\$20.17	\$20.47	\$20.78	\$21.09	\$21.41	\$21.59	\$21.59	\$21.59	\$21.59	\$21.59	\$21.59	\$21.59	\$21.59	\$21.59
12		\$16.13	\$16.61	\$17.11	\$17.63	\$18.15	\$18.70	\$19.26	\$19.78	\$20.25	\$20.68	\$21.05	\$21.37	\$21.69	\$22.01	\$22.34	\$22.68	\$23.02	\$23.20	\$23.20	\$23.20	\$23.20	\$23.20	\$23.20	\$23.20	\$23.20	\$23.20
13		\$17.33	\$17.85	\$18.39	\$18.94	\$19.51	\$20.09	\$20.69	\$21.25	\$21.76	\$22.22	\$22.62	\$22.96	\$23.30	\$23.65	\$24.01	\$24.37	\$24.73	\$24.94	\$24.94	\$24.94	\$24.94	\$24.94	\$24.94	\$24.94	\$24.94	\$24.94
14		\$18.55	\$19.11	\$19.68	\$20.27	\$20.88	\$21.50	\$22.15	\$22.75	\$23.29	\$23.78	\$24.21	\$24.57	\$24.94	\$25.32	\$25.70	\$26.08	\$26.47	\$26.68	\$26.68	\$26.68	\$26.68	\$26.68	\$26.68	\$26.68	\$26.68	\$26.68
15		\$19.85	\$20.45	\$21.06	\$21.69	\$22.34	\$23.01	\$23.70	\$24.34	\$24.93	\$25.45	\$25.91	\$26.30	\$26.69	\$27.09	\$27.50	\$27.91	\$28.33	\$28.56	\$28.56	\$28.56	\$28.56	\$28.56	\$28.56	\$28.56	\$28.56	\$28.56
15F2		\$14.60	\$15.04	\$15.49	\$15.95	\$16.43	\$16.92	\$17.43	\$17.90	\$18.33	\$18.72	\$19.05	\$19.34	\$19.63	\$19.92	\$20.22	\$20.53	\$20.83	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
30		\$20.57	\$21.19	\$21.82	\$22.48	\$23.15	\$23.85	\$24.56	\$25.30	\$25.98	\$26.61	\$27.16	\$27.65	\$28.07	\$28.49	\$28.92	\$29.35	\$29.79	\$30.24	\$30.69	\$31.15	\$31.62	\$32.09	\$32.51	\$32.95	\$33.38	\$33.81
30F2		\$14.90	\$15.35	\$15.81	\$16.28	\$16.77	\$17.27	\$17.79	\$18.33	\$18.82	\$19.27	\$19.68	\$20.03	\$20.33	\$20.64	\$20.95	\$21.26	\$21.58	\$21.90	\$22.23	\$22.57	\$22.90	\$23.25	\$23.55	\$23.95	\$24.35	\$24.75
30S		\$21.39	\$22.03	\$22.70	\$23.38	\$24.08	\$24.80	\$25.54	\$26.31	\$27.02	\$27.67	\$28.25	\$28.76	\$29.19	\$29.63	\$30.07	\$30.52	\$30.98	\$31.45	\$31.92	\$32.40	\$32.88	\$33.38	\$33.81	\$34.25	\$34.69	\$35.13
31		\$22.86	\$23.54	\$24.25	\$24.98	\$25.72	\$26.50	\$27.29	\$28.11	\$28.87	\$29.56	\$30.18	\$30.73	\$31.19	\$31.65	\$32.13	\$32.61	\$33.10	\$33.60	\$34.10	\$34.61	\$35.13	\$35.66	\$36.13	\$36.61	\$37.08	\$37.57
31F2		\$16.56	\$17.05	\$17.56	\$18.09	\$18.63	\$19.19	\$19.77	\$20.36	\$20.91	\$21.41	\$21.86	\$22.26	\$22.59	\$22.93	\$23.27	\$23.62	\$23.98	\$24.34	\$24.70	\$25.07	\$25.45	\$25.83	\$26.17	\$26.55	\$26.93	\$27.31
31S		\$23.77	\$24.48	\$25.22	\$25.97	\$26.75	\$27.56	\$28.38	\$29.23	\$30.02	\$30.74	\$31.39	\$31.95	\$32.43	\$32.92	\$33.41	\$33.92	\$34.42	\$34.94	\$35.46	\$36.00	\$36.54	\$37.08	\$37.57	\$38.07	\$38.57	\$39.07
32		\$25.39	\$26.16	\$26.94	\$27.75	\$28.58	\$29.44	\$30.32	\$31.23	\$32.08	\$32.85	\$33.54	\$34.14	\$34.65	\$35.17	\$35.70	\$36.23	\$36.78	\$37.33	\$37.89	\$38.46	\$39.03	\$39.62	\$40.14	\$40.66	\$41.18	\$41.70
32F2		\$18.40	\$18.95	\$19.52	\$20.10	\$20.70	\$21.33	\$21.97	\$22.62	\$23.23	\$23.79	\$24.29	\$24.73	\$25.10	\$25.48	\$25.86	\$26.25	\$26.64	\$27.04	\$27.45	\$27.86	\$28.28	\$28.70	\$29.08	\$29.46	\$29.84	\$30.22
32S		\$26.41	\$27.20	\$28.02	\$28.86	\$29.73	\$30.62	\$31.54	\$32.48	\$33.36	\$34.16	\$34.88	\$35.50	\$36.04	\$36.58	\$37.13	\$37.68	\$38.25	\$38.82	\$39.40	\$40.00	\$40.60	\$41.20	\$41.75	\$42.30	\$42.85	\$43.40
33		\$27.93	\$28.77	\$29.64	\$30.52	\$31.44	\$32.38	\$33.36	\$34.36	\$35.28	\$36.13	\$36.89	\$37.55	\$38.12	\$38.69	\$39.27	\$39.86	\$40.46	\$41.06	\$41.68	\$42.30	\$42.94	\$43.58	\$44.15	\$44.75	\$45.30	\$45.85
33F2		\$20.24	\$20.84	\$21.47	\$22.11	\$22.76	\$23.46	\$24.16	\$24.89	\$25.56	\$26.17	\$26.72	\$27.20	\$27.61	\$28.02	\$28.45	\$28.87	\$29.31	\$29.74	\$30.19	\$30.64	\$31.10	\$31.57	\$32.03	\$32.49	\$32.95	\$33.41
33S		\$29.05	\$29.92	\$30.82	\$31.75	\$32.70	\$33.68	\$34.69	\$35.73	\$36.70	\$37.58	\$38.36	\$39.06	\$39.64	\$40.24	\$40.84	\$41.45	\$42.07	\$42.70	\$43.35	\$44.00	\$44.66	\$45.33	\$45.92	\$46.50	\$47.08	\$47.66
34		\$30.73	\$31.65	\$32.60	\$33.58	\$34.59	\$35.62	\$36.69	\$37.79	\$38.81	\$39.74	\$40.58	\$41.31	\$41.93	\$42.56	\$43.20	\$43.84	\$44.50	\$45.17	\$45.85	\$46.53	\$47.23	\$47.94	\$48.57	\$49.20	\$49.83	\$50.46
34F2		\$22.26	\$22.93	\$23.61	\$24.32	\$25.05	\$25.80	\$26.58	\$27.38	\$28.11	\$28.79	\$29.39	\$29.92	\$30.37	\$30.83	\$31.29	\$31.76	\$32.24	\$32.72	\$33.21	\$33.71	\$34.21	\$34.73	\$35.18	\$35.63	\$36.08	\$36.53
34S		\$31.96	\$32.92	\$33.90	\$34.92	\$35.97	\$37.05	\$38.16	\$39.30	\$40.36	\$41.33	\$42.20	\$42.96	\$43.61	\$44.26	\$44.92	\$45.60	\$46.28	\$46.98	\$47.68	\$48.40	\$49.12	\$49.86	\$50.51	\$51.16	\$51.81	\$52.46
35		\$33.80	\$34.81	\$35.86	\$36.94	\$38.04	\$39.19	\$40.36	\$41.57	\$42.69	\$43.72	\$44.64	\$45.44	\$46.12	\$46.81	\$47.52	\$48.23	\$48.95	\$49.69	\$50.43	\$51.19	\$51.96	\$52.73	\$53.43	\$54.13	\$54.83	\$55.53
40		\$42.45	\$43.73	\$45.04	\$46.39	\$47.78	\$49.22	\$50.54	\$51.76	\$52.84	\$53.80	\$54.60	\$55.42	\$56.25	\$57.10	\$57.94	\$58.79	\$59.65	\$60.51	\$61.38	\$62.26	\$63.14	\$64.03	\$64.92	\$65.81	\$66.70	\$67.59
41		\$48.82	\$50.29	\$51.79	\$53.35	\$54.95	\$56.60	\$58.13	\$59.52	\$60.77	\$61.86	\$62.79	\$63.73	\$64.69	\$65.66	\$66.65	\$67.65	\$68.65	\$69.65	\$70.65	\$71.65	\$72.65	\$73.65	\$74.65	\$75.65	\$76.65	\$77.65
42		\$56.14	\$57.83	\$59.56	\$61.35	\$63.19	\$65.09	\$66.84	\$68.45	\$69.89	\$71.14	\$72.21	\$73.29	\$74.39	\$75.51	\$76.65	\$77.80	\$78.95	\$80.10	\$81.25	\$82.40	\$83.55	\$84.70	\$85.85	\$87.00	\$88.15	\$89.30

# Comp Plan Findings | Pay Scale Variables & Employee Impact

## Pay Scale Tempo:

- Pace or frequency pay adjustments occur
- How quickly/slowly employees move through a pay range based on:
  - Performance
  - Tenure
  - Market Changes
  - Policy

## Tempo Influencers:

- Organizational Budget
- Pay Philosophy
- Employee Performance
- Positional Tenure
- Market Shifts/Inflation
- Contracts

## Why It Matters:

- Sets expectations
- Manages Internal Equity
- Budget Predictability
- Tempo Influences Retention
  - Too slow...
    - EEs Leave
  - Too fast...
    - Unsustainable

## Pay Scale Variables:

- Primary Pay Scale Tempo Variable: **3.00%**
- Pay Scale Decelerators Applied (*common, strategic pacing mechanism*)
  - Total Number of Steps:
    - Grades 10-15: **17 Steps**
    - Grades 30-35: **22 Steps**
    - Grades 40-42: **14 Steps**

10-15 Variable Annual Increase:	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	90.00%	80.00%	70.00%	60.00%	50.00%	50.00%	50.00%
10-15 Std Annl Inc %:	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	2.700%	2.400%	2.100%	1.800%	1.500%	1.500%	1.500%
30-35 Variable Annual Increase:	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	90.00%	80.00%	70.00%	60.00%	50.00%
30-35 Std Annl Inc %:	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	2.700%	2.400%	2.100%	1.800%	1.500%
40-42 Variable Annual Increase:	100.00%	100.00%	100.00%	100.00%	100.00%	90.00%	80.00%	70.00%	60.00%	50.00%	50.00%	50.00%	50.00%
40-42 Std Annl Inc %:	3.000%	3.000%	3.000%	3.000%	3.000%	2.700%	2.400%	2.100%	1.800%	1.500%	1.500%	1.500%	1.500%
Job Grades & Steps	A	B	C	D	E	F	G	H	I	J	K	L	M
Grade Vertical Count	0.0	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0

## Employee Annual Impact Summary:

- **39** Employees with No Pay Compression
- **0** Employees **Over Max** Proposed Pay Scale
- **31** Employees **Under Min** Proposed Pay Scale
  - **\$124.80** (least) | **\$7,430.74** (most) | **\$3,240.20** (average)
- **82** Employees with Pay Compression
  - **\$20.80** (least) | **\$18,175.52** (most) | **\$5,161.39** (average)



1 2 3

**Implementation Concerns:**

- Financial cost
- Value
- Risk mitigation
- Long-term workforce impact

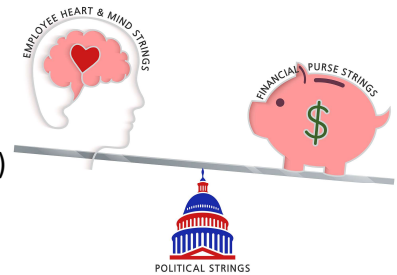
**Cost-Related Considerations:**

- Total Cost vs. Long-Term Value
- Implementation Approach: Phased vs. All-at-Once
- Internal Capacity and Resource Allocation
- Cost of Inaction
- Funding Options and Budgeting Strategies
- Sustainability and Maintenance

# Comp Plan Adoption | Project Implementation Options

## Total Implementation Cost Options:

- A. 6.76% | \$432,669 (2.775% Rolling Midwest CPI 12 Mo. Avg. w/ 0.00% Compression)
- B. 7.94% | \$507,862 (2.775% Rolling Midwest CPI 12 Mo. Avg. w/ 100.00% Compression)
- C. 6.19% | \$396,011 (2.775% Rolling Midwest CPI 12 Mo. Avg. w/ 50.00% Compression)



Implementation Scenario Impact Summary: (Filtered Employee Record Totals)			
COLA:	0.00%	Compression:	100.00%
Scenario 1: PS Mins - COLA - Compression			
Pay Scale Minimums			\$103,796.18
000% COLA (Hourly) Impact:			\$0.00
000% COLA (Lump Sum) Impact:			\$0.00
100.00% Pay Alignment / Compression Impact:			\$328,873.06
Total Investment / Cost:			\$432,669.25
Total Cost - Annual Impact %			6.76%
Impact Summary:			
Addresses Compression			
All Employees Cascade Proportionally			
Best Employee Psyche Alignment			
Best Employee Messaging			
1) Adopt Pay Scale; 2) All EEs Receive X% COLA; 3) Market Adjustments Applied			
GAP Remaining to 100% Compression:			\$0.00

Individual Employee Annual Impact	
<b>Most \$</b>	<b>\$18,175.52</b>
<b>Average</b>	<b>\$3,046.97</b>
<b>Least \$</b>	<b>\$0.00</b>

Implementation Scenario Impact Summary: <i>(Filtered Employee Record Totals)</i>			
COLA:	2.775%	Compression:	100.00%
Scenario 1: PS Mins - COLA - Compression			
Pay Scale Minimums			\$103,796.18
2.775% COLA (Hourly) Impact:			\$155,599.42
2.775% COLA (Lump Sum) Impact:			\$24,765.02
100.00% Pay Alignment / Compression Impact:			\$223,701.49
Total Investment / Cost:			\$507,862.11
Total Cost - Annual Impact %			7.94%
Impact Summary:			
Addresses Compression			
All Employees Cascade Proportionally			
Best Employee Psyche Alignment			
Best Employee Messaging			
1) Adopt Pay Scale; 2) All EEs Receive X% COLA; 3) Market Adjustments Applied			
GAP Remaining to 100% Compression:			\$0.00

Individual Employee Annual Impact	
<b>Most \$</b>	<b>\$18,175.52</b>
<b>Average</b>	<b>\$3,576.49</b>
<b>Least \$</b>	<b>\$124.68</b>

Implementation Scenario Impact Summary: <i>(Filtered Employee Record Totals)</i>			
COLA:	2.775%	Compression:	50.00%

Scenario 1: PS Mins - COLA - Compression	
Pay Scale Minimums:	\$103,796.18
2.775% COLA (Hourly) Impact:	\$155,599.42
2.775% COLA (Lump Sum) Impact:	\$24,765.02
50.00% Pay Alignment / Compression Impact:	\$111,850.75
<b>Total Investment / Cost:</b>	<b>\$396,011.37</b>
<b>Total Cost - Annual Impact %</b>	<b>6.19%</b>

Impact Summary:	
Addresses Compression	
All Employees Cascade Proportionally	
Best Employee Psyche Alignment	
Best Employee Messaging	
1) Adopt Pay Scale; 2) All EEs Receive X% COLA; 3) Market Adjustments Applied	
<b>GAP Remaining to 100% Compression:</b>	<b>\$111,850.75</b>

Individual Employee Annual Impact	
<b>Most \$</b>	<b>\$11,474.24</b>
<b>Average</b>	<b>\$2,788.81</b>
<b>Least \$</b>	<b>\$124.68</b>



# Comp Plan Adoption | Recommendation

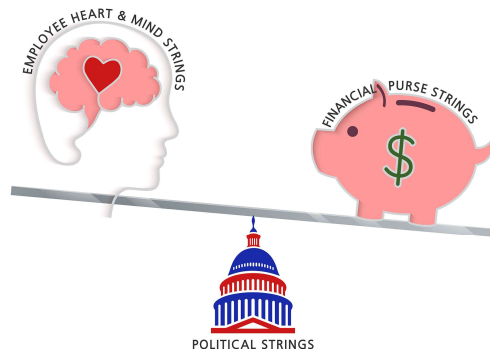
## TAG's Final Recommendation for 2026:

6.39% Pay Impact

\$487,695 Total Cost

2.775% Rolling Midwest CPI 12 Mo. Avg.

100% EE Compression / Pay Alignment



Implementation Impact - Summary: (Filtered Employee Record Totals)				
Employee COLA:	2.775%	% Pay Alignment / Compression:	100.00%	\$ Limiter: \$100,000
Pay Scale Mins --> COLA --> Pay Scale Alignment / Compression				
Pay Scale Minimums:				\$87,653.94
2.775% COLA (Hourly) Impact:				\$189,711.08
2.775% COLA (Lump Sum) Impact:				\$15,737.00
100.00% Pay Alignment / Compression Impact:				\$174,593.30
<b>Total Investment / Cost:</b>				<b>\$467,695.32</b>
<b>Total Cost - Annual Impact %</b>				<b>6.39%</b>
Implementation Impact Summary:				
Addresses Pay Alignment / Compression				
All Employees Cascade Proportionally				
Best Employee Psyche Alignment				
Best Employee Messaging				
1) Adopt Pay Scale; 2) All EEs Receive X% COLA; 3) Market Adjustments Applied				
Implementation Impact with Limiter(s), if any:				
GAP Remaining to 100% Pay Alignment / Compression:				\$0.00
Individual Employee Annual Impact				
Most \$				\$19,702.88
Average				\$2,960.10
Least \$				\$106.82

1 2 3

**Grade & Step Pay Structure:**

- Grades reflect PFA Scores

**PFA Compensable Factors:**

- Job Knowledge
- Supervisory Control
- Guidelines
- Scope & Effect
- Complexity
- Personal Contacts
- Purpose of Contacts
- Physical Demands
- Work Environment

- Steps (A-T) w/in each grade represent incremental increases in pay, often based on time-in-service and/or performance

**CPI / COLA Impact:**

- Proportional
- Applies to the entire pay scales, not just current salaries
- Every Grade & Step amount increases
- New Hires
- Long-Term Employees



Note: The following serves only as an illustrative example

# Compensation Plan | Example Annual PS Maintenance – CPI / COLA

Consumer Price Index (CPI) %											
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	1.237%	4.693%	8.007%	4.138%	2.952%	3.075%	2.908%	2.775%	2.785%	2.643%	2.515%
Pay Scale Annual COLA % Adjustment											
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
3 Year Averages	1.831%	2.581%	4.646%	5.613%	5.032%	3.388%	2.976%	2.919%	2.823%	2.734%	2.648%
CPI / COLA %   Pay Scale Adjustment:							1.000%	1.000%	1.000%	1.000%	1.000%

A COLA/CPI pay scale maintenance variable is an external adjustment applied across the entire pay scale, not tied to performance or tenure.

COLA % Adjustment Applied to Benchmark Grade Mid-Point

**CY2025****Operations / Industrial / Clerical / Office Job Grades**

	Hourly			Annually		
	Min	Mid	Max	Min	Mid	Max
10	\$13.89	\$18.51	\$23.14	\$28,891	\$38,501	\$48,131
11	\$14.69	\$19.58	\$24.48	\$30,555	\$40,726	\$50,918
12	\$15.54	\$20.71	\$25.89	\$32,323	\$43,077	\$53,851
13	\$16.44	\$21.91	\$27.39	\$34,195	\$45,573	\$56,971
14	\$17.34	\$23.12	\$28.90	\$36,067	\$48,090	\$60,112
15	\$18.30	\$24.40	\$30.50	\$38,064	\$50,752	\$63,440

**Management / Administrative / Professional Job Grades**

	Hourly			Annually		
	Min	Mid	Max	Min	Mid	Max
30	\$21.31	\$27.32	\$33.34	\$44,330	\$56,833	\$69,337
31	\$23.04	\$29.54	\$36.04	\$47,924	\$61,441	\$74,959
32	\$24.91	\$31.93	\$38.96	\$51,810	\$66,422	\$81,035
33	\$26.93	\$34.52	\$42.12	\$56,010	\$71,807	\$87,605
34	\$28.95	\$37.11	\$45.28	\$60,211	\$77,193	\$94,176
35	\$31.12	\$39.90	\$48.67	\$64,727	\$82,983	\$101,240

**Executive Job Grades**

	Hourly			Annually		
	Min	Mid	Max	Min	Mid	Max
40	\$39.57	\$48.26	\$56.95	\$82,315	\$100,383	\$118,452
41	\$45.51	\$55.50	\$65.49	\$94,662	\$115,441	\$136,221
42	\$52.34	\$63.83	\$75.31	\$108,862	\$132,758	\$156,655

**CY2030****Operations / Industrial / Clerical / Office Job Grades**

	Hourly			Annually		
	Min	Mid	Max	Min	Mid	Max
10	\$14.52	\$19.36	\$24.20	\$30,202	\$40,269	\$50,336
11	\$15.36	\$20.48	\$25.60	\$31,949	\$42,598	\$53,248
12	\$16.26	\$21.67	\$27.09	\$33,821	\$45,074	\$56,347
13	\$17.20	\$22.93	\$28.67	\$35,776	\$47,694	\$59,634
14	\$18.15	\$24.20	\$30.25	\$37,752	\$50,336	\$62,920
15	\$19.16	\$25.54	\$31.93	\$39,853	\$53,123	\$66,414

**Management / Administrative / Professional Job Grades**

	Hourly			Annually		
	Min	Mid	Max	Min	Mid	Max
30	\$22.64	\$29.03	\$35.42	\$47,100	\$60,384	\$73,669
31	\$24.48	\$31.38	\$38.29	\$50,919	\$65,280	\$79,642
32	\$26.46	\$33.93	\$41.39	\$55,047	\$70,572	\$86,098
33	\$28.61	\$36.68	\$44.75	\$59,510	\$76,294	\$93,079
34	\$30.76	\$39.43	\$48.11	\$63,974	\$82,017	\$100,061
35	\$33.06	\$42.39	\$51.71	\$68,772	\$88,169	\$107,567

**Executive Job Grades**

	Hourly			Annually		
	Min	Mid	Max	Min	Mid	Max
40	\$43.07	\$52.53	\$61.98	\$89,592	\$109,258	\$128,925
41	\$49.53	\$60.41	\$71.28	\$103,031	\$125,647	\$148,264
42	\$56.96	\$69.47	\$81.97	\$118,486	\$144,495	\$170,505

1 2 3

**Grade & Step Pay Structure:**

- Grades reflect PFA Scores

**PFA Compensable Factors:**

- Job Knowledge
- Supervisory Control
- Guidelines
- Scope & Effect
- Complexity
- Personal Contacts
- Purpose of Contacts
- Physical Demands
- Work Environment

- Steps (A-T)** w/in each grade represent incremental increases in pay, often based on time-in-service and/or performance

**CPI / COLA Impact:**

- Proportional
- Applies to the entire pay scales, not just current salaries
- Every Grade & Step amount increases
- New Hires
- Long-Term Employees



Note: The following serves only as an illustrative example

# Compensation Plan | Example PS Maintenance & Steps/Performance

	Consumer Price Index (CPI) %										
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	1.237%	4.693%	8.007%	4.138%	2.952%	3.075%	2.908%	2.775%	2.785%	2.643%	2.515%
	Pay Scale Annual COLA % Adjustment										
3 Year Averages	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	1.831%	2.581%	4.646%	5.613%	5.032%	3.388%	2.978%	2.919%	2.823%	2.734%	2.648%
CPI / COLA %   Pay Scale Adjustment:							1.000%	1.000%	1.000%	1.000%	1.000%

CPI / COLA %   Pay Scale Adjustment:											
--------------------------------------	--	--	--	--	--	--	--	--	--	--	--

COLA % Adjustment Applied to Benchmark Grade Mid-Point

A COLA/CPI pay scale maintenance variable is an external adjustment applied across the entire pay scale, not tied to performance or tenure.

COLA % Adjustments	10-15 Variable Annual Increase:		100.00%	100.00%	100.00%	95.00%	90.00%	85.00%	80.00%	75.00%	70.00%	65.00%	60.00%	55.00%	50.00%	45.00%	45.00%	45.00%	45.00%	45.00%	
	10-15 Std Annl Inc %:		2.750%	2.750%	2.750%	2.750%	2.613%	2.475%	2.338%	2.200%	2.063%	1.925%	1.788%	1.650%	1.513%	1.375%	1.238%	1.238%	1.238%	1.238%	
	30-35 Variable Annual Increase:		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	95.00%	90.00%	85.00%	80.00%	75.00%	70.00%	65.00%	60.00%	55.00%	50.00%	45.00%	45.00%	
	30-35 Std Annl Inc %:		2.750%	2.750%	2.750%	2.750%	2.750%	2.750%	2.613%	2.475%	2.338%	2.200%	2.063%	1.925%	1.788%	1.650%	1.513%	1.375%	1.238%	1.238%	
	40-42 Variable Annual Increase:		100.00%	100.00%	100.00%	100.00%	95.00%	90.00%	85.00%	80.00%	75.00%	70.00%	65.00%	60.00%	55.00%	50.00%	45.00%	45.00%	45.00%	45.00%	
	40-42 Std Annl Inc %:		2.750%	2.750%	2.750%	2.750%	2.613%	2.475%	2.338%	2.200%	2.063%	1.925%	1.788%	1.650%	1.513%	1.375%	1.238%	1.238%	1.238%	1.238%	
	Job Grades & Steps		A	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	Grade		0.0	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0
	10   CY 2025		\$13.89	\$14.27	\$14.66	\$15.07	\$15.46	\$15.84	\$16.21	\$16.57	\$16.91	\$17.24	\$17.55	\$17.84	\$18.11	\$18.35	\$18.58	\$18.81	\$19.04	\$19.28	\$19.52
	10   CY 2026		\$14.01	\$14.40	\$14.79	\$15.20	\$15.59	\$15.98	\$16.35	\$16.71	\$17.06	\$17.39	\$17.70	\$17.99	\$18.26	\$18.51	\$18.74	\$18.97	\$19.21	\$19.45	\$19.69
	10   CY 2027		\$14.14	\$14.53	\$14.93	\$15.34	\$15.74	\$16.13	\$16.51	\$16.87	\$17.22	\$17.55	\$17.86	\$18.16	\$18.43	\$18.69	\$18.92	\$19.15	\$19.39	\$19.63	\$19.87
	10   CY 2028		\$14.27	\$14.66	\$15.07	\$15.48	\$15.88	\$16.28	\$16.66	\$17.02	\$17.38	\$17.71	\$18.03	\$18.32	\$18.60	\$18.86	\$19.09	\$19.33	\$19.57	\$19.81	\$20.05
10   CY 2029		\$14.40	\$14.80	\$15.20	\$15.62	\$16.03	\$16.43	\$16.81	\$17.18	\$17.53	\$17.87	\$18.19	\$18.49	\$18.77	\$19.03	\$19.26	\$19.50	\$19.74	\$19.99	\$20.24	
10   CY 2030		\$14.52	\$14.92	\$15.33	\$15.75	\$16.16	\$16.56	\$16.95	\$17.32	\$17.68	\$18.02	\$18.34	\$18.65	\$18.93	\$19.19	\$19.42	\$19.67	\$19.91	\$20.15	\$20.40	

Grade / Promotion

10  
11  
...  
30  
31  
32  
...  
41  
42

Step Increases: Position Tenure and Performance

**Cumulative Effect of COLA with Step Increases**

- Most EEs will also receive **step increases** annually.
- COLA stacks on step increases, leading to a **compound effect** on pay.
- Maintains **internal equity** and **external competitiveness**.

- ☐ Performance Eval: Satisfactory
- ☐ No Performance Demerits: Past Year
- ☐ Meets Attendance Standard: PTO



# Annual Budgeting | Forecasting w/ Confidence & Predictability

## Predictable Budgeting:

- Plan Ahead
- Maintain Cash Flow

## Why It Matters?

- Ensures Financial Stability
- Supports Long-Term Workforce Planning
- Helps Manage Compensation Equity
- Aligns w/ Business Strategy
- Builds Trust with Employees
- Improves Stakeholder Confidence
- Supports Market & Merit Adjustments
- Prevents Overpromising
- Helps Avoid Reactive Decision-Making

2026

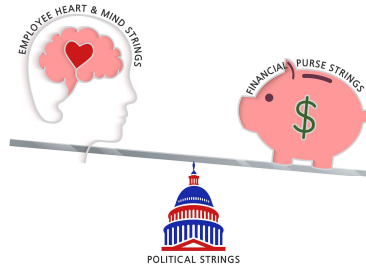
Grade / Step Progression  
(Performance)  
**+\$110,199**

Beginning in 2027

Pay Scale Maintenance  
(PSM)

COLA / CPI

Grade / Step Progression  
(Performance)



## Out Year Impact Examples:

### Annual Pay Scale Maintenance (PSM):

- Compensation Policy
  - Recommended Annual PSM Minimum: 1.00%
- Midwest CPI – Rolling 12 Months = 3.00% (WAG), but we can be optimistic for a 2.00% target

**2026: 3.00% PSM | 2027: 3.00% PSM**

### Budgeted Pay Impact Examples w/ Annual PSM and Grade/Step Progression (Avg. 1.99%):

- 2026 Step Increases (w/ no PSM for 2026):
  - \$140,590 (1.99% Effective Impact)
- **Example 1 (low-low):**
  - 2027 – 1.00% PSM: \$244,696 (2.99% Effective Impact)
  - 2028 – 1.00% PSM: \$252,012 (2.99% Effective Impact)
- **Example 2 (low-mid):**
  - 2027 – 1.00% PSM: \$ 244,696 (2.99% Effective Impact)
  - 2028 – 2.00% PSM: \$336,297 (3.99% Effective Impact)
- **Example 3 (low-high):**
  - 2027 – 1.00% PSM: \$ 244,696 (2.99% Effective Impact)
  - 2028 – 3.00% PSM: \$420,582 (4.99% Effective Impact)

1 2 3

**Strategies for Consideration:**

- Modernize Comp and Benefits
- Invest in Recruitment and Branding
- Enhance Workforce Flexibility
- Develop Internal Talent
- Adopt Strategic Workforce Planning
- Improve Organizational Culture
- Leverage Partnerships and Shared Services
- Update Policy Constraints

# In the News...

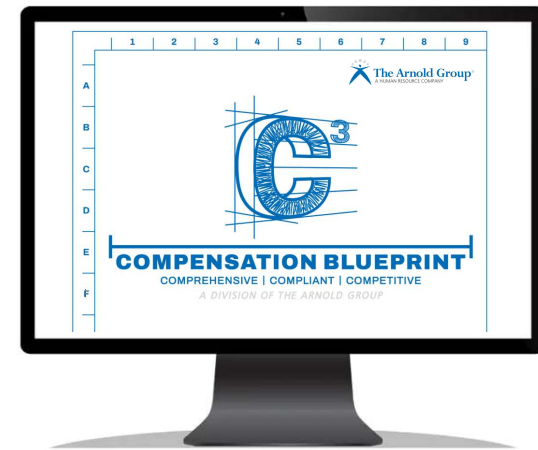
- Howard County, NE (2025):** The Howard Co. Sr. Center temporarily closed in April 2025 due to inability to hire essential staff, including a cook and site director.
- Geary, OK (2024):** In October 2024, the entire police department of Geary, Oklahoma, resigned, including the chief of police. The resignations were attributed to the town's failure to meet the department's needs, including inadequate support and resources from political leaders.
- Marble Hill, MO (2024):** In August 2024, all members of the Marble Hill Police Department resigned due to budget constraints. Police Chief Kristin Nenninger stated that the city's budget cuts made it impossible to support her officers and provide adequate law enforcement services to the community.
- Goodhue, MN (2023) – Entire Police Department Resigns Over Pay Concerns:** In August 2023, the entire police force including the police chief, one full-time officer, and five part-time officers, resigned citing low wages and the demanding nature of the job. Police Chief Josh Smith highlighted the difficulty in recruiting officers at the offered wage of \$22 per hour, which was below the national average for law enforcement officers. Despite a recent raise, the compensation was insufficient to retain staff. The city, with a population of about 1,000, had to seek assistance from the Goodhue County Sheriff's Office for interim law enforcement coverage.
- Independence, KS (2023) – Tag Office Closure:** On June 21, 2023, the Independence Auto Tag Office closed temporarily because of insufficient staffing. The Montgomery County Treasurer's Office announced the closure, citing the inability to maintain operations without adequate personnel.
- Nicholls, GA (2022):** In June 2022, the entire police force resigned within the same week. Police Chief Billy Ray Fields and his staff cited a lack of manpower and a strict budget as reasons for their departure. The Coffee County Sheriff's Office stepped in to provide law enforcement coverage.
- Kenly, NC (2022):** In July 2022, the entire police department including the police chief and four officers, resigned. The resignations were due to a hostile work environment created by the newly appointed town manager. The Johnston County Sheriff's Office provided interim law enforcement services.
- Ashland and Bayfield Counties, Wisconsin (2022):** These northern Wisconsin counties explored merging their 911 dispatch centers due to staffing concerns, commissioning a feasibility study to assess the potential consolidation aimed at improving service efficiency.
- Kimberling City, MO (2021):** In August 2021, the entire police department resigned, including the police chief and three officers. The resignations were attributed to poor pay and inadequate resources to perform their duties effectively. The Stone County Sheriff's Department took over law enforcement responsibilities.

**Broader Trends:**

- **National Association of Counties:** Local governments have faced a workforce shortage of approximately 100,000 jobs, affecting the delivery of essential services.
- **National League of Cities:** Reported a decline of over 300,000 local government workers between March 2020 and March 2022, with ongoing challenges in recruitment and retention.
- **Public Sector Vacancies:** Counties across the Midwest are struggling to fill public sector positions, with turnover rates in state and local governments now twice as high as the average over the past couple of decades, in some places topping 25 percent.
- **Staffing shortages** have impacted various sectors, including public health, law enforcement, emergency services, and infrastructure maintenance, prompting concerns about community well-being and resilience.

# Questions / Comments

Your **C3 Compensation Blueprint** provides **The City of Arkansas City, KS** with a long-term, data-driven plan to (re)build and maintain workforce capacity to delivery the services your community expects.



[www.ArnoldGroupHR.com](http://www.ArnoldGroupHR.com)

[www.C3compensation.com](http://www.C3compensation.com)

**Phil Hayes**

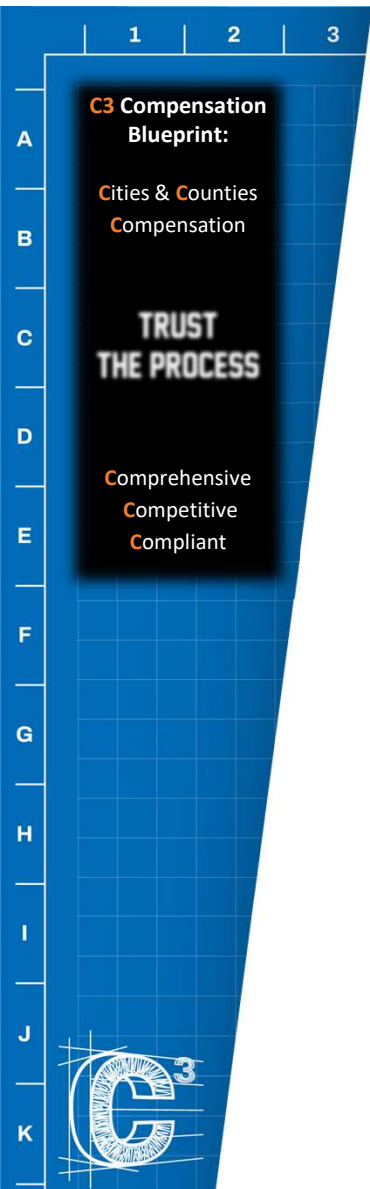
[phayes@ArnoldGroupHR.com](mailto:phayes@ArnoldGroupHR.com)

316.263.9283 x223

**Heather Poorman**

[hpoorman@ArnoldGroupHR.com](mailto:hpoorman@ArnoldGroupHR.com)

316.263.9283 x224



## New External Hire / Internal Transfer Pay Scale Alignment Form

Section , Item 1.

### Purpose:

This form is used to determine proper pay scale placement for new hires or internal transfers based on relevant, transferable, and verifiable experience. It ensures alignment with the organization's compensation philosophy and budget oversight.

### Section 1: Position & Candidate Information:

Position Title:	<u>Admin Assistant</u>	Candidate Name:	<u>Sam Houston</u>	
Department:	<u>Finance</u>	Candidate Type:	<input checked="" type="checkbox"/>	New External Hire
Hiring Manager:	<u>Neil Armstrong</u>		<input type="checkbox"/>	Internal Transfer
Job Grade:	<u>14</u>	Grade Minimum:	<u>\$19.15</u>	

### Section 2: External Relevant, Transferable, & Verifiable (RTV) Candidate Experience Evaluation:

External work experience based on the job: required experience/skills/certifications, scope, autonomy, personal/purpose of contacts, etc.

<b>Company Name &amp; Position</b> <i>(as represented on resume/application OR discovered during interview process)</i>	<b>Criteria Type</b> Direct Experience (Same Role/Function) Related Exp. (Comparable Field) Supervisory or Specialized Responsibilities Technical / Certification Requirements Other Relevant Experience	<b>Relevant</b> (Y/N)	<b>Transferable</b> (Y/N)	<b>Verifiable</b> (# Years Verified and by Whom (Initials))
Town of Mead, KS - Admin Clerk/Dep. Clerk	Related	Y	Y	3.0 PH
We Set It, LLC - Exec. Admin Asst/ Bookkeeper	Direct	Y	Y	4.0 PH
Wardunn Homes - Trans Coord/AP Clerk	Direct	Y	Y	0.2 PH
BLISSFUL Construction - Office Manager	Related	Y	Y	0.4 PH
LMNOP Containter - Office Manager	Related	Y	Y	0.8 PH
L&M Energy - Store Support Analyst	N/A	N/A	N/A	
<b>TOTAL RTV:</b>	<b>8 yrs, 4 mo</b>	<b>Applied RTV Variable / Step:</b>		<b>4.0</b>

### Section 3: Additional Summary/Justification for Recommended Grade/Step and Pay Rate:

Attach relevant resumes, reference checks, or experience documentation. Summary to support recommended pay placement:

### Section 4: Final Wage Recommendation – Final Offer should not be extended to candidate until all approvals are received.

**Recommended Grade, Step and Starting Wage:** Grade: 14 | Step: 4 | Starting Wage: \$21.55 ☒ Hrly | ☐ Salary

### Section 5: Approvals

#### Hiring Manager:

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Human Resources:

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Experience verified and aligned with internal policy ☐ Pay level consistent with compensation structure

#### Finance / Budget Officer:

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Funding source and salary budget confirmed ☐ Pay level approved for offer extension

## Internal Promotion Pay Scale Alignment Form

Section , Item 1.

### Purpose:

This form is used to evaluate and document appropriate pay scale placement for internal promotions. It ensures alignment with compensation policies based on the employee's expanded duties, increased scope, and relevant, verifiable experience.

### Section 1: Employee & Position Information:

Employee Name:	<u>Sam Houston</u>	Current Position:	<u>Admin Assistant</u>
Current Grade   Step:	<u>14</u>   <u>7</u>	Current Pay:	<u>\$22.65</u>
Proposed Position Date:	<u>09/05/25</u>	Proposed Position:	<u>Office Manager</u>
Grade & Step Alignment:	<u>30</u>   <u>4</u>	Promotion Policy Calculation:	<u>\$24.92</u>

### Section 2: Basis for Promotion:

Summary for the promotion: job changes, leadership roles, additional responsibilities, and demonstrated readiness for advancement:

### Section 3: Experience & Performance Summary:

Discussion Criteria	Examples or Evidence		
1. Experience in Current Role	RTV was considered when hired, step increases account for increase.		
2. Readiness for Higher-Level Responsibilities	Y?/N? - Provide examples/evidence to support decision.		
3. Leadership or Team Contributions	Anything beyond what is expected, essential duty of current role.		
4. Relevant Certifications or Training	Part of PFA process, does it prepare you for current role or future roles?		
5. Exceptional Performance or Initiative	Typically stand outs in current role, ready for promo and exhibiting additional traits for next level?		
6. Prior External RTV Not Previously Applied	6 years management at ABC Company not previously considered for Admin Assistant role as management wasn't relevant to first role.		
<b>TOTAL Prior RTV Not Considered:</b>	<b>6</b>	<b>Additional, New-RTV:</b>	<b>3</b>

### Section 3: Additional Summary/Justification for Proposed Pay:

Summary comments to support recommended pay that differs from the calculated promotion policy calculation:

### Section 4: Final Wage Recommendation – Promotion is not final until all approvals are received.

Recommended Grade, Step & Promotion Wage: Grade: 30 | Step: 7 | Starting Wage: \$26.15 ☐ Hrly | ☒ Salary

### Section 5: Approvals

*Supervisor / Manager:*

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Department Director (if applicable):*

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Human Resources:*

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Verified eligibility and internal equity ☐ Pay level approved for promotion

*Finance / Budget Officer:*

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Funding source and salary budget confirmed ☐ Pay level approved for promotion



(First Published in the *Cowley CourierTraveler*, December \_\_\_, 2025)

**ORDINANCE NO. 2025-12-\_\_\_\_\_**

**AN ORDINANCE FIXING THE COMPENSATION OF EMPLOYEES OF THE CITY OF ARKANSAS CITY, KANSAS PURSUANT TO THE PROVISIONS OF K.S.A. 14-1501 ET SEQ., FURTHER IMPLEMENTING THE NEW COMPREHENSIVE COMPENSATION STRUCTURE AND ADMINISTRATIVE TOOL, AND REPEALING ORDINANCE NO. 2025-05-4636.**

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS, KANSAS, AS FOLLOWS:**

**SECTION ONE:** The Governing Body of the City of Arkansas City, Kansas, hereby adopts the City's new Comprehensive Compensation Structure and Administrative Tool, attached hereto, and incorporated by reference as if fully set forth herein. All such officers and employees of said City shall be paid respectively the amount set opposite the range set forth, in accordance with the City Budget for such purposes. All officers and employees shall be compensated from the several funds appropriated, therefore, and shall be paid at such time and for such periods as the City Manager may direct, and further approval by the Governing Body for the payment of salaries and wages as authorized is not deemed necessary provided that pay period and time for payment of appropriate salaries shall be on a biweekly basis.

**SECTION TWO:** Overtime rate, longevity pay, and other pay incentives for employees shall be determined and specified in accordance with personnel policies in effect, and herein adopted by reference, and incorporated as fully set forth herein. All compensation provided for in the City of Arkansas City Comprehensive Compensation Structure and Administrative Tool shall be paid on warrants duly drawn according to law.

**SECTION THREE:** The Governing Body of the City of Arkansas City, Kansas, hereby repeals all provisions of Ordinance No. 2025-05-4636.

**SECTION FOUR:** The City Clerk of the City of Arkansas City, Kansas, shall cause this Ordinance, or a summary thereof, to be published one time in the official City newspaper and said Ordinance shall be in effect December 27, 2025.

**PASSED AND ORDAINED** by the Governing Body of the City of Arkansas City, Kansas, on this 16th day of December 2025.

(Seal)

\_\_\_\_\_  
Chad D. Beeson, Mayor

ATTEST:

\_\_\_\_\_  
Tiffany Parsons, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Larry R. Schwartz, City Attorney

I hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 2025-12-\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on December 16, 2025, as the same appears of record in my office.

DATED: \_\_\_\_\_.

\_\_\_\_\_  
Tiffany Parsons, City Clerk

DRAFT

Active Common Job Name	CompBook Job Number for EJ-Staging	CompBook Department for EJ-Staging	CompBook Job Grade w/ Var for EJ-Staging
Account Services Specialist	CM-1000-18	City Manager	30
Accountant	CM-1000-01	City Manager	32
City Clerk	CM-1000-03	City Manager	32
Communications Director	CM-1000-05	City Manager	32
Customer Service Specialist	CM-1000-06	City Manager	14
Finance Director/Treasurer	CM-1000-07	City Manager	40
Human Resources Assistant	CM-1000-08	City Manager	15
Human Resources Director	CM-1000-09	City Manager	40
Information Technology Director	CM-1000-10	City Manager	40
Municipal Court Clerk	CM-1000-11	City Manager	14
Municipal Project Manager	CM-1000-12	City Manager-Comm. Development	31
Administrative Assistant / Permit Technician	CM-1000-02	City Manager-Comm. Development	14
Chief Building Official	CM-1000-19	City Manager-Comm. Development	32
Code Enforcement / Building Inspector	CM-1000-04	City Manager-Comm. Development	15
Community Development Director	CM-1000-13	City Manager-Comm. Development	40
Planning & Zoning Coordinator / GIS Technician	CM-1000-14	City Manager-Comm. Development	31
City Manager	CM-1000-15	City Manager-Contract	42
Assistant Environmental Services Superintendent	ES-8000-07	Environmental Sciences	34
Collection Maintenance Lead	ES-8000-18	Environmental Sciences	31
Collection Maintenance Worker I	ES-8000-08	Environmental Sciences	12
Collection Maintenance Worker II	ES-8000-09	Environmental Sciences	15
Collection Maintenance Worker III	ES-8000-10	Environmental Sciences	30
Distribution Maintenance Lead	ES-8000-19	Environmental Sciences	31
Distribution Maintenance Worker I	ES-8000-11	Environmental Sciences	12
Distribution Maintenance Worker II	ES-8000-12	Environmental Sciences	15
Distribution Maintenance Worker III	ES-8000-13	Environmental Sciences	30
Environmental Services Superintendent	ES-8000-15	Environmental Sciences	40
Water Line Replacement Maintenance Worker I	ES-8000-24	Environmental Sciences	12
Water Line Replacement Maintenance Worker II	ES-8000-25	Environmental Sciences	15
Water Line Replacement Maintenance Worker III	ES-8000-26	Environmental Sciences	30
Wastewater Treatment Plant Operator I	ES-8000-01	Environmental Sciences-Wastewater	14
Wastewater Treatment Plant Operator II	ES-8000-20	Environmental Sciences-Wastewater	15
Wastewater Treatment Plant Operator III	ES-8000-21	Environmental Sciences-Wastewater	30
Wastewater Treatment Plant Supervisor	ES-8000-02	Environmental Sciences-Wastewater	32
Meter Technician I	ES-8000-06	Environmental Sciences-Water	13
Meter Technician II	ES-8000-16	Environmental Sciences-Water	14
Water Distribution & Collection Supervisor	ES-8000-03	Environmental Sciences-Water	32

Water Line Replacement Maintenance Lead	ES-8000-17	Environmental Sciences-Water	31
Water Treatment Facility Operator I	ES-8000-04	Environmental Sciences-Water	14
Water Treatment Facility Operator II	ES-8000-22	Environmental Sciences-Water	15
Water Treatment Facility Operator III	ES-8000-23	Environmental Sciences-Water	30
Water Treatment Facility Supervisor	ES-8000-05	Environmental Sciences-Water	32
Administrative Assistant-Fire	FIRE-6000-01	Fire/EMS	13
EMS Director	FIRE-6000-07	Fire/EMS	35
Fire Engineer/AEMT	FIRE-6000-13	Fire/EMS	31F2
Fire Engineer/EMT	FIRE-6000-02	Fire/EMS	31F2
Fire Engineer/Paramedic	FIRE-6000-08	Fire/EMS	31F2
Fire Marshal	FIRE-6000-14	Fire/EMS	34
Fire/EMS Captain	FIRE-6000-03	Fire/EMS	34F2
Fire/EMS Chief	FIRE-6000-09	Fire/EMS	41
Firefighter - Recruit	FIRE-6000-15	Fire/EMS	15F2
Firefighter/AEMT	FIRE-6000-16	Fire/EMS	30F2
Firefighter/EMT	FIRE-6000-11	Fire/EMS	30F2
Firefighter/Paramedic	FIRE-6000-06	Fire/EMS	30F2
Firefighter/Paramedic - PRN	FIRE-6000-06	Fire/EMS	30F2
Fire/EMS Lieutenant	FIRE-6000-19	Fire/EMS	33F2
Administrative Assistant-Police	PD-5000-01	Police	13
Animal Control Officer	PD-5000-02	Police	12
Clerk	PD-5000-03	Police	10
Evidence Clerk	PD-5000-05	Police	13
Master Police Officer	PD-5000-06	Police	31S
Police Captain	PD-5000-07	Police	34S
Police Chief	PD-5000-08	Police	41
Police Lieutenant	PD-5000-09	Police	33S
Police Lieutenant Detective	PD-5000-10	Police	33S
Police Officer	PD-5000-11	Police	30S
Police Officer - PRN	PD-5000-11	Police	30S
Police Officer - Recruit	PD-5000-15	Police	30
Police Sergeant	PD-5000-12	Police	32S
Police Sergeant Detective	PD-5000-13	Police	32S
Records Specialist	PD-5000-14	Police	13
Administrative Assistant-Public Services/Environ. Svcs	PUBSVC-2000-15	Public Services	13
Horticulturalist	PUBSVC-2000-04	Public Services-Parks	11
Parks & Facilities Lead	PUBSVC-2000-01	Public Services-Parks	30
Parks & Facilities Maintenance Technician	PUBSVC-2000-25	Public Services-Parks	15
Parks & Facilities Maintenance Worker I	PUBSVC-2000-02	Public Services-Parks	12
Parks & Facilities Maintenance Worker II	PUBSVC-2000-23	Public Services-Parks	13

Parks & Facilities Maintenance Worker III	PUBSVC-2000-24	Public Services-Parks	<b>14</b>
Parks & Facilities Supervisor	PUBSVC-2000-03	Public Services-Parks	<b>31</b>
Sexton	PUBSVC-2000-05	Public Services-Parks	<b>30</b>
Sanitation Collector	PUBSVC-2000-12	Public Services-Sanitation	<b>12</b>
Sanitation Driver	PUBSVC-2000-13	Public Services-Sanitation	<b>14</b>
Sanitation Supervisor	PUBSVC-2000-14	Public Services-Sanitation	<b>31</b>
Cook/Driver	PUBSVC-2000-17	Public Services-Senior Center	<b>11</b>
Director of Senior Services	PUBSVC-2000-19	Public Services-Senior Center	<b>31</b>
Head Cook	PUBSVC-2000-20	Public Services-Senior Center	<b>13</b>
Stormwater Maintenance Worker II	PUBSVC-2000-06	Public Services-Stormwater	<b>15</b>
Public Services Superintendent	PUBSVC-2000-11	Public Services-Street	<b>40</b>
Street & Stormwater Maintenance Worker I	PUBSVC-2000-07	Public Services-Street	<b>12</b>
Street & Stormwater Maintenance Worker II	PUBSVC-2000-08	Public Services-Street	<b>13</b>
Street & Stormwater Maintenance Worker III	PUBSVC-2000-09	Public Services-Street	<b>30</b>
Street & Stormwater Supervisor	PUBSVC-2000-10	Public Services-Street	<b>31</b>



## City Commission Agenda Item

Meeting Date: December 16, 2025

From: Randy Frazer, City Manager

Item: Approve reorganization of Neighborhood Services Division as the newly structured Community Development Division

**Motion:** A Resolution approving the reorganization of Neighborhood Services Division into the Community Development Division, authorizing the creation of the Community Development Director position, and transferring the Municipal Project Manager position into the division, effective December 27, 2025.  
(Voice Vote)

**Background:** City staff is proposing to reorganize the existing Neighborhood Services Division into a newly structured Community Development Division. This reorganization is designed to streamline all development related services—planning, zoning, permitting, building inspections, and code enforcement—under a single leadership structure to improve coordination, customer service, and strategic alignment with the City’s Comprehensive Plan and Commission goals.

The Community Development Director will oversee the Division, including Planning & Zoning, Building Inspections, and Code Enforcement departments, and provide strategic leadership to guide long-term growth, redevelopment, and neighborhood revitalization.

In addition, the Municipal Project Manager position will be transferred from the City Manager's Office to the Community Development Division to further integrate project management, capital improvements, and development coordination within a unified team. This move will enhance cross-departmental collaboration and ensure alignment between capital projects, planning, and redevelopment initiatives.

Key benefits of this reorganization include:

- **Unified Oversight:** All development and project management functions coordinated under one division.
- **Improved Efficiency:** Streamlined permitting, inspections, and project delivery processes.
- **Enhanced Customer Service:** Single point of contact for citizens, developers, and businesses.
- **Strategic Alignment:** Ensures that planning, development, and capital investments advance community and economic development goals.
- **Scalable Framework:** Structure allows for future growth of staff and services as the community expands.

The proposed department structure will include:

- **Community Development Director** (Reports to City Manager)
  - **Municipal Project Manager**
  - **Planning & Zoning Coordinator / GIS Technician** (Position will not be filled in 2026)
  - **Chief Building Official**
    - **Code Enforcement Officer / Building Inspector**
  - **Administrative Assistant / Permit Technician**

All positions within this structure are budgeted and included in the City’s adopted Pay Ordinance, to become effective December 27, 2025. The reorganization does not create additional full-time positions at this time but aligns existing roles within a more cohesive and accountable management framework. The Planning & Zoning Coordinator / GIS Technician role will remain unfilled in 2026, with planning and zoning support provided collaboratively by the Director and existing staff.

**Commission Options:**

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

**Fiscal Impact:** None.

Fund: Department: Expense Code:

☒ Included in budget ☐ Grant ☐ Bonds ☐ Other Not Budgeted

**Attachments:** Resolution

**Approved for Agenda by:**



Randy Frazer, City Manager

**RESOLUTION NO. 2025-12-\_\_\_\_\_**

**A RESOLUTION APPROVING THE REORGANIZATION OF THE NEIGHBORHOOD SERVICES DIVISION INTO THE COMMUNITY DEVELOPMENT DIVISION, AUTHORIZING THE CREATION OF THE COMMUNITY DEVELOPMENT DIRECTOR POSITION, TRANSFERRING THE MUNICIPAL PROJECT MANAGER POSITION INTO THE DIVISION, AND AFFIRMING THAT ALL POSITIONS ARE BUDGETED AND INCLUDED IN THE CITY'S CURRENT PAY ORDINANCE, TO BECOME EFFECTIVE DECEMBER 27, 2025.**

**NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:**

**SECTION ONE:** The Governing Body of the City of Arkansas City approves the reorganization of the Neighborhood Services Division into the Community Development Division, authorizing the creation of the Community Development Director position, transferring the Municipal Project Manager position into the division, and affirming that all positions are budgeted and included in the City's current Pay Ordinance, to become effective December 27, 2025.

**SECTION TWO:** The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor or governing body member acting on behalf of the Mayor, and/or City staff, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

**PASSED AND RESOLVED** by the Governing Body of the City of Arkansas, Kansas on this 16th day of December 2025.

(Seal)

\_\_\_\_\_  
Chad D. Beeson, Mayor

ATTEST:

\_\_\_\_\_  
Tiffany Parsons, City Clerk

APPROVED AS TO FORM.

\_\_\_\_\_  
Larry R. Schwartz, City Attorney

**CERTIFICATE**

I hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2025-12-\_\_\_\_\_ of the City of Arkansas City, Kansas adopted by the governing body on December 16, 2025, as the same appears of record in my office.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Tiffany Parsons, City Clerk





## City Commission Agenda Item

Meeting Date: December 16, 2025

From: Randy Frazer, City Manager

Item: Approval of 2026 Workers' Compensation Insurance  
Renewal with Kansas Municipal Insurance Trust (KMIT)

**Motion:** A Resolution authorizing the City of Arkansas City to approve the 2026 Workers' Compensation Insurance renewal through the Kansas Municipal Insurance Trust (KMIT) in the amount of \$216,395.00, and authorization for payment of the invoice due January 31, 2026. **(Voice Vote)**

### **Background:**

The City of Arkansas City's workers' compensation coverage is provided through the Kansas Municipal Insurance Trust (KMIT), a self-funded pool specifically designed for Kansas municipalities under the Kansas Municipal Group-Funded Pool Act (K.S.A. 12-2616 et seq.).

The City's policy for the 2026 term (January 1, 2026 – December 31, 2026) has been submitted by the City's insurance broker, Insurance Center, Inc. (ICI), for renewal. Based on payroll projections and class codes reviewed with ICI, the total estimated premium for 2026 is \$216,395, reflecting a decrease of approximately \$10,000 from 2025 (\$226,431).

The 2026 renewal incorporates the following key factors:

- Experience modification factor of 1.51 (unchanged from prior year).
- Adjusted class rates filed by the State of Kansas; some department codes (e.g., Waterworks, Fire, Police) experienced minor rate variations.
- KMIT's state-filed base rates remained stable for 2026.
- Coverage remains statutory for all eligible City employees, with the same liability limits as prior years:
- Employers Liability – Each Accident: \$500,000
- Disease Policy Limit: \$500,000
- Disease – Each Employee: \$500,000

Payment in full is due to KMIT by January 31, 2026, as shown on the attached invoice. The City's participation in KMIT also includes access to free accident prevention and safety training services through IMA – Wichita.

### **Commission Options:**

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

### **Fiscal Impact:**

Amount: **\$216,395.00**

Fund: **(All Funds)**      Department: **(All Departments)**      Expense Code: **5114 (Workers Compensation)**

☒ Included in budget      ☐ Grant)      ☐ Bonds      ☐ Other Not Budgeted

**Attachments:** Resolution, 2026 Renewal Proposal, KMIT Renewal Breakdown, and 2026 Certificate of Coverage

### **Approved for Agenda by:**

Randy Frazer, City Manager

**RESOLUTION NO. 2025-12-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO APPROVE THE 2026 WORKERS' COMPENSATION INSURANCE RENEWAL THROUGH THE KANSAS MUNICIPAL INSURANCE TRUST (KMIT) IN THE AMOUNT OF \$216,395.00, AND AUTHORIZATION FOR PAYMENT OF THE INVOICE DUE JANUARY 31, 2026.**

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:**

**SECTION ONE:** The Governing Body of the City of Arkansas City hereby A Resolution authorizing the City of Arkansas City to approve the 2026 Workers' Compensation Insurance renewal through the Kansas Municipal Insurance Trust (KMIT) in the amount of \$216,395.00, and authorization for payment of the invoice due January 31, 2026.

**SECTION TWO:** The Governing Body of the City of Arkansas City hereby authorizes the Mayor and/or City staff of the City of Arkansas City to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

**SECTION THREE:** This Resolution will be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City.

**PASSED AND RESOLVED** by the Governing Body of the City of Arkansas City, Kansas, on this 16th day of December 2025.

(Seal)

\_\_\_\_\_  
Chad D. Beeson, Mayor

ATTEST:

\_\_\_\_\_  
Tiffany Parsons, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Larry R. Schwartz, City Attorney

**CERTIFICATE**

I hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2025-12-\_\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on December 16, 2025, as the same appears of record in my office.

DATED: \_\_\_\_\_.

\_\_\_\_\_  
Tiffany Parsons, City Clerk



# City Of Arkansas City

Insurance Renewal  
Policy Term 1/1/26 – 12/31/26



# Table of Contents

Your Service Team..... 3

Workers Compensation..... 5

Premium Comparison ..... 7



# Your Service Team



**Brett A Selle**  
Risk Advisor

P: (620) 741-5358  
bselle@ici.insurance



**Rhonda Pike**  
Account Manager

P: (620) 741-5360  
rpike@ici.insurance



**Cassie A. Herrman**  
Claims Advocate

P: (316) 621-4913  
claims@ici.insurance

## Contact Information

Office Phone	(620) 741-5360
Fax	(620) 442-3342
Website	www.ici.insurance
Address	726 N. Summit, Arkansas City, KS 67005

# WHY ICI CONNECT?

Now you can access your insurance information 24/7 from a computer or mobile device.

**ICI connect** allows you to:



OBTAIN AUTOMOBILE ID CARDS



GENERATE & SEND CERTIFICATES OF INSURANCE



VIEW POLICY INFORMATION



REQUEST POLICY CHANGES



ACCESS POLICY DOCUMENTS



REPORT CLAIMS & UPLOAD DOCUMENTATION



Sign up. Connect. Manage your insurance.

It's easy. Visit **[www.ici.insurance](http://www.ici.insurance)** and click on *Client Login*, or download the **ICI connect** mobile app in the Apple App Store or Google Play Store. You'll need your:



EMAIL  
ADDRESS



PHONE  
NUMBER



POLICY  
NUMBER

After you set up your account, watch for a verification code via email. And remember passwords are case sensitive, so set up yours with at least 7 characters, 1 uppercase letter and at least 1 number.

**Need help?** Just email **[connect@ici.insurance](mailto:connect@ici.insurance)** or call your account manager at **316.321.5600**.



# Workers Compensation

Company	Policy Number	Policy Term
Kansas Municipal Insurance Trust	112ARKA	1/1/2026 to 12/31/2026

Description	Limit
Employers Liability: Each Accident	500,000
Employers Liability: Disease – Policy Limit	500,000
Employers Liability: Disease – Each Employee	500,000
Workers Compensation: Statutory Benefit	Included

## Locations

Loc	State	Address
1	KS	Various Locations, Arkansas City, KS 67005

## Classifications

Loc	State	Class Code	Description	Expiring		Renewal	
				Payroll	Base Rate	Payroll	Base Rate
1	KS	5506	Street or Road Construction: Paving	\$281,772	3.47	\$263,861	3.48
1	KS	7520	Waterworks Operation and Drivers	\$476,406	2.47	\$574,060	2.28
1	KS	7580	Sewage Disposal Plant Operation and	\$204,471	1.91	\$190,794	1.87
1	KS	7705a	Ambulance Service Companies & EMS	\$70,576	4.34	\$0	4.23
1	KS	7710	Firefighters and Drivers	\$1,367,370	3.41	\$1,367,370	3.52
1	KS	7711	Firefighters and Drivers - Volunteer	\$2,496	3.41	\$6,646	3.52
1	KS	7720	Police Officers and Drivers	\$1,447,055	2.34	\$1,303,835	2.31
1	KS	8810	Clerical Office Employees NOC	\$1,055,894	0.10.	\$1,087,221	0.10
1	KS	8820	Attorney-All Employees and Clerical,	\$93,413	0.10	\$96,878	0.08
1	KS	8831	Hospital - Veterinary and Drivers	\$19,363	1.18	\$25,921	1.17
1	KS	9015	Buildings - Operation By Owner or	\$36,264	2.81	\$30,983	2.77
1	KS	9082	Restaurant NOC	\$107,916	1.10	\$102,263	1.04
1	KS	9102	Park NOC - All Employees and Drivers	\$295,455	2.71	\$312,422	2.53
1	KS	9220	Cemetery Operations and Drivers	\$84,056	3.41	\$86,723	3.44
1	KS	9402	Street Cleaning and Drivers	\$29,272	3.62	\$41,520	3.52
1	KS	9403	Garbage, Ashes or Refuse Collection	\$317,450	6.28	\$319,166	6.85
1	KS	9410	Municipal, Township, County or State	\$307,761	5.10	\$323,792	4.40
			<b>Total Estimated Payroll</b>	<b>\$6,196,990</b>		<b>\$6,133,455</b>	
			Experience Modification				1.15

## Important Note

Please verify your payroll projections one more time. This is an estimated premium based on the projected payrolls that were provided. If the estimates are low, you may owe additional premium at the end of the policy period when you are audited by the



company. Changes during the policy period can also affect the premium. We encourage you to review your estimated payrolls in six months and notify us if the projections should be adjusted up or down.

Included / Excluded Individuals

Name	Title	Included	Excluded
		■	

# Premium Comparison

Coverage	Expiring	Renewal
Workers Compensation	\$226,431	\$216,395
Total Premium	\$226,431	\$216,395

## Proposal Acceptance

- ☐ I accept this proposal as presented to me.
- ☐ I accept this proposal with the following changes:

Signature

Name and Title

Date



## City of Arkansas City KMIT - Workers Compensation Quote for 2026

Automatically Imported From Client Site  
Policy Term: January 1, 2026 - December 31, 2026

<u>Classification</u>	<u>Class Code</u>	<u>Payroll</u>	<u>Modified Rate</u>	<u>Premium</u>
Street or Road Construction: Paving or Repaving & Drivers	5506	\$263,861	3.48	\$9,189
Waterworks Operation & Drivers & Salespersons	7520	\$574,060	2.28	\$13,088
Sewage Disposal Plant Operation & Drivers	7580	\$190,794	1.87	\$3,565
Ambulance Service Companies & EMS	7705a	\$0	4.23	\$0
Firefighters and Drivers	7710	\$1,448,390	3.52	\$50,916
Firefighters and Drivers - Volunteer	7711	\$6,646	3.52	\$234
Police Officers & Drivers	7720	\$1,303,835	2.31	\$30,177
Clerical Office Employees NOC	8810	\$1,087,221	0.10	\$1,127
Attorney: All Employees & Clerical, Messengers, Drivers	8820	\$96,878	0.08	\$81
Hospital: Veterinary & Drivers	8831	\$25,921	1.17	\$304
Buildings: Operation By Owner or Lessee	9015	\$30,983	2.77	\$859
Restaurant NOC	9082	\$102,263	1.04	\$1,068
Park NOC: Employees & Drivers	9102	\$312,422	2.53	\$7,920
Cemetery Operations & Drivers	9220	\$86,723	3.44	\$2,987
Street Cleaning & Drivers	9402	\$41,520	3.52	\$1,463
Garbage, Ashes or Refuse Collection & Drivers	9403	\$319,166	6.85	\$21,852
Municipal, Township, County or State Employee NOC	9410	\$323,792	4.40	\$14,253
Totals:		\$6,214,475		\$159,084

**Make Checks Payable To:**  
KANSAS MUNICIPAL INSURANCE TRUST

**Send Payment To:**  
Kansas Municipal Insurance Trust  
PO Box 541  
Shawnee Mission, KS 66201-0541

Experience Mod:	1.51
Standard Premium:	\$240,217
Discount:	10%
Discounted Premium:	\$216,195
Expense Constant:	\$200
<b>Annual Contributions:</b>	<b>\$216,395</b>

# Kansas Municipal Insurance Trust

2250 N. Rock Rd. Ste 118—PMB 302 Wichita, KS 67226



**2025/2026**  
**Board of Trustees**

**Michael Ort**  
*President*  
Jetmore

**David Cowan**  
*Vice President*  
Independence

**Kent Brown**  
*Treasurer*  
Goodland

**Stacie Eichem**  
*Past President*  
Wamego

**Kristi Carrithers**  
Valley Center

**Beth Linn**  
Edgerton

**Luke Grimes**  
Ulysses

**Ethan Reimer**  
Halstead

**Joshua Haverkamp**  
Marysville

**Kayla Hillbrink**  
Stockton

**Mark Westoff**  
Atchison

**Don Osenbaugh**  
Pool Administrator

Dear Agent,

KMIT renewal packets were just sent out to our member organizations. Enclosed, please find a copy of that mailing as well as your 2026 placement agreement. Please sign and return one copy of the Agreement to Kyle Johnston at the above address or sign, scan and e-mail.

Thank you for working with KMIT, we appreciate your partnership. If there are any questions or concerns, please do not hesitate to contact me or Don Osenbaugh, KMIT Pool Administrator at dosenbaugh@cox.net or (316) 259-3847.

**Kyle Johnston**  
KMIT Administrative Manager  
316-266-6233  
Kyle.Johnston@corisksol.com

Enc.

## 2026 PLACEMENT AGREEMENT

THIS AGREEMENT made this 1<sup>st</sup> day of January 2026, between the **Kansas Municipal Insurance Trust**, hereinafter referred to as **KMIT** and **ICI (Agency for Arkansas City)** hereinafter referred to as **BROKER**.

WHEREAS, **BROKER** is engaged in the business of procuring and placing property and casualty insurance on behalf of its customers; and

WHEREAS, **KMIT** provides insurance coverage upon the authority under the Kansas Municipal Group-Funded Pool Act, K.S.A. 12-2616 et seq. as amended; and

WHEREAS, **BROKER** has requested to place business with Kansas Municipal Insurance Trust for **BROKER'S** customers, and **KMIT** has agreed to do so on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants set forth in this Agreement, and for other good, valuable, and legal consideration, the receipt and sufficiency of which are hereby acknowledged, the parties here agree as follows:

1. All policies shall be billed and/or renewed directly with the policyholder by **KMIT**. Copies of all billings and correspondence shall be provided to the agent by **KMIT**. The **BROKER**, however, is responsible for the prompt submission of completed applications, claims, and any premium, which is forwarded to the **BROKER** instead of to **KMIT**.
2. **KMIT** shall pay **BROKER** commission on new and renewal workers compensation business at the rate of 7% of the **ACTUAL** premium.

**KMIT** will make original payment to the **BROKER** based on 7% on the *estimated premium*, received from the member-organization (at the time of joining the pool or renewal), and the commission will be adjusted following the determination of the actual premium amount, following the eventual payroll audit of the coverage-year payroll by the **KMIT**-contacted payroll auditor.

Thus, an adjustment to the commission originally paid on the estimated premium will almost certainly result in an adjustment to the actual commission, resulting in **KMIT** or the **BROKER** being invoiced for the difference.

Any commissions due the **BROKER** shall be payable in one lump sum within fifteen days after the end of the month in which the amount becomes due. **BROKER** is responsible for returning commissions, at the same rate as originally retained, on all policy cancellations and amendments.

3. In placing business under this Agreement with Kansas Municipal Insurance Trust, **BROKER** represents that they are a licensed agent, **BROKER**, or producer acting as the representative of the insured and they are not an agent, representative, or subagent of **KMIT**. **BROKER** agrees they have no binding authority and that no risk shall be bound without the express written authority of **KMIT**.
4. **BROKER** agrees to comply with all laws and regulations, which govern its activities hereunder including, but not limited to, maintaining required licenses. **BROKER** shall maintain errors and omissions insurance coverage and provide proof of such licensing and coverage to **KMIT** as requested.

1. BROKER shall promptly notify KMIT of any claims and /or losses and BROKER has no authority to commit KMIT to any liability in connection with any claim or loss.
2. KMIT expressly recognizes and acknowledges BROKER'S ownership of all business placed under this Agreement by BROKER. Notwithstanding such ownership, all parties agree that in the event BROKER owes any sum to KMIT at the termination of this Agreement, KMIT shall have the exclusive use and control of all expirations and renewals of such business unless and until the amount due has been paid to KMIT.
3. KMIT shall not be liable for negligent acts of the BROKER, their employees, or representatives. The BROKER shall indemnify and hold harmless KMIT from any claim or administrative or legal action including expenses or investigation and attorney's fees resulting from any alleged or actual unlawful or negligent act of the BROKER. BROKER shall not be liable for the negligent acts of KMIT, its employees, or representatives. KMIT shall indemnify and hold harmless fees resulting from any alleged or actual unlawful or negligent act of KMIT.
4. Amendments to this agreement will require the express written consent of both KMIT and BROKER.
5. In the event of a disagreement or dispute involving the interpretation of this agreement or the performance or nonperformance of KMIT and BROKER, such dispute may be submitted to arbitration with the agreement of both parties. If arbitration is agreed upon to resolve a contractual dispute, the parties shall mutually agree upon the process to be followed. Unless otherwise agreed, neither party waives their right to pursue any and all legal remedies that may be available to enforce the terms of this agreement.
6. Either party giving notice to the other may cancel this agreement at any time. In the event of cancellation, BROKER will continue to be paid commissions on all binders and policies until they expire or are placed elsewhere.
7. The laws of the State of Kansas shall govern the validity and construction of this Agreement.

DATED AND EFFECTIVE THIS 1<sup>st</sup> day of January 2026.

KANSAS MUNICIPAL INSURANCE TRUST

By: *Don Okenbaugh*

Title: KMIT Pool Administrator

Address: 2250 N. Rock Rd. Ste 118-PMB302

Wichita, KS 67226

Phone: (316) 266-6233

BROKER

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_



# Kansas Municipal Insurance Trust

2250 N. Rock Rd. Ste 118—PMB 302 Wichita, KS 67226



2025/2026  
Board of Trustees

**Michael Ort**  
*President*  
Jetmore

**David Cowan**  
*Vice President*  
Independence

**Kent Brown**  
*Treasurer*  
Goodland

**Stacie Eichem**  
*Past President*  
Wamego

**Kristi Carrithers**  
Valley Center

**Beth Linn**  
Edgerton

**Luke Grimes**  
Ulysses

**Ethan Reimer**  
Halstead

**Joshua Haverkamp**  
Marysville

**Kayla Hillbrink**  
Stockton

**Mark Westoff**  
Atchison

**Don Osenbaugh**  
Pool Administrator

Marla McFarland  
City of Arkansas City  
118 W Central  
Arkansas City, KS 67005

**COPY**

Dear Marla,

Inside, please find the 2026 KMIT quote, premium invoice, Certificate of Coverage for the 2026 renewal of your entity's workers' compensation insurance and other KMIT related documents.

Your workers' compensation premium for 2026 is \$216,395. Payment-in-full is due on or before **January 31, 2026**.

Several factors affect your annual premium, which are subject to change from year to year, including:

- Any change in your entity's payroll, by department/position;
- Any change in your entity's advance discount rate from KMIT;
- Any change in the individual class code rates (the rating cost for each job at your organization; set by the State of Kansas); individual rates change each year;
- KMIT's state-filed rate (did NOT change for 2026);
- Your organization's *Experience Modification* ('mod') rate, as determined by NCCI (the National Council for Compensation Insurance—the national rating agency used by most states, including Kansas). The mod rating is a direct reflection of your organization's recent workers' compensation loss history.

Please check over your quote sheet to confirm this is what your entity had submitted to KMIT (on your renewal application), as this is what is used on your quote.

***If you have any questions at all, please contact Kyle Johnston.***

Please mail your KMIT premium check to:

**KMIT**  
**P.O. Box 541**  
**Shawnee Mission, KS**  
**66201-0541**

Thank you very much for being a part of the KMIT family of Kansas public entities.

*Don Osenbaugh*

**Don Osenbaugh**  
KMIT Pool Administrator  
316-259-3847  
dosenbaugh@cox.net



**Kyle Johnston**  
KMIT Administrative Manager  
316-266-6233  
Kyle.Johnston@corisksol.com

Enc.



**Kansas Municipal Insurance Trust**  
P.O. Box 541  
Shawnee Mission, KS  
66201-0541 US  
+13162666233

**BILL TO**

Marla McFarland  
City of Arkansas City  
118 W Central  
Arkansas City, KS 67005

**SHIP TO**

Marla McFarland  
City of Arkansas City  
118 W Central  
Arkansas City, KS 67005

**INVOICE 13-3703****DATE** 12/01/2025 **TERMS** Net 30**DUE DATE** 01/31/2026

ACTIVITY	QTY	RATE	AMOUNT
<b>26 Premium</b>	1	216,395.00	216,395.00
2026 Workers' Compensation Insurance Premium			

2026 Workers' Compensation Insurance Premium

**TOTAL DUE****\$216,395.00**



## City of Arkansas City KMIT - Workers Compensation Quote for 2026

Automatically Imported From Client Site

Policy Term: January 1, 2026 - December 31, 2026

<u>Classification</u>	<u>Class Code</u>	<u>Payroll</u>	<u>Modified Rate</u>	<u>Premium</u>
Street or Road Construction: Paving or Repaving & Drivers	5506	\$263,861	3.48	\$9,189
Waterworks Operation & Drivers & Salespersons	7520	\$574,060	2.28	\$13,088
Sewage Disposal Plant Operation & Drivers	7580	\$190,794	1.87	\$3,565
Ambulance Service Companies & EMS	7705a	\$0	4.23	\$0
Firefighters and Drivers	7710	\$1,448,390	3.52	\$50,916
Firefighters and Drivers - Volunteer	7711	\$6,646	3.52	\$234
Police Officers & Drivers	7720	\$1,303,835	2.31	\$30,177
Clerical Office Employees NOC	8810	\$1,087,221	0.10	\$1,127
Attorney: All Employees & Clerical, Messengers, Drivers	8820	\$96,878	0.08	\$81
Hospital: Veterinary & Drivers	8831	\$25,921	1.17	\$304
Buildings: Operation By Owner or Lessee	9015	\$30,983	2.77	\$859
Restaurant NOC	9082	\$102,263	1.04	\$1,068
Park NOC: Employees & Drivers	9102	\$312,422	2.53	\$7,920
Cemetery Operations & Drivers	9220	\$86,723	3.44	\$2,987
Street Cleaning & Drivers	9402	\$41,520	3.52	\$1,463
Garbage, Ashes or Refuse Collection & Drivers	9403	\$319,166	6.85	\$21,852
Municipal, Township, County or State Employee NOC	9410	\$323,792	4.40	\$14,253
Totals:		\$6,214,475		\$159,084

**Make Checks Payable To:**  
KANSAS MUNICIPAL INSURANCE TRUST

**Send Payment To:**  
Kansas Municipal Insurance Trust  
PO Box 541  
Shawnee Mission, KS 66201-0541

Experience Mod:	1.51
Standard Premium:	\$240,217
Discount:	10%
Discounted Premium:	\$216,195
Expense Constant:	\$200
<b>Annual Contributions:</b>	<b>\$216,395</b>

# 2026

## *Certificate of Coverage*

### **Kansas Municipal Insurance Trust City of Arkansas City, State of Kansas**

The Governing Body for the above named Entity has upon the authority under the Kansas Municipal Group-Funded Pool Act, K.S.A. 12-2616 *et seq.*, as amended, elected to participate in the above workers' compensation cooperative for workers' compensation coverage for the period of January 1, 2026 through December 31, 2026, hereinafter termed "coverage period".

The coverages, conditions of membership and other provisions applicable to members of KMIT during the coverage period are as described in the KMIT By-laws and Intergovernmental Agreement approved by the Entity and as from time to time may be amended in actions taken by the KMIT Board of Trustees pursuant to such By-laws, and in the excess policies obtained by KMIT, certified copies of which are attached hereto and incorporated herein by reference. **KMIT provides free accident prevention services through IMA—Wichita.**

The coverages provided are those coverages required by the State of Kansas and offered through the membership in KMIT and no other and are made in consideration of the payment of the contributions by the member Entity to KMIT. All coverages are also subject to the policy terms and conditions of the excess and aggregate excess insurance coverage provided to the cooperative and its members. KMIT will retain a portion of the coverage. Workers' Compensation Benefits are pursuant to Statutory Limits. Employers' Liability Bodily Injury by Accident, limit of \$500,000 for each accident; Employers' Liability Bodily Injury by Disease, limit of \$500,000 each employee; Employers' Liability by Disease, \$500,000 policy limit.

112ARK



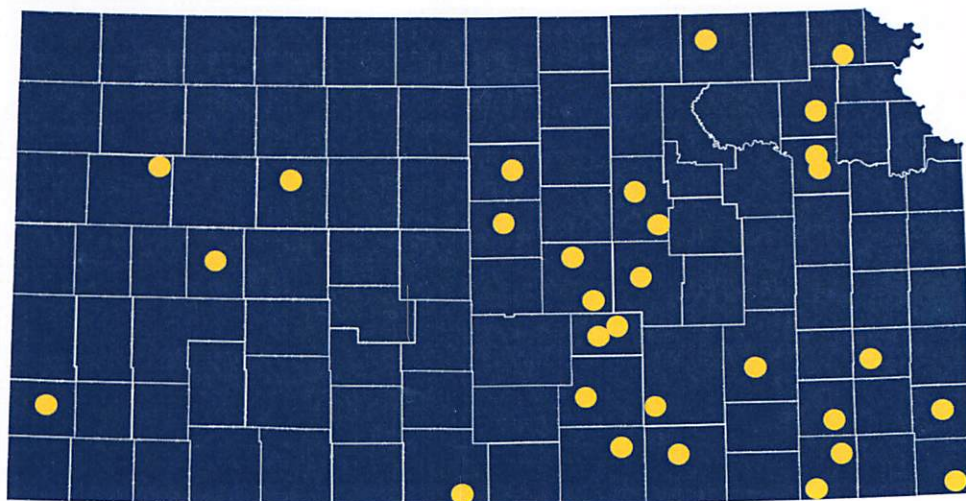
## KAHP: A Modern Approach to Employee Health Insurance

For MANY years—seemingly since the beginning of employee health insurance coverage—cities and all other municipalities have been held hostage to the original ‘model’—that is, every city had to somehow ‘figure it out and go it alone’. Usually that meant lower benefits and higher costs, and sometimes even NO benefits for local government employees. Sadly, many small cities to this day cannot afford to provide even adequate health benefits; those which can often have no option but to stick their loyal employees with steeper cost sharing and higher deductibles, and, the ‘roller coaster ride’ of rate ups and downs often created significant budget issues.

In May of 2021, KMIT was approached to consider the development of a new health insurance model, thus began the formation of the **KMIT Association Health Plan (KAHP)**, a legal ‘subset’ of KMIT. As its name implies, KAHP is *not a pooling of resources*, rather it is the banding together of municipal entities into an **ASSOCIATION**, enabling cooperative decision making and, especially, large-group rating status—and that **large-group rating is a game changer for cities**. Built by KMIT, KAHP is a partnership between KMIT and IMA Health Benefits (Wichita), providing employees with ‘gold standard’ Blue Cross Blue Shield health insurance for themselves and their families.

KAHP officially launched on January 1, 2022, and has now grown, as of mid-November 2025, to include 31 municipalities (including The League).

### KHAP Membership (1-1-26)



## CRS Activity 510

## Annual Progress Report on Implementation of Credited Plan

2025

Which Plan is this for (use separate templates for each credited Plan):

☒ Floodplain Management Plan (Hazard Mitigation Plan)☐ Repetitive Loss Area Analysis☐ Floodplain Species Plan☐ Substantial Damage Plan

Name of Community: Arkansas City, City of

Date this Annual Progress Report was prepared (not the date of adoption of the credited Plan): 12/3/2025

Name of Plan: 2024 Kansas Region G Hazard Mitigation Plan Update

Date of Adoption of Plan: 12/17/2024

5 Year CRS Expiration Date: July 2029

1. How can a copy of the credited Plan be obtained:

The plan is available on our website. <https://www.arkcity.org/neighborhood-services/page/hazard-mitigation-plan>2. Describe how **this annual progress report** (not the credited Plan) was prepared and how it was submitted to the governing body, released to the media, and made available to the public:

This document was filed as part of a regular City Commission Packet and was placed on the Hazard Mitigation page listed above. Copies were also provided to local media outlets.

3. Provide a description of the implementation of each recommendation or action item in the action plan or area analysis report, including a statement on how the project was implemented or not implemented during the previous year:

See the attached table

4. Discuss why any objectives were not reached or why implementation is behind schedule:

Implementation is ongoing as required and is not behind schedule.

5. What are the recommendations for new projects or revised recommendations?

City Crews will continue working on drainage ways to ensure they can adequately carry away floodwaters. We are also with JEO Consulting on a Technical Assistance Project to analyze internal flooding and to determine if any mitigation measures can be implemented which would reduce the floodplain coverage along the City's canals.

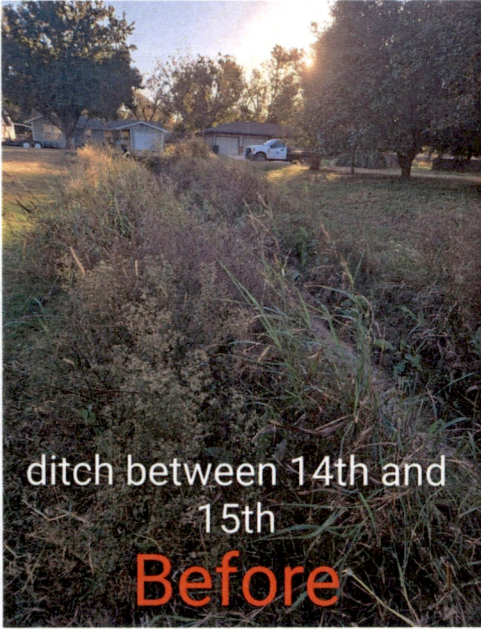


Action Identification	Description	Hazard Addressed	Responsible Party	Overall Priority	Goal(s) Addressed	Estimated Cost	Potential Funding Source	Proposed Completion Timeframe	2026 Status
Arkansas City 9	Continue to participate meet requirements of the NFIP.	Flood	Arkansas City NFIP Coordinator	High	1, 2	Staff time	Local budgets	Continuous	On-going; Joined the Community Rating System in 2024.
Arkansas City 10	Construct rainwater retention/detention ponds at strategic locations.	Flood	Arkansas City Administration	Low	1, 2	Location and size dependent	HMGP, BRIC, Local budgets	As required	On-going as required by new construction. Generally, developers participate in the construction.
Arkansas City 11	Clean and repair drainage ditches to maintain capacity.	Flood	Arkansas City Administration	Low	1, 2	Location, length, and size dependent	HMGP, BRIC, Local budgets	As required	In 2025, ditches were cleaned out throughout the city. Areas around bridges and outlet structures were also cleared. Several flood pumps were repaired. See pictures with descriptions.

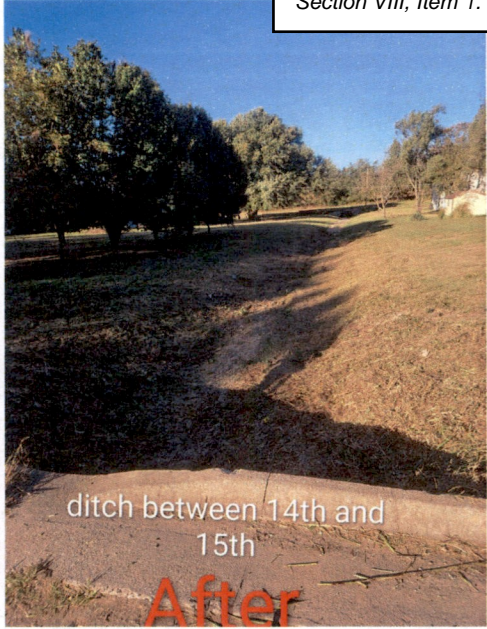




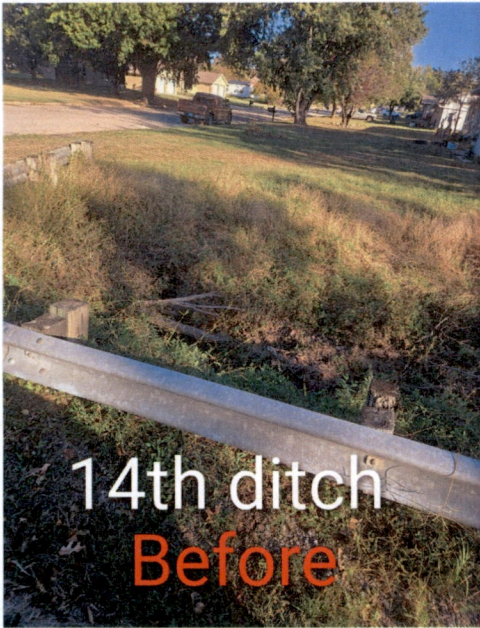
removed vegetation on  
Madison near walking trail  
guard rails



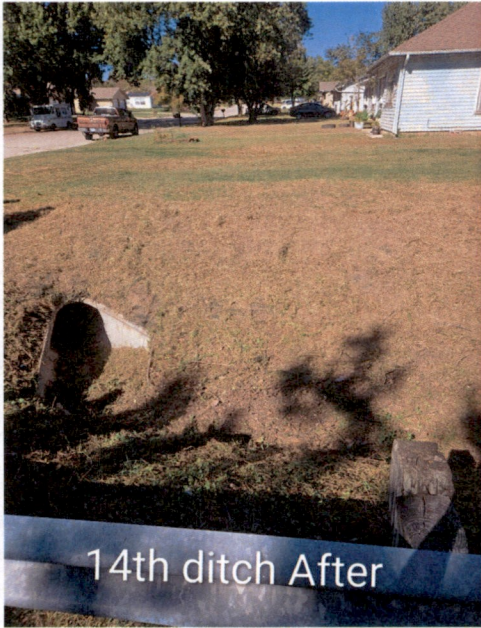
ditch between 14th and  
15th  
**Before**



ditch between 14th and  
15th  
**After**



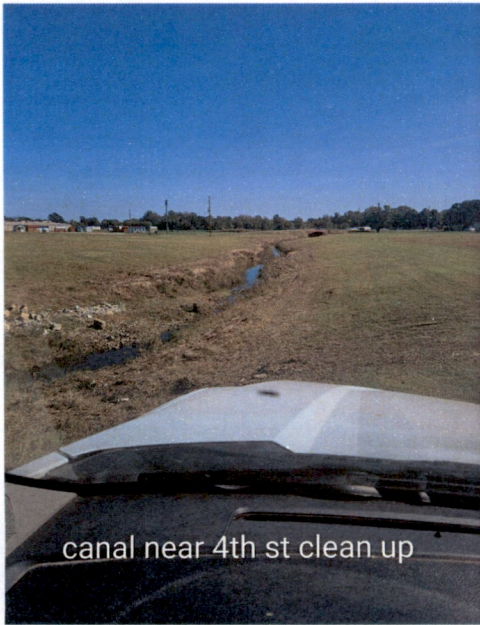
14th ditch  
**Before**



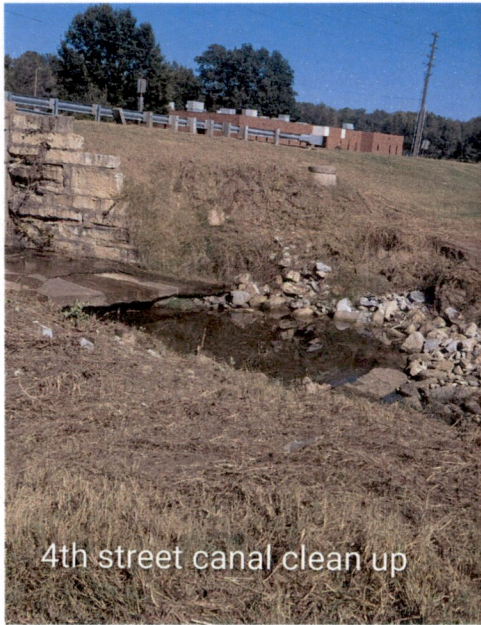
14th ditch After



14th ditch  
**After**



canal near 4th st clean up

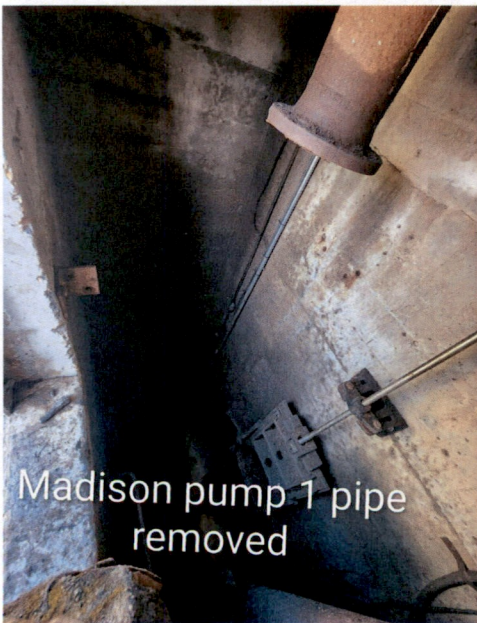
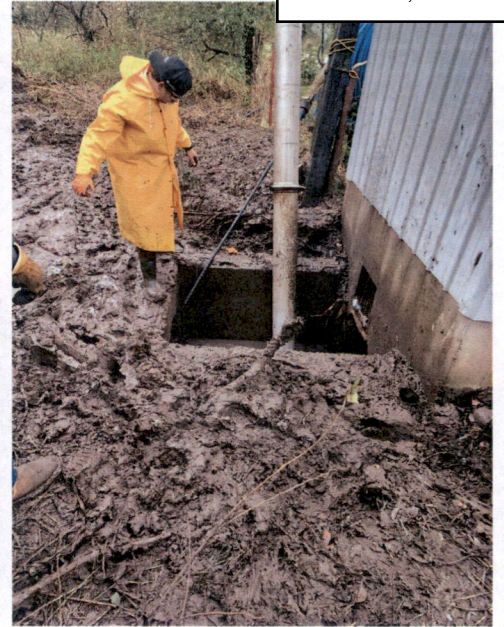


4th street canal clean up

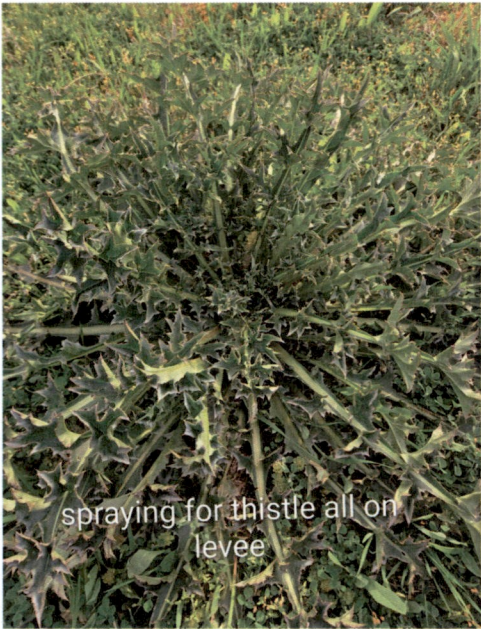


behind dollar tree ditch  
clean out on madison

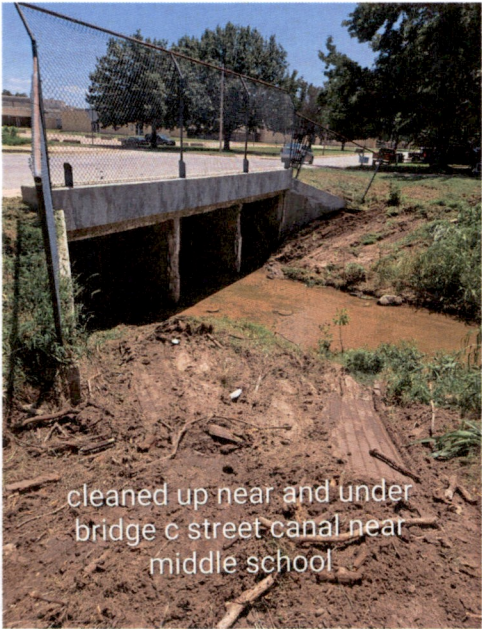




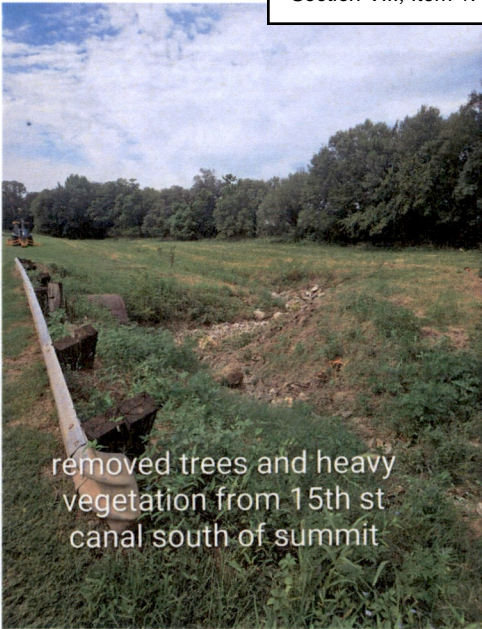




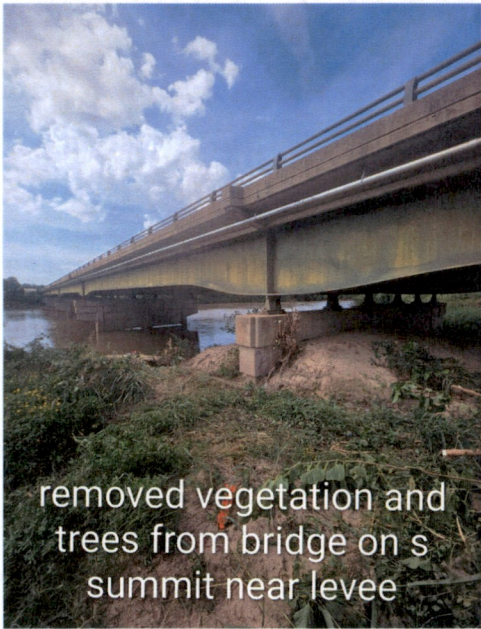
spraying for thistle all on levee



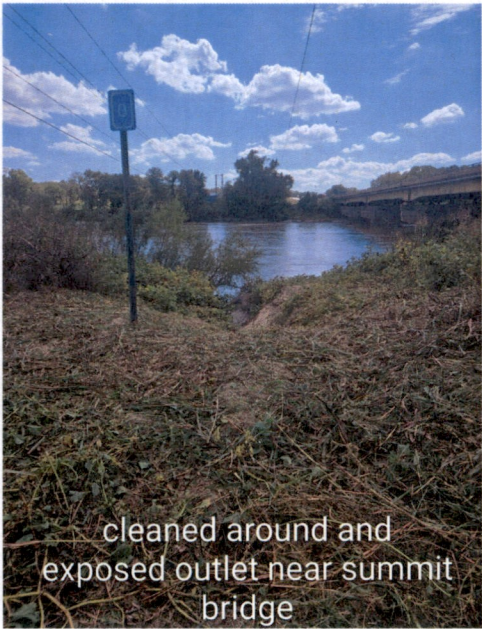
cleaned up near and under bridge c street canal near middle school



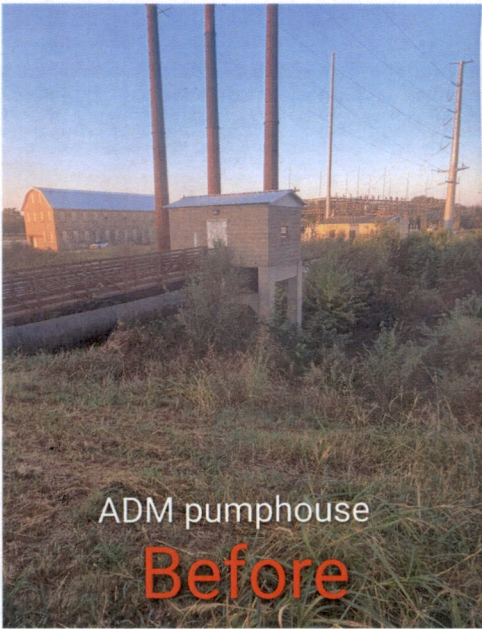
removed trees and heavy vegetation from 15th st canal south of summit



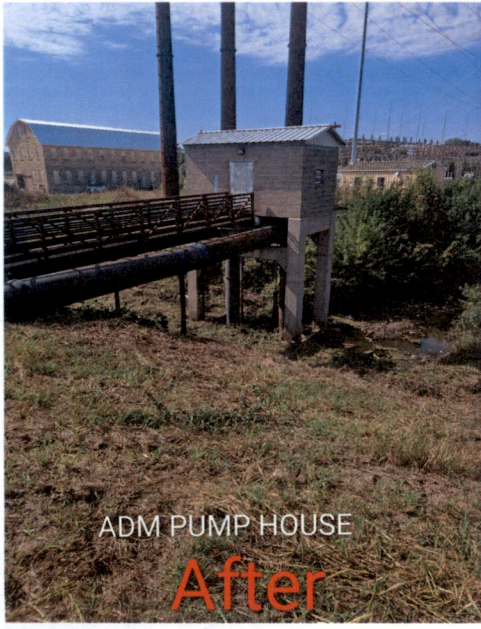
removed vegetation and trees from bridge on s summit near levee



cleaned around and exposed outlet near summit bridge



ADM pumphouse  
**Before**



ADM PUMP HOUSE  
**After**



removed vegetation from Madison Bridge



Madison Bridge clean up

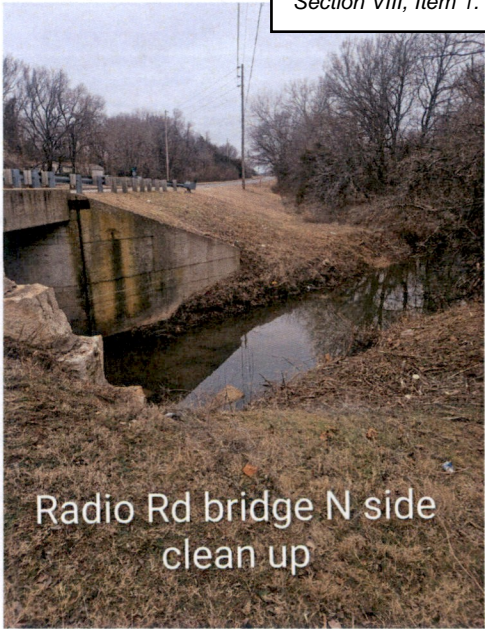




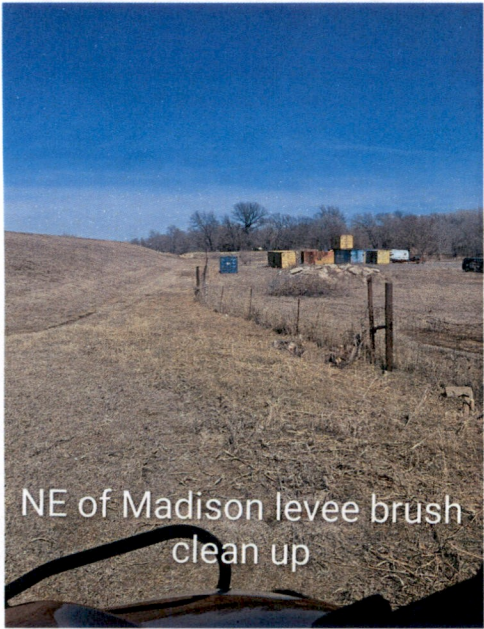
F street near Burn Pit



C street canal behind donut shop clean up



Radio Rd bridge N side clean up



NE of Madison levee brush clean up



before  
concrete repair on levee behind wastewater



(before) concrete repair drain on 15th Street



NE of Madison levee. clean



new outlet sign phase 2 levee west side



removing brush from levee phase 2 near RR tracks





**CITY OF ARKANSAS CITY, KANSAS**  
**FINANCIAL SUMMARY**  
 Year-To-Date November 30, 2025

Fund	Cash Summary						Budget Summary			
	1/1/2025 Beginning Cash Balance	Prior Year Encumbrances/ Adjusting Entries	Receipts	Disbursements	Change in Assets/Liabilities	11/30/2025 Ending Cash Balance	Budget	Encumbrances	Budget Variance Favorable (Unfavorable)	% Remaining
01 - GENERAL FUND	\$ 3,753,926.91	\$ 209,822.76	\$ 11,494,092.38	\$ 11,177,328.73	\$ (318,627.90)	\$ 3,542,239.90	\$ 15,285,704	\$ 228,763.74	\$ 3,879,612	25.38%
15 - STORMWATER FUND	\$ 680,531.55	\$ -	\$ 414,743.85	\$ 256,813.02	\$ (38,256.22)	\$ 800,206.16	\$ 611,552	\$ -	\$ 354,739	58.01%
16 - WATER FUND	\$ 3,626,901.21	\$ 1,028,177.25	\$ 5,936,122.39	\$ 4,086,285.28	\$ (946,832.77)	\$ 3,501,728.30	\$ 10,918,777	\$ 639,598.58	\$ 6,192,893	56.72%
18 - SEWER FUND	\$ 5,627,056.05	\$ 19,410.00	\$ 3,165,858.63	\$ 2,914,603.26	\$ (298,002.57)	\$ 5,560,898.85	\$ 3,163,565	\$ 50,461.46	\$ 198,500	6.27%
19 - SANITATION FUND	\$ 1,808,624.41	\$ -	\$ 2,035,828.04	\$ 1,337,125.89	\$ (227,938.10)	\$ 2,279,388.46	\$ 2,001,069	\$ 20,775.86	\$ 643,167	32.14%
20 - SPECIAL RECREATION FUND	\$ 57,335.30	\$ 7,134.14	\$ 12,069.17	\$ 20,055.86	\$ -	\$ 42,214.47	\$ 81,090	\$ 7,350.00	\$ 53,684	66.20%
21 - SPECIAL STREET FUND	\$ 1,025,296.21	\$ -	\$ 512,275.41	\$ 396,558.31	\$ (481.34)	\$ 1,140,531.97	\$ 2,190,482	\$ 52,359.40	\$ 1,741,564	79.51%
23 - TOURISM/CONVENTION FUND	\$ 143,883.82	\$ -	\$ 180,334.86	\$ 152,223.01	\$ -	\$ 171,995.67	\$ 344,708	\$ -	\$ 192,485	55.84%
26 - SPECIAL ALCOHOL FUND	\$ 81,476.64	\$ -	\$ 14,828.61	\$ 20,785.40	\$ 659.00	\$ 76,178.85	\$ 87,608	\$ -	\$ 66,823	76.27%
27 - PUBLIC LIBRARY FUND	\$ -	\$ -	\$ 470,130.16	\$ 470,130.16	\$ -	\$ -	\$ 482,760	\$ -	\$ 12,630	2.62%
29 - SPECIAL LAW ENF TRUST FUND	\$ 2,848.48	\$ -	\$ -	\$ -	\$ -	\$ 2,848.48	Not a Budgeted Fund	\$ -		
31 - LAND BANK FUND	\$ 17,989.63	\$ -	\$ 6,361.00	\$ 2,346.19	\$ -	\$ 22,004.44	\$ 21,489	\$ -	\$ 19,143	89.08%
32 - MUNICIPALITIES FIGHT ADDICTION FUND	\$ 72,314.02	\$ -	\$ 16,997.15	\$ -	\$ -	\$ 89,311.17	\$ 70,415	\$ -	\$ 70,415	100.00%
43 - BOND & INTEREST FUND	\$ 140,415.03	\$ -	\$ 2,366,892.32	\$ 1,946,455.00	\$ -	\$ 560,852.35	\$ 2,556,325	\$ -	\$ 609,870	23.86%
44 - HEALTHCARE SALES TAX FUND	\$ -	\$ -	\$ 2,103,596.09	\$ 2,103,596.09	\$ -	\$ -	\$ 2,600,000	\$ -	\$ 496,404	19.09%
45 - UNPLEDGED HEALTHCARE SALES TAX FUND	\$ 130,211.68	\$ -	\$ 91,951.17	\$ 121,516.04	\$ -	\$ 100,646.81	\$ 250,003	\$ -	\$ 128,487	51.39%
53 - MUNICIPAL COURT FUND	\$ 11,206.93	\$ 13,979.42	\$ 2,772.49	\$ -	\$ 10,101.58	\$ 10,101.58	Not a Budgeted Fund	\$ -		
54 - EQUIPMENT RESERVE FUND	\$ 184,746.02	\$ -	\$ -	\$ -	\$ -	\$ 184,746.02	Not a Budgeted Fund	\$ -		
57 - CID SALES TAX FUND	\$ 6,063.59	\$ -	\$ 63,107.69	\$ 63,107.69	\$ (6,063.59)	\$ -	\$ 85,000	\$ -	\$ 21,892	25.76%
68 - CAPITAL IMPROVEMENT FUND	\$ 1,263,551.44	\$ -	\$ 42,136.54	\$ 57,851.27	\$ (12,370.00)	\$ 1,235,466.71	Not a Budgeted Fund	\$ 9,320.00		
<b>TOTALS</b>	<b>\$ 18,634,378.92</b>	<b>\$ 1,278,523.57</b>	<b>\$ 28,930,097.95</b>	<b>\$ 25,126,781.20</b>	<b>\$ (1,837,811.91)</b>	<b>\$ 19,321,360.19</b>	<b>\$ 40,750,547.00</b>			

INDEBTEDNESS:

2019 PBC	\$ 8,210,000
GO 2020 REFUNDING & IMPROVEMENT BOND	\$ 14,095,000
GO 2022 TAXABLE STROTHER FIELD	\$ 3,800,000
GO 2023 TAXABLE LAND PURCHASE	\$ 490,000
2023 WWTP SRF LOAN	\$ 8,443,667
2024 STROTHER FIELD SRF LOAN (1st PMT 2/1/2027)	\$ 421,887
2025 FERRARA TENGINE	\$ 1,034,521
2019 FERRARA PUMPER TRUCK LEASE	\$ 206,225
2024 BACKHOE	\$ 114,630
2025 PIPE FUSION MACHINE	\$ 83,079
2025 SKID STEER	\$ 59,478
<b>TOTAL</b>	<b>\$ 36,958,486</b>

Note: Information is Unaudited