

Memo

To: City Commission
From: Toby Dougherty, City Manager
Date: 10-27-16
Re: November 3, 2016 Work Session

Please find the attached agenda and supporting documentation for the November 3, 2016 Work Session.

Item 2 – City of Hays Employee Health Insurance for 2017

City staff bid the health insurance program recently and vetted 26 different proposals. Staff is recommending a triple-option plan with the high-deductible plan being the cheapest offering. Staff is also recommending that the City provide money to match employee contributions to health savings accounts.

Item 3 – Fort Hays Municipal Golf Course Pro-shop Manager Contract

Please refer to the attached memorandum from Jeff Boyle, Director of Parks, regarding the Fort Hays Municipal Golf Course Pro-shop manager contract. Staff sent out requests for qualifications from parties interested in managing the Pro-shop at the Fort Hays Municipal Golf Course. Only one valid response was received which was from the current Pro-shop Manager, Rich Guffey. The proposed contract is a one-year contract and has a slight increase over the current contract. City staff views this increase as legitimate, as it has not been modified since 2007.

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**CITY OF HAYS
CITY COMMISSION WORK SESSION
THURSDAY, NOVEMBER 3, 2016 – 6:30 P.M.
AGENDA**

1. **ITEM FOR REVIEW: [October 20, 2016 Work Session Notes \(PAGE 1\)](#)**
DEPARTMENT HEAD RESPONSIBLE: Kim Rupp, Director of Finance
2. **ITEM FOR REVIEW: [City of Hays Employee Health Insurance for 2017 \(PAGE 9\)](#)**
DEPARTMENT HEAD RESPONSIBLE: Erin Giebler, Director of Human Resources
3. **ITEM FOR REVIEW: [Fort Hays Municipal Golf Course Pro-shop Manager Contract \(PAGE 21\)](#)**
DEPARTMENT HEAD RESPONSIBLE: Jeff Boyle, Director of Parks
4. **OTHER ITEMS FOR DISCUSSION**
5. **EXECUTIVE SESSION (IF REQUIRED)**
6. **ADJOURNMENT**

ANY PERSON WITH A DISABILITY NEEDING SPECIAL ACCOMMODATIONS TO ATTEND THIS MEETING SHOULD CONTACT THE CITY MANAGER'S OFFICE 48 HOURS PRIOR TO THE SCHEDULED MEETING TIME. EVERY ATTEMPT WILL BE MADE TO ACCOMMODATE ANY REQUESTS FOR ASSISTANCE.

City of Hays
City Commission
Work Session Notes
Thursday, October 20, 2016 – 6:30 p.m.

Present: Shaun Musil, James Meier, Henry Schwaller IV, Lance Jones, Eber Phelps, John Bird, Toby Dougherty, and Kim Rupp

September 15, 2016 Work Session Notes

There were no corrections or additions to the minutes of the work session held on September 15, 2016; the minutes stand approved as presented.

Hays Extended Stay Hotel Partners LP CID Request

Kim Rupp, Director of Finance, reported that Hays Extended Stay Hotel Partners LP submitted to the Ellis County Economic Development Coalition petitions to create two separate Community Improvement Districts (CIDs), an application for economic development incentives, a cost benefit analysis and the required application fee. Each CID district would impose a 1% tax for 22 years. It is estimated the CID districts could generate \$2.1 million in revenues.

The developer seeks incentives related to construction of an approximately 41,000 square foot Town Place Suites hotel featuring 80 rooms (+/-), to be located at the northeast corner of the intersection of I-70 and Vine Street (Highway 183), immediately east of the Best Western, north of the Hampton Inn, and south of the JT Travel Plaza that is currently under construction.

Two separate CID petitions have been submitted; one petition seeks to impose a 1% CID sales tax on only the hotel property, and a second petition seeks to impose an additional 1% CID sales tax on the hotel property and the JT Travel Plaza property. If approved, the total sales tax at the Travel Plaza would be 10.5%, and the total sales tax at the hotel would be 16.5%.

All materials have been reviewed by the City's special legal counsel, Gina Riekhof, Gilmore & Bell, P.C., and are found to meet all the requirements of Kansas law and the City's Economic Development Policy.

At the October 27, 2016 Commission meeting, Commissioners will be asked to move the petitions forward by approving a resolution setting a hearing date of November 22, 2016 for the creation of the CIDs.

Hays Investors LLC CID Request

Kim Rupp, Finance Director, reported that Hays Investors, LLC submitted a petition to create a CID, an application for economic development incentives, a cost benefit analysis and the required application fee to the Ellis County Economic Development Coalition.

The property owner wishes to put in place a 1% CID in order to make the property more marketable. The development agreement would limit the reimbursable expenses to \$3,613,702.17 plus actual costs of interest on any financing at a rate not to exceed 7.0% to fund CID-eligible expenses associated with the retail development.

This CID petition is somewhat different than previous ones in that the petition requests the district be created prior to the identification of a specific project. The CID would allow the developer to more aggressively market the property. The developer seeks incentives related to constructing approximately 73,000 square feet of retail space, to be located on approximately 9.1 acres at the northeast corner of I-70 and Vine Street (Highway 183), and directly north of Home Depot. This development is expected to consist of an approximately 50,000 square foot building to be used by a national retailer and another 23,000 square feet of retail space.

A CID petition has been submitted, seeking to impose a 1% CID sales tax within the property. If approved, the total sales tax within the CID would be 10.5%.

There will be a restriction in the development agreement that would dissolve the district if certificates of occupancy for 73,000 square feet of retail

space are not issued within 36 months of approval of the CID. Another restriction is that the developer will not request any other economic incentives as long as the CID is in place.

Commissioner Schwaller expressed skepticism at the proposal, noting that the City already has established benefits in this area. He stated we would be triple taxing to make this happen and to incentivize a developer that we already incentivized twice.

Chairperson Musil stated he shares those concerns, but noted residents have expressed a strong desire for additional shopping options in the community.

All materials have been reviewed by the City's special legal counsel, Gina Riekhof, Gilmore & Bell, P.C., and are found to meet all the requirements of Kansas law and the City's Economic Development Policy.

At the October 27, 2016 Commission meeting, Commissioners will be asked to move the petitions forward by approving a resolution setting a hearing date of November 22, 2016 for the creation of the CIDs.

8th Street Engineering Proposals

John Braun, Assistant Director of Public Works, reported that the Capital Improvement Plan within the 2017 Budget includes a project to reconstruct 8th Street from Milner to Vine Street. In order to complete construction in 2017, it is necessary to begin engineering design at this time. Staff has solicited proposals from qualified engineering firms to prepare plans for the reconstruction project. The lowest cost proposal was presented by Driggs Design Group of Manhattan and Hays at a cost of \$68,880.

Mr. Braun stated that much of the pavement is cracked and deteriorating, the curb and gutter is in disrepair, and existing sidewalk and curb ramps are not in compliance with the current Americans with Disabilities Act (ADA) standards. The plan is to reconstruct the pavement, curb & gutter, and sidewalk to its current configuration bringing everything into compliance with ADA guidelines. The project also includes the upgrade of water services along this section of 8th Street during the reconstruction.

At the October 27, 2016 Commission meeting, Commissioners will be asked to authorize the City Manager to enter an agreement with Driggs Design Group in the amount of \$68,800 for Engineering Services related to the design of the reconstruction of 8th Street from Milner to Vine to be funded from Commission Capital Reserves.

USACE Section 205 Environmental Study

John Braun, Assistant Director of Public Works, reported in September 2015, the City and the US Army Corps of Engineers (USACE) entered an agreement to study the Lincoln Draw Watershed in an effort to reduce the potential for flooding in the City of Hays. The estimated cost of the study is \$664,000, with the City share, including the City's cash and in-kind share is 50% or \$332,000. The 2016 budget included \$325,000 for the study, which is \$7,000 less than the City's 50% share. Originally, the City was going to receive credit for in-house production of the National Environmental Protection Act (NEPA) study; however, changes in City staff no longer allow the NEPA study to be done in-house. Staff is requesting approval to contract with the USACE to conduct the NEPA and related cultural resources study for an estimated cost of \$40,000 to be paid out of the Stormwater Capital Reserve.

Mr. Braun updated the Commissioners on the status of the project and the schedule for the proposed work.

At the October 27, 2016 Commission meeting, Commissioners will be asked to authorize \$40,000 to contract with USACE to conduct the required NEPA and cultural resources study and allocate an additional \$7,000 out of the Stormwater Capital Reserve toward the City's share of the US Army Corp of Engineers Section 205 study of the Lincoln Draw Watershed.

Airport Taxiway I – Design Contract

John Braun, Assistant Director of Public Works, reported the Airport Capital Improvement Plan in the 2017 Budget included a project to reconstruct Taxiway I at the Hays Regional Airport in 2019. Near the end of Federal Fiscal

Year 2016, the Federal Aviation Administration (FAA) offered the City the opportunity to accelerate this project for funding and construction in 2017. The FAA will reimburse the City for 90% of the costs associated with the project. In order to complete construction in 2017, it is necessary to begin engineering design at this time. The City's airport engineer, Burns and McDonnell, prepared a work authorization in the amount of \$77,030 for the City Commission's consideration.

At the October 27, 2016 Commission meeting, Commissioners will be asked to authorize the City Manager to execute work authorization No. 11 with Burns and McDonnell, contingent on FAA approval, in the amount of \$77,030 with the City share to be funded out of the Airport Improvement Fund.

Resolution Authorizing the Offering for Sale of General Obligation Refunding Bonds, Series 2016-A

Kim Rupp, Director of Finance, stated City staff, City Financial Advisor, George K. Baum & Company, and City Bond Counsel, Gilmore and Bell, P.C., have been working on documentation in preparation for the sale of General Obligation (GO) Refunding Bonds, Series 2016-A. The Series 2016-A Bonds will refund the City's GO Internal Improvement Bonds Series 2005-A, 2006-A, 2007-A, 2008-A and 2009-A to achieve interest cost savings. The approximate principal amount of bonds to be issued is \$5,990,000 with the original maturity dates. Based on current market conditions, it is anticipated that the City could save approximately \$582,000 in future debt service interest by refunding the above mentioned issues.

Commissioners will be asked to approve the Resolution authorizing the offering for sale of General Obligation Refunding Bonds Series 2016-A in the amount of \$5,990,000 at the October 27, 2016 Commission meeting.

Heart of America Second Addition – Annexation

Greg Sund, Director of Public Works, reported the developers of the Heart of America Second Addition have submitted a signed consent to annex the

property under K.S.A. 12-520a and desire the annexation to allow for development of the property and connection to City services. The property is generally located at Commerce Parkway and 9th Street and is contiguous with the present City limits. Approval of the annexation will allow the property owner to receive full benefits of City services, including utilities and fire/police protection. The cost of any infrastructure improvements will be the responsibility of the developer per the current Development Policy. Staff recommends annexing this property due to its contiguous nature and the immediate availability of City services necessary to serve this property.

Commissioners will be asked to approve an ordinance annexing the Heart of America Second Addition to the City of Hays at the October 27, 2016 Commission meeting.

Heart of America Second Addition – Final Plat

The owners of the property known as the proposed Heart of America Second Addition have submitted a final plat for consideration. The property is generally located at Commerce Parkway and 9th Street. The preliminary plat was approved by the Planning Commission in 2008 and the developer now wishes to final plat three of the lots to provide for further development. The subject property is zoned into a mixture of light-industrial and heavy-industrial districts. The property abuts two other platted developments; Heart of America First Addition and the Army Reserve Addition.

On April 18, 2016 the final plat was reviewed and approved by the Hays Area Planning Commission. Staff, as well as the Planning Commission, recommends approving this plat as submitted.

Commissioners will be asked to approve the resolution accepting the final plat known as the Heart of America Second Addition at the October 27, 2016 Commission meeting.

Heart of America Second Addition – Resolution to Establish Benefit District

Heart of America Development Corporation has petitioned the City for street, storm sewer, water, and sanitary sewer improvements to an area containing three lots in the Heart of America Second Addition. The engineer's estimate for total construction costs is \$540,000. There are no over-sizing costs in this project therefore no City capital will be expended for the construction of this project. Staff recommends adopting the resolution authorizing the creation of a special benefit district for the proposed improvements to the Heart of America Second Addition.

At the October 27, 2016 Commission meeting, Commissioners will be asked to approve the Resolution authorizing the creation of a special benefit district for infrastructure improvements in the estimated amount of \$540,000 for the development of three lots along East 9th Street within the Heart of America Second Addition.

Heart of America Second Addition – Engineering Services Agreement

Heart of America Development Corporation has petitioned the City for street, storm sewer, water, and sanitary sewer improvements to an area containing three lots in Heart of America Second Addition. Buck Driggs, of Driggs Design Group, PA, prepared a contract for engineering services to include engineering design, contractor solicitation, construction engineering, and warranty inspection. The contract is for a not-to-exceed amount of \$40,533.62. The project will extend East 9th Street pavement, water, and sewer approximately 780 feet to the east.

At the October 27, 2016 Commission meeting, Commissioners will be asked to approve the Engineering Services Agreement with Driggs Design Group, PA for an amount not to exceed \$40,533.62 for the development of Heart of America Second Addition.

The Commissioners discussed installing ditches instead of curb and guttering for this project to decrease costs. Other options will be presented for consideration at the October 27, 2016 Commission meeting.

Other Items for Discussion

There were no other items for discussion.

The work session was adjourned at 7:48 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk

Commission Work Session Agenda

Memo

From: Erin Giebler, Director of Human Resources

Work Session: November 3, 2016

Subject: 2017 Health Insurance

Person(s) Responsible: Erin Giebler, Director of Human Resources

Summary

City staff, with the help of Julie Yarmer from Freedom Claims Management, requested bids for employee health insurance for FY 2017. After twenty-six (26) plan designs were reviewed, City staff, with the approval of the Wage and Benefit Committee, recommends providing employees with a triple option plan through Blue Cross Blue Shield. The High Deductible Health Plan (HDHP) option would have a no-cost option for employee only coverage. The other two plans would be considered a traditional plan, with first dollar benefits. The employee premiums are considerably higher on the traditional plans. The premiums paid for by employees would keep this recommendation within the budget cap set by the City Commission.

City staff is also recommends using \$150,000 out of the Employee Benefit Levy's Contingency fund to provide up to \$925 in employer match for employees' Health Savings Accounts (HSA).

Background

In 2010, City Commission set a \$9,500 average per employee cap on health insurance. Since then, the Wage and Benefit Committee has been tasked with finding the best insurance within the provided budget.

In 2016, employees were provided with a dual option for health insurance. The plan with the lower deductible, called the Premium Plan, had employees paying 8.31% of the total premiums. The plan with a higher max-out-of-pocket, called the Base Plan, was a no-cost option for employees and their family. Approximately 78% of the employees chose the Premium Plan.

	2016 Premium Plan	2016 Base Plan
Deductible (Single/Family)	\$1,500/\$3,000	\$2,500/\$5,000
Co-Insurance (Insurance Paid)	50%	50%
Co-Insurance Out of Pocket	\$1,000/\$2,000	\$3,850/\$7,700
Office Visit (Primary Care/Specialist)	\$25/\$50	\$30/\$60
Prescriptions	\$3/\$12/\$40/\$65/20%	\$3/\$12/\$40/\$65/20%
Employee Bi-Weekly Costs		
Employee Percentage of Premiums	8.31%	0.00%
Employee Only	\$17.30	\$0.00
Employee/Spouse	\$37.20	\$0.00
Employee/Child(ren)	\$34.61	\$0.00
Family	\$54.51	\$0.00

Discussion

Health insurance premiums have been increasing primarily due to high utilization as well as market factors. Aetna's renewal bid showed a 7.9% increase. With this increase, in order to stay within budget, employee's new bi-weekly costs would need to be:

Employee Bi-Weekly Costs	2016 Premium Plan	2016 Base Plan
Employee Percentage of Premiums	12.45%	4.63%
Employee Only	\$28.36	\$3.80
Employee/Spouse	\$60.96	\$8.17
Employee/Child(ren)	\$56.71	\$7.61
Family	\$89.32	\$11.98

After discussions with the Wage and Benefit Committee, it was shown there was strong interest in offering a High Deductible Health Plan (HDHP) as well as the more traditional, first dollar coverage plan. Both HDHPs and Traditional Plans were bid.

Management and the Wage & Benefit Committee thoroughly researched the information submitted by all providers and discussed the options with their employees. Committee members unanimously agreed that the City should offer a High Deductible Health Plan (HDHP). Since Blue Cross Blue Shield (BCBS) offered the best HDHP, discussions were focused on that insurance provider. The committee also wanted to offer a Traditional Plan that was similar to the City's current health plan as well as a more affordable Traditional Plan. After researching plans designed by BCBS, the Wage and Benefit Committee unanimously agreed to recommend a triple option plan.

In order to keep the health insurance costs within budget, employees will be required to pay a portion of the premiums. It is the recommendation to provide a no-cost employee-only option on the least expensive offered health plan and to charge employees the required percentage of the premiums that would keep each plan within the \$9,500 per employee cap.

The three plans recommended are as follows:

	BCBS (Premium Plan)	BCBS (Base Plan)	BCBS (HDHP)
Deductible (Single/Family)	\$1,500/\$3,000	\$1,500/\$3,000	\$3,000/\$6,000
Co-Insurance (Insurance Paid)	80%	50%	100%
Co-Insurance Out of Pocket	\$1,000/\$2,000	\$2,500/\$5,000	\$0/\$0
Office Visit (Primary Care/Specialist)	\$25/\$25	\$35/\$35	Deductible
Prescriptions	\$15/\$50/\$75	\$15/\$50/\$75	Deductible then \$15/\$50/\$75
Employee Bi-Weekly Costs			
Employee Percentage of Premiums	14.25%	8.31%	2.45%
Employee Only	\$31.78	\$17.33	\$0.00
Employee/Spouse	\$68.26	\$37.22	\$10.28
Employee/Child(ren)	\$67.02	\$36.55	\$10.09
Family	\$103.49	\$56.44	\$15.58

The City of Hays did an in-house survey of other governmental agencies and local businesses in Northwest Kansas earlier this year. This survey, displayed below, shows the employees' proposed costs and deductibles are within range of other entities.

Governmental Agencies

	2016 Health Insurance Survey Average	2017 Hays Premium Plan	2017 Hays Base Plan	2017 Hays HDHP Plan
Deductible plus Co-Insurance (Single/Family)	\$3,293/\$6,599	\$2,500/\$5,000	\$4,000/\$8,000	\$3,000/\$6,000
Employee Cost – Employee Only (Bi-Weekly)	\$27.47	\$31.78	\$17.33	\$0.00
Employee Cost - Employee/Spouse (Bi-Weekly)	\$113.15	\$68.26	\$37.22	\$10.28
Employee Cost - Employee/Child(ren) (Bi-Weekly)	\$112.07	\$67.02	\$36.55	\$10.09
Employee Cost - Family (Bi-Weekly)	\$160.58	\$103.49	\$56.44	\$15.58
Annual Max Out of Pocket for Family (Including Premiums)	\$10,774	\$7,691	\$9,467	\$6,405

Local Businesses (NW Kansas)

	2016 Health Insurance Survey Average	2017 Hays Premium Plan	2017 Hays Base Plan	2017 Hays HDHP Plan
Deductible plus Co-Insurance (Single/Family)	\$2,722/\$5,443	\$2,500/\$5,000	\$4,000/\$8,000	\$3,000/\$6,000
Employee Cost – Employee Only (Bi-Weekly)	\$49.11	\$31.78	\$17.33	\$0.00
Employee Cost - Employee/Spouse (Bi-Weekly)	\$144.78	\$68.26	\$37.22	\$10.28
Employee Cost - Employee/Child(ren) (Bi-Weekly)	\$140.81	\$67.02	\$36.55	\$10.09
Employee Cost - Family (Bi-Weekly)	\$203.94	\$103.49	\$56.44	\$15.58
Annual Max Out of Pocket for Family (Including Premiums)	\$10,745	\$7,691	\$9,467	\$6,405

City staff is also recommending utilization of up to \$150,000 out of the Employee Benefit Levy's Contingency fund in order to provide up to \$925 of employer match to help employees fund their Health Savings Accounts (HSA).

Legal Consideration

There are no legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

The 2017 budget contains \$1,719,500, for health insurance. With the employees picking up a portion of the premiums, the estimated cost of providing health insurance to the City's employees in 2017 with Blue Cross Blue Shield is \$1,719,500. An additional \$150,000 of Employee Benefit Levy Contingency fund would be utilized to match employees' HSA contributions up to \$925.

Options

The City Commission has the following options:

- Approve the 2017 Health Insurance Proposal by Blue Cross Blue Shield
- Deny the request and provide City Staff with additional direction

Recommendation

City staff recommends approval of the 2017 health insurance contract with Blue Cross Blue Shield and the utilization of \$150,000 to fund employees' Health Savings Accounts.

Action Requested

Authorize the City Manager to sign an agreement with Blue Cross Blue Shield to provide employees with a triple option health insurance plan with the City paying up to \$1,719,500 and authorize \$150,000 to fund employees' Health Savings Accounts both out of the Employee Benefit Levy Fund.

Supporting Documentation

2017 Health Insurance Bids
2017 Blue Cross Blue Shield Proposal
2017 Blue Cross Blue Shield Contract

2017 Health Insurance Bids

	Aetna (Premium Plan) <i>Renewal</i>	Aetna (Base Plan) <i>Renewal</i>	Aetna (HDHP)
Deductible (Single/Family)	\$1,500/\$3,000	\$2,500/\$5,000	\$3,000/\$6,000
Co-Insurance (Insurance Paid)	50%	50%	100%
Co-Insurance Out of Pocket	\$1,000/\$2,000	\$3,850/\$7,700	\$0/\$0
Office Visit (Primary Care/Specialist)	\$25/\$50	\$30/\$60	Deductible
Prescriptions	\$3/\$12/\$40/\$65	\$3/\$12/\$40/\$65	Deductible then \$3/\$12/\$40/\$65
Annual Premiums per Employee*	\$10,872.04	\$9,682.96	\$10,632.30
Premium Change from 2016's Premium Plan	7.9%	7.9% <i>Compared to 2016's Base Plan</i>	5.52%

	BCBS (Premium Plan)	BCBS (Base Plan)	BCBS (HDHP)
Deductible (Single/Family)	\$1,500/\$3,000	\$1,500/\$3,000	\$3,000/\$6,000
Co-Insurance (Insurance Paid)	80%	50%	100%
Co-Insurance Out of Pocket	\$1,000/\$2,000	\$2,500/\$5,000	\$0/\$0
Office Visit (Primary Care/Specialist)	\$25/\$25	\$35/\$35	Deductible
Prescriptions	\$15/\$50/\$75	\$15/\$50/\$75	Deductible then \$15/\$50/\$75
Annual Premiums per Employee*	\$11,078.63	\$10,359.89	\$9,702.63
Premium Change from 2016's Premium Plan	9.95%	2.82%	-3.70%

	State Plan A <i>Includes required Dental Contributions</i>	State Plan C (HDHP) <i>Includes required HSA & Dental Contributions</i>
Deductible (Single/Family)	\$1,000/\$2,000/\$3,000	\$2,750/\$5,500
Co-Insurance (Insurance Paid)	80%	80%
Co-Insurance Out of Pocket	\$4,750/\$8,500	\$2,250/\$4,500
Office Visit (Primary Care/Specialist)	\$40/\$60	Deductible
Prescriptions	20%/40%/60%	Deductible then 20%/40%/60%
Annual Premiums per Employee*	\$13,722.42	\$12,171.44
Premium Change from 2016's Premium Plan	36.19%	20.80%

*The numbers provided are based on the average employee enrollment in health insurance for 2015. As in previous years, the final cost of health insurance over the 12 month contract is based on the election of employee's coverage and changes throughout the year due to turnover, waiting periods, family status changes, and other qualified changes in status.

**City of Hays - Prospect
Non-Grandfathered
Effective 01/1/2017 - 12/31/2017**

Option I Blue Choice Comprehensive Major Medical \$1,500/\$3,000 deductible, (\$1,000/\$2,000 coins. @ 80/20), \$25 OVC with \$300 Lab/Xray rider, \$100 ER copay (then subject to deductible and coins.), HCR Full Preventive Care, 100% Accident Coverage to \$1,000 per person each benefit period, Unlimited Lifetime Max, Dependents to 26, OB benefits available to all females, Mental Health Parity, Embedded Home Health/Hospice Unlimited, Excludes Elective Abortions, Autism Coverage, BlueRx Card \$15/\$50/\$75 copay with Mail Order (2½ x Copay), Combined Health/Drug Out-of-Pocket Maximum is \$6,350/\$12,700

	<u>RAF</u>	<u>Emp</u>	<u>Emp/Ch</u>	<u>Emp/Sp</u>	<u>Emp/Dep</u>
Health and Drugs	Z.ZZZ	\$ 483.25	\$ 1,019.02	\$ 1,037.82	\$ 1,573.60
Total		\$ 483.25	\$ 1,019.02	\$ 1,037.82	\$ 1,573.60

Option II Blue Choice Comprehensive Major Medical \$1,500/\$3,000 deductible, (\$2,500/\$5,000 coins. @ 50/50), \$35 OVC with \$300 Lab/Xray rider, \$100 ER copay (then subject to deductible and coins.), HCR Full Preventive Care, 100% Accident Coverage to \$1,000 per person each benefit period, Unlimited Lifetime Max, Dependents to 26, OB benefits available to all females, Mental Health Parity, Embedded Home Health/Hospice Unlimited, Excludes Elective Abortions, Autism Coverage, BlueRx Card \$15/\$50/\$75 copay with Mail Order (2½ x Copay), Combined Health/Drug Out-of-Pocket Maximum is \$6,350/\$12,700

	<u>RAF</u>	<u>Emp</u>	<u>Emp/Ch</u>	<u>Emp/Sp</u>	<u>Emp/Dep</u>
Health and Drugs	Z.ZZZ	\$ 451.93	\$ 952.91	\$ 970.49	\$ 1,471.48
Total		\$ 451.93	\$ 952.91	\$ 970.49	\$ 1,471.48

Option III Blue Choice HDHP Comprehensive Major Medical \$3,000/\$6,000 deductible, coins. @ 100%, Accidents subject to deductible, HCR Full Preventive Care, Unlimited Lifetime Max, Dependents to 26, OB benefits available to all females, Mental Health Parity, Embedded Home Health/Hospice Unlimited, Excludes Elective Abortions, Autism Coverage, Integrated Drugs (Pharmacy submit) until deductible met then BlueRx Card \$15/\$50/\$75 copay with Mail Order (2½ x Copay), Combined Health/Drug Out-of-Pocket Maximum is \$6,350/\$12,700

	<u>RAF</u>	<u>Emp</u>	<u>Emp/Ch</u>	<u>Emp/Sp</u>	<u>Emp/Dep</u>
Health and Drugs	Z.ZZZ	\$ 423.29	\$ 892.46	\$ 908.92	\$ 1,378.09
Total		\$ 423.29	\$ 892.46	\$ 908.92	\$ 1,378.09

Group Application/Certification



NonGrandfathered
HAYS CITY EMPLOYEES
36058

New Group Benefit Change Rate Change Split Merger

Group Details

Requested Effective Date: **01/01/2017**

Group No:

Tax ID:

Type Group: **005**

Master Policy No:

NAICS: **921110 - EXECUTIVE OFFICES**

Rep No: **564**

Rep Name: **KAROL ROADHOUSE**

Total Enrolled:

ID Card Name:

Address Information

Physical | 1507 MAIN
HAYS, KS 67601-
County: 038 - ELLIS

Billing | PO BOX 490
HAYS, KS 67601-
County: 038 - ELLIS

Contact Information

Phone (785) 628-7300	Fax	
Plan Sponsor See HIPAA	E-mail	Phone
Plan Administrator See HIPAA	E-mail	Phone
Group Leader See HIPAA	E-mail	Phone

Additional Information

Enrolling Through Association: Yes No Association Name _____

Physical Locations Outside the Kansas Plan Area: Yes No

Benefit Period: Anniversary Year

Other Group Insurance Benefits: Yes No

If Yes, name of commercial coverage replaced: _____

Company-Imposed Waiting Period by Commercial Carrier: _____ days

Collective Bargaining: Yes No

Group Segment: Yes No

Application Submission: **Paper** _____

ERISA

Employee Retirement Income Security Act of 1974 (ERISA) is a federal law that addresses and establishes certain rights and protections to participants of most employer welfare (e.g., health, dental, life) and pension retirement benefit plans (e.g., 401(k)).

Is your group ERISA eligible? Yes No

For more information on ERISA, refer to www.dol.gov/ebsa or call the Department of Labor or contact your accountant.

Select Account Administering Plan: Yes No

Blue By Design

- HRA / Health Reimbursement Account
- FSA / Flexible Spending Account
- HSA / Health Savings Account

TPA Administering COBRA Yes No

Employer Contribution

Employee _____ % \$ _____ amount
Employee with children _____ % \$ _____ amount
Employee with spouse _____ % \$ _____ amount
Employee with dependents _____ % \$ _____ amount

Other: _____

Company-Imposed Waiting Period Yes No

Employees become eligible first of the month following the company-imposed waiting period.

Employees (and owners) are required to work 30 or more hours to be eligible for health and/or dental coverage for small group rate reform.

Waiting period applies to: 0 days 15 days 30 days 45 days 60 days

Waiting period applies to original enrollment Yes No

Waiting period applies to rehires (gap must be less than 26 weeks) Yes No

Will part-time employment be used in satisfying the waiting period? Yes No

* If health and life waiting period is different, include specific info under additional notes section.

** Long Term Disability requires a minimum waiting period to be served as specified by the Proposal of Coverage.

Comprehensive Major Medical Program

Health Coverage

Package: **CMQ2A**

Deductible Credit: Yes If Yes, number of months _____ No

Benefits include but are not limited to :

Deductible	\$1,500 individual; \$3,000 two-or-more persons
Coinsurance	80/20 -- Plan pays 80%; individual pays 20% up to \$1,000 per person (\$2,000 two-or-more persons) maximum.
Maximum Out-of-Pocket	\$6,350/\$12,700 individual/two-or-more persons. After the annual out-of-pocket amount has been reached (copays/deductible/coinsurance), eligible benefits will be paid at 100% of the allowed amount for the remainder of the benefit period.
Office Visits	\$25 copay per visit (includes eye exams).
Outpatient Prescription Drug Coverage	Copay: \$15 generic, \$50 formulary brand, \$75 non-formulary. Mail order: 2.5 times the copay amount.
Outpatient Radiology and Laboratory Services	100% of the allowable charges to a maximum of \$300 per person, then subject to deductible/coinsurance.
Emergency Room Copay	\$100 per incident, then subject to deductible/coinsurance.
Accidental Injuries	Pays 100% up to \$1,000 per person each benefit period, then subject to deductible/coinsurance.
Preventive Care Services as defined by ACA	In network 100% coverage; out of network subject to policy provisions including the non-network penalties (limited).
Home Health Care/Hospice	Subject to deductible/coinsurance.
Mental Illness and Substance Use Disorders	Covered.
Lifetime maximum	Unlimited for each covered person.
Eligible dependents	Covered to age 26.

As part of the Affordable Care Act, preventive services are paid at 100% of the allowable charge (i.e., without copays, deductibles, or coinsurance) for non-grandfathered groups.

Dental Coverage

Stand-Alone Dental:

Dental Code: **DT027**

Comp \$50/150 Ded; 100/80/50 to \$1000 Max

Dental being applied to

all contracts: Yes No If no, see monthly premium section.

Dental Waiting Periods: Yes No

- Impose waiting periods for Riders A & B.
- Credit per effective dates on attached commercial bill.
- Waive at new group formation for those listed on last commercial bill (billing must be attached).
- Waive for all at new group formation.*

*Prior approval by underwriting required.

Vision Coverage Yes No

Monthly Premium

	<u>Type of Coverage</u>	<u>Health</u>	<u>Dental</u>	<u>Total</u>
Option 1	Employee	\$483.25	\$28.14	\$511.39
	Employee/Child	\$1,019.02	\$56.81	\$1,075.83
	Employee/Spouse	\$1,037.82	\$60.51	\$1,098.33
	Family	\$1,573.60	\$88.43	\$1,662.03

Comprehensive Major Medical Program

Health Coverage

Package: **CMQ8A**

Deductible Credit: Yes If Yes, number of months _____ No

Benefits include but are not limited to :

Deductible	\$1,500 individual; \$3,000 two-or-more persons
Coinsurance	50/50 -- Plan pays 50%; Individual pays 50% up to \$2,500 per person (\$5,000 two-or-more persons) maximum.
Maximum Out-of-Pocket	\$6,350/\$12,700 individual/two-or-more persons. After the annual out-of-pocket amount has been reached (copays/deductible/coinsurance), eligible benefits will be paid at 100% of the allowed amount for the remainder of the benefit period.
Office Visits	\$35 copay per visit (includes eye exams).
Outpatient Prescription Drug Coverage	Copay: \$15 generic, \$50 formulary brand, \$75 non-formulary. Mail order: 2.5 times the copay amount.
Outpatient Radiology and Laboratory Services	100% of the allowable charges to a maximum of \$300 per person, then subject to deductible/coinsurance.
Emergency Room Copay	\$100 per incident, then subject to deductible/coinsurance.
Accidental Injuries	Pays 100% up to \$1,000 per person each benefit period, then subject to deductible/coinsurance.
Preventive Care Services as defined by ACA	In network 100% coverage; out of network subject to policy provisions including the non-network penalties (limited).
Home Health Care/Hospice	Subject to deductible/coinsurance.
Mental Illness and Substance Use Disorders	Covered.
Lifetime maximum	Unlimited for each covered person.
Eligible dependents	Covered to age 26.

As part of the Affordable Care Act, preventive services are paid at 100% of the allowable charge (i.e., without copays, deductibles, or coinsurance) for non-grandfathered groups.

Dental Coverage

Stand-Alone Dental:

Dental Code: **DT027**

Comp \$50/150 Ded; 100/80/50 to \$1000 Max

Dental being applied to

all contracts: Yes No If no, see monthly premium section.

Dental Waiting Periods: Yes No

- Impose waiting periods for Riders A & B.
- Credit per effective dates on attached commercial bill.
- Waive at new group formation for those listed on last commercial bill (billing must be attached).
- Waive for all at new group formation.*

*Prior approval by underwriting required.

Vision Coverage Yes No

Monthly Premium

	Type of Coverage	Health	Dental	Total
Option 1	Employee	\$451.93	\$28.14	\$480.07
	Employee/Child	\$952.91	\$56.81	\$1,009.72
	Employee/Spouse	\$970.49	\$60.51	\$1,031.00
	Family	\$1,471.48	\$88.43	\$1,559.91

High-Deductible Health Plan

Health Coverage

Package: **HI92A**

Benefits include but are not limited to :

Deductible	\$3,000 per person (\$6,000 two-or-more persons). After deductible is met, covered services are paid at 100% of the maximum allowance for the remainder of the benefit period.
Coinsurance	None
Maximum Out-of-Pocket	\$6,350/\$12,700 individual/two-or-more persons. After the annual out-of-pocket amount has been reached (copays/deductible/coinsurance), eligible benefits will be paid at 100% of the allowed amount for the remainder of the benefit period.
Office Visits	Subject to deductible, except for eligible Preventive Care Services (includes eye exams).
Outpatient Prescription Drug Coverage	Subject to deductible, then subject to a copay of \$15 for generic, \$50 for brand name, \$75 for brand non-formulary with 2.5 times these amounts for mail order. Prescription claims are submitted by your pharmacy.
Outpatient Radiology & Lab Services	Subject to deductible.
Emergency Room	Subject to deductible.
Accidental Injuries	Subject to deductible.
Preventive Care Services as defined by ACA	In network 100% coverage; out of network subject to policy provisions including non-network penalties.
Home Health Care/Hospice	Subject to deductible.
Mental Illness and Substance Use Disorders	Covered.
Lifetime maximum	Unlimited for each covered person.
Eligible dependents	Covered to age 26.

As part of the Affordable Care Act, preventive services are paid at 100% of the allowable charge (i.e., without copays, deductibles, or coinsurance) for non-grandfathered groups.

Dental Coverage

Stand-Alone Dental:

Dental Code: **DT027**

Comp \$50/150 Ded; 100/80/50 to \$1000 Max

Dental being applied to all contracts: Yes No If no, see monthly premium section.

Dental Waiting Periods: Yes No

- Impose waiting periods for Riders A & B.
 - Credit per effective dates on attached commercial bill.
 - Waive at new group formation for those listed on last commercial bill (billing must be attached).
 - Waive for all at new group formation.*
- *Prior approval by underwriting required.

Vision Coverage Yes No

Monthly Premium

	<u>Type of Coverage</u>	<u>Health</u>	<u>Dental</u>	<u>Total</u>
Option 1	Employee	\$423.29	\$28.14	\$451.43
	Employee/Child	\$892.46	\$56.81	\$949.27
	Employee/Spouse	\$908.92	\$60.51	\$969.43
	Family	\$1,378.09	\$88.43	\$1,466.52

I represent my understanding of the following:

1. This Group Application/Certification (GAC) and the Payroll Census form(s) constitute an application for group insurance with Blue Cross and Blue Shield of Kansas (BCBSKS). The business sponsoring this group health plan is an active business operating on a full-time basis in the BCBSKS service area. I acknowledge that BCBSKS has the right to request and receive any information necessary to validate my representations about my business and any intentional misrepresentation of material fact related to this application for group insurance may result in termination or rescission of coverage.
2. I understand that if my group replaces BCBSKS with another health insurer, any coverage provided pursuant to this application will be cancelled for both the group and the individuals it includes.
3. All information provided on this GAC and the Payroll Census is true and complete to the best of my knowledge. I acknowledge that BCBSKS will rely on this information in accepting this group for coverage and will promptly notify BCBSKS of any changes. I also acknowledge that any intentional misrepresentation of material fact in this application may result in termination or rescission of coverage.
4. I understand it is the responsibility of the Contract Holder/employer group's Plan Administrator to submit to the Company for enrollment only those employees and dependents who meet the eligibility criteria of the Contract Holder and the Company, and to ensure and verify the continued eligibility status of covered employees and dependents.
5. The Company has the right to recover from Insureds and/or providers any benefit payments paid on behalf of ineligible persons.
6. Should the actual enrollment of my group increase or decrease, I understand BCBSKS reserves the right to re-evaluate and adjust premiums accordingly.

Plan Administrator Name: _____

(please print)

Signature: _____

Date Signed: _____

Representative: Karol Roadhouse

Representative Signature: _____

Date Materials Completed (NSD): _____

Important: All paperwork must be signed, dated, and received prior to the requested effective date of coverage. Premiums must be enclosed. Please make your check payable to Blue Cross and Blue Shield of Kansas.

If requested effective date is missed, your representative will be contacting you to confirm the next possible effective date for your coverage to begin.

Comments/Special Instructions: _____

Group is enrolling in a triple option to include packages CMQ2A, CMQ8A, and HI92A all with DT023 dental.

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Typed	Proofed

Commission Work Session Agenda

Memo

From: Jeff Boyle, Director of Parks

Work Session: November 3, 2016

Subject: Pro-Shop Manager Contract

Person(s) Responsible: Jeff Boyle, Director of Parks

Summary

The current contract with Rich Guffey for management of the Fort Hays Municipal Golf Course (FHMGC) Pro-Shop ends December 31, 2016. City Staff prepared and sent out Requests for Qualifications and received two (2) resumes. The only qualifying resume for the position is from Rich Guffey who has performed these duties at the FHMGC for sixteen (16) years. Mr. Guffey is requesting an annual payment increase from \$21,000 to \$24,000 and has agreed to a one-year contract for the 2017 calendar year. City Staff recommends approval to proceed with a one (1) year contract for the 2017 calendar year with Rich Guffey to manage the Fort Hays Municipal Golf Course Pro-Shop for a contractual amount of \$24,000 which will be paid from the Contractual Services line item in the 2017 Golf Course General Fund Budget.

Background

The City of Hays' standard practice is to contract management of the Pro-Shop at the Fort Hays Municipal Golf Course. The current Pro-Shop Manager is Rich Guffey and his contract ends December 31, 2016. Rich has been Pro-Shop Manager for the past sixteen (16) years. The annual payment has been \$21,000 since 2007.

Discussion

City Staff sent out Request for Qualifications announcements in August to a list of individuals who had shown interest. Additionally, the announcements were posted to the City of Hays website, the Golf Course Superintendents Association of America (GCSAA) website, Kansas Golf Course Superintendents Association (KGCSA) website and were announced in the Hays Daily News on four (4) occasions. The deadline for submittals was August 30, 2016. The city received two (2) resumes at that time. The only qualifying resume was from Rich Guffey.

Current and previous contracts have been set up to include the following:

- 1) City receives all fees associated with cart shed rentals, membership fees, greens fees, locker rentals and cart path trail fees.
- 2) City pays for building/equipment repairs, electrical/gas usage and all upgrades to the Pro-Shop facility.

- 3) Pro-Shop Manager receives all profit from the sales of food and beverages, cart and club rentals, clothing and apparel and all other golfing equipment (balls, clubs, etc).
- 4) Pro-Shop Manager receives contractual payment from the city.

In the past, the contracts were typically set up for three (3) year terms. For 2017, City Staff is requesting a one (1) year contract.

Legal Consideration

There are no known legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

Previous contracts from 2000-2006 included a contractual payment to the contractor for \$16,800 per year while contracts from 2007-2016 included contractual payments of \$21,000 per year. Mr. Guffey is requesting an increase to \$24,000 annually for the new contract and has agreed to a one (1) year contract for the 2017 calendar year.

Options

The City Commission has the following options:

- Approve a one (1) year contract with Rich Guffey including a contractual payment of \$24,000 for 2017 Pro-Shop operations.
- Do nothing and direct staff on how to proceed.

Recommendation

City Staff recommends approval to proceed with a one (1) year contract for the 2017 calendar year with Rich Guffey to manage the Fort Hays Municipal Golf Course Pro-Shop for a contractual amount of \$24,000 which will be paid from the Contractual Services line item in the 2017 Golf Course General Fund Budget.

Action Requested

Approval to proceed with a one (1) year contract for the 2017 calendar year with Rich Guffey to manage the Fort Hays Municipal Golf Course Pro-Shop for a contractual amount of \$24,000 which will be paid from the Contractual Services line item in the 2017 Golf Course General Fund Budget.

Supporting Documentation

Copy of the proposed contract with Rich Guffey to manage the Pro-Shop at the Fort Hays Municipal Golf Course.

AGREEMENT

AGREEMENT, Made and entered into by and between the City of Hays, Kansas, a Municipal Corporation, of the State of Kansas, hereinafter referred to as "FIRST PARTY" and Richard Guffey, of Hays, Kansas, hereinafter referred to as "SECOND PARTY".

WITNESSETH:

WHEREAS, First Party is the owner of an interest in and to certain real estate which First Party intends to operate and maintain as a public golf course during the term of this agreement; and

WHEREAS, Second Party herein is desirous of conducting the business of a Club House in and upon said golf course premises as an independent contractor subject to certain terms, conditions and stipulations between the parties herein as hereafter stated;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties hereto agree as follows:

First Party does hereby let and lease certain improvements located on the real estate, unto the Second Party for a term of twelve (12) months, commencing with the first day of January, 2017, and terminating on December 31, 2017, to be used, managed and operated by Second Party as a Club House (also referred to as a Pro-Shop). First Party shall pay costs of utilities for operation of the facility.

Second Party does hereby rent and lease said premises for the consideration hereinafter contained, as aforesaid, and in consideration for said lease does hereby promise/agree to the following:

1. The Director of Parks of the City of Hays shall be First Party's authorized and designated representative in regards to this agreement.
2. That the Second Party will charge and collect from each and every user of the golf course facilities appropriate charges as established by the City Commission. Each user shall be registered and given a permit card upon payment of fees.
3. The Second Party Manager and spouse and no more than two children and employees that work more than (15) fifteen hours per week, are allowed to play golf on the course with no fee requirements, at any time except on Saturday, Sunday and holidays between the hours of 7 a.m. to 12 p.m.
4. The First Party will provide Cart Path Trail Fee Stickers to the Second Party for each rental cart.
5. The Second Party and the Golf Course Superintendent will be required to meet regularly to discuss course issues/needs in an effort to streamline communication efforts with golfers. The Second Party agrees to use his/her status as Pro-Shop Manager, and first point of contact, to communicate the course needs with visiting golfers.

6. That the Second Party will provide the following goods and services: a) concessions as deemed appropriate by the Pro-Shop Manager; b) golf carts, pull carts, rental golf clubs and bags; and c) direction of all tournaments and junior golf programs.
7. That the Second Party will be responsible for assigning cart sheds and lockers to members on an annual basis. The First Party will provide postage and envelopes for mailing purposes relating to these activities.
8. That the Second Party will utilize the city-owned Point-of-Sale system for all transactions at the Fort Hays Municipal Golf Course and will keep a complete, accurate, and up-to-date record of all fees collected by him, and of all purchases and sales made by him in the management and operation of the Club House. Second Party shall deliver, at a time requested by the City, to the City Clerk's Office all reports, receipts from green fees, locker rentals, cart shed rentals, and membership fees and dues payments.
9. The First Party has a DDA/Savings Account with a local bank for the use of depositing monies daily from the credit card machine at the Golf Course. The First Party owns the machine and manages the account. As the credit card machine is used for any payment at the Golf Course, the money is then deposited into the City's account. After the statement is received and review of the amounts charged, a check for the balance minus fees will be issued to the Second Party.
10. That the Second Party agrees to provide the First Party full access to all financial records as required. This shall include, but is not limited to, transactions from the Point-of-Sale system, invoices or any other required revenue/expense forms requested.
11. That the Second Party will be personally responsible to provide a manager, at least 21 years of age, in the Club House, and that said Club House Manager or one of his employees shall be physically present at the golf course for all purposes necessary for performance of Second Party's duties and shall provide Pro Shop management coverage during any day/time that golf is feasible and should reasonably be expected to be conducted. The remainder of the times, such as during inclement weather, the operation of the Pro-Shop would be considered optional and only as deemed necessary by either the First and/or Second Party of this agreement.

Additionally, the Second Party agrees that Richard Guffey will be physically present at the Fort Hays Municipal Golf Course at least 40 hours per week to manage the Club House and provide other services called for in this agreement.

The parties to this contract agree and recognize that the hours may vary according to weather conditions, special events, and the general level of play. It is understood by the Second Party, that the Forty (40) Degree rule may affect early and late season play and that prolonged extremely cold weather may result in course closure. The condition of the golf course shall be considered paramount and it shall be the duty of Second Party to conduct operations with that goal in mind, taking into consideration all weather conditions and other pertinent factors affecting its condition.

12. That the Second Party shall be solely responsible for hiring and firing of his own employees, shall be responsible for determining the method, means and personnel to accomplish the obligations of this agreement, shall be considered an independent contractor, and shall not be entitled to nor receive any rights, privileges, or benefits as a City employee. Second Party further agrees to provide, at his own expense, property damage insurance for the protection of his own personal property and shall further provide worker's compensation insurance on his own employees and secure and pay for any and all permits or licenses that are or may become required. The Second Party shall show proof of coverage by providing Certificates of Insurance annually to the City of Hays. Second Party shall maintain, at his own expense, a valid fidelity bond for himself and any employees in his charge in the amount of \$2,000. Said Bond shall be filed with the City of Hays upon signing of this agreement.
13. Party of the Second Part shall be solely responsible for any losses of inventory or other personal property of the Second Party occurring on said premises, regardless of the reasons for such losses.
14. Party of the Second Part shall be responsible for being familiar with and understanding all Golf Course Policies, as outlined in the Golf Course Policy Manual, and will be required to advise all visitors of course rules including follow-up enforcement of any and all rules established by the City of Hays for the Hays Municipal Golf Course and shall have the authority and responsibility to require any person to leave the premises or to deny the rights of play to any person who violates said rules. Enforcement shall also include notification of the proper law enforcement authorities should such action become necessary.
15. Party of the Second Part shall be responsible for selecting/managing the seasonal Marshalling needs of the course as outlined in the Marshall Policy. The First Party agrees to provide the compensation to the Marshalls as outlined in the Marshall Policy. The number of Marshalls shall be limited to that which is agreed upon by both parties.
16. Second Party, in addition to the rights, benefits, and privileges herein mentioned, shall receive and be entitled to a contractual sum of \$2,000 per month, for the term of this agreement, in consideration of which the Second Party shall perform all duties hereunder, including, but not limited to, the duty to keep and maintain the interior of the improvements located on said real estate in a good and clean condition, including restrooms, carpets, concession area, etc. Second Party agrees to provide the necessary employees at his own expense to comply with the conditions of this agreement in the rendering of the services herein required. First Party shall supply cleaning supplies for the maintenance of the facilities.
17. Any request for improvements to the facilities by Second Party shall be submitted in writing to the Director of Parks for approval and possible execution. Any request for capital improvements shall be submitted to the Director of Parks no later than February 1 of each year for possible inclusion in the golf course budget. Any furnishings necessary for the operation of the Club House or any concessions shall be provided by the Second Party at his expense, and maintenance thereof shall be his responsibility.

18. Violation of any provision of this agreement may result in the termination of the agreement. Additionally, the Second Party shall notify First Party in writing giving sixty days notice of intent to cancel said agreement, whereupon he shall deliver up possession to First Party.
19. This agreement shall be subject to performance reviews as deemed necessary by the Director of Parks. The review will be conducted by the Director of Parks with copies presented to the City Manager. An unsatisfactory review may result in termination of this agreement.
20. This agreement shall be subject to the annual appropriation of funding by the Hays City Commission.

IN WITNESS WHEREOF, the parties hereof have hereunto set their hand this _____ day of November, 2016.

FIRST PARTY:
THE CITY OF HAYS, KANSAS
A MUNICIPAL CORPORATION

SHAUN MUSIL
MAYOR

ATTEST:

BRENDA KITCHEN
CITY CLERK

SECOND PARTY:

