

# City of South Daytona

Office of the City Manager / Department of Finance

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## MEMORANDUM

**To:** James L. Gillis, Jr., City Manager  
**From:** Jason E. Oliva, Finance Director  
**Re:** Consideration of Approving Purchases Greater than \$25,000  
**Date:** September 15, 2023

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City purchasing policy requires Council approval of purchases greater than \$25,000. To comply with this requirement and to increase transparency and communication with Council, the following purchases are formally being submitted for consideration of approval.

- 1) **Florida Health Care Plans - \$1,071,000.** This purchase order will allow for payment of health care insurance costs associated with coverage provided by and paid for by the City and the cost associated for family and spouse coverage paid for by City employees during FY 2024.
- 2) **Caton-Hosey Insurance - \$415,237.** This purchase order will pay for the Commercial Package, Accident, and Pollution insurance policies during FY 2024.
- 3) **Caton-Hosey Insurance - \$185,980.** This purchase order will pay for the Workers Compensation insurance policy during FY 2024.
- 4) **Vose Law Firm - \$120,000.** This purchase order will pay for contractual legal services provided to the City during FY 2024.
- 5) **Metlife Group Benefits - \$95,000.** This purchase order will allow for payment of dental insurance costs associated with coverage provided by and paid for by the City and the cost associated for family and spouse coverage paid for by City employees during FY 2024.
- 6) **Mutual of Omaha - \$40,000.** This purchase order will allow for payment of life insurance costs associated with coverage provided by and paid for by the City and the cost associated with additional life insurance, short and long-term disability coverage paid for by City employees during FY 2024.
- 7) **Metz, Husband & Daughton, P.A. - \$36,000.** This purchase order will allow for the payment of the monthly retainer and reimbursable expenses incurred with representing the City of South Daytona during FY 2024.
- 8) **Infosend, Inc. - \$35,200.** This purchase order will allow for payment of monthly charges associated with printing, postage, and mailing of utility bills during FY 2024.

Staff requests approval from the City Council to document adherence to policies and procedures.