



City of South Daytona

Office of the City Manager / Department of Finance

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MEMORANDUM

AGENDA ITEM
D116 DATE 9/29/2020

To: James L. Gillis, Jr., City Manager

From: Jason E. Oliva, Deputy Finance Director

Re: Consideration of Approving Purchases with Florida Health Care Plans, Caton-Hosey Insurance, Metlife Group Benefits, Mutual of Omaha, Metz, Husband & Daughton, P.A. and Infosend, Inc. for Insurance, Lobbying and Postage Services for FY 2020-21

Date: September 17, 2020

In prior years, the City would approve annual purchases for insurance, lobbying and postage utilizing City Council's approval of the proposed budget for next fiscal year. To increase transparency and follow the City's purchasing policy, these services need to be specifically approved by the City Council as each one exceeds the City Manager's spending threshold. The following purchases are formally being submitted for consideration of approval.

- 1) **Florida Health Care Plans- \$1,080,000.** 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 2020-21.
- 2) **Caton-Hosey Insurance - \$247,919.** This purchase order will pay for the Commercial Package, Accident, and Pollution insurance policies during FY 2020-21.
- 3) **Caton-Hosey Insurance - \$157,242.** This purchase order will pay for the Workers Compensation insurance policy during FY 2020-21.
- 4) **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 2020-21.
- 5) **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 2020-21.
- 6) **Metz, Husband & Daughton, P.A. - \$32,700.** This purchase order will allow for the payment of the monthly retainer and reimbursable expenses incurred with representing the City of South Daytona in Tallahassee before the Legislature during FY 2020-21.
- 7) **Infosend, Inc. - \$31,200.** This purchase order will allow for payment of monthly charges associated with printing, postage, and mailing of utility bills during FY 2020-21.

Staff is requesting approval from the Council to document adherence to policies and procedures.