



**CITY OF DAYTONA BEACH**  
**RISK MANAGEMENT DIVISION**  
P. O. Box 2451  
Daytona Beach, FL 32115  
Phone: (386) 671-8222      Fax: (386) 671-3257

## Memorandum

**To:** Letitia LaMagna, City Clerk  
**From:** Bob Flaniken, Sr. Account Clerk *BF*  
**Date:** August 31, 2018  
**Re:** General Services Contract

---

Attached is a copy of the contract with Keith Payne Pools, Inc. (Pool filters at Cypress Aquatic Center). I have reviewed the evidence of insurance submitted with the contract, and I find it to be satisfactory.

Attachments