CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Cindy Russell Interim City Clerk

Date: December 12, 2012

Subject: Approval of Payment for Services provided

REQUEST:
Vaughn Lauban Designs submitted a Notice of Claim for payment of services provided. The owner, Mr. Jason Lauban, requests payment in the amount of two thousand four hundred dollars ($2,400.00).

BACKGROUND
The City of Gautier has received a proposal from Vaughn Lauban Designs, Inc for the amount of $4000.00. The past City Manager gave direction to the Purchasing Division to issue a purchase order for this amount to design the plans for the interior remodeling of the Public Works Building on 3/9/2011. This was charged to building improvements out of the enterprise fund. As of today, we have paid 40% down for the 1st preliminary drawing in the amount of $1,600.00 on 5/20/11. We have received the completed drawings with an invoice for the remaining amount of $2,400.00. The Finance Director finds that there are funds available in the contract services account from the enterprise fund. The Council could also opt for the services to be taken from the GO Bond.

DISCUSSION
The City Council should determine whether to pay remaining invoices for services rendered.

RECOMMENDATION
The City Council may:

1. Approve payment for services provided.
2. Deny payment.

If approved, Council should:

1. Authorize payment from the enterprise fund
2. Authorize payment from the GO Bond

ATTACHMENT(S):
Vaughn Lauban Designs Notice of Claim Letter

Vaughn Lauban Designs, Inc.
4850 Gautier Vancleave Rd. , Suite 5
Gautier, MS 39553
Ph. 228-497-7074
Fax 228-497-7076

To: City of Gautier
3330 Hwy 90
Gautier, Ms. 39553

RE: Notice of Claim

Mr. Ramsey:

Please consider this letter a Notice of Claim pursuant to 11-46-11 MCA. I was contacted by Sidney Runnels concerning the design of plans for the remodeling of the Public Works Building. I presented a quote of $4000.00 and was notified to proceed.

At the completion of the preliminary documents I submitted a bill of $1600.00 which was paid. I have now completed plans and have been delivered to the City of Gautier and am now seeking payment of $2400.00. During this process, I dealt with Sidney Runnels former City Manager and Dennis Reeves former Public Works Director.

I currently reside at 9101 Ferry Point Road in Gautier and my business address is 4850 Gautier Vancleave Rd., Suite 5.

Thank you for your prompt consideration in this matter.

Sincerely,

Jason Lauban
Vaugh Lauban Design
4850 Gautier Vancleave Rd., Suite 5
Gautier, Ms. 39553