



INTEROFFICE MEMO

TO: Alex Weiner
Elizabeth Sconzert

FROM: Alia Casborné

DATE: August 2, 2024

SUBJECT: Special Events Application Recommendations

Please find below the Special Events Applications received and recommended for Council approval by the Mayor.

Old Mandeville Business Association

Applicant: Shane Mutter

Sips of the Season

Date/Time: Friday, December 6, 2024– 5:00 p.m – 9:00 p.m.

Rain Date: Friday, December 13, 2024 (Same Time)

Location: Girod Street (See map)

Approval Requests:

- MPD Map & Detail Approval
- Permission to apply for ATC Permit

Contingencies:

- Certificate of Insurance (COI)
- ATC Permit
- MPD Map & Detail Approval
- Coordination of signage pickup
- Coordination of Dumpster location with Public Works

Christmas Past

Date/Time: Friday, December 14, 2024– 10:00 a.m – 4:00 p.m.

Rain Date: N/A

Location: Girod Street (See map)

Approval Requests:

- MPD Map & Detail Approval

Contingencies:

- Certificate of Insurance (COI)
- MPD Map & Detail Approval

- Coordination of signage pickup
- Coordination of Dumpster location with Public Works

City of Mandeville

Applicant: Alia Casborné

Creole Culture Fest

Date/Time: Saturday, November 2, 2024

Rain Date: N/A

Location: Trailhead

Approval Requests:

- o Permission to apply for ATC Permit

Contingencies:

- o ATC Permit

Winter on the Water Parade & Festival

Date/Time: Saturday, December 7, 2024

Rain Date: N/A

Location: Lakefront (See Map) & Trailhead

Approval Requests:

- o Permission to apply for ATC Permit
- o Food & Drink Ordinance lifted on the Lakefront
- o MPD Map & Detail Approval

Contingencies:

- o ATC Permit
- o MPD Map & Detail Approval

Krewe du Pooch

Date/Time: Saturday, March 15, 2024

Rain Date: N/A

Location: Lakefront (See Map)

Approval Requests:

- o Permission to apply for ATC Permit
- o Food & Drink Ordinance lifted on the Lakefront
- o MPD Map & Detail Approval

Contingencies:

- o ATC Permit
- o MPD Map & Detail Approval

Amendment to Mandeville Fire Special Event



Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Saint Tammany Fire District #4
 Name of Authorized Representative Jason Froesch Non-Profit/Tax-Exempt # 72-0628200
 Mailing Address 704 Girod St
 City Mandeville State LA Zip 70448
 Applicant Phone # 985-624-6522 Alt. Phone # _____
 E-Mail j.froesch@mandevillefire.com Application Fee Paid? YES NO

Name of Event: Mandeville Fire/FMS Firefighter Challenge
 Date(s) of Event: Day Saturday Date 9/28/12 Time 12-4 Rain Dates(s) _____
 Event Location: Mandeville Harbor

Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
 Description/Purpose of Event _____ Estimated Attendance _____

EVENT DETAILS - Check all that apply:

| | | | |
|----|---|---|--|
| 1 | Are patron admission, entry or participant fees charged? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | Is the event open to the public? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | Are Street Closures Requested? If yes, please contact Mandeville Police Dept. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 4 | Will you require barricades for the event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | Are you requesting that Police be present during the event? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 6 | If you answered YES, to number 5, how many officers are you requesting | | |
| 7 | If you are requesting Police, will they need to direct traffic? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 8 | Will alcohol be consumed, distributed, or sold at this event? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 9 | Will food be distributed, prepared or sold at this event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | Will there be canopies or tents? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | Will there be vendor booths? Merchandise or product sales? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12 | Are you planning to have inflatable attractions, games or rides? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13 | Will there be bleachers, stages, fencing or other structures? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |



| | | | |
|----|---|---|--|
| 14 | Do you plan to provide portable toilets? * See Guidelines* | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 15 | Will there be security staff? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 16 | Are you planning to have amplified sound? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17 | Will you need access to power or water? (please circle) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18 | Will there be any signs, banners, decorations, or special lighting? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: *Kenneth Moore*
Printed Name: Kenneth Moore
Organization Represented: St. Tammany Fire District #4
Office Held Fire Chief Date 7/29/2024

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

Special Events requiring a Police presence are either paid by the Event at a detail rate, or in rare instances, are paid by the City after approval by the Mayor and/or Council. In order to facilitate your Special Event application, please answer the following questions:

1. Beginning and end time of event: ~~10:00 am - 12:00 pm~~ 12pm-4pm
2. Location of event: Mandeville Harbor
3. Will the event take place on a public roadway? YES NO
4. Are you requesting public streets be blocked off? YES NO
5. Are you requesting that Police be present during the event? YES NO
6. Are you paying for a Police detail? YES NO
7. If you answered yes to number 6, how many officers? _____
8. Name and contact number of Event official?
Jason Froesch 985-705-3950

9. Will alcoholic beverages be present? YES NO
10. Expected number of people at event? 50-100

Creole Culture Festival Special Event

City of Mandeville
3090 E. Causeway Approach
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group City of Mandeville
Name of Authorized Representative Alia Casborné Non-Profit/Tax-Exempt # _____
Mailing Address 675 Lafitte Street
City Mandeville State LA Zip 70448
Applicant Phone # 985-624-3147 Alt. Phone # 985-630-0440
E-Mail acasborne@cityofmandeville.com Application Fee Paid? _____ YES NO

Name of Event: Creole Culture Festival
Date(s) of Event: Day Saturday Date 11/02/24 Time 3:00p - 9:00p Rain Dates(s) No Rain Date
Event Location: Trailhead
Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
Description/Purpose of Event Festival at the Trailhead Estimated Attendance 500

EVENT DETAILS - Check all that apply:

| | | | |
|----|---|--------------------------------------|-------------------------------------|
| 1 | Are patron admission, entry or participant fees charged? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 2 | Is the event open to the public? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 5 | Are Street Closures Requested? If yes, please contact Mandeville Police Dept. | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 6 | Will alcohol be consumed, distributed, or sold at this event? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 7 | Will food be distributed, prepared or sold at this event? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 8 | Will there be canopies or tents? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 9 | Will there be vendor booths? Merchandise or product sales? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 10 | Are you planning to have inflatable attractions, games or rides? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 11 | Will there be bleachers, stages, fencing or other structures? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

**Please thoroughly read the details outlined in this application
and in the Special Events Guidelines.**



| | | | |
|----|---|---------------------------|--------------------------|
| 12 | Do you plan to provide portable toilets? * See Guidelines* | <input type="radio"/> Yes | <input type="radio"/> No |
| 13 | Will there be security staff? | <input type="radio"/> Yes | <input type="radio"/> No |
| 14 | Are you planning to have amplified sound? | <input type="radio"/> Yes | <input type="radio"/> No |
| 15 | Will you need access to power or water? (please circle) | <input type="radio"/> Yes | <input type="radio"/> No |
| 16 | Will there be any signs, banners, decorations, or special lighting? | <input type="radio"/> Yes | <input type="radio"/> No |

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. Please indicate if you have obtained the required liability insurance for this event. If so, is a copy included with this application? YES NO

****The insurance certificate must be delivered to the City Clerk at least thirty (30) days prior to the event.****

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions and with applicable laws and ordinances. The event organizer or other representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has completed this application. He/She has read the Special Events Application and Guidelines, and agrees to comply with the requirements and guidelines as stated under penalty of fines set forth by ordinance.

Signature

A handwritten signature in blue ink that reads "Alia Casborné".

Printed Name Alia Casborné

Organization City of Mandeville

Title of Office Director, Cultural Development & Events Date 08/22/2024

Any expenses required of the applicant must be paid in advance at least 15 days prior to the event.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

Fee received Date

Certificate of Insurance? YES NO *on file*

| | DEPARTMENTAL EXPENSES | INITIALS |
|-------------------|-----------------------|----------|
| Police Department | <i>TBD</i> | |
| Fire District #4 | <i>TBD.</i> | |
| Public Works | | |
| TOTAL COSTS | | |

Recommendation of Special Events Committee:

1 Police (3:00p-9:30)
Public works for cleanup

Approved:

Clay Madden

Mayor Clay Madden

8-22-24

Date

City Council Approval

Alcohol Permit:

Yes No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

Yes No Date Approved: _____

City of Mandeville
3101 East Causeway Approach
Mandeville, Louisiana 70448
985-624-3147 985-624-3149 Fax

****SPECIAL EVENTS (3-DAY)****
LIQUOR LICENSE APPLICATION

1. Liquor license to be issued to: City Of Mandeville
2. Legal name(s): Individual, Partners, or Corporation Municipality
3. Apply for: Class "A" ___ Class "B" ___ / High Content ___ Low Content ___ /Restaurant ___
4. Business location address 675 Lake Street
 Telephone (985) 624-3147
5. Mailing address same
6. Contact Person Alicia Casborne
 Phone Number (985) 624-3147 E-Mail Address: acasborne@cityofmandeville.com
 Fax Number (___) _____ Web Address _____
7. Type of organization:
 Individual Partnership Corporation Non-Profit LLP LLC Other Municipality
(If individual complete line A only)
8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".

| | | | | |
|----|------------------|----------------|-------------------|---------|
| A. | Name | Title | SSN | % Owned |
| | Resident Address | City State Zip | Home Phone Number | |
| B. | Name | Title | SSN | % Owned |
| | Resident Address | City State Zip | Home Phone Number | |
| C. | Name | Title | SSN | % Owned |
| | Resident Address | City State Zip | Home Phone Number | |
9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? NO If yes, list. N/A
10. Does applicant hold State or City of Mandeville liquor license for current year at any other location? NO If yes: Name N/A Location: N/A
11. Has applicant applied for state liquor license? NO
12. Has the applicant ever been denied a state or local liquor license? NO
13. Is premise located in an area where the sale of liquor is prohibited by local or state laws? NO
14. Is applicant the owner of the premises to be occupied? Yes If no, does applicant hold a bona fide written lease? ___ (Supply copy of lease with application.)
15. If premises leased, give name and address of lesser. N/A
16. Describe the part of the building to be occupied by business: City Owned Property
17. Open date for this location _____
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform: _____

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department (form attached).

I affirm that the information given on this application is true and correct.

Signature of Applicant Alicia Casborne Title: Director

Signature of Preparer _____ Date _____

Sips of the Season Special Event



Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Old Mandeville Business Association
 Name of Authorized Representative Shane Mutter Non-Profit/Tax-Exempt # _____
 Mailing Address 2013 Claiborne ST
 City Mandeville State LA Zip 70448
 Applicant Phone # 985-966-3736 Alt. Phone # _____
 E-Mail Events@Haggerty.Media Application Fee Paid? YES NO

Name of Event: Sips of The Season
 Date(s) of Event: Day Friday Date 12 / 06 /2024 Time 5-9pm Rain Dates(s) Dec 13, 2024
 Event Location: Girod Street Mandeville LA

Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
 Description/Purpose of Event Recurring Christmas Festival Estimated Attendance 1-2000

EVENT DETAILS - Check all that apply:

| | | | |
|----|---|---|--|
| 1 | Are patron admission, entry or participant fees charged? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | Is the event open to the public? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | Are Street Closures Requested? If yes, please contact Mandeville Police Dept. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | Will you require barricades for the event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | Are you requesting that Police be present during the event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 | If you answered YES, to number 5, how many officers are you requesting | TBD | 6 |
| 7 | If you are requesting Police, will they need to direct traffic? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8 | Will alcohol be consumed, distributed, or sold at this event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9 | Will food be distributed, prepared or sold at this event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | Will there be canopies or tents? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | Will there be vendor booths? Merchandise or product sales? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12 | Are you planning to have inflatable attractions, games or rides? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 13 | Will there be bleachers, stages, fencing or other structures? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |



| | | | |
|----|---|---|--|
| 14 | Do you plan to provide portable toilets? * See Guidelines* | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15 | Will there be security staff? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16 | Are you planning to have amplified sound? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 17 | Will you need access to power or water? (please circle) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18 | Will there be any signs, banners, decorations, or special lighting? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
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3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

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The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: Shane Mutter

Printed Name: Shane Mutter

Organization Represented: Old Mandeville Business Association

Office Held President Date 3/21/24

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

Fee received Date 8/15/24

Certificate of Insurance? YES NO *to be updated*

| | DEPARTMENTAL EXPENSES | INITIALS |
|-------------------|-----------------------|-------------------|
| Police Department | <u>TBD</u> | <u> </u> |
| Fire District #4 | <u> </u> | <u> </u> |
| Public Works | <u> </u> | <u> </u> |
| TOTAL COSTS | <u> </u> | <u> </u> |

Recommendation of Special Events Committee:

MPD - rate TBD OMBA to put out signs
MPD to put out barricades
Public Works require dumpster in parking lot for
cleanup
uponce officers @ \$65/hour (4:00-10:00)

Approved:
L. Clifton
Mayor Clay Madden

8/22/24
Date

City Council Approval

Alcohol Permit:

Yes No Date Approved:

Waiver of Lakefront Food & Drink Ordinance:

Yes No Date Approved:



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

Special Events requiring a Police presence are either paid by the Event at a detail rate, or in rare instances, are paid by the City after approval by the Mayor and/or Council. In order to facilitate your Special Event application, please answer the following questions:

1. Beginning and end time of event: 5:00p - 10:00.
2. Location of event: Girod Street (See map)
3. Will the event take place on a public roadway? YES NO
4. Are you requesting public streets be blocked off? YES NO
5. Are you requesting that Police be present during the event? YES NO
6. Are you paying for a Police detail? YES NO
7. If you answered yes to number 6, how many officers? 6
8. Name and contact number of Event official?
Shane Mutter - 985-966-3736

9. Will alcoholic beverages be present? YES NO

10. Expected number of people at event? ≈ 2000



SIPS OF THE SEASON

PRESENTED BY NORTHSHORE MEDIA GROUP

| | | |
|---|-------------------|--|
| WOODROW ST | Wristband Station | WOODROW ST |
| <p>Born Again Designs by Bridgette Jones Airmiths Cooling and Heating Biedenkoph Insurance Services Geaux Mobile Bar</p> | | <p>Spoke + Barrel Creole Tomateaux The Ritual Co. Spa + Salon Das Schulerhaus Gift Gallery and Christmas Boutique</p> |
| LIVINGSTON ST | | LIVINGSTON ST |
| <p>Cafetomas Wild Osprey Paula Pounds (Mug Signing) Mandeville Art Guild Old Sinker Cypress Shop Rusty Pelican</p> | | <p>Ryan Miller Art Belen's Art Studio Dirl Weaver Designs Geaux Title</p> |
| MONROE ST | | MONROE ST |
| <p>OMBA Registration Tent Tandem Coffee and Cocktails Chuck's on the Avenue Dat Fiya</p> | | <p>Fidelity Bank OnPath Federal Credit Union Imagine Signs and Graphics, LLC</p> |
| MADISON AVE | | MADISON AVE |
| <p>Southern Belle Mobile Bar Singer Kitchens beon IV and Wellness Cameo Boutique</p> | | <p>The Good Stuffed Food Truck Pontchartrain Yacht Club Pure Barre Mandeville</p> |
| JEFFERSON ST | | JEFFERSON ST |
| <p>Sweet Olive Market Newfield Realty Group Four Seasons Pressure Washing</p> | | <p>Royally Roasted Nuts Wayne Songy and Associates Mandeville Center for Dental Excellence</p> |
| CLAIBORNE AVE | | CLAIBORNE AVE |
| <p>Northshore Rehabilitation Hospital Bam's Posh Market Place Cross Country Mortgage</p> | | <p>Tallulah's Vintage Market Realty ONE Group VetNaturally McClain's Pizzeria</p> |
| LAKESHORE DR | Wristband Station | LAKESHORE DR |

- MAP KEY:**
- Food
 - Wristband Station
 - Restroom



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | | |
|--|--------------------------------------|--------------------------------------|-------------------------------|--|
| PRODUCER Robert L Aubert Company Inc P.O. Box 1360 Covington LA 70434 | CONTACT NAME: Alicia Elie | PHONE (A/G, No, Ext): (985) 892-3101 | FAX (A/G, No): (985) 892-3833 | |
| | E-MAIL ADDRESS: alicia@aubertins.com | | | |
| INSURED Old Mandeville Business Association PO Box 51 Mandeville LA 70470 | INSURER(S) AFFORDING COVERAGE | | NAIC # | |
| | INSURER A: Nova Casualty Company | | 42552 | |
| | INSURER B: | | | |
| | INSURER C: | | | |
| | INSURER D: | | | |
| | INSURER E: | | | |
| INSURER F: | | | | |

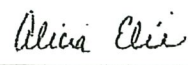
COVERAGES CERTIFICATE NUMBER: 23-24 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|--------------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | Y | | CF1-ML-10000885-06 | 08/01/2023 | 08/01/2024 | EACH OCCURRENCE \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | | | MED EXP (Any one person) \$ 5,000 |
| | AUTOMOBILE LIABILITY | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | <input type="checkbox"/> ANY AUTO | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | <input type="checkbox"/> OWNED AUTOS ONLY | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | <input type="checkbox"/> HIRED AUTOS ONLY | | | | | | Liquor Liability \$ 1,000,000 |
| | <input type="checkbox"/> SCHEDULED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | BODILY INJURY (Per person) \$ |
| | | | | | | | BODILY INJURY (Per accident) \$ |
| | UMBRELLA LIAB | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | EXCESS LIAB | | | | | | \$ |
| | <input type="checkbox"/> OCCUR | | | | | | EACH OCCURRENCE \$ |
| | <input type="checkbox"/> CLAIMS-MADE | | | | | | AGGREGATE \$ |
| | DED RETENTION \$ | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | PER STATUTE OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | | E.L. EACH ACCIDENT \$ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ |

update

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

| | |
|---|---|
| CERTIFICATE HOLDER City of Mandeville 3101 East Causeway Approach Mandeville LA 70448 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE  |

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City of Mandeville
3101 East Causeway Approach
Mandeville, Louisiana 70448
985-624-3147 985-624-3149 Fax

****SPECIAL EVENTS (3-DAY)****
LIQUOR LICENSE APPLICATION

1. Liquor license to be issued to: Old Mandeville Business Association
 2. Legal name(s): Individual, Partners, or Corporation _____
 3. Apply for: Class "A" Class "B" _____ / High Content _____ Low Content _____ / Restaurant _____
 4. Business location address 522 Lind St
 Telephone (____) _____
 5. Mailing address 522 Lind St
 6. Contact Person _____
 Phone Number _____ E-Mail Address: [Signature]
 Fax Number (____) _____ Web Address _____
 7. Type of organization:
 Individual Partnership Corporation Non-Profit LLP LLC Other
(If Individual complete lines A only)
 8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".
- | A | Name | Title | SSN | % Owned |
|---|--------------------------------|----------------|-------------------|---------|
| | Resident Address | City State Zip | Home Phone Number | |
| | <i>[Handwritten Signature]</i> | | | |
| B | Name | Title | SSN | % Owned |
| | Resident Address | City State Zip | Home Phone Number | |
| C | Name | Title | SSN | % Owned |
| | Resident Address | City State Zip | Home Phone Number | |
9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? NO If yes, list. _____
 10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
NO If yes: Name _____ Location: _____
 11. Has applicant applied for state liquor license? NO
 12. Has the applicant ever been denied a state or local liquor license? NO
 12. Is premise located in an area where the sale of liquor is prohibited by local or state laws? NO
 13. Is applicant the owner of the premises to be occupied? YES If no, does applicant hold a bona fide written lease? _____ (Supply copy of lease with application.)
 14. If premises leased, give name and address of lesser. _____
 15. Describe the part of the building to be occupied by business: OUTSIDE
 16. Open date for this location _____
 17. _____

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department (form attached).

I affirm that the information given on this application is true and correct.

Signature of Applicant Sarah Eddy Title: Event Coordinator
 Signature of Preparer _____ Date _____

Winter on the Water
Santa Parade & Festival
Special Event

City of Mandeville
3090 E. Causeway Approach
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group City of Mandeville
Name of Authorized Representative Alia Casborné Non-Profit/Tax-Exempt # _____
Mailing Address 675 Lafitte Street
City Mandeville State LA Zip 70448
Applicant Phone # 985-624-3147 Alt. Phone # 985-630-0440
E-Mail acasborne@cityofmandeville.com Application Fee Paid? ___ YES ___ NO

Name of Event: Winter on the Water (WOW) Santa Parade & Festival
Date(s) of Event: Day Saturday Date 12/07/24 Time 4:00p - 8:00p Rain Dates(s) No Rain Date
Event Location: Lakeshore Drive from Harbor to Trailhead (See attached map)
Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
Description/Purpose of Event Parade and festival at the Trailhead Estimated Attendance 1000+

EVENT DETAILS - Check all that apply:

| | | | |
|----|---|--------------------------------------|-------------------------------------|
| 1 | Are patron admission, entry or participant fees charged? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 2 | Is the event open to the public? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 5 | Are Street Closures Requested? If yes, please contact Mandeville Police Dept. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 6 | Will alcohol be consumed, distributed, or sold at this event? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 7 | Will food be distributed, prepared or sold at this event? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 8 | Will there be canopies or tents? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 9 | Will there be vendor booths? Merchandise or product sales? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 10 | Are you planning to have inflatable attractions, games or rides? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 11 | Will there be bleachers, stages, fencing or other structures? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

**Please thoroughly read the details outlined in this application
and in the Special Events Guidelines.**



| | | | |
|----|---|--------------------------------------|-------------------------------------|
| 12 | Do you plan to provide portable toilets? * See Guidelines* | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 13 | Will there be security staff? <i>MFD</i> | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 14 | Are you planning to have amplified sound? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 15 | Will you need access to power or water? (please circle) | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 16 | Will there be any signs, banners, decorations, or special lighting? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. Please indicate if you have obtained the required liability insurance for this event. If so, is a copy included with this application? YES NO

****The insurance certificate must be delivered to the City Clerk at least thirty (30) days prior to the event.****

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions and with applicable laws and ordinances. The event organizer or other representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has completed this application. He/She has read the Special Events Application and Guidelines, and agrees to comply with the requirements and guidelines as stated under penalty of fines set forth by ordinance.

Signature

Alia Casborne

Printed Name Alia Casborne

Organization City of Mandeville

Title of Office Director, Cultural Development & Events Date 10/23/2023

Any expenses required of the applicant must be paid in advance at least 15 days prior to the event.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

Fee received Date _____

Certificate of Insurance? YES _____ NO _____

On file

| | DEPARTMENTAL EXPENSES | INITIALS |
|-------------------|-----------------------|----------|
| Police Department | <u>TBD</u> | _____ |
| Fire District #4 | <u>TBD</u> | _____ |
| Public Works | _____ | _____ |
| TOTAL COSTS | _____ | |

Recommendation of Special Events Committee:

Police for Parade & Trailhead
Public works for cleanup

Approved:
L. Clay Madden
Mayor Clay Madden

8/22/24
Date

City Council Approval

Alcohol Permit:

Yes _____ No _____ Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

Yes _____ No _____ Date Approved: _____

City of Mandeville
3101 East Causeway Approach
Mandeville, Louisiana 70448
985-624-3147 985-624-3149 Fax

****SPECIAL EVENTS (3-DAY)****
LIQUOR LICENSE APPLICATION

1. Liquor license to be issued to: City of Mandeville
 2. Legal name(s): Individual, Partners, or Corporation Municipality
 3. Apply for: Class "A" ___ Class "B" ___ / High Content ___ Low Content ___ / Restaurant ___
 4. Business location address 1075 Lafitte Street
 Telephone (985) 624-3147
 5. Mailing address same
 6. Contact Person Alia Casborne
 Phone Number (985) 624-3147 E-Mail Address: acasborne@cityofmandeville.com
 Fax Number (___) _____ Web Address _____

7. Type of organization:
 Individual Partnership Corporation Non-Profit LLP LLC Other Municipality
(If individual complete line A only)

8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".

| A | Name | Title | SSN | % Owned |
|---|------------------|----------------|-------------------|---------|
| | | | | |
| | Resident Address | City State Zip | Home Phone Number | |
| B | Name | Title | SSN | % Owned |
| | | | | |
| | Resident Address | City State Zip | Home Phone Number | |
| C | Name | Title | SSN | % Owned |
| | | | | |
| | Resident Address | City State Zip | Home Phone Number | |

9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? NO If yes, list.

Trade name _____ Owner's name _____ address _____ License # _____

10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
NO If yes: Name N/A Location: N/A

11. Has applicant applied for state liquor license? NO
 12. Has the applicant ever been denied a state or local liquor license? NO
 12. Is premise located in an area where the sale of liquor is prohibited by local or state laws? NO
 13. Is applicant the owner of the premises to be occupied? yes If no, does applicant hold a bona fide written lease? — (Supply copy of lease with application.)

14. If premises leased, give name and address of lesser. N/A
 15. Describe the part of the building to be occupied by business: city owned property

16. Open date for this location _____
 17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform: _____

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department (form attached).

I affirm that the information given on this application is true and correct.
 Signature of Applicant Alia Casborne Title: Director
 Signature of Preparer _____ Date _____

**PARADE END
TRAILHEAD
ACTIVITIES
BEGIN**

WINTER ON THE WATER
DECEMBER 7, 2024
SANTA PARADE 4:00 PM
FESTIVAL AT THE TRAILHEAD
5:00 PM

WOODROW

LIVINGSTON

MONROE

MARIGNY

MADISON

JEFFERSON

CLAIBORNE

GIROD

LAMARQUE

FOY

JACKSON

LAKESHORE DR.

PARADE START



Christmas Past Festival Special Event



Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Old Mandeville Business Association
 Name of Authorized Representative Shane Mutter Non-Profit/Tax-Exempt # _____
 Mailing Address 2013 Claiborne ST
 City Mandeville State LA Zip 70448
 Applicant Phone # 985-966-3736 Alt. Phone # _____
 E-Mail Events@Haggerty.Media Application Fee Paid? YES NO

Name of Event: Christmas Past Festival
 Date(s) of Event: Day Saturday Date 12 / 14 / 2024 Time 10am-4pm Rain Dates(s) N/a
 Event Location: Girod Street Mandeville LA
 Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
 Description/Purpose of Event Recurring Christmas Festival Estimated Attendance 1-2000

EVENT DETAILS - Check all that apply:

| | | | |
|----|---|---|--|
| 1 | Are patron admission, entry or participant fees charged? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2 | Is the event open to the public? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | Are Street Closures Requested? If yes, please contact Mandeville Police Dept. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | Will you require barricades for the event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | Are you requesting that Police be present during the event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 | If you answered YES, to number 5, how many officers are you requesting | TBD | |
| 7 | If you are requesting Police, will they need to direct traffic? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8 | Will alcohol be consumed, distributed, or sold at this event? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 9 | Will food be distributed, prepared or sold at this event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | Will there be canopies or tents? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | Will there be vendor booths? Merchandise or product sales? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12 | Are you planning to have inflatable attractions, games or rides? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13 | Will there be bleachers, stages, fencing or other structures? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |



| | | | |
|----|---|---|--|
| 14 | Do you plan to provide portable toilets? * See Guidelines* | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15 | Will there be security staff? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16 | Are you planning to have amplified sound? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 17 | Will you need access to power or water? (please circle) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18 | Will there be any signs, banners, decorations, or special lighting? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: Shane Mutter

Printed Name: Shane Mutter

Organization Represented: Old Mandeville Business Association

Office Held President Date 3/21/24

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

Fee received Date 8/15/24

Certificate of Insurance? YES NO TO BE updated

| | DEPARTMENTAL EXPENSES | INITIALS |
|-------------------|-----------------------|-------------------|
| Police Department | <u>TBD</u> | <u> </u> |
| Fire District #4 | <u> </u> | <u> </u> |
| Public Works | <u> </u> | <u> </u> |
| TOTAL COSTS | <u> </u> | <u> </u> |

Recommendation of Special Events Committee:

Police Detail - 6 police officers @ \$45/hour
Dumpster for cleanup required

Approved:
L. Clay Madden
Mayor Clay Madden

8/22/24
Date

City Council Approval

Alcohol Permit:

Yes No Date Approved:

Waiver of Lakefront Food & Drink Ordinance:

Yes No Date Approved:



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

Special Events requiring a Police presence are either paid by the Event at a detail rate, or in rare instances, are paid by the City after approval by the Mayor and/or Council. In order to facilitate your Special Event application, please answer the following questions:

1. Beginning and end time of event: 10:00a - 4:00p.

2. Location of event: Grid Street (See Map)

3. Will the event take place on a public roadway? YES NO

4. Are you requesting public streets be blocked off? YES NO

5. Are you requesting that Police be present during the event? YES NO

6. Are you paying for a Police detail? YES NO

7. If you answered yes to number 6, how many officers? 2

8. Name and contact number of Event official?

Shane Mutter - 985-9166-3736

9. Will alcoholic beverages be present? YES NO

10. Expected number of people at event? ~2000

WOODROW ST



WOODROW ST

H Vendors 71-90

C

LIVINGSTON ST



LIVINGSTON ST

F Vendors 51-70

E

MONROE ST



MONROE ST

J Vendors 31-50

D

MADISON AVE



MADISON AVE

C Vendors 21-30

Kids Village

JEFFERSON ST



JEFFERSON ST

B Vendors 1-20

A

CLAIBORNE AVE

CLAIBORNE AVE

FESTIVAL MAP

- 71. Bairded Bear Custom Wood Design
- 72. Adrian's Tree Service
- 73. Barn's Pash Market Place
- 74. Birch Candle
- 75. Canton Middle Photography
- 76. Chelle Belle Designs
- 77. Integrated Spine and Disc
- 78. Iris and Elm
- 79. Lakeshore Veterinary Hospital
- 80. LohandCoat
- 81. Megan's Macramé
- 82. Neonday Collection by Kirsten
- 83. Queens Church
- 84. Richard Roxanne by Hand
- 85. Robins Rockin Cajun Pecper Jelly
- 86. Runaway Cajun
- 87. Sweet Star Treasures
- 88. The Industry Barber Co
- 89. The Artful Pour

- 51. Vega Clay Co & Crease Creations
- 52. Annie's Freeze Dried Candy
- 53. Born Again Designs
- 54. Boujee House
- 55. Christina Reed Designs
- 56. Claire & Grace Crafts
- 57. Colie's Custom Creations
- 58. Conversation Pieces
- 59. Geaux Creole Designs
- 60. Dirl Weaver Designs
- 61. Old Sinker Cypress Shop
- 62. Belen's Art Studio
- 63. Kneep Deep Blends, LLC
- 64. Mini Sweets
- 65. Nicole McCloskey Designs
- 66. Tiny Little Things
- 67. Triple B
- 68. Wax Wax
- 69. Jessica Morimoto

- 31. Valerie Carpenter Fine Art
- 32. A Touch of Ndla
- 33. Ayana's Collection
- 34. Be Colorful or Dye Tyng
- 35. Nola Critter Creations
- 36. Funktional Art
- 37. Eileen's Baked Hand Pies
- 38. Gem Serenly
- 39. Mandeville Animal Hospital
- 40. Leaved Gates Essential Collection
- 41. Kim's Creations
- 42. Coleston Art by Colette Martin
- 43. North Shore Creations, LLC
- 44. Jacelle Boutique
- 45. Pure Barre Mandeville
- 46. Southern Belle Mobile Bar
- 47. Studio Castle
- 48. Sweet Angel Scents
- 49. Sweet Magnolia Blue

- 21. Camrio Boutique
- 22. FUNPlastic Facepaint
- 23. School of Rock! Northshore
- 24. Fluff Gourmet Fairy Fliss
- 25. Frozen Bliss
- 26. Jolie & Jax Boutique
- 27. Lang Graves Publishing
- 28. Angela Casey Mandarin Chinese
- 29. Peet Popillon
- 30. Cookies by Meredith

- 1. Aromi Avenue
- 2. Arts Escape
- 3. B's Freshies, Molds, & More!
- 4. Big Easy
- 5. Elyv Kate Designs
- 6. Embroid Dat
- 7. Fancy Nancy's Customs, LLC
- 8. Green Dirt
- 9. Pops New Orleans Creations
- 10. Royally Roasted Nuts
- 11. Saints Tilperand Fleur de Lis Oh My
- 12. Shiris Sweet Creations LLC
- 13. Starting Anew Creations
- 14. Suns Bijoux
- 15. St. Tammany Soapworks
- 16. Meme's Beads & Things
- 17. Serenly Home and Gifts
- 18. Sunken South
- 19. Topanga Scents
- 20. Viva Party Creations

FOOD VENDORS

- A** Good Stuffed Food Truck
- B** Geaux Creole
- C** Wilcox's Kitchen
- D** Creole Tomstaux
- E** Rusty Pelican
- F** Cateomas
- G** Rejynell's Pizzo
- H** Dat Fija Food Truck
- MAP KEY:**
- M** Music Stage
- T** Kids Train Station
- R** Restroom



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|--|-------|
| PRODUCER Robert L Aubert Company Inc P.O. Box 1360 Covington LA 70434 | | CONTACT NAME: Alicia Elie PHONE (A/C, No, Ext): (986) 892-3101 E-MAIL ADDRESS: alicia@aubertins.com FAX (A/C, No): (986) 892-3833 | |
| INSURED Old Mandeville Business Association PO Box 51 Mandeville LA 70470 | | INSURER(S) AFFORDING COVERAGE INSURER A: Nova Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: | |
| | | NAIC # | 42552 |

COVERAGES **CERTIFICATE NUMBER:** 23-24 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--------------------|--------------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | Y | CF1-ML-10000885-06 | 06/01/2023 | 06/01/2024 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY | | | | | \$ \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

| | |
|--|---|
| City of Mandeville 3101 East Causeway Approach Mandeville LA 70448 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Alicia Elie</i> |
|--|---|

Krewe du Pooch Special Event

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Krewe du Pooch
Name of Authorized Representative Rena Sweeney Non-Profit/Tax-Exempt # 88-4345254
Mailing Address 234 Lamarque Street
City Mandeville State LA Zip 70448
Applicant Phone # 504.261.7362 Alt. Phone # _____
E-Mail info@krewedupooch.org Application Fee Paid? YES NO

Name of Event: Krewe du Pooch
Date(s) of Event: Day Sat. ~~Friday~~ Date 3, 15 / 25 Time noon - 5pm Rain Dates(s), _____
Event Location: Mandeville lakefront, Marigny to Coffee St.

Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
Description/Purpose of Event Dog parade benefiting animal rescue groups. Estimated Attendance 4,000

EVENT DETAILS - Check all that apply:

| | | | |
|----|---|---|--|
| 1 | Are patron admission, entry or participant fees charged? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | Is the event open to the public? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | Are Street Closures Requested? If yes, please contact Mandeville Police Dept. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | Will you require barricades for the event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | Are you requesting that Police be present during the event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 | If you answered YES, to number 5, how many officers are you requesting | | |
| 7 | If you are requesting Police, will they need to direct traffic? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8 | Will alcohol be consumed, distributed, or sold at this event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9 | Will food be distributed, prepared or sold at this event? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | Will there be canopies or tents? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | Will there be vendor booths? Merchandise or product sales? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12 | Are you planning to have inflatable attractions, games or rides? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 13 | Will there be bleachers, stages, fencing or other structures? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |



| | | | |
|----|---|---|-----------------------------|
| 14 | Do you plan to provide portable toilets? * See Guidelines* | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15 | Will there be security staff? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16 | Are you planning to have amplified sound? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17 | Will you need access to power or water? (please circle) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18 | Will there be any signs, banners, decorations, or special lighting? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: 

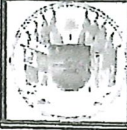
Printed Name: Rena Sweeney

Organization Represented: Krewe du Pooch

Office Held _____ Date _____

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

Fee received Date ON FILE

Certificate of Insurance? YES _____ NO _____

| | DEPARTMENTAL EXPENSES | INITIALS |
|-------------------|-----------------------|----------|
| Police Department | <u>\$6500</u> | _____ |
| Fire District #4 | _____ | _____ |
| Public Works | <u>\$4690</u> | _____ |
| TOTAL COSTS | _____ | |

Recommendation of Special Events Committee:

Public works - \$3000 labor #1090 Equipment
\$300 Garbage (1 dumpster)

Approved: L. Clay Madden
Mayor Clay Madden

7-30-24
Date

City Council Approval

Alcohol Permit:
_____ Yes _____ No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:
_____ Yes _____ No Date Approved: _____

City of Mandeville
3101 East Causeway Approach
Mandeville, Louisiana 70448
985-624-3147 985-624-3149 Fax

****SPECIAL EVENTS (3-DAY)****
LIQUOR LICENSE APPLICATION

1. Liquor license to be issued to: Krewe du Pooch
2. Legal name(s): Individual, Partners, or Corporation Krewe du Pooch
3. Apply for: Class "A" ___ Class "B" ___ / High Content X Low Content X /Restaurant ___
4. Business location address 234 Lamarque Street, Mandeville, LA 70448
Telephone (504) 261-7362
5. Mailing address 234 Lamarque Street, Mandeville, LA 70448
6. Contact Person Rena Sweeney
Phone Number (504) 261-7362 E-Mail Address: info@krewedupooch.org
Fax Number (___) _____ Web Address www.krewedupooch.org
7. Type of organization:
 Individual Partnership Corporation Non-Profit LLP LLC Other
(If individual complete line A only)
8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".

| | | | | |
|----|------------------------|----------------------|-------------------------|---------------|
| A. | Name _____ | Title _____ | SSN _____ | % Owned _____ |
| | Resident Address _____ | City State Zip _____ | Home Phone Number _____ | |

| | | | | |
|----|------------------------|----------------------|-------------------------|---------------|
| B. | Name _____ | Title _____ | SSN _____ | % Owned _____ |
| | Resident Address _____ | City State Zip _____ | Home Phone Number _____ | |

| | | | | |
|----|------------------------|----------------------|-------------------------|---------------|
| C. | Name _____ | Title _____ | SSN _____ | % Owned _____ |
| | Resident Address _____ | City State Zip _____ | Home Phone Number _____ | |
9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? No If yes, list.

| | | | |
|------------------|--------------------|---------------|-----------------|
| Trade name _____ | Owner's name _____ | address _____ | License # _____ |
|------------------|--------------------|---------------|-----------------|
10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
No If yes: Name _____ Location: _____
11. Has applicant applied for state liquor license? No
12. Has the applicant ever been denied a state or local liquor license? No
12. Is premise located in an area where the sale of liquor is prohibited by local or state laws? No
13. Is applicant the owner of the premises to be occupied? N/A If no, does applicant hold a bona fide written lease? _____ (Supply copy of lease with application.)
14. If premises leased, give name and address of lesser, _____
15. Describe the part of the building to be occupied by business: _____
16. Open date for this location 3/15/25
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Krewe du Pooch special event on Mandeville lakefront for one day only with liquor sales to public.

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department (form attached).

I affirm that the information given on this application is true and correct.

Signature of Applicant Rena Sweeney Title: _____

Signature of Preparer _____ Date _____



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

Special Events requiring a Police presence are either paid by the Event at a detail rate, or in rare instances, are paid by the City after approval by the Mayor and/or Council. In order to facilitate your Special Event application, please answer the following questions:

1. Beginning and end time of event: 12:00p. - 5:00p.m
2. Location of event: Lakeshore Drive
3. Will the event take place on a public roadway? YES NO
4. Are you requesting public streets be blocked off? YES NO
5. Are you requesting that Police be present during the event? YES NO
6. Are you paying for a Police detail? YES NO
7. If you answered yes to number 6, how many officers? _____
8. Name and contact number of Event official?
Pena Sweeney 504-261-7362
Aria Cashborne - 985-624-3147
9. Will alcoholic beverages be present? YES NO
10. Expected number of people at event? ~ 500





de la Ble

Lakeshore Dr

Barley Oak

Northshore Lakeland

Rescue Groups

Viewing & VIP Tent

Northshore Good Stuffed Paws ReTreat Grooming Truck

Date of this notice: 12-01-2022

Employer Identification Number:
88-4345254

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

KREWE DU POOCH
% ANDRE JUDICE
234 LAMARQUE ST
MANDEVILLE, LA 70448

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 88-4345254. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

Based on the information received from you or your representative, you must file the following forms by the dates shown.

Form 1120

04/15/2023

If you have questions about the forms or the due dates shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification (corporation, partnership, etc.) based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2020-1, 2020-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S, U.S. Income Tax Return for an S Corporation, must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents or other payroll service providers, are available to assist you. Visit www.irs.gov/mefbusproviders for a list of companies that offer IRS e-file for business products and services.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is KREW. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, *Safeguarding Taxpayer Data: A Guide for Your Business*.

You can get any of the forms or publications mentioned in this letter by visiting our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

Thank you for your cooperation.

Ordinance 24-28

THE FOLLOWING ORDINANCE WAS INTRODUCED BY COUNCIL MEMBER ZUCKERMAN AND SECONDED UPON INTRODUCTION BY COUNCIL MEMBER MCGUIRE

ORDINANCE NO. 24- 28

AN ORDINANCE OF THE CITY OF MANDEVILLE ADOPTING THE ADJUSTED MILLAGE RATE FOR TAXES TO LEVY ON PROPERTY SUBJECT TO TAXATION IN THE CITY OF MANDEVILLE, STATE OF LOUISIANA, FOR THE YEAR 2024 FOR THE PURPOSE OF PAYING GENERAL MAINTENANCE AND OPERATIONS OF THE CITY IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE VII, SECTION 23(B) AND (C) OF THE 1974 LOUISIANA CONSTITUTION AND R.S. 47:1705 (B) (1) AND (2).

SECTION 1. That a special tax of 6.36 mills on the dollar of the assessed valuation of all taxable property in the City be and the same is hereby levied, assessed and imposed on all of said property for the year 2024 for the purpose of paying general maintenance and operations of the City of Mandeville (**Tracking No. 5050001**).

SECTION 2. That the Tax Collector of the City of Mandeville, State of Louisiana, be and he is hereby empowered, authorized and directed to spread said taxes, as herein set forth, upon the assessment roll of said City of Mandeville, for the year 2024 and to make the collection of the taxes imposed on his behalf for said City according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and the collection thereof shall be enforceable in the manner provided by law.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this ____ day of _____, 2024

Alex Weiner
Interim Clerk of Council

Scott Discon
Council Chairman

Ordinance 24-29

THE FOLLOWING ORDINANCE WAS INTRODUCED BY COUNCIL MEMBER ZUCKERMAN AND SECONDED UPON INTRODUCTION BY COUNCIL MEMBER MCGUIRE

ORDINANCE NO. 24- 29

AN ORDINANCE OF THE CITY OF MANDEVILLE ESTABLISHING OTHER AUTHORIZED MILLAGE RATES FOR TAXES SUBJECT TO TAXATION IN THE CITY OF MANDEVILLE, STATE OF LOUISIANA, FOR THE YEAR 2024 FOR THE PURPOSE OF FUNDING THE OPERATIONS AND MAINTENANCE OF THE POLICE DEPARTMENT IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE VII, SECTION 23(B) AND (C) OF THE 1974 LOUISIANA CONSTITUTION AND R.S. 47:1705 (B) (1) AND (2).

SECTION 1. That a special tax of 1.0 mills on the dollar of the assessed valuation of all taxable property in the City be and the same is hereby levied, assessed and imposed on all property for the year 2024 for the purpose of providing additional funds for operating and maintaining the Police Department (**Tracking No. 5050002**).

SECTION 2. That a special tax of .99 mills on the dollar of the assessed valuation of all taxable property in the City be and the same is hereby levied, assessed and imposed on all property for the year 2024 for the purpose of providing additional funds for operating and maintaining the Police Department (**Tracking No. 5050008**).

SECTION 3. That the Tax Collector of the City of Mandeville, State of Louisiana, be and he is hereby empowered, authorized and directed to spread said taxes, as herein set forth, upon the assessment roll of said City of Mandeville, for the year 2024 and to make the collection of the taxes imposed on his behalf for said City according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and the collection thereof shall be enforceable in the manner provided by law.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this ____ day of _____, 2024

Alex Weiner
Interim Clerk of Council

Scott Discon
Council Chairman

Ordinance 24-30

THE FOLLOWING ORDINANCE WAS INTRODUCED BY COUNCIL MEMBER ZUCKERMAN AND SECONDED UPON INTRODUCTION BY COUNCIL MEMBER MCGUIRE

ORDINANCE NO. 24- 30

AN ORDINANCE OF THE CITY OF MANDEVILLE ESTABLISHING THE ADJUSTED MILLAGE RATE AND ROLLING FORWARD TO MILLAGE RATES NOT EXCEEDING THE MAXIMUM AUTHORIZED RATES FOR TAXES TO LEVY ON PROPERTY SUBJECT TO TAXATION IN THE CITY OF MANDEVILLE, STATE OF LOUISIANA, FOR THE YEAR 2024 FOR THE PURPOSE OF PAYING GENERAL MAINTENANCE AND OPERATIONS OF THE CITY IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE VII, SECTION 23(B) AND (C) OF THE 1974 LOUISIANA CONSTITUTION AND R.S. 47:1705 (B) (1) AND (2).

SECTION 1. The taxing district is requesting to increase the adjusted maximum millage rate of 6.36 to 6.87 but not in excess of the prior year's maximum rate, on all taxable property shown on the official assessment roll for the year 2024, and when collected, the revenues from said taxes shall be used only for the specific purposes for which said taxes have been levied.

SECTION 2. That a special tax of 6.87 mills on the dollar of the assessed valuation of all taxable property in the City be and the same is hereby levied, assessed and imposed on all property for the year 2024 for the purpose of paying general maintenance and operations of the City of Mandeville (**Tracking No. 5050001**).

SECTION 3. That the Tax Collector of the City of Mandeville, State of Louisiana, be and he is hereby empowered, authorized and directed to spread said taxes, as herein set forth, upon the assessment roll of said City of Mandeville, for the year 2024 and to make the collection of the taxes imposed on his behalf for said City according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and the collection thereof shall be enforceable in the manner provided by law.

SECTION 4. The estimated amount of tax revenues to be collected in the next year from the increased millage is \$2,219,219.77, and the amount of increased taxes attributable to the general alimony millage is \$626,190.68.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this ____ day of _____, 2024

Alex Weiner
Interim Clerk of Council

Scott Discon
Council Chairman

Ordinance 24-31

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY COUNCIL MEMBER ZUCKERMAN; SECONDED FOR INTRODUCTION BY COUNCIL MEMBER MCGUIRE

ORDINANCE NO. 24-31

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO PROVIDE FOR THE COMPENSATION OF THE CLERK OF THE COUNCIL AND TO PROVIDE FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS the City of Mandeville’s Home Rule Charter, Section 2.09B states that the City Council shall, by ordinance, fix the salaries of its employees; and

WHEREAS Section 2-7(d) of the Mandeville Code of Ordinances allows the City Council to set the Clerk of the Council’s salary through an ordinance, separate from the operating budget; and

WHEREAS the City Council has appointed Ms. Alicia Watts as the Clerk of the Council by Resolution; and

WHEREAS the City Council of Mandeville fixes the salary of the Clerk of the Council to \$36.86 per hour, effective on September 9, 2024, subject to the application of City of Mandeville pay policies and FLSA regulations.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that the salary of the Clerk of the Council is fixed to \$36.86 per hour, effective on September 9, 2024, subject to the application of City of Mandeville pay policies and FLSA regulations.

NOW THEREFORE, BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this ____ Day of _____, 2024

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

Harbor Field Upgrades

KVS architecture

235 Girod Street, Mandeville, Louisiana
985.674.3077 www.kvsarchitecture.com

August 30, 2024

David LeBreton, P.E.
Digital Engineering - City of Mandeville
dlebreton@deii.net
504-430-0658

Harbor Field Upgrades – CERTIFICATE OF SUBSTANTIAL COMPLETION w/ PUNCHLIST and VALUATION

Dear David,

Enclosed please find the **CERTIFICATES OF SUBSTANTIAL COMPLETION** for the project.

There are three signed originals of enclosed, prepared for the City Administration's signature and filing with the Clerk of Court's office.

Please let us know if you have any questions.

Sincerely,



K. Vaughan Sollberger, Jr., Architect
kvs@kvsarchitecture.com

SECTION 00625
Certificate of Substantial Completion

Project: HARBOR FIELD UPGRADES

Owner: City of Mandeville

Owner's Contract No.: 100.21.002

Contractor: BSD CONSTRUCTION

Architect's Project No.: 20040

This definitive Certificate of Substantial Completion applies to:

All Work under the Contract Documents:

All buildings, site work, utilities and landscaping associated with the project.

August 27, 2024

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

Not Amended



Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

BUILDING PUNCHLIST DATED AUGUST 27, 2024

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

| | |
|---|---------|
|  | 8/29/24 |
| Executed by Architect | Date |
|  | 8/29/24 |
| Accepted by Contractor | Date |
| Accepted by Owner | Date |

KVS architecture

235 Girod Street, Mandeville, Louisiana
985.674.3077 www.kvsarchitecture.com

BUILDING PUNCHLIST

City of Mandeville #100.21.002 – Harbor Field Upgrades

178 Jackson Avenue
Mandeville, LA 70448

Date: August 27, 2024, 10:00 am
Conditions: 88d, Sunny

Attendees:

| | |
|--------------------|---|
| Lauren Brinkman | City of Mandeville – Planning Department |
| Clif Siverd | City of Mandeville – Dept of Public Works |
| Jarred Meyer | BSD Construction |
| Vaughan Sollberger | KVS Architecture |

Parties met to observe and coordinate project construction.
The following was observed and discussed:

BUILDING PUNCHLIST, INTERIOR AND EXTERIOR, is the following:

| <u>LISTED ITEM</u> | <u>COST TO COMPLETE</u> |
|--------------------|-------------------------|
|--------------------|-------------------------|

General items observed:

- | | |
|--|------------------|
| 1. Install cementitious (vinyl) skim coat on backside of backstop curbing. | 500 |
| 2. Backflow preventer to be covered with grey colored vinyl wrap. | 500 |
| 3. Remove temporary electrical service. | 200 |
| 4. Field lighting and building lighting, testing required. | 1,500 |
| 5. Testing of outlets and devices required. | 250 |
| 6. Paint grouted interior cant strip to floor. | 350 |
| 7. Provide keyed cylinders to exterior doors. | 400 |
| 8. Re-install door hardware and thresholds. | 400 |
| 9. Clean mortar chips at exterior electrical service and inside sump pit. | 200 |
| 10. Install trapeze frame for sump pump battery backup. | 400 |

| | |
|---|----------------|
| 11. Test sump pump. | 500 |
| 12. Test HVAC system. | 250 |
| 13. Caulk all ceiling penetrations. | 250 |
| 14. Install restroom accessories. | 500 |
| 15. Install stone counter at Scoring Booth. | 500 |
| 16. Fasten trim edge to chain link. | 500 |
| 17. Trim sweet gum tree at northeast corner (Cleco). | 0 |
| 18. Clean paint drippings from cast stone. | 250 |
| 19. Trim vines and branches at right field fence and light pole. | 500 |
| 20. Architect to provide instructions on Live Oak and Foul Ball signage. | 0 |
| 21. Install project plaque. | 150 |
| 22. Trim zip ties at outfield fence. | 100 |
| 23. Re-install chain link fence ties at "Harbor Field" sign in right field. | 250 |
| 24. Remove stored material located on Claiborne Street. | 250 |
| 25. Complete Finish Grading. | 1,000 |
| 26. Complete touch up painting. | 250 |
| 27. Complete Final Cleanup. | 500 |
| 28. Provide equipment manuals and training to city officials. | 500 |
| 29. Provide Maintenance Instructions and Warranties. | <u>500</u> |
| PUNCHLIST VALUATION | 6,500 |

END OF PUNCHLIST.

Resolution 24-57

THE FOLLOWING RESOLUTION WAS INTRODUCED BY CITY COUNCIL MEMBER _____; AND SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____

RESOLUTION NO. 24-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.1 TO THE MAINTENANCE AGREEMENT BETWEEN THE CITY OF MANDEVILLE AND THE STATE OF LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF ENGINEERING (DOTD) FOR MOWING AND LITTER PICKUP FOR THE FISCAL YEAR ENDING JUNE 30, 2025 AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, on August 27, 2024, the City of Mandeville entered into a Maintenance Agreement with the State of Louisiana Department of Transportation and Development, Office of Engineering (DOTD) for Mowing and Litter Pickup; and

WHEREAS, additional state funds have become available for maintenance of DOTD right-of-way statewide; and

WHEREAS, DOTD proposes to make some of the funds available to Municipality to offset in part one (1) additional maintenance cycle completed by Municipality during Fiscal Year 2025; and

WHEREAS, Municipality has accepted the offer to make supplemental funding available to Municipality and has agreed to perform one additional maintenance cycle to remove litter and mow vegetation on certain state right-of-way within the jurisdiction of Municipality; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council hereby authorizes and empowers the Mayor of the City to execute Amendment No. 1 to the Maintenance Agreement with the State of Louisiana Department of Transportation and Development for mowing and litter pickup services on behalf of the City of Mandeville to increase the stipulated minimum number of maintenance cycles in Fiscal Year 2025 from 4 to 5.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

And the resolution was declared adopted this ____ day of September 2024

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

AMENDMENT NO. 1

CONTRACT NO. 4400002069

**MAINTENANCE AGREEMENT
INCLUDING MOWING AND LITTER PICKUP**

STATE PROJECT NO. _____

THROUGH FISCAL YEAR ENDING 2025

BETWEEN

CITY OF MANDEVILLE

AND

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
OFFICE OF ENGINEERING**

This Amendment (Amendment No. 1) to the referenced Contract No. 4400002069 (“referenced contract”) between the Department of Transportation and Development, State of Louisiana (“DOTD”), and City Of Mandeville (“Municipality”) is entered into on this 27th day of August, 2024.

Whereas additional state funds (“funds”) have become available for maintenance of DOTD right-of-way statewide;

Whereas DOTD proposes to make some of the funds available to Municipality to offset in part one (1) additional maintenance cycle completed by Municipality during Fiscal Year 2025;

Whereas Municipality has accepted the offer to make supplemental funding available to Municipality and has agreed to perform one additional maintenance cycle to remove litter and mow vegetation on certain state right-of-way within the jurisdiction of Municipality;

Therefore, the parties agree to amend Article II of the referenced contract to increase the stipulated minimum number of maintenance cycles in Fiscal Year 2025 from 4 to 5.

Further, the parties agree that all provisions of the referenced contract shall remain in full force and effect to the extent not inconsistent with this amendment and that the provisions of the referenced contract and this amendment to the referenced contract notwithstanding, the parties:

Amendment No 1.
Maintenance Agreement
Page 2 of 3

A. Affirm their respective rights and obligations under the provisions of the referenced contract as amended or supplemented; and

B. Confirm that, by approving and entering into this agreement, DOTD and Municipality do not intend to extinguish in whole or in part, to novate, or to otherwise modify or alter, the rights and obligations of the parties under the provisions of the referenced contract as amended and supplemented except to the extent expressly modified, amended, or extinguished by the express provisions of this Amendment No. 1 to the referenced contract.

THUS DONE AND SIGNED at _____, Louisiana, on this _____ day of _____, 2024

Municipality

Printed Name of Representative

(Address)

(Phone)

(Fax)

(Taxpayer I.D.)

WITNESSES:

Signature

Printed Name

Signature

Printed Name

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALY

THUS DONE AND SIGNED at _____, Louisiana, on this _____ day of _____, 2024

DOTD

Printed Name of Representative

WITNESSES:

Signature

Printed Name

Signature

Printed Name

)
)

Resolution 24-58

THE FOLLOWING RESOLUTION WAS INTRODUCED BY COUNCIL MEMBER DISCON AND SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____.

RESOLUTION NO. 24-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE CHANGE ORDER NO.3 TO THE 2022 STRIPPING MAINTENANCE CONTRACT WITH PAVEMENT MARKINGS, LLC AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, on July 20, 2022 the City of Mandeville entered into a contract with Pavement Markings, LLC for the 2022 Stripping Maintenance Project, consisting of removal of existing pavement markings, and retroreflective raised pavement markers as detailed in the project plans and stated in the project specifications;

WHEREAS, the City desires to execute Change Order No.3 to the 2022 Stripping Maintenance Contract to include additional scope items not included in the original contract;

WHEREAS, pay items No. 76 and No. 77 are additional scope items for City authorized work encountered during performance at the request of the city for handicap parking stripping and pavement legend for on-street parking stalls on Woodrow near Laffite;

WHEREAS, there will be no change in maximum contract amount or contract time associated with this Change Order. The Contract is set to expire July 20, 2025.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to Change Order No. 3 to the 2022 Stripping Maintenance Contract with Pavement Markings, LLC.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this _____ day of September, 2024.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman



DIGITAL ENGINEERING & IMAGING, INC.

September 3, 2024

City of Mandeville
Department of Public Works
1100 Mandeville High Blvd.
Mandeville, LA 70471
Attn: Keith LaGrange, Director

Re: 2022 Striping Maintenance Contract
City Project No. 700.22.002
Change Order No. 3

Dear Mr. LaGrange,

Digital Engineering & Imaging, Inc. recommends Change Order No. 3 to the 2022 Striping Maintenance Contract project. Change Order No. 3 captures the below listed two additional pay items no. 10650 & no. 10660 to add to the contract for additional scope items not included in the original contract.

- Item 10650 - Plastic Pavement Legends and Symbols (Handicap Markings) (4" Width - Blue) per LF @ \$10.00
- Item 10660 - Plastic Pavement Legends and Symbols (Handicap Parking) per EA @ \$650.00

The pay item unit prices proposed by the contractor are considered reasonable based on a review of other recent bid prices from similar projects in the region. The new pay items added are for City authorized work encountered during construction to be performed at the request of the City for handicap parking striping and pavement legend for on-street parking stalls on Woodrow near Laffite. There will be no change in maximum contract amount or contract time associated with this Change Order.

Since the contract's inception, there have been three (3) task orders issued with a total Not to Exceed amount of \$285,000.00 out of the \$450,000.00. Approximately \$212,000.00 has been spent to date. There will be no change in maximum contract amount or contract time associated with this Change Order. The contract time is set to expire July 20, 2025.

If you have any questions or concerns, please do not hesitate to call.

Sincerely,

DIGITAL ENGINEERING AND IMAGING, INC.

A handwritten signature in blue ink that reads 'Buster Lyons...'. The signature is written in a cursive, flowing style.

Buster Lyons P.E.
Project Manager

Attachments: Change Order #3

**SECTION 00650
CHANGE ORDER**

No. 3

Date of Issuance: 09/3/2024 Effective Date: _____

| | |
|--|-------------------------------------|
| Owner: City of Mandeville | Owner's Project No.: 700.22.002 |
| Contract: 2022 Striping Maintenance Contract | Date of Contract: 07/20/2022 |
| Contractor: Pavement Markings, LLC | Engineer's Project No.: 576-2003.04 |

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Add the below indicated new pay items 10650 & 10660 for additional scope items not included in the original contract.

- Item 10650 - Plastic Pavement Legends and Symbols (Handicap Markings) (4" Width - Blue) per LF @ \$10.00
 - Item 10660 - Plastic Pavement Legends and Symbols (Handicap Parking) per EA @ \$650.00
- The new pay items added are for City authorized work encountered during construction to be performed at the request of the City for handicap parking striping and pavement legend for on-street parking stalls on Woodrow near Laffite. There will be no change in maximum contract amount or contract time associated with this Change Order.

Attachments (list documents supporting change):

Transmittal Approval Letter & Contractor Request for Change

| CHANGE IN CONTRACT PRICE: | CHANGE IN CONTRACT TIMES: |
|---|--|
| <p>Original Contract Aggregate Limit: <u>\$300,000.00</u></p> <p>Increase from previously approved Change Orders: <u>\$150,000.00</u></p> <p>Contract Price prior to this Change Order: <u>\$450,000.00</u></p> <p>Increase of this Change Order: <u>\$0.00</u></p> <p>Contract Price incorporating this Change Order: <u>\$450,000.00</u></p> | <p>Original Contract Times: Original Contract Expiration: 07/20/23 Duration: 1 calendar year with the option to renew annually, up to three years</p> <p>Increase from previously approved Change Orders: Increased contract time by 2 calendar years from 07/20/23 to 07/20/25.</p> <p>Contract Times prior to this Change Order: 3 calendar years</p> <p>Increase of this Change Order: N/A</p> <p>Contract Times with all approved Change Orders: 3 calendar years total (with no further option to renew for additional calendar years)</p> |

| | | |
|--|---|--|
| RECOMMENDED: | ACCEPTED: | ACCEPTED: |
| By: _____ Engineer (Authorized Signature) | By: _____ Owner (Authorized Signature) | By: _____ Contractor (Authorized Signature) |
| Date: _____ | Date: _____ | Date: _____ |

Change Order

Pavement Markings, LLC
 70393 Bravo Street
 Covington, LA 70433

Distribution 2022 Striping Maintenance: City of Mandeville

 Office Field
 Other

Job: 2022 Striping Maintenance: City of Mandeville
 3674- 70471

Contract Number: 3674- 2022 Striping Maintenance: City of Mandeville
Change Order #: 1

Seq #: 1

To (Contractor): Pavement Markings, LLC
 70393 Bravo Street
 Covington, LA 70433

Change Order Date: 08/29/24
Change Order Page: 1

You are directed to make the following changes in this Contract:

| C.O. Item | Contract Item | Quantity | UM | Description | Unit Price | Amount |
|-------------------------------|---------------|----------|----|----------------------------------|------------|-----------------|
| 1 | 10650 | 88.000 | LF | PP Legends & Symbols (Handicap | 10.00000 | 880.00 |
| 2 | 10660 | 1.000 | EA | Plastic Pavement Legends and Sym | 650.00000 | 650.00 |
| Total for Change Order | | 1 | | | | 1,530.00 |

Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates the Contractor's agreement herewith, including any adjustment in the Contract Sum or Contract Time.

| | |
|--|-------------------|
| The original Contract Sum was | 451,252.50 |
| The net change by previously authorized Change Orders was | 0.00 |
| The Contract Sum prior to this Change Order was | 451,252.50 |
| The Contract Sum will be increased by this Change Order | 1,530.00 |
| The new Contract Sum will be | 452,782.50 |

Contracts Days Changed By 0 Days

The Contract Time will be unchanged

Authorized By Owner: _____
 City of Mandeville
 3101 E Causeway Approach
 Mandeville, LA 70448

Accepted By Contractor: _____
 Pavement Markings, LLC
 70393 Bravo Street
 Covington, LA 70433

Architect: _____

Resolution 24-59

THE FOLLOWING RESOLUTION WAS INTRODUCED BY COUNCIL MEMBER DISCON AND SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____.

RESOLUTION NO. 24-59

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH FAIRWAY CONSULTING AND ENGINEERING, LLC FOR LIFT STATION 3 and 39 UPGRADES PROJECT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, on December 13, 2021 the City of Mandeville entered into a contract with Fairway Consulting and Engineering, LLC for professional services for design, permitting, bidding, construction administration, and resident inspection for Lift Station No. 3 and 39;

WHEREAS, Amendment No. 1 was executed on November 27, 2023 which extended the contract expiration date for one year, to December 13, 2024;

WHEREAS, the City desires to execute Amendment No. 2 to further amend the Agreement to add an additional year for the Consultant to continue services for the List Stations 3 and 39 upgrades project, add professional engineering services associated with upgrading Lift Stations 32 and 19, and increase the engineering services contract amount.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to Amendment No.2 to the Lift Stations 3 and 39 Upgrades Project with Fairway Consulting and Engineering, LLC.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

and the resolution was declared adopted this _____ day of September, 2024.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

**AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MANDEVILLE
AND
FAIRWAY CONSULTING + ENGINEERING**

**COM PROJ. NO. 212.22.002
LIFT STATION 3 (JACKSON ST AT JEFFERSON ST) & 39 (WOODSTONE)
UPGRADES PROJECT AND
LIFT STATION NO. 32 (SHADOW OAK LANE) & LIFT STATION NO. 19
(WELDON PARK LIVE OAK & HICKORY) UPGRADES PROJECT**

THIS SECOND AMENDMENT (the "**Amendment**") is entered into by and between the City of Mandeville, represented by Clay Madden, Mayor (the "**City**"), and Fairway Consulting + Engineering, represented by John A. Catalanotto, P.E., PMP, President, (the "**Consultant**"). The City and the Consultant are sometimes referred to as the "**Parties**". This Amendment is effective as of the date of execution by the City (the "**Effective Date**").

RECITALS

WHEREAS, the City and the Consultant are parties to a professional services agreement dated on December 13, 2021 (the "**Agreement**") to provide professional services for design, permitting, bidding, construction administration, and resident inspection (if requested by the City) for Lift Station No. 3 (LS No.3) located on the corner of Jackson St. at Jefferson St. and Lift Station No. 39 (LS No. 39) located on Christian Court between Robyn Pl. and Tara Ln. in the City of Mandeville;

WHEREAS, the original Agreement had a duration of two (2) years from the Effective Date of December 13, 2021; and

WHEREAS Amendment No. 1 with an execution date of November 27, 2023 amended the Consultants original contract expiration date one (1) additional year to December 13, 2024.

WHEREAS, the City and the Consultant now desire to further amend the Agreement to add an additional year for the Consultant to continue services of the Agreement for the Lift Stations 3 & 39 Upgrades Project (the "Project");

WHEREAS, the actual topographic and design services fees for the Lift Station 3 & 39 Upgrades Project were less than the awarded Lake Pontchartrain Basin Restoration Program grant funding, the City submitted a project workplan proposal revision for EPA approval to utilize the remaining grant funding to have the Consultant perform additional professional engineering Final Design services to prepare contract documents to solicit quotes/bids for the City Public Works Department proposed upgrades associated with sewer Lift Stations No. 32 & 19 under the Lake Pontchartrain Basin Restoration Program.

WHEREAS, the City of Mandeville and the University of New Orleans Research and Technology, Inc. executed the Revised EPA Approved Workplan (Amendment #1-A) with the with an effective date of July 17, 2024 reallocating the remaining Lake Pontchartrain Basin Restoration Program grant funds to the new approved Task #5 for the additional professional engineering Final Design services associated with the proposed upgrades associated with sewer Lift Stations No. 32 & 19.

WHEREAS, the Consultant will be responsible for performing the Final Design services associated with the preparation and issuance of a final Request for Quotes (RFQ) package for the proposed upgrades at sewer Lift Stations No. 32 and 19, in addition to the Bid & Award and Construction Administration & Closeout basic engineering services.

WHEREAS, the total construction contract amount for the Lift Stations No. 32 & 19 Upgrades project Request for Quotes package will be limited to the current allowable maximum threshold of \$250,000.00 for a public works contract in accordance with current Louisiana Public Bid Law.

WHEREAS, modifications to Consultants fee schedule is required in order to compensate the Consultant for additional effort necessary to provide the necessary professional engineering Final Design, Bid & Award, and Construction Administration & Closeout basic engineering services associated with the proposed project scope for the Lift Station No. 32 & 19 Upgrades project.

WHEREAS, the professional engineering basic services fee for the Lift Station No. 32 & 19 Upgrades project was established based on a manhour projection based on the planning level of effort to perform the necessary additional design, bidding, construction administration and closeout services.

WHEREAS, in response to the City's request, the Consultant submitted a supplemental proposal dated August 21, 2024 (the "**Consultant's Proposal**"), and the City accepted the Consultant's Proposal, to provide Final Design, Bid & Award, and Construction Administration & Closeout services, in addition to inspection, reporting, & verification services (if requested) services for the Lift Station No. 32 & 19 Upgrades Project.

NOW THEREFORE, the City and the Consultant amend the Agreement as follows:

A. SERVICES: The following design services for the upgrades sewer Lift Stations No. 32 & 19 are added to the Consultant Scope of Work for the Lift Stations 3 & 39 Upgrades Project:

1. Lift Station #32 Upgrades⁽¹⁾

- a. Demolish existing discharge piping, rails, control panel, access hatch/concrete curb;
- b. Pump/haul sewage while lift station is out of service;
- c. Clean and install liner within wet well;
- d. Install new 3" diameter ductile iron or stainless-steel discharge pipe, plug valve(s),

- check valve(s), and emergency pump out;
- e. Install new air release valve (ARV);
- f. Install new concrete valve vault including bottom and top slab, and access hatch;
- g. Investigate, and if feasible, convert from single phase to three phase power;
- h. Install new TESCO panel with generator connection;
- i. Install floats for level control within wet well;
- j. Install new wet well access hatch.

⁽¹⁾ Note: The above construction scope of work a. through j. associated with the proposed Lift Station No. 32 upgrades will be included as the base bid/quote items.

2. Lift Station #19 Upgrades ⁽²⁾

- a. Temporarily remove existing TESCO panel;
- b. By-pass pump setup and operation while lift station is out of service;
- c. Demolish existing concrete pedestal;
- d. Install new concrete pedestal to elevate existing TESCO panel to 26” above existing grade;
- e. Place and reconnect existing TESCO panel on top of new concrete pedestal.
- f. Remove and patch existing wet well liner.

⁽²⁾ Note: The above construction scope of work a. through f. associated with the proposed Lift Station No. 19 upgrades will be included as additive alternate bid/quote items.

B. COMPENSATION:

1. **Fees Added for the Lift Stations 3 & 39 Upgrades Project.** The professional services fee for the Consultant to provide the Final Design, Bid & Award, and Construction Administration & Closeout services for the proposed upgrades associated with sewer Lift Station No. 32 & Lift Station No. 19 will be **\$44,331.40** in accordance with the Consultant’s Proposal.
2. **Maximum Amount.** The total maximum aggregate amount payable by the City for all services performed under this Agreement increased by **\$44,331.40** from **\$145,994.00** for a not to exceed amount of **\$190,325.40**. The City’s obligation to compensate the Consultant will not exceed the maximum aggregate amount payable at any time absent a validly executed amendment.

C. CONTRACT TIME AND SCHEDULE:

1. Contract duration shall be extended for one (1) additional year from the end of the current contract expiration date (12/13/2024) to a new date of 12/13/2025.

D. CONVICTED FELON STATEMENT: The Consultant swears that no Consultant principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

E. NON – SOLICITATION STATEMENT: The Consultant swears that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Amendment. The Consultant has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Amendment.

F. PRIOR TERMS BINDING: Except as otherwise provided by this Amendment, the terms and conditions of the Agreement, as amended, remain in full force and effect.

G. ELECTRONIC SIGNATURE AND DELIVERY: The Parties agree that a manually signed copy of this Amendment and any other document(s) attached to this Amendment delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Amendment. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Amendment.

IN WITNESS WHEREOF, the City and the Consultant, through their duly authorized representatives, execute this Amendment.

CITY OF MANDEVILLE

BY: _____
CLAY MADDEN, MAYOR

Executed on this ____ day of _____, 2024.

**FORM AND LEGALITY APPROVED: Law
Department**

By: _____

Printed Name: _____

FAIRWAY CONSULTING + ENGINEERING

BY: _____
**JOHN A. CATALANOTTO, P.E., PMP,
PRESIDENT**

CORPORATE TAX I.D. _____

August 21, 2024

Attention: Mr. Buster Lyons, PE

Digital Engineering and Imaging, Inc
3500 US Hwy 190
Mandeville, Louisiana 70471

via: email (blyons@deii.net)

Re: City of Mandeville
Lift Station #32 and #19 Rehabilitation
Proposal for Professional Services

Dear Mr. Lyons,

As a follow-up to our previous communications, correspondence, and site visits, Fairway Consulting and Engineering (Fairway) understands that the City of Mandeville (City) would like to rehabilitate lift stations #32 and #19. The anticipated construction scopes of work for each lift station is presented below.

1. Lift Station #32

- a. Demolish existing discharge piping, rails, control panel, access hatch/concrete curb;
- b. Pump/haul sewage while lift station is out of service;
- c. Clean and install liner within wet well;
- d. Install new 3" diameter ductile iron or stainless steel discharge pipe, plug valve(s), check valve(s), and emergency pump out;
- e. Install new air release valve (ARV);
- f. Install new concrete valve vault including bottom and top slab, and access hatch;
- g. Investigate, and if feasible, convert from single phase to three phase power,
- h. Install new TESCO panel with generator connection;
- i. Install floats for level control within wet well;
- j. Install new wet well access hatch.

2. Lift Station #19

- a. Temporarily remove existing TESCO panel;
- b. By-pass pump setup and operation while lift station is out of service;
- c. Demolish existing concrete pedestal;
- d. Install new concrete pedestal to elevate existing TESCO panel to 26" above existing grade;
- e. Place and reconnect existing TESCO panel on top of new concrete pedestal;
- f. Remove and patch existing wet well liner.


Fairway will prepare contract documents to solicit quotes from three (3) contractors. The contract documents will include scope items for rehabilitation of lift station #32 as the base bid. Lift station #19 scope of work items “a” through “e” will be included in the contract documents as additive alternate bid item #1. Lift station #19 scope of work item “f” will be included in the contract documents as additive alternate bid item #2. A planning level opinion of probable construction cost (OPCC) for the Base Bid is approximately \$250,000. A planning level OPCC for additive alternate #1 and #2 is approximately \$100,000. Further detail for the OPCC is presented in Attachment A.

Professional services fee for Fairway to provide design, bid, construction administration, and as—built phase services for the presented scope of each lift station is \$44,331.40. Fee schedule for each project phase is provided in the below table. Professional services fee was determined based on a labor hour estimate to complete each phase of the project. The labor hour estimate is provided as Attachment B.

| Task | Description | Payment Terms | Fee |
|-----------------------|--------------------------------------|---------------|---------------------|
| BASIC SERVICES | | | |
| 1 | Final Design | Lump Sum | \$ 30,931.40 |
| 2 | Bid Phase | Lump Sum | \$ 3,060.00 |
| 3 | Construction Administration/Closeout | Lump Sum | \$ 8,140.00 |
| 4 | As-Builts | Lump Sum | \$ 2,200.00 |
| <i>Subtotal</i> | | | \$ 44,331.40 |
| Total | | | \$ 44,331.40 |

Fairway appreciate the opportunity to provide professional services to the City of Mandeville for this project. If acceptable, please proceed with preparing Amendment documents for our existing agreement to rehabilitate Lift Station #3 and #39.

Regards,



John A. Catalanotto, PE, PMP
 President

cc: D. LeBreton (DEI); D. Martin (Fairway); T. Brauner (Fairway)



City of Mandeville
 Rehabilitation of Lift Stations No. 32 and No. 19

Attachment A - Planning Level OPCC

| Project Title: | | City of Mandeville - Rehabilitation of Lift Stations No. 32 and No. 19 | |
|---------------------------|---------------------------------------|--|---------|
| Project Component: | | Planning Level OPCC - LS #32 and #19 | |
| Date: | | Tuesday, May 14, 2024 | |
| Prepared By: | | John A. Catalanotto, PE, PMP | |
| ITEM NO. | PROJECT COMPONENT | TOTAL COST | REMARKS |
| 1 | Rehabilitation of Lift Station No. 32 | \$ 250,250.00 | |
| 2 | Rehabilitation of Lift Station No. 19 | \$ 101,296.00 | |
| CONSTRUCTION TOTAL | | \$ 351,546.00 | |



| Project Title: | | City of Mandeville - Rehabilitation of Lift Stations No. 32 and No. 19 | | | | | |
|--------------------|-----------|--|--------------------|-------|-----------------|---------------------------|---|
| Project Component: | | LS #32 - Planning Level OPCC | | | | | |
| Date: | | Tuesday, May 14, 2024 | | | | | |
| Prepared By: | | John Catalanotto, PE, PMP | | | | | |
| ITEM NO. | SPEC ITEM | ITEM DESCRIPTION / COMPONENT DESCRIPTION | QUANTITY INSTALLED | UNITS | INSTALLED PRICE | TOTAL COST | REMARKS |
| 1 | | 2.5" Diameter Ductile Iron Discharge Pipe - Demolition | 40.00 | LF | \$ 20.00 | \$ 800.00 | |
| 2 | | Pump Rails - Demolition | 2.00 | EA | \$ 1,500.00 | \$ 3,000.00 | |
| 3 | | Control Panel Demolition | 1.00 | EA | \$ 2,500.00 | \$ 2,500.00 | |
| 4 | | Misc. Elect. - Demolition | 1.00 | LS | \$ 2,000.00 | \$ 2,000.00 | |
| 5 | | Access Hatch and Concrete Curb - Demolition | 1.00 | EA | \$ 2,500.00 | \$ 2,500.00 | |
| 6 | | Pump Station By-Pass (Pump and Haul) | 42.00 | EA | \$ 400.00 | \$ 16,800.00 | Assume 14 day down time. Pump and haul 3 times daily. Disposal at Mandeville WWTP |
| 7 | | Wet Well Coating | 1.00 | LS | \$ 20,000.00 | \$ 20,000.00 | |
| 8 | | Discharge Pipe, Ductile Iron, 3" Diameter | 40.00 | LF | \$ 125.00 | \$ 5,000.00 | |
| 9 | | Plug Valves, 3" Diameter | 2.00 | EA | \$ 2,000.00 | \$ 4,000.00 | |
| 10 | | Check Valves, 3" Diameter | 2.00 | LS | \$ 1,500.00 | \$ 3,000.00 | |
| 11 | | Emergency Pump Out, 3" Diameter | 1.00 | LS | \$ 2,500.00 | \$ 2,500.00 | |
| 12 | | Air Release Valve | 1.00 | EA | \$ 2,500.00 | \$ 2,500.00 | |
| 13 | | Valve Vault Bottom Slab | 3.00 | CY | \$ 1,000.00 | \$ 3,000.00 | |
| 14 | | Valve Vault Top Slab | 2.00 | CY | \$ 1,000.00 | \$ 2,000.00 | |
| 14 | | Reinforcing Steel | 1450.00 | LBS | \$ 2.00 | \$ 2,900.00 | |
| 15 | | Valve Vault | 1.00 | EA | \$ 10,000.00 | \$ 10,000.00 | |
| 21 | | Access Hatches | 2.00 | EA | \$ 5,000.00 | \$ 10,000.00 | |
| 17 | | 2 HP PLC Based Electrical Control Panel | 1 | LS | \$ 65,000.00 | \$ 80,000.00 | |
| 18 | | Misc. Conduit and Wiring | 1 | LS | \$ 15,000.00 | \$ 15,000.00 | |
| 19 | | Grounding, Terminations, Lightning Protection | 1 | LS | \$ 5,000.00 | \$ 5,000.00 | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| | | | | | | Subtotal: | \$ 192,500.00 |
| | | | | | | Mobilization: | 5% \$ 9,625.00 |
| | | | | | | Contingency: | 25% \$ 48,125.00 |
| | | | | | | CONSTRUCTION TOTAL | \$ 250,250.00 |



| Project Title: | | City of Mandeville - Rehabilitation of Lift Stations No. 32 and No. 19 | | | | | |
|--------------------|-----------|--|--------------------|-------|-----------------|---------------------------|---|
| Project Component: | | LS#19 - Planning Level OPCC | | | | | |
| Date: | | Tuesday, May 14, 2024 | | | | | |
| Prepared By: | | John Catalanotto, PE, PMP | | | | | |
| ITEM NO. | SPEC ITEM | ITEM DESCRIPTION / COMPONENT DESCRIPTION | QUANTITY INSTALLED | UNITS | INSTALLED PRICE | TOTAL COST | REMARKS |
| 1 | | Control Panel Removal | 1.00 | EA | \$ 5,000.00 | \$ 5,000.00 | |
| 2 | | Control Panel Concrete Pedestal - Demolition | 1.00 | LS | \$ 5,000.00 | \$ 5,000.00 | |
| 3 | | By-Pass Pump Setup | 1.00 | LS | \$ 3,000.00 | \$ 3,000.00 | |
| 4 | | By-Pass Pump Hourly Operation | 336.00 | HR | \$ 100.00 | \$ 33,600.00 | Assume 14 day down time. One week for control panel |
| 5 | | Concrete Pedestal | 1.00 | CY | \$ 1,000.00 | \$ 1,000.00 | Panel not within flood plain. Historic Flooding +/- 20" above existing grade. Top of new pedestal to be 26" above existing grade. |
| 6 | | Reinforcing Steel | 160.00 | LBS | \$ 2.00 | \$ 320.00 | |
| 7 | | Misc. Conduit and Wiring | 1 | LS | \$ 10,000.00 | \$ 10,000.00 | |
| 8 | | Wet Well Liner Patching | 1.00 | LS | \$ 20,000.00 | \$ 20,000.00 | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
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| 14 | | | | | | | |
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| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| | | | | | | Subtotal: | \$ 77,920.00 |
| | | | | | | Mobilization: | 5% \$ 3,896.00 |
| | | | | | | Contingency: | 25% \$ 19,480.00 |
| | | | | | | CONSTRUCTION TOTAL | \$ 101,296.00 |

ATTACHMENT B - MANHOUR ESTIMATE MANDEVILLE LIFT

| | | | | | | | | | | | | | |
|---|--|--|--------------------|------------|----------------------|---------------------|----------------|---------------------|-------------|----------------|--------------------|-----------------|----------|
| Contract Type Lump Sum/Cost +/-T&M | | <i>All values are shown in the Project Currency.</i> | | Principal | Senior Proj. Manager | Structural Engineer | Prof. Engineer | Senior CAD Designer | CAD | Administration | Resident Inspector | Engineer Intern | ODC's |
| | | | Charge Rate | \$210.00 | \$230.00 | \$175.00 | \$150.00 | \$120.00 | \$90.00 | \$90.00 | \$95.00 | \$90.00 | \$1.00 |
| | | Total Units | | 14 | 63 | 0 | 72 | 0 | 118 | 8 | 0 | 54 | 141.4 |
| Project Name | Mandeville Lift Station #32 and #19 Rehabilitation | Total Charge | | \$2,940.00 | \$14,490.00 | \$0.00 | \$10,800.00 | \$0.00 | \$10,620.00 | \$720.00 | \$0.00 | \$4,860.00 | \$141.40 |

| Task | Name | Units | | | | | | | | | | | | Total Charge |
|------|---|-------|---|---|--|---|--|--|----|---|--|----|-------|--------------|
| 1A | Final Design Phase | 0 | | | | | | | | | | | | \$30,931.40 |
| | Site Visits | 6 | | 2 | | 2 | | | | | | 2 | 141.4 | \$1,081.40 |
| | G-01: Cover | 2 | | | | 1 | | | 1 | | | | | \$240.00 |
| | G-02: Notes/Vicinity Map | 2 | | | | 1 | | | 1 | | | | | \$240.00 |
| | G-03: Abbreviations | 2 | | | | 1 | | | 1 | | | | | \$240.00 |
| | G-04: Design Criteria/Pipe Schedule | 4 | | 1 | | 1 | | | 2 | | | | | \$560.00 |
| | 01D-01: Lift Station #32 Demolition - I | 11 | | 1 | | 2 | | | | | | 8 | | \$1,250.00 |
| | 02D-01: Lift Station #19 Demolition - I | 11 | | 1 | | 2 | | | | | | 8 | | \$1,250.00 |
| | GM-01: Mechanical Notes and Details - I | 5 | | 1 | | 1 | | | 3 | | | | | \$650.00 |
| | GM-03: Mechanical Notes and Details - III | 4 | | 1 | | 1 | | | 2 | | | | | \$560.00 |
| | 01-M01: Lift Station #32 - Mechanical Plans and Section | 29 | | 1 | | 8 | | | 20 | | | | | \$3,230.00 |
| | GE-01: Electrical Notes and Details - I | 5 | | 1 | | | | | 4 | | | | | \$590.00 |
| | GE-02: Electrical Notes and Details - II | 6 | | 2 | | | | | 4 | | | | | \$820.00 |
| | GE-03: Conduit and Cable Schedule | 6 | | 2 | | | | | 4 | | | | | \$820.00 |
| | GE-04: Panelboard Schedule | 8 | | 2 | | | | | 4 | | | 2 | | \$1,000.00 |
| | 01E-01: Lift Station #32 - Single Line Diagram | 14 | | 4 | | | | | 8 | | | 2 | | \$1,820.00 |
| | 01E-02: Lift Station #32 - Riser Diagram | 14 | | 4 | | | | | 8 | | | 2 | | \$1,820.00 |
| | 01E-03: Lift Station #32 - Electrical Site Plan | 22 | | 4 | | | | | 16 | | | 2 | | \$2,540.00 |
| | 02E-01: Lift Station #19 - Riser Diagram | 14 | | 4 | | | | | 8 | | | 2 | | \$1,820.00 |
| | 02E-02: Lift Station #19 - Electrical Site Plan | 20 | | | | | | | 16 | | | 4 | | \$1,800.00 |
| | Specifications | 28 | 4 | 8 | | 8 | | | | 8 | | | | \$4,600.00 |
| | Opinion of Probable Construction Cost | 20 | 2 | 2 | | 4 | | | | | | 12 | | \$2,560.00 |
| | QA/QC | 8 | 8 | | | | | | | | | | | \$1,680.00 |
| | | 0 | | | | | | | | | | | | \$0.00 |
| | | 0 | | | | | | | | | | | | \$0.00 |
| 1B | Bid Phase | 0 | | | | | | | | | | | | \$3,060.00 |
| | Pre-Bid Conference | 6 | | 2 | | 4 | | | | | | | | \$1,060.00 |
| | Respond to Questions and Addenda | 4 | | 2 | | 2 | | | | | | | | \$760.00 |
| | Bid Opening | 3 | | 1 | | 2 | | | | | | | | \$530.00 |
| | Bid Tabulation and Recommendation for Award | 5 | | 1 | | 2 | | | | | | 2 | | \$710.00 |
| | | 0 | | | | | | | | | | | | \$0.00 |
| | Engineering Services During Construction | 0 | | | | | | | | | | | | \$8,140.00 |
| | Pre- Construction Conference | 5 | | 1 | | 4 | | | | | | | | \$830.00 |
| | Progress Meetings | 4 | | | | 4 | | | | | | | | \$600.00 |
| | Review Shop Drawings, Samples, and Submittals | 8 | | 4 | | 4 | | | | | | | | \$1,520.00 |
| | Request for Information | 4 | | 2 | | 2 | | | | | | | | \$760.00 |
| | Change Orders | 4 | | 2 | | 2 | | | | | | | | \$760.00 |
| | Contractor Invoice and Schedule Review | 5 | | 1 | | 4 | | | | | | | | \$830.00 |
| | Periodic Field Visits | 10 | | 2 | | 4 | | | | | | 4 | | \$1,420.00 |
| | Substantial and Final Inspection | 10 | | 2 | | 4 | | | | | | 4 | | \$1,420.00 |
| | | 0 | | | | | | | | | | | | \$0.00 |
| | As-Builts | 0 | | | | | | | | | | | | \$2,200.00 |
| | As-Builts | 20 | | 2 | | 2 | | | 16 | | | | | \$2,200.00 |
| | | 0 | | | | | | | | | | | | \$0.00 |

Total \$44,331.40

Resolution 24-60

**THE FOLLOWING RESOLUTION INTRODUCED BY COUNCIL
CHAIRMAN DISCON; AND SECONDED FOR INTRODUCTION BY
COUNCIL MEMBER-AT-LARGE ZUCKERMAN**

RESOLUTION NO. 24-60

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MANDEVILLE ESTABLISHING PROCEDURES FOR THE
NOMINATION AND APPOINTMENT OF COMMISSIONERS TO THE
PLANNING AND ZONING COMMISSIONS AND PROVIDING FOR
OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, Section 2-06 (c) of the Mandeville Home Rule Charter states the City Council shall determine by Resolution its own rules and order of business, and

WHEREAS, the City Council desires to clarify agenda notice requirements and procedures relating to how nominations and appointments of an individual to the Planning and Zoning Commissions (“Commissions”) are made pursuant to the City Council’s authority to appoint the members of the Commissions under Mandeville’s Comprehensive Land Use Regulation Ordinance (“CLURO”) article 2.1.2 ; and

WHEREAS, the Planning Commission is an interpretative body that is required to exercise the specific powers and duties conferred upon it by La. R.S. 33:101 through La. R.S. 33:119, the City Charter, and CLURO articles 2.1.8;

WHEREAS, the Zoning Commission is an interpretative body that is required to exercise the specific powers and duties conferred upon it by La. R.S. 33:4721 through La. R.S. 33:4729, the City Charter, and CLURO articles 2.2.7 through 2.2.8;

WHEREAS, the Commissions’ ability to exercise the aforementioned specific powers and duties requires an understanding of the unique characteristics, purposes, and needs of the numerous regions of the City regardless of the political district within which the region lies;

WHEREAS, the City Charter Section 2-01 created a five member City Council of which two members are elected at large (city-wide) and three members are elected from single-member districts, and

WHEREAS, the City Council desires to provide a more efficient and meaningful procedure for the nomination and appointment process for individuals to serve on the Commissions that is reflective of the powers and duties conferred upon members of the Commissions, for which the responsibilities are owed city-wide, and

WHEREAS, the City Council desires to formalize the nomination and appointment process for the individuals to serve on the Commissions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mandeville that the following rules for nomination and appointment are established:

1. The City Council shall announce at a public meeting that the City Council is seeking resumes for an appointment on behalf of the entire Council.
2. The Council Clerk shall post the request for resumes on the City's website and on the front door of City Hall within 48 hours of notice of vacancy to the Council Office.
3. The City Council Clerk shall publish the request for resumes in the City's Official Journal.
4. The City Council shall allow for a minimum of fourteen (14) business days from the public meeting when the call for resumes was announced, to receive all resumes from interested individuals. The Council Chairman shall set the closing date to receive all resumes.
5. Interested individuals shall submit resumes that include, at a minimum, the following information:
 - Length of time residing in the City of Mandeville
 - Career history
 - Relevant experience to the appointment
 - Statement as how the individual's career and other relevant experience positively impacts the role of a commissioner.
 - Personal statement as to the individual's reason for seeking appointment as a commissioner,
6. No candidate for appointment will be considered without submission of a

resume. By submitting a resume, any candidate for appointment as a commissioner expressly acknowledges that the resume is a public record from which only personal telephone numbers will be redacted.

7. Following the receipt of resumes, all Council Members will review all resumes received. Any Council Member may conduct an interview(s) via phone or in person at his or her discretion as long as a quorum of other Council Members is not present.
8. The Council Chairman will place the names of all who submitted resumes on the Council Agenda for introduction at the next regular meeting of the Council to afford proper public notice of those that are under consideration for the appointment. No vote will be taken at that meeting.
9. At a future meeting date to be determined by the Council Chairman, after reviewing the resumes and conferring about the qualifications of the applicants, the two Council Members At- Large shall make a motion and a second, nominating an individual for selection and appointment to the Commissions.
10. The Council will vote on the nomination by the Council Members At-Large by roll call. If the nomination of the individual does not receive a favorable majority vote, the two Council Members At-Large shall make another motion and a second, nominating a different individual for selection and appointment to the Commissions. In the event that the nomination does not receive a favorable majority vote, the two Council Members At-Large shall repeat the aforementioned process until an individual nominated for membership to the Commissions receives a favorable majority vote. In the event that the City Council is unable to agree upon a candidate to appoint to the Commissions, the Council Chairman shall direct the Council Clerk to initiate the process provided herein for another advertising and appointment cycle.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES: 0
NAY: 0
ABSTENTIONS: 0
ABSENT: 0

and the resolution was declared adopted this __th day of September, 2024.

Alicia Watts
Council Clerk

Scott Discon
Council Chairman

Ordinance 24-33

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY COUNCIL MEMBER _____; SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 24-33

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING AND ADOPTING THE PERSONNEL POLICIES PART I, SECTION 6.08(A), ADDING SECTION 6.08(A)(1) INTERNAL PROMOTION WITHOUT COMPETITION FOR THE MUNICIPAL EMPLOYEES' CIVIL SERVICE SYSTEM, AND ITS EMPLOYEE RULES AND REGULATIONS AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 4-05 of the Mandeville City Charter, entitled Personnel Systems, mandates the City Council shall adopt personnel rules, policies, procedures and practices for all non-police employees by ordinance; and

WHEREAS, it is necessary that personnel policies be reviewed from time to time to adequately reflect policies as revised to meet current conditions; and

WHEREAS, as a part of that review process, the Administration and City Council deemed that the Personnel Policies of the Municipal Employees Civil Service System be amended to reflect current standards and practices;

WHEREAS the City of Mandeville's Municipal Employees' Civil Service Board recommends approval of the addition of Section 6.08(A)(1) to Section 6.08(A) of the Municipal Employees' Civil Service Manual to include a provision for internal promotions without competition; and

NOW, THEREFORE BE IT ORDAINED that Section 6.08(A)(1) of the Personnel Policies of the Municipal Employees Civil Service System to read as follows:

Section 6.08 Promotional Appointments

- A. Both new applicants and current City employees must successfully complete the same examination process to be eligible for original or promotional appointment. New applicants and current employees who successfully complete the examination process shall be considered eligible for the position.
 1. Internal Promotion without Competition: A Department Director may request a waiver from the Civil Service Board to promote a highly qualified current employee to a vacant position without a competitive recruitment process.

BE IT FURTHER ORDAINED that the City Council of the City of Mandeville hereby adopts and amends the provisions of this ordinance upon signature of the Mayor.

BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this ____ Day of _____, 2024.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

Ordinance 24-34

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY COUNCIL MEMBER VOGELTANZ; SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____

ORDINANCE NO. 24-34

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MANDEVILLE TO AMEND ITS CODE OF ORDINANCES BY ADDING A SECTION, TO BE NUMBERED SECTION 2-11, REGARDING THE PROCEDURE TO DECLARE OR VACATE A TEMPORARY MORATORIUM OF CERTAIN BUILDING, ZONING, AND USE APPLICATIONS AND ACTIVITIES WITHIN THE CITY BOUNDARIES, AND TO PROVIDE FOR OTHER RELATED MATTERS

WHEREAS, the City of Mandeville recently commissioned the creation of a revised Master Plan for the purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the City of Mandeville both now and into the future;

WHEREAS, the goal of the revised Master Plan is to ensure and promote the safety, morals, order, convenience, prosperity, and general welfare of the City and its residents with respect to the City's building, zoning, traffic, use, and planning policy;

WHEREAS, during the formulation of the City's revised Master Plan, the City of Mandeville Department of Planning and Development, Planning Commission, and Comprehensive Plan Steering Committee will study and consider significant issues of public concern, including but not limited to traffic volume, capacity, and congestion within the City and in areas surrounding the exit to the Lake Pontchartrain Expressway and major arterial streets including East and West Causeway Approach and Monroe Street (for which the City has also commissioned a traffic study); the need, desirability, and effect of new and proposed infrastructure and building projects in relation to the City's population and the health, safety, and welfare of the City's residents; the need, desirability, and effect of existing and proposed zoning and land use in relation to the City's population and the health, safety, and welfare of the City's residents; and the adequacy of the City's current Comprehensive Land Use Regulations Ordinance to efficiently and justly provide for and implement all these matters;

WHEREAS, during the City government's consideration and creation of a revised Master Plan, the Council of the City of Mandeville has determined it to be in the best interests of the City, its residents, and its property owners to consider a temporary moratorium on the acceptance, consideration, decision, or action with respect to certain applications to rezone property within the City's boundaries and for the issuance of certain building and use permits;

WHEREAS, the Council has also determined it to be desirable to establish a procedure for the consideration, declaration, and vacation of temporary moratoria for any other lawful purpose for which the Council determines a moratorium is in the best interests of the health, safety, and welfare of the City and its residents, or when otherwise necessary for City government to further consider building, zoning, traffic, use, or planning policy;

WHEREAS, unlike the St. Tammany Parish Code of Ordinances Section 2-619 thru 2-627, the Code of Ordinances for the City of Mandeville do not currently provide a structured procedure for the Council to declare a temporary moratorium on building, zoning, and use applications and activities when in the best interests of the health, safety, and welfare of the City and its residents or when otherwise necessary for City government to further consider building, zoning, traffic, use, or planning policy;

WHEREAS, the Mandeville Charter, Section 2-10, empowers the Council of the City of Mandeville to utilize its policing power to enact ordinances which modify the zoning plan, maps and regulations for all properties within the City of Mandeville;

WHEREAS, in order to provide transparency, structure, and due process for any proposed or declared moratorium on building, zoning, and use applications or activities that the Council determines to be in the best interest of the health, safety, and welfare of the City's residents, or which is otherwise necessary for City government to further consider building, zoning, traffic, use, or planning policy, the Council has determined the interests of the City, its residents, and its property owners will be best served by amending the City's Code of Ordinances to provide a structured process to declare and vacate temporary moratoria on certain building, zoning, or use activities and applications in addition to the Council's emergency powers already provided by Section 2-13 of the City's Code of Ordinances;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Mandeville, that the Code of Ordinances of the City of Mandeville, Louisiana, is hereby amended by adding a section, to be numbered Sec. 2-11, which shall read as follows:

Sec. 2-11 – Moratorium Procedure and Emergency Moratorium.

- A. As used in this article, the following terms shall have the meanings ascribed to them in this section, unless the context indicates a different meaning:
- (1) Advertised, as used herein, requires public notice of a public hearing as required by the Mandeville Charter and public notice by advertisement in the official journal. Same shall be published one time, at least five and not more than ten days before the public hearing.
 - (2) Permit, as used herein, means any building permit, any conditional use permit, any special use permit, and any other permit authorizing or approving any work, construction, building, removal, excavation, or improvement whatsoever.
 - (3) General nature, as used herein, means at least one of any of the following: any or all zoning classifications, any or all category of permitted uses, any or all category of conditional or special uses, any or all category of any other uses, any or all category of permit, any or all category of construction, work, alternation, or improvement, any or all category of structure, more than one such structure, or applicable to a defined portion or area within the City of Mandeville which either encompasses more than one such structure or is capable of encompassing more than one such structure.

- (4) Moratorium means the delay in the issuance, ceasing, halting, negating, recall or avoidance of any permit for the construction of single-family or multifamily dwellings, townhouses, condominiums, schools, libraries, commercial buildings, industrial construction, or of any other private or public buildings of whatsoever nature or kind, and accessory buildings and structures thereto, or any other man-made change to improved or unimproved property, including but not limited to dredging, filling, grading, or excavation. Moratorium also means the delay in the issuance, ceasing, halting, negating, recall or avoidance of acceptance of the reopening of any new streets, or submissions of rezoning requests to the Zoning Commission, or major or minor subdivision reviews whether administrative or to the Planning Commission including minor, resubdivision, tentative, preliminary, and final submittals. Moratorium also means the delay in the issuance, ceasing, halting, negating, recall or avoidance of any permitted use, conditional use, special use, or any other kind of use whatsoever. Moratorium also means the ceasing and desisting of any other construction, work, alteration, or improvement regardless of whether a permit ordinarily is required for such.
- (5) Public hearing means a meeting at the place and time advertised, open to the general public. Such meeting shall be conducted under the normal and regular rules applicable to regular meetings of the Council of the City of Mandeville.

B. The Council of the City of Mandeville is authorized to declare any moratorium of a general nature within the City of Mandeville consistent with the provisions of this paragraph, except that the provisions of this paragraph shall not apply to emergency moratoriums enacted pursuant to Subsection (D) of this ordinance.

- (1) No moratorium shall be declared except by ordinance duly enacted by the Council and Mayor of Mandeville pursuant to the City of Mandeville Charter Sections 2-11 (“Ordinances in general”) and 2-12 (“Submission of ordinances to the mayor”).
- (2) No moratorium may be declared for longer than six months, except that the Council by duly enacted ordinance may extend the moratorium, with or without amendment, for one or more successive periods of three months.
- (3) Prior to any motion to introduce a moratorium, the proposed ordinance shall be posted on the City of Mandeville website for 30 days, along with a description of the category of zoning, permit, use, construction, work, or improvement subject to the proposed moratorium, or if applicable the geographic area subject to the proposed moratorium, and a concise and plainly written justification for enacting the moratorium.
- (4) A minimum lay-over period of twenty-six (26) calendar days is required between the date and of the introduction of the ordinance and the date of its adoption.
- (5) If the moratorium encompasses only one Council District, when the motion to introduce is made at a regular Council meeting, the Council Member for the District

in which the moratorium is proposed shall discuss the reasoning and justification for the proposed moratorium, present the initial timeline and process for addressing the basis of the moratorium, and respond to public and Council comments and questions if applicable. If a moratorium has been issued that encompasses only one Council District, then every three months after a new moratorium is in place, the Council Member for the District in which the moratorium is in place shall provide an update on the status of the moratorium at the next regularly scheduled Council meeting after the three-month anniversary. Upon the proposed renewal of any moratorium, the Council Member for the District in which the moratorium is in place shall provide to the Council Clerk for dissemination to all Council Members a detailed written account of any progress made towards addressing the basis for the moratorium and plans for next steps prior to the Council's vote to renew the moratorium. When the moratorium encompasses more than one Council district, then the Council Chairperson shall provide the reports and updates contemplated by this paragraph. The Mayor of Mandeville, each of his department heads, and any of his other staff shall furnish the responsible Council member or Council Chairperson upon request with any information or administrative support necessary to provide the reports and updates contemplated by this paragraph.

- C. Nothing herein shall be construed to repeal or abrogate the administrative procedures and functions of rezoning consideration and approval or permit consideration and issuance by any proper agency or city department for an individual rezoning, permit, or use permit not included within any declared moratorium; nor are the rights, powers, duties and functions of enforcement under any existing ordinance related to building violations in any way repealed, abrogated or curtailed.
- D. The provisions of Section 2-11(B) do not preclude the Council, should it determine it necessary under its police power because of imminent danger to health, safety or welfare, to impose by emergency ordinance any moratorium against the issuance of any permit or the continuation of any use, construction, work, or improvement in a specified and clearly defined area of the city under the following circumstances:
- (1) The emergency ordinance shall be enacted pursuant to the City of Mandeville Charter Section 2-13 (“Emergency ordinances”).
 - (2) The emergency ordinance shall remain valid, binding and enforceable for a period of time not to exceed 30 calendar days from the date of its adoption, or for such lesser time as may be imposed in the ordinance, except that the moratorium may be reimposed, with or without amendment during the period of emergency, for periods of thirty (30) calendar days by the adoption of successive emergency ordinances.
 - (3) During any thirty (30) period of an emergency ordinance, the Council may in its discretion declare any moratorium of a general nature pursuant to Subsection (B) of this ordinance when it deems it proper to do so.

- E. Any moratorium of a general or emergency nature enacted pursuant to this Section may be vacated, in whole or in part, either by resolution of the Council pursuant to a majority vote of its authorized membership or by duly enacted ordinance.
- F. Nothing herein shall be construed to deny any person judicial relief if the person feels aggrieved by the enactment of any moratorium of a general or emergency nature.
- G. It shall be unlawful for any person, individually or in concert with others, to engage in any use, construction, work, or improvement in violation of a declared moratorium of a general or emergency nature. Violation shall constitute a misdemeanor punishable under Section 1-9 of the Mandeville Code of Ordinances. Each day of such violation shall constitute a separate offense.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon the signature of the Mayor;

BE IT FURTHER ORDAINED that the Clerk of this Council be, and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this Ordinance.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this _____ day of _____, 2024.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

Ordinance 24-35

THE FOLLOWING ORDINANCE WAS INTRODUCED BY CITY COUNCIL MEMBER _____; AND SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____

ORDINANCE NO. 24-35

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MANDEVILLE REPEALING AND REPLACING ARTICLE 8.3: FLOOD DAMAGE PREVENTION REGULATIONS OF THE LAND USE REGULATIONS OF APPENDIX A – COMPREHENSIVE LAND USE REGULATIONS OF THE CITY OF MANDEVILLE AND PROVIDING FOR FURTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, City Council of Mandeville approved and adopted Ordinance 15-11, which codified Article 8.3 Flood Damage Prevention Regulations of the Land Use Regulations of Appendix A of the Comprehensive Land Use Regulations (CLURO) of the City of Mandeville; and

WHEREAS, the City of Mandeville Department of Planning and Development coordinated with FEMA to review and amend the Flood Damage Prevention Regulations; and

WHEREAS, the revised Code ensures all regulations and definitions are compliant with FEMA regulations and standards; and

WHEREAS, the Planning Commission recommended to approve the amendments to Article 8.3 as per EXHIBIT A.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Mandeville, that Article 10 of the CLURO, be adopted as if incorporated herein in extenso and amended to read as set forth in EXHIBIT A;

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon the signature of the Mayor;

BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

and the ordinance was declared adopted this ____ day of _____, 2024

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

8.3.1. Statutory Authorization, Findings of Fact, Purpose and Methods

8.3.1.1. Statutory Authorization

The Legislature of the State of Louisiana has through R.S. 38:84 delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses. Therefore, the City Council of the City of Mandeville, Louisiana, does ordain as follows:

8.3.1.2. Findings of Fact

1. The flood hazard areas of the City of Mandeville are subject to periodic inundation, which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.
2. These flood losses are created by the cumulative effect of obstructions in floodplains which cause an increase in flood heights and velocities, and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, floodproofed or otherwise protected from flood damage.

8.3.1.3. Statement of Purpose

It is the purpose of this ordinance to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

1. Protect human life and health;
2. Minimize expenditure of public money for costly flood control projects;
3. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
4. Minimize prolonged business interruptions;
5. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
6. Help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas; and
7. Ensure that potential buyers are notified that property is in a flood area.

8.3.1.4. Methods of Reducing Flood Losses

In order to accomplish its purposes, this ordinance uses the following methods:

1. Restrict or prohibit uses that are dangerous to health, safety or property in times of flood, or cause excessive increases in flood heights or velocities;
2. Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
3. Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of flood waters;
4. Control filling, grading, dredging and other development which may increase flood damage;
5. Prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards to other lands.

8.3.2. Definitions of Flood Damage Prevention Regulations

As defined in this Section 8.3.2, the words listed below shall have the following meaning only in section 8.3 of the CLURO, and shall have no application to resolve any conflict with a defined term elsewhere in the CLURO or Code of Ordinances. Unless specifically defined in this in this Section 8.3.2, words or phrases shall be interpreted to give them the meaning they have in common usage and to give this ordinance its most reasonable application. Unless specifically defined below, words or phrases used in this ordinance shall be interpreted to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

~~1.~~ **ACCESSORY STRUCTURES** means structures that are on the same parcel of property as a principal structure, the use of which is incidental to the use of the principal structure. Accessory structures must be used for parking or storage, be small and represent a minimal investment by owners, and have low damage potential. Accessory structure size limits based on flood zone, no larger than 600 square feet a one story, two car garage in flood zones identified as A zones (A, AE, A1-30, AH, AO, A99, and AR) and not larger than 100 square feet in flood zones identified as V zones (V, VE, V1 30, and VO). Examples of small accessory structures include, but are not limited to, detached garages, storage and tool sheds, and small boathouses.

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~~2.~~ **AGRICULTURAL STRUCTURES** means structures that are used exclusively for agricultural purposes or uses in connection with the production, harvesting, storage, raising, or drying of agricultural commodities and livestock.

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~~3.~~ **ALLUVIAL FAN FLOODING** means flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

~~4.~~ **APEX** means a point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

~~5.~~ **APPURTENANT STRUCTURE** means a structure which is on the same parcel of property as the principal structure to be insured and the use of which is incidental to the use of the principal structure

~~6.~~ **AREA OF FUTURE CONDITIONS FLOOD HAZARD** means the land area that would be inundated by the 1-percent annual chance (100 year) flood based on future conditions hydrology.

~~7.~~ **AREA OF SHALLOW FLOODING** means a designated AO, AH, AR/AO, AR/AH, or VO zone on a community's Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

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~~6-8.~~ **AREA OF SPECIAL FLOOD HAZARD** is the land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Boundary Map (FHBM). After detailed rate making has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE or V. For purposes of these regulations, the term "special flood hazard area" is synonymous in meaning with the phrase "area of special flood hazard".

~~7-9.~~ **BASE FLOOD** means the flood having a 1 percent chance of being equaled or exceeded in any given year.

~~8-10.~~ **BASE FLOOD ELEVATION** the elevation shown on the Flood Insurance Rate Map (FIRM) and found in the accompanying Flood Insurance Study (FIS) for Zones A, AE, AH, A1-A30, AR, V1-V30, or VE that indicates the water surface elevation resulting from the flood that has a 1% chance of equaling or exceeding that level in any given year – also called the Base Flood.

~~9-11.~~ **BASEMENT** means any area of the building having its floor subgrade (below ground level) on all sides.

~~10-12.~~ **BREAKAWAY WALL** means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

~~13.~~ **COASTAL HIGH HAZARD AREA** means an area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources, otherwise known as Zone V or Zone VE on FEMA flood maps.

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~~14.~~ **CRITICAL FEATURE** means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

~~15.~~ **DEVELOPMENT** means any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

~~16.~~ **ELEVATED BUILDING** means, for insurance purposes, a non-basement building, which has its lowest elevated floor, raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

~~17.~~ **EXISTING CONSTRUCTION** means for the purposes of determining rates, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures."

~~18.~~ **EXISTING MANUFACTURED HOME PARK OR SUBDIVISION** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

~~19.~~ **EXPANSION TO AN EXISTING MANUFACTURED HOME PARK OR SUBDIVISION** means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

20. FLOOD OR FLOODING

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~~17.a.~~ **Means** a general and temporary condition of partial or complete inundation of normally dry land areas from:

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~~1.~~ The overflow of inland or tidal waters.

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~~2.~~ The unusual and rapid accumulation or runoff of surface waters from any source.

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b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(1) of this definition.

~~21.~~ **FLOOD ELEVATION STUDY** means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

~~22.~~ **FLOOD INSURANCE RATE MAP (FIRM)** means an official map of a community, on which the Federal Emergency Management Agency has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

~~23.~~ **FLOOD INSURANCE STUDY (FIS)** see Flood Elevation Study

~~24-24.~~ **FLOODPLAIN OR FLOOD-PRONE AREA** means any land area susceptible to being inundated by water from any source (see definition of flooding).

~~22-25.~~ **FLOODPLAIN MANAGEMENT** means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

~~23-26.~~ **FLOODPLAIN MANAGEMENT REGULATIONS** means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

~~24-27.~~ **FLOOD PROTECTION SYSTEM** means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to

reduce the extent of the area within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

~~25-28.~~ **FLOOD PROOFING** means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

~~26-29.~~ **FLOODWAY** see Regulatory Floodway

~~30.~~ **FREEBOARD** means a factor of safety usually expressed in feet above a flood level for purposes of flood plain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.

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~~27-31.~~ **FUNCTIONALLY DEPENDENT USE** means a use, which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

~~28-32.~~ **HIGHEST ADJACENT GRADE** means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

~~29-33.~~ **HISTORIC STRUCTURE** means any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (1) By an approved state program as determined by the Secretary of the Interior or;
 - (2) Directly by the Secretary of the Interior in states without approved programs.

~~30-34.~~ **INCREASED COST OF COMPLIANCE (ICC)** means under the standard flood insurance policy the cost to repair a substantially flood damaged building that exceeds the minimal repair cost and that is required to bring a substantially damaged building into compliance with the local flood damage prevention ordinance. Acceptable mitigation measures are floodproofing (nonresidential), relocation, elevation, demolition, or any combination thereof. All renewal and new policies with effective dates on or after June 1, 1997, include ICC coverage.

~~34-35.~~ **LEVEE** means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

~~32-36.~~ **LEVEE SYSTEM** means a flood protection system which consists of a levee, or levees, and

Article 8: Supplemental Development and Use Regulations

City of Mandeville CLURO

associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

~~33-37.~~ **LOWEST FLOOR** means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so

as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the National Flood Insurance Program regulations.

~~34-38.~~ **MANUFACTURED HOME** means a structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when ~~attached~~**connected** to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

~~35-39.~~ **MANUFACTURED HOME PARK OR SUBDIVISION** means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

~~36-40.~~ **MEAN SEA LEVEL** means, for purposes of the National Flood Insurance Program, the North American Vertical Datum (NAVD) of 1988 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

~~37-41.~~ **NEW CONSTRUCTION** means, for the purpose of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

~~38-42.~~ **NEW MANUFACTURED HOME PARK OR SUBDIVISION** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

~~39-43.~~ **PRIMARY FRONTAL DUNE** means a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.

~~40-44.~~ **RECREATIONAL VEHICLE** means a vehicle which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

~~41-45.~~ **REGULATORY FLOODWAY** means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

~~42-46.~~ **REPETITIVE LOSS** means flood-related damages sustained by a structure on two separate occasions during a 10- year period for which the cost of repairs at the time of each such flood event, on average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

~~43-47.~~ **REPETITIVE LOSS PROPERTY** is any insurable building for which two or more claims of more than \$1,000 were paid by the National Flood Insurance Program (NFIP) within any rolling 10-year period, since 1978. At least two of the claims must be more than ten days apart but, within ten years of each other. A Repetitive Loss Property may or may not be currently insured by the NFIP.

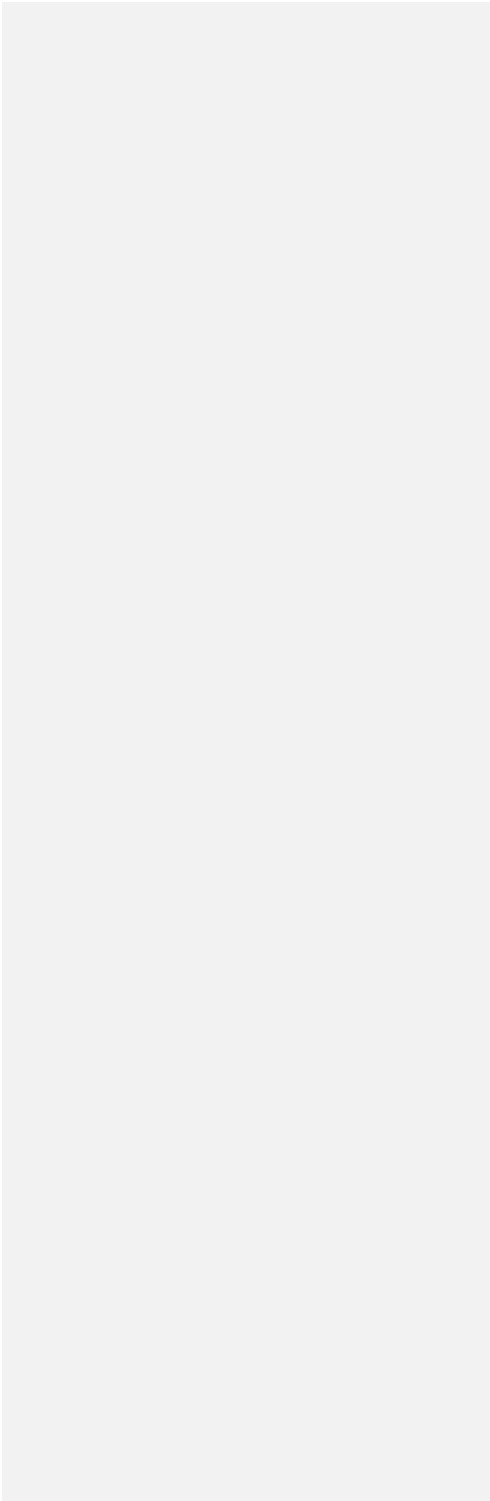
~~44-48.~~ **RIVERINE** means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

~~45-49.~~ **SAND DUNES** mean naturally occurring accumulations of sand in ridges or mounds landward of the

Article 8: Supplemental Development and Use Regulations
beach.

City of Mandeville CLURO

~~46.50.~~ **SPECIAL FLOOD HAZARD AREA** see Area of Special Flood Hazard



47-51. START OF CONSTRUCTION (For other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

48-52. STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

49-53. SUBSTANTIAL DAMAGE means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. "Substantial Damage" also means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

50-54. SUBSTANTIAL IMPROVEMENT means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The total cost of any and all repairs, reconstructions, or improvements shall be cumulative for a rolling period of ten (10) years. The term does not, however, include either: (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or (2) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure."

51-55. VARIANCE means a grant of relief by a community from the terms of a floodplain management regulation. (For full requirements see Section 60.6 of the National Flood Insurance Program regulations.)

52-56. VIOLATION means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) of the NFIP regulations is presumed to be in violation until such time as that documentation is provided.

53-57. WATER SURFACE ELEVATION means the height, in relation to the North American Vertical Datum (NAVD) of 1988 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

8.3.3. General Provisions

8.3.3.1. Lands to Which This Ordinance Applies

The ordinance shall apply to all areas of special flood hazard within the jurisdiction of the City of Mandeville.

8.3.3.2. Basis for Establishing The Areas of Special Flood Hazard

The areas of special flood hazard identified by the Federal Emergency Management Agency in the current scientific and engineering report entitled, "The Flood Insurance Study (FIS) for City of Mandeville, Louisiana," dated May 16, 2012, with accompanying Flood Insurance Rate Maps (FIRM) dated May 16, 2012, and any revisions thereto are hereby adopted by reference and declared to be a part of this ordinance.

8.3.3.3. Establishment of Development Permit

A Floodplain Development Permit shall be required to ensure conformance with the provisions of this ordinance.

8.3.3.4. Compliance

No structure or land shall hereafter be located, altered, or have its use changed without full compliance with the terms of this ordinance and other applicable regulations.

8.3.3.5. Abrogation and Greater Restrictions

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

8.3.3.6. Interpretation

In the interpretation and application of this ordinance, all provisions shall be; (1) considered as minimum requirements; (2) liberally construed in favor of the governing body; and (3) deemed neither to limit nor repeal any other powers granted under State statutes.

8.3.3.7. Warning and Disclaimer of Liability

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the community or any official or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

8.3.4. Administration**8.3.4.1. Designation of the Floodplain Administrator**

The Building Inspector is hereby appointed the Floodplain Administrator to administer and implement the provisions of this ordinance and other appropriate sections of 44 CFR (Emergency Management and Assistance - National Flood Insurance Program Regulations) pertaining to floodplain management.

8.3.4.2. Duties & Responsibilities of the Floodplain Administrator

Duties and responsibilities of the Floodplain Administrator shall include, but not be limited to, the following:

1. Maintain and hold open for public inspection all records pertaining to the provisions of this ordinance.
2. Review permit application to determine whether to ensure that the proposed building site project, including the placement of manufactured homes, will be reasonably safe from flooding.
3. Review, approve or deny all applications for development permits required by adoption of this ordinance.
4. Review permits for proposed development to assure that all necessary permits have been obtained from those Federal, State or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334) from which prior approval is required.

5. Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make the necessary interpretation.
6. Notify, in riverine situations, adjacent communities and the State Coordinating Agency, which is the Louisiana Department of Transportation and Development, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.
7. Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
8. When base flood elevation data has not been provided in accordance with section 8.3.3.2, the Floodplain Administrator shall obtain, review and reasonably utilize any base flood elevation data and floodway data available from a Federal, State or other source, in order to administer the provisions of section 8.3.5.
9. When a regulatory floodway has not been designated, the Floodplain Administrator must require that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
10. Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program regulations, a community may approve certain development in Zones A1-30, AE, AH, on the community's FIRM which increases the water surface elevation of the base flood by more than 1 foot, provided that the community first completes all of the provisions required by Section 65.12.

8.3.4.3. *Permit Procedures*

1. Application for a Floodplain Development Permit shall be presented to the Floodplain Administrator on forms furnished by him/her and may include, but not be limited to, plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard. Additionally, the following information is required:
 - a. Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures;
 - b. Elevation in relation to mean sea level to which any nonresidential structure shall be floodproofed;
 - c. A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of 8.3.5.2(2);
 - d. Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development;
 - e. Maintain a record of all such information in accordance with 8.3.4.2(1)
2. Approval or denial of a Floodplain Development Permit by the Floodplain Administrator shall be based on all of the provisions of this ordinance and the following relevant factors:
 - a. The danger to life and property due to flooding or erosion damage;
 - b. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - c. The danger that materials may be swept onto other lands to the injury of others;

- d. The compatibility of the proposed use with existing and anticipated development;
 - e. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - f. The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical and water systems;
 - g. The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;
 - h. The necessity to the facility of a waterfront location, where applicable;
 - i. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.
 - j. The relationship of the proposed use to the comprehensive plan and other provisions of this Comprehensive Land Use Regulations Ordinance for that area.
3. In any lot or lots/areas that have been removed from the special flood hazard area via a Letter of Map Revision Based on Fill, and if the top of fill level is below the freeboard elevation, all new structures, additions to existing buildings or substantial improvement must meet the required community freeboard elevation.

8.3.4.4. Variance Procedures

- 1. The Zoning Commission, as established by the community, shall hear and render judgment on requests for variances from the requirements of this ordinance.
- 2. The Zoning Commission shall hear and render judgment on an appeal only when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the enforcement or administration of this ordinance.
- 3. Any person or persons aggrieved by the decision of the Zoning Commission may appeal such decision in the courts of competent jurisdiction.
- 4. The Floodplain Administrator shall maintain a record of all actions involving an appeal and shall report variances to the Federal Emergency Management Agency upon request.
- 5. Variations may be issued by the Planning Director for the reconstruction, rehabilitation or restoration of structures qualifying as a Historic Structure as defined in Section 8.3.2 (33), without regard to the procedures set forth in the entirety of Section 8.3 of the CLURO. Variations may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this Flood Damage Prevention Ordinance.
- 5-6. Variations may be issued for new construction and substantial improvements to be erected on a lot of 1/2 acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in 8.3.4.3(2) of this Article have been fully considered. As the lot size increases beyond the 1/2 half acre, the technical justification required for issuing the variance increases.
- 6-7. Upon consideration of the factors noted above and the intent of this ordinance, the Zoning Commission may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this ordinance (8.3.1.3).
- 7-8. Variations shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

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Article 8: Supplemental Development and Use Regulations

City of Mandeville CLURO

8-9. Prerequisites for granting variances:

- a. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- b. Variances shall only be issued upon:
 - (1) showing a good and sufficient cause;

(2) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and

(3) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

- c. Variances shall only be issued to construct the lowest flood elevation a maximum of two (2) feet below the base flood elevation.
- d. Any application to which a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

9-10. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that (i) the criteria outlined in 8.3.4.4(1)-(9) are met, and (ii) the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

8.3.5. Provisions for Flood Hazard Reduction

8.3.5.1. General Standards

In all areas of special flood hazards the following provisions are required for all new construction and substantial improvements:

1. All new construction or substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
2. All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage;
3. All new construction or substantial improvements shall be constructed with materials resistant to flood damage;
4. All new and replacement electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding, such facilities shall be located a minimum of 24" inches above the Base Flood Elevation.
5. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
6. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from the systems into flood waters; and,
7. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

8.3.5.2. Specific Standards

In all areas of special flood hazards where base flood elevation data has been provided as set forth in (i) 8.3.3.2, (ii) 8.3.4.2(8), or (iii) 8.3.5.3(3), the following provisions are required:

1. **Residential Construction** - new construction and substantial improvement of any residential structure shall have the lowest floor (including basement), elevated to 24" inches above the base flood elevation. A

registered professional engineer, architect, or land surveyor shall submit a certification to the Floodplain Administrator that the standard of this subsection as proposed in 8.3.4.3(1)(A), is satisfied.

2. **Nonresidential Construction** - new construction and substantial improvements of any commercial, industrial or other nonresidential structure shall either have the lowest floor (including basement) elevated to 24" inches above the base flood level or together with attendant utility and sanitary facilities, be designed so that below 24" inches above the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification which includes the specific elevation, a minimum of 24" inches above the base flood elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the Floodplain Administrator.
3. **Enclosures** - new construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
 - a. A minimum of two openings on separate walls having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - b. The bottom of all openings shall be no higher than 1 foot above grade.
 - c. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
 - d. Property owners shall be required to execute and record with the structure's deed a non-conversion agreement declaring that the area below the lowest floor of the structure or the detached accessory building shall not be improved, finished or otherwise converted; the community will have the right to inspect the enclosed area.
 - e. Detached accessory structures shall have no more than ~~6001,000~~ square feet of enclosed space.
4. **Manufactured Homes.** Manufactured homes shall not be placed in the Special Flood Hazard Areas of the City of Mandeville.
 - a. Require that all manufactured homes to be placed within Zone X on a community's FHBM or FIRM shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.
 - b. Require that manufactured homes that are placed or substantially improved within Zone X on the community's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, be elevated on a permanent foundation such that the bottom of the longitudinal structural I beam of the manufactured home is elevated to 24"

inches above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

5. **Recreational Vehicles** - Require that recreational vehicles placed on sites within Zones A1-30, AH, and AE on the community's FIRM either (i) be on the site for fewer than 180 consecutive days, or (ii) be fully licensed and ready for highway use, or (iii) meet the permit requirements of 8.3.4.3(1), and the elevation and anchoring requirements for "manufactured homes" in paragraph (4) of this section. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

6. **Accessory Structure**- Accessory structures to be placed on sites within Zones A1-30, AH, AO and AE on the City of Mandeville (local community name) FIRM shall comply with the following:

- a. The structure shall be used only for parking and limited storage;
- b. The structure shall not be used for human habitation. Prohibited activities or uses include but are not limited to working, sleeping, living, entertainment, cooking, or restroom use;
- c. The structure shall be unfinished on the interior.
- d. Structures shall be small in size, non-habitable, and not exceed the size of 600 square feet a single-story two-car garage.
- e. Any Structures exceeding the size of 600 square feet a single story two car garage and intended to be habitable will be required to meet all applicable construction and permitting standards as outlined in the CLURO of Article 3 Section 3.3, Article 4 Section 4.3, Article 5 Section 5.1 & 5.2 including relevant subsections.
- f. Service facilities such as electrical and heating equipment must be elevated to or above the BFE plus 2 feet 1 foot;
- g. The structure shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
- h. The structure shall be considered low in value, designed to have low flood damage potential and constructed with flood resistance materials;
- i. The structure shall be firmly anchored to prevent flotation, collapse, and lateral movement;
- j. Floodway requirements must be met in the construction of the structure;
- k. Openings to relieve hydrostatic pressure during a flood shall be provided below the BFE; and be placed on a minimum of two (opposing) walls with the net area of not less than 1 square inch for every square foot of the size of the footprint of the structure (Flood Vents);
- l. The openings (flood vents) shall be located no higher than 1 foot above grade;
- m. The openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

8.3.5.3. Standards for Subdivision Proposals

1. All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with 8.3.1.2, 8.3.1.3, and 8.3.1.4 of this ordinance.
2. All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet Floodplain Development Permit requirements of 8.3.3.3; 8.3.4.3; and the provisions of 8.3.5 of this ordinance.

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3. Base flood elevation data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions which is greater than 50 lots or 5 acres, whichever is lesser, if not otherwise provided pursuant to 8.3.3.2 or 8.3.4.2(8) of this ordinance.
4. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
5. All subdivision proposals including the placement of manufactured home parks and ~~subdivisions other~~ proposed new development shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

8.3.5.4. Floodways

Floodways - located within areas of special flood hazard established in 8.3.3.2, are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles and erosion potential, the following provisions shall apply:

1. Encroachments are prohibited, including fill, new construction, substantial improvements and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
2. If 8.3.5.4(1) above is satisfied, all new construction and substantial improvements shall -comply with all applicable flood hazard reduction provisions of 8.3.5.
3. Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program Regulations, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first completes all of the provisions required by Section 65.12 of the National Flood Insurance Program Regulations.

8.3.5.5. Coastal High Hazard Areas

Located within the areas of special flood hazard established in 8.3.3.2, are areas designated as Coastal High Hazard Areas (Zones V1-30, VE, and/or V). These areas have special flood hazards associated with high velocity waters from tidal surges and hurricane wave wash; therefore, in addition to meeting all provisions outlined in this ordinance, the following provisions must also apply:

1. Obtain the elevation (in relation to mean sea level) of the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures, and whether or not such structures contain a basement. The Floodplain Administrator shall maintain a record of all such information.
2. All new construction shall be located landward of the reach of mean high tide.
3. All new construction and substantial improvements shall be elevated on pilings and columns so that:
 - a. the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to 24" inches above the base flood level;
 - b. the pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable State or local building standards. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of (3)(A) and (B) of this section.
4. Provide that all new construction and substantial improvements have the space below the lowest floor either free of obstruction or constructed with nonsupporting breakaway walls, open wood lattice-work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or State codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:
 - a. breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and
 - b. the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable State or local building standards. Such enclosed space shall be useable solely for parking of vehicles, building access, or storage. Such space shall not be used for human habitation.
5. Prohibit the use of fill for structural support of buildings.
6. Prohibit man-made alteration of sand dunes and mangrove stands that increase potential flood damage.
7. Recreational Vehicles Require that recreational vehicles placed on sites within Zones V1-30, V, and VE on the community's FIRM either (i) be on the site for fewer than 180 consecutive days, or (ii) be fully licensed and ready for highway use, or (iii) meet the requirements in 8.3.3.3 of this ordinance and paragraphs (1) through (6) of this section. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

SECTION 5.7. SEVERABILITY

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If any section, clause, sentence, or phrase of this Flood Damage Prevention Ordinance are held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Flood Damage Prevention Ordinance.

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SECTION 5.9. PENALTIES FOR NON COMPLIANCE

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No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this court order and other applicable regulations. Violation of the provisions of this court order by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this court order or fails to comply with any of its requirements shall upon conviction thereof be fined in the amount set forth in Division 19 of Appendix C of the City of Mandeville Code of Ordinances not more than \$500.00 or imprisoned for not more than one (1) year, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Each day the violation continues shall be deemed a new violation. Nothing herein contained shall prevent the City of Mandeville (local community name) from taking such other lawful action as is necessary to prevent or remedy any violation.

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Historic District Appeal Hearing

PTP Properties, LLC

Carrie Prieto Segrave
Manager-Member-Agent
426 Marigny Avenue
Mandeville, La. 70448
985-630-3855

City of Mandeville
Council Members
3101 East Causeway Approach
Mandeville, La. 70448

August 22 2024

Dear City Council Members:

My name is Carrie Prieto Segrave of PTP Properties, LLC which represents our collective family here in Old Mandeville. On 8/19/24 we were denied demolition of our house at 1733 Montgomery St. by the Historic Preservation District Commission. We would like to appeal this decision by the Historic Commission for the following reasons.

Of the 6 members of the commission, only two members entered into the house to further inspect not only any historic elements, but to see the internal damage as well. Those two members reported that there was sufficient damage as to vote for demolition. During the meeting, they voted for demolition and the other four members who did not enter the house for inspection voted against demolition. We do not understand how they could make an informed decision without a thorough inspection of the house.

Also, there was a member of the commission absent from this meeting.

This house is not listed on the original Sally Reeves survey nor was it listed on the second survey at the forming of the commission in 2015.

This house would have to be moved deeper on the lot as it is too close to the live oak next to the house. It would not be visually appealing placed that far back on the lot and we also do not believe this structure would survive being moved.

We do not agree this house is financially worth renovation. The immediate neighborhood is not conducive to collecting the amount of rent necessary to recoup the investment and the increase in property taxes due to reassessment.

In conclusion, our family of 6th, 7th, and 8th generations of Old Mandeville residents and multiple historic property owners, are dedicated to the preservation of the properties we own. We have sold several properties on Girod St as we were not able to financially restore them. We have currently applied to complete extensive roofing work on Nuvolari's and the art studio behind the restaurant. Please consider our appeal and allow us to demolish this house on Montgomery St.

Respectfully,
Carrie P. Segrave