

ORD 25-07

***THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER DISCON AND COUNCIL MEMBER ZUCKERMAN; MOTIONED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_, SECONDED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_.***

**RESOLUTION 25-07**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE EXPRESSING SUPPORT FOR THE RENEWAL OF, AND PARTIAL REDEDICATION OF PROCEEDS FROM, THE 2% SALES TAX OF SALES TAX DISTRICT NO. 3 OF THE PARISH OF ST. TAMMANY, STATE OF LOUISIANA**

WHEREAS, since 1986, Sales Tax District No. of the Parish of St. Tammany, State of Louisiana, has levied a 2% sales tax within the bounds of the District; and

WHEREAS, since the last renewal of that tax in 2006, the proceeds of same have been used exclusively for roads, streets, bridges, and drainage improvements that benefit the District; and

WHEREAS, St. Tammany Parish enjoys the reputation of being a tight-knit and safe community that supports its various branches of law enforcement; and

WHEREAS, in order for the Parish to meet its state mandated funding obligations to certain entities in the Parish that fulfill essential law enforcement functions, the Parish, through the District, will propose at a March 29, 2025 election to: (i) renew the long-standing District sales tax; and (ii) rededicate a portion of same to help fund said entities; and

WHEREAS, this renewal and rededication proposition appears both reasonable and necessary; and

WHEREAS, the proposition, if passed, will not result in new taxes, only a renewal and partial rededication of an existing tax; and

WHEREAS, should the proposition fail, the Parish will likely be unable to meet its law enforcement related funding obligations, and affected entities may be forced to reduce staff and/ or cut operations, thereby jeopardizing public safety in St. Tammany Parish.

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Mandeville, that it does, in the interest of public safety, hereby express support for the upcoming proposition of Sales Tax District No.3 of the Parish of St. Tammany, State of Louisiana to: (i) renew it's long standing sales tax and (ii)

rededicate a portion of same to meet Parish funding obligations to certain law enforcement related entities in the Parish.

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 \_\_\_\_\_, 2025.

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Alicia Watts  
Clerk of Council

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Scott Discon  
Council Chairman



# INTEROFFICE MEMO

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**TO:** Alicia Watts  
Elizabeth Sconzert

**FROM:** Alia Casborné

**DATE:** February 27, 2025 \*Update\*

**SUBJECT:** Special Events Application Recommendations

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

## **City of Mandeville**

*Applicant: Alia Casborné*

### **Krewe du Pooch Parade and Costume Contest**

**\*\*Date/Time: Sunday, March 16, 2025 – 11:00 AM – 4:00 PM**

Location: Mandeville Lakefront

#### ***Approval Requests:***

- *Date Change*

#### ***Contingencies:***

## **Old Mandeville Historic Association**

*Applicant: Charles Guinchard*

### **Girod Street Stroll**

Date/Time: Saturday April 12, 2025 – 5:00 PM -9:00 PM

Rain Date: Saturday, April 19, 2025

Location: Girod Street (See Map)

#### ***Approval Requests:***

- Council Approval to apply for ATC Alcohol Permit

#### ***Contingences:***

- ATC Permit
- Certificate of Insurance
- Coordination with MPD for barricades, signs, and cones

## **City of Mandeville**

*Applicant: Mayor Clay Madden*

### **National Day of Prayer**

Date/Time: Thursday May 1, 2025 – 12:00 PM – 1:00 PM

Rain Date: NA

Location: Mandeville Lakefront (Between Lafite and Carroll Streets)

**Approval Requests:**

- Lift the ordinance of food and drinks on the lakefront
- Approval for tent and chair setup

**Contingencies:**

**Category 5**

*Applicant: Andrea Magrath*

**Money Ball Tournament – Pickleball Social**

Date/Time: Saturday March 29, 2025 – 8:00 AM -10:00 PM

Rain Date: N/A

Location: 2985 US HWY 190 (Private Property)

**Approval Requests:**

- *Permission to apply for ATC Permit*

**Contingencies:**

- *ATC Permit*

Attachments

# GIROD ST STROLL

City of Mandeville  
675 Lafitte Street Mandeville,  
LA 70448



[www.cityofmandeville.com](http://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 Old Mandeville Business Association  
Name of Authorized Representative Charles Guinchard Non-Profit/Tax-Exempt # 03-0396441  
Mailing Address 635 Carroll Street  
City Mandeville State LA Zip 70448  
Applicant Phone # 504-666-5347 Alt. Phone # \_\_\_\_\_  
E-Mail board@oldmandevillebusiness.com Application Fee Paid?  YES  NO

Name of Event: Girod Street Stroll  
Date(s) of Event: Day 4/12/2025 Date     /     /     Time 5:00-9:00PM Rain Dates(s) 4/19/2025  
Event Location: Girod Street from Woordow Street to Lakeshore Drive

Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: \_\_\_\_\_

Description/Purpose of Event Fundraiser for the Old Mandeville Business Association Estimated Attendance 1200

#### 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	<u>3</u>	<input checked="" type="checkbox"/> <u>6</u>
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 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 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 type="checkbox"/> Yes	<input checked="" 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: Charles Guinchard

Printed Name: Charles Guinchard

Organization Represented: Old Mandeville Business Association

Office Held President Date 2/11/2025

Please email completed application to [acasborne@cityofmandeville.com](mailto:acasborne@cityofmandeville.com).

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



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



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

**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 2/11/25

Certificate of Insurance? YES  NO  *Will provide update certificate*

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	_____	_____
Fire District #4	_____	_____
Public Works	_____	_____
TOTAL COSTS	_____	

Recommendation of Special Events Committee: *4:00 pm - 10:00 Police detail w/ Police Officers \$45/hr.*  
Wristbands 1 block in on both ends  
Police 4pm Street closure. Kai will deliver  
barricades/cones to Fire Dept.  
- OUBA will place out "NO Parking" signs

Approved: *L. Clay Madden*  
Mayor Clay Madden

\_\_\_\_\_ Date

City Council Approval

Alcohol Permit:  
\_\_\_\_\_ Yes \_\_\_\_\_ No Date Approved: \_\_\_\_\_

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

# Street Closure (Woodrow to Lakeshore Drive)

## Girod Street Stroll (Updated Route)







# 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).

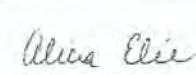
<b>PRODUCER</b> Robert L Aubert Company Inc P.O. Box 1360  Covington LA 70434		<b>CONTACT NAME:</b> Alicia Elie <b>PHONE (A/C, No, Ext):</b> (985) 892-3101 <b>E-MAIL ADDRESS:</b> alicia@aubertins.com <b>FAX (A/C, No):</b> (985) 892-3833	
<b>INSURED</b> Old Mandeville Business Association PO Box 51  Mandeville LA 70470		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nova Casualty Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER 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)

<b>CERTIFICATE HOLDER</b>  City of Mandeville 3101 East Causeway Approach  Mandeville LA 70448	<b>CANCELLATION</b>  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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# DAY OF PRAYER



City of Mandeville  
675 Lafitte Street Mandeville,  
LA 70448



[www.cityofmandeville.com](http://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 Mayor Clay Madden Non-Profit/Tax-Exempt # \_\_\_\_\_  
Mailing Address 3101 East Causeway Approach  
City Mandeville State LA Zip 70448  
Applicant Phone # (985) 624-3138 Alt. Phone # (985) 630-8578  
E-Mail cmadden@cityofmandeville.com Application Fee Paid? \_\_\_\_\_ YES \_\_\_\_\_ NO

Name of Event: National Day of Prayer  
Date(s) of Event: Day Thursday Date 05/ 01 / 25 Time 12pm - 1pm Rain Dates(s) N/A  
Event Location: Mandeville Lakefront Gazebo (between Lafitte Street and Carroll Street)  
Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: \_\_\_\_\_  
Description/Purpose of Event Annual Day of Observance Estimated Attendance 30-35

#### 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input checked="" 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
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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



City of Mandeville  
675 Lafitte Street  
Mandeville, LA 70448



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Fax: (985) 624-3128

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 type="checkbox"/> Yes	<input checked="" 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

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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: L. Clay Madden

Printed Name: L. Clay Madden

Organization Represented: City of Mandeville

Office Held Mayor Date 2/26/2025

Please email completed application to [acasborne@cityofmandeville.com](mailto:acasborne@cityofmandeville.com).

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



	Photos	VotW	Prods	Notes
1				
2	<a href="#">Enchanted Bliss/Elena Sanchez</a>			
3	Steinberg Art Studio/ Jon			
4	Bayou Angel			
7	Rock's Rainbow Designs/Sarah LaRocca			
8	The Pottery House/Julie Katich	1		
9				
10				
11				
12	Fancyful Designs	1		
13	The Vera Soap Co/Diane Rodrigue			
16				
17	Willie's Taste Of Soul/Willie Richardson			
18	Cookin' Wood/Robert Johnson	1		
19				
20				
21	KD Jewelry Designs/Kathy Durand			
22	Lamheart's Creations/Linda Watsky	1		
23	Serendipitous Designs/Nicole Gillies			
24	Sarah Lane Home/Shante James			
25	Connie's Creations/Connie Simer	1		
26	Miss YD's Sweet Treats/Ysaundra Williams-Mcgee			
27	Betty's Quilts/Betty Esquinance	1		
28	P&M Exotic Scents/Mirna Losand			
29	Wild Desire Boutique/Desiree Rousse			
30	<a href="#">Sweet Vegan/Cassia Meeks</a>			
31	Mike's Tamales/Mike Sauviac	1	1	
32	Flamjeaux Coffee/Margot Brignac			
33	<a href="#">Ferrowood/Hannah Hollis</a>			
34	Aura En Herbals/Ski Johnson			
35	Rutland Street Gallery/Ferris Hotard			
37	Sugar Me Sweet/Cynthia Schaeffer			
38	BBQ Shrimp Guy/Guy Federer	1		
39	Crepe du Porto/Telmo Scherer	1	1	one w/wife, not Telmo
40	Tellen Blu Jewelry/Tracy Bercy	1		
41	Abeer's Med. Cuisine/Abeer Halassa			
42				
43	Meats for Mutts, LLC/Britta Smith			
44	Nibbles/Melanie Mills			
45	Mai Eggrolls/Kandy			
46				
47	Cheryl's Memory Bear		3	didn't want her pic taken
48				
49	Sarah Kaye Jewelry/Sarah Kaye			
51	Queens Crumb Sourdough/Elizabeth Hackford	1	3	
52	Missy's Kitchen/Angele Baldo			

53	Momma Tamales/Suzie Bergeron	1	1	
54	Cher's Kitchen Concoctions/Cherilyn Wertz	1	1	
55	Deauxgirl	1		
56	Boudin By Jamison/Jamison Houghton	1		
57	Dirt Weaver Designs/Rachel Weaver	2		
58	Shirley Doiron Fine Arts	1		
60	A Scarf for You/Karen Supan	1		
61	Duet Photography/John Paul Duet	2		
62				
63	X-Stream Clean Power Wash/ Kyle McWilliams			
64				
65	Lichas Tex-Mex/Alicia Tanguma			
66	Custom Crafts/Larry & Rosemary Buras	1		
67	T Savory/Tanya DeSalvo			
68	Its A Wrap/Art on Half Shell/Susan Larson			
69				
70	AJD Woodworks/Anthony "Tony" De Lucca		1	doesn't want pic of himself
71	Vigorous Body, LLC/Cierra Brown	1		
72	Simply In Joy/Chauntel Federer			
73				
74	Love's Laundry Soap/Krisztina Mikolavich			
75	A Higher Taste of Vegan/Li Seghers			
76	DebraBeeDesignsLLC/Debra Becnel			
77	Purseonality/Linda McNeely			
78				
79	Bee My Sweet Honey/Jerry Taylor			
80	On The Wall/Robyn Golmon			
81	Calis Cuisine			
83				
84				
85	Patricia Domino			
86	Cryer Family Farm	1		
87	Tiger Twists/Davelyn Zachary			
88	LucyB Designs/Sharon Zambito			
89				
90	Dusty Roads Farms/Penny Jenks			
91	Inkberry Moor/Christy Kotter			
92	Debbie Weaver Art/Debbie Weaver			
93	Ryan's Kitchen/Amber			
94	From Me To You Creations/Michelle			
95				
96				
97	LT Cuties & Creations/Lauren			
98	Bubba Rex Jerky/Marc Zirkle			
99	Kneads Your Deaux/Janice Morgan			
100	Mi Bop's Specialties/Raymond Lipps	2		
101	Brazilian Bites/Sayuri Mitchell	1		

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# Cat 5



City of Mandeville  
675 Lafitte Street Mandeville,  
LA 70448



[www.cityofmandeville.com](http://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 Category 5 Pickleball  
Name of Authorized Representative Andrea Magrath Non-Profit/Tax-Exempt # \_\_\_\_\_  
Mailing Address 2985 US Hwy 190  
City Mandeville State LA Zip 70471  
Applicant Phone # 985-231-9644 Alt. Phone # 985-778-0137  
E-Mail magrath2003@gmail.com Application Fee Paid?  YES  NO

Name of Event: Moneyball Tournament  
Date(s) of Event: Day Saturday Date 03/29/25 Time 8:00<sup>am</sup>-10<sup>pm</sup> Rain Dates(s) N/A  
Event Location: 2985 US Hwy 190 Mandeville, LA 70471

Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: Tournament  
Description/Purpose of Event pickleball social Estimated Attendance 50-60

#### EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input 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 type="checkbox"/> Yes	<input checked="" 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 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input type="checkbox"/> Yes	<input checked="" 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



**LIQUOR LIC- APERTIF**



**Liquor License Application**

1. Liquor license to be issued to: Apentif Spritz + Bites, LLC  
 2. Legal name(s): Individual, Partners, or Corporation \_\_\_\_\_  
 3. Apply for: Class "A"  Class "B" \_\_\_\_\_ / High Content  Low Content  / Restaurant   
 4. Business location address: 1943 Lakeshore Dr Mandeville LA 70448  
Address City State Zip  
 Telephone (985) 778-2045  
 5. Mailing address: 2640 Monroe St Mandeville LA 70448  
Address City State Zip  
 6. Contact Person Cayman Sinclair Phone Number (504) 236-5341  
 E-Mail Address: Cayman.Sinclair@yahoo.com Fax Number ( ) Web Address apentifspritzbites.com

7. Type of organization:  Individual (Complete line A only)  Partnership  Corporation  Non-Profit  LLP  LLC  Other  
 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
	<u>Cayman Sinclair</u>	<u>Owner</u>	[REDACTED]	<u>100%</u>
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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 #
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10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?  
 \_\_\_\_\_ If yes: Name \_\_\_\_\_ Location: \_\_\_\_\_  
 11. Has applicant applied for state liquor license? YES  
 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, \_\_\_\_\_  
 16. Describe the part of the building to be occupied by business: LOWER LEVEL  
 17. Open date for this location MARCH 15, 2025  
 18. Describe in detail your business, i.e.: Type of sales, activity, or service you perform:  
RESTAURANT + BAR

An original approved **Sales Tax Clearance Certificate** must be attached to the application, requested from the St. Tammany Parish Sales Tax Department. Visit <http://www.stpsa.com/how-do-i-sales-tax/> for forms and to register online.

I affirm that the information given on this application is true and correct.  
 Signature of Applicant C Sinclair Title: Owner  
 Signature of Preparer \_\_\_\_\_ Date 2/19/2025





**Schedule "A" To Accompany Liquor License Application  
 Must be Notarized**

Where a manager or agent is employed this schedule must be executed by that person, and by each member of a partnership or stockholder of a corporation owning more than five per cent (5%) of capital stock of corporation, or any financial backer of the business which make application for license as provided for by Chapter 2, Title 26, of the Louisiana Revised Statutes of 1950, as amended.

1. Trade Name of Business Apenitif Spritz + Bites, LLC
2. What is your name? Cayman Sinclair
3. Residence address? [Redacted]
4. Date of Birth [Redacted] Place of Birth New Orleans
5. Sex [Redacted] Race [Redacted] Driver License# [Redacted] State [Redacted]
6. Are you a citizen of the United States and the State of Louisiana and over 21 years of age? yes
7. Have you resided in the State of Louisiana continuously for a period of not less than two (2) years next preceding the date of filing this application? yes
8. Have you been convicted of a felony under the laws of the United States, the State of Louisiana or any other state or country? No
9. Have you been convicted in this or any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place or illegal dealing in narcotics? No
10. Have you been convicted or had judgment against you involving alcoholic beverages by this state or any other state or the United States within five (5) years prior to the date of this application? No
11. Have you had a certification of qualification to dispense alcoholic beverages issued by any other parish, municipality or state suspended or revoked? No
12. If married is husband or wife eligible for license? YES
13. Have you or your spouse any interest in an establishment holding a current liquor license? YES  
 If so, list the following:  

Trade Name	Address	Kind of Business	License #	% Owned
<u>The Lakehouse on Lakeshore</u>	<u>402 Lafitte St, Mandeville</u>	<u>Rest/Caterer</u>	<u>AR-C 52.000012725/</u>	<u>100%</u>
14. Have you ever used any other name than the one given herein? No Same as above - BL

Name	Placed Used	Date

**AFFIDAVIT**

I swear (or affirm), that I have read each of the questions in this Schedule AA@ and that the answers which I have given are true and correct to the best of my knowledge, that I meet the qualifications and conditions set out in LA R.S. 26:279; and I further swear (or affirm) that I have no interest in any establishment holding a Liquor License other than the type required for the operation of the above captioned business. It is understood that any misstatement or suppression of fact in an application or Schedule AA@ affidavit is a ground for denial of a license.

Subscribed and sworn to me before this 19th day of February, 2025.

[Signature]  
 Notary Public

[Signature]  
 Signature of Applicant

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by Avenu due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at [www.avenuinsights.com](http://www.avenuinsights.com)

DAVID S. CRESSY  
#20619



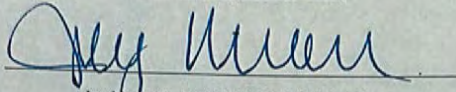
**ST. TAMMANY FARMER**

**STATE OF LOUISIANA PARISH OF ST. TAMMANY**

**PROOF OF PUBLICATION**

The hereto attached notice was published in *ST. TAMMANY FARMER*, a weekly newspaper of general circulation within the Parish of St. Tammany, in the following issues:

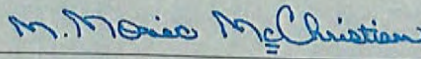
1/22/2025, 1/29/2025



Joy Newman, Public Notices Representative

Sworn and subscribed before me, by the person whose signature appears above

29 Jan 2025



M. Monic McChristian,

Notary Public ID#88293

State of Louisiana

My Commission Expires: Indefinite



Sara Sinclair  
2640 Monroe St,  
MANDEVILLE, LA 70448

Ad No: 123866



Line No.	Product	Description	Issue / Run Date	Size		Amount
405936	St. Tammany Farmer Advocate	STF Legal Open	1/29/2025	34	<p>alcohol content at retail in the Parish of St. Tammany at the following address:  1943 Lakeshore Drive, Mandeville, LA 70448  Aperitif Spritz &amp; Bites  Members: Cayman Sinclair  123866JAN22-29-2T  \$194.20</p>	109.60

**PUBLIC NOTICE**  
Aperitif Spritz & Bites LLC is applying to the Office of Alcohol & Tobacco Control of the State of Louisiana for a permit to sell beverages of high and low alcohol content at retail in the Parish of St. Tammany at the following address:  
1943 Lakeshore Drive, Mandeville, LA 70448  
Aperitif Spritz &

**2022 ASPHALT  
MAINTENANCE CO#5**

**SECTION 00650  
CHANGE ORDER**

**No. 5**

Date of Issuance: 2-24-2025 Effective Date: \_\_\_\_\_

Owner: City of Mandeville	Owner's Contract No.: 700.22.001
Contract: 2022 Asphalt Maintenance	Date of Contract: 6-15-2022
Contractor: Barriere Construction	Engineer's Project No.: 576-2003.03

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

Description: Add the new pay items not included in the original contract as shown in the attached summary of permanent and temporary pavement markings & legends items to the Asphalt Maintenance project contract. The addition of the striping items to the project will allow the prime contractor, Barriere, to better monitor and schedule the necessary striping work following the asphalt pavement rehabilitation work. This will minimize the coordination of multiple maintenance contractors by the City and also minimize any potential delays in the scheduling of the necessary striping work. There is no change in the contract maximum limit or the contract time.

**Attachments (list documents supporting change):**

Transmittal Letter, Work Change Directive No. 2 & New Striping Pay Items Summary

<b>CHANGE IN CONTRACT PRICE:</b>	<b>CHANGE IN CONTRACT TIMES:</b>
----------------------------------	----------------------------------

<p><u>Original Contract Price:</u> <u>\$3,000,000.00</u></p> <p><u>Increase from previously approved Change Orders:</u> <u>n/a</u></p> <p><u>Contract Price prior to this Change Order:</u> <u>\$4,000,000.00</u></p> <p><u>Increase of this Change Order:</u> <u>\$0.00</u></p> <p><u>Contract Price incorporating this Change Order:</u> <u>\$4,000,000.00</u></p>	<p><u>Original Contract Time:</u> (1) calendar year with the option to renew annually, up to three years. Original Expiration Date of 6/15/2023.</p> <p><u>Increase in contract time from previously approved Change Orders:</u> (2) calendar years with an amended expiration date of 6/15/2025.</p> <p><u>Contract Times prior to this Change Order:</u> (3) calendar years</p> <p><u>Increase of this Change Order to Contract Time:</u> N/A.</p> <p><u>Contract Times with all approved Change Orders:</u> (3) calendar years total (with no further options to renew for additional calendar years per the original contract).</p>
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<p>RECOMMENDED:</p> <p>By: _____ Engineer (Authorized Signature)</p> <p>Date: _____</p>	<p>ACCEPTED:</p> <p>By: _____ Owner (Authorized Signature)</p> <p>Date: _____</p>	<p>ACCEPTED:</p> <p>By: _____ Contractor (Authorized Signature)</p> <p>Date: _____</p>
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**City of Mandeville  
Change Order No. 5**

**2022 Asphalt Maintenance Contract - Pavement Markings & Legends Pay Items Summary**

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE
ST-000	MOBILIZATION	LS	\$ 5,500.00
ST-001	WHITE/RED RAISED PAVEMENT MARKER	EACH	\$ 8.25
ST-002	YELLOW RAISED PAVEMENT MARKER	EACH	\$ 8.25
ST-003	BLUE RAISED PAVEMENT MARKER	EACH	\$ 22.00
ST-004	LEFT ARROW PAVEMENT MARKING (125 MIL)	EACH	\$ 385.00
ST-005	STRAIGHT ARROW PAVEMENT MARKING (125 MIL)	EACH	\$ 330.00
ST-006	RIGHT ARROW PAVEMENT MARKING (125 MIL)	EACH	\$ 385.00
ST-007	RIGHT/STRAIGHT ARROW PAVEMENT MARKING (125 MIL)	EACH	\$ 440.00
ST-008	LEFT/STRAIGHT ARROW PAVEMENT MARKING (125 MIL)	EACH	\$ 440.00
ST-009	ONLY LEGEND PAVEMENT MARKING (125 MIL)	EACH	\$ 330.00
ST-010	4" SOLID YELLOW LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90MIL)	LNFT	\$ 1.10
ST-011	4" SOLID YELLOW LONGITUDINAL PAVEMENT MARKING (CONCRETE) (90MIL)	LNFT	\$ 1.10
ST-012	4" SOLID WHITE LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90MIL)	LNFT	\$ 1.10
ST-013	4" SOLID WHITE LONGITUDINAL PAVEMENT MARKING (CONCRETE) (90MIL)	LNFT	\$ 1.10
ST-014	4" BROKEN WHITE LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90MIL)	LNFT	\$ 1.10
ST-015	6" SOLID WHITE LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90MIL)	LNFT	\$ 2.20
ST-016	8" SOLID WHITE LONGITUDINAL PAVEMENT MARKING (CONCRETE) (90 MIL)	LNFT	\$ 4.40
ST-017	8" BROKEN WHITE LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90 MIL)	LNFT	\$ 4.40
ST-018	8" SOLID WHITE TRANSVERSE PAVEMENT MARKING (ASPHALT) (125 MIL)	LNFT	\$ 5.50
ST-019	12" SOLID TRANSVERSE PAVEMENT MARKING (ASPHALT) (125 MIL)	LNFT	\$ 8.80
ST-020	24" SOLID TRANSVERSE PAVEMENT MARKING (ASPHALT) (125 MIL)	LNFT	\$ 16.50
ST-021	24" SOLID TRANSVERSE PAVEMENT MARKING (CONCRETE) (125 MIL)	LNFT	\$ 16.50
ST-022	PLASTIC PAVEMENT LEGENDS AND SYMBOLS (YIELD LINE)	EACH	\$ 330.00
ST-023	8' "STOP AHEAD" LEGEND PAVEMENT MARKING & STRIPING DETAIL (125 MIL)	EACH	\$ 825.00
ST-024	Temporary Pavement Markings (4" Width)	LNFT	\$ 0.39
ST-025	Temporary Pavement Markings (12" Width)	LNFT	\$ 1.10
ST-026	Temporary Pavement Markings (24" Width)	LNFT	\$ 2.20
ST-027	Temporary Pavement Markings (Broken Line) (4" Width) (4' Length)	LNFT	\$ 0.39
ST-028	Temporary Pavement Legends & Symbols (Arrow - Straight)	EACH	\$ 55.00
ST-030	Temporary Pavement Legends & Symbols (Arrow - Double)	EACH	\$ 55.00
ST-031	Temporary Pavement Legends & Symbols (Arrow - Left Turn)	EACH	\$ 55.00
ST-032	Temporary Pavement Legends & Symbols (Arrow - Right Turn)	EACH	\$ 55.00
ST-033	Temporary Pavement Legends & Symbols (ONLY)	EACH	\$ 55.00

\* The unit prices include a 10% markup for the prime contractor.





Basis of estimated change in Contract Price:

Lump Sum  Unit Price  Cost of the Work  Other

Recommended by Engineer

Authorized by Owner

By: Buster Lyons, P.E. Buster Lyons...

Col. Hill

Title: Project Manager

Eng. Asst.

Date: 2/19/2025

2/20/25

**2022 Asphalt Maintenance - Pavement Markings & Legends Pay Items**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
ST-000	MOBILIZATION	1	LS	\$ 5,500.00	\$ 5,500.00
ST-001	WHITE/RED RAISED PAVEMENT MARKER	50	EACH	\$ 8.25	\$ 412.50
ST-002	YELLOW RAISED PAVEMENT MARKER	235	EACH	\$ 8.25	\$ 1,938.75
ST-003	BLUE RAISED PAVEMENT MARKER	5	EACH	\$ 22.00	\$ 110.00
ST-004	LEFT ARROW PAVEMENT MARKING (125 MIL)	4	EACH	\$ 385.00	\$ 1,540.00
ST-005	STRAIGHT ARROW PAVEMENT MARKING (125 MIL)	2	EACH	\$ 330.00	\$ 660.00
ST-006	RIGHT ARROW PAVEMENT MARKING (125 MIL)	3	EACH	\$ 385.00	\$ 1,155.00
ST-007	RIGHT/STRAIGHT ARROW PAVEMENT MARKING (125 MIL)	3	EACH	\$ 440.00	\$ 1,320.00
ST-008	LEFT/STRAIGHT ARROW PAVEMENT MARKING (125 MIL)	1	EACH	\$ 440.00	\$ 440.00
ST-009	ONLY LEGEND PAVEMENT MARKING (125 MIL)	5	EACH	\$ 330.00	\$ 1,650.00
ST-010	4" SOLID YELLOW LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90MIL)	6,300	LNFT	\$ 1.10	\$ 6,930.00
ST-011	4" SOLID YELLOW LONGITUDINAL PAVEMENT MARKING (CONCRETE) (90MIL)	150	LNFT	\$ 1.10	\$ 165.00
ST-012	4" SOLID WHITE LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90MIL)	7,500	LNFT	\$ 1.10	\$ 8,250.00
ST-013	4" SOLID WHITE LONGITUDINAL PAVEMENT MARKING (CONCRETE) (90MIL)	350	LNFT	\$ 1.10	\$ 385.00
ST-014	4" BROKEN WHITE LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90MIL)	300	LNFT	\$ 1.10	\$ 330.00
ST-015	6" SOLID WHITE LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90MIL)	180	LNFT	\$ 2.20	\$ 396.00
ST-016	8" SOLID WHITE LONGITUDINAL PAVEMENT MARKING (CONCRETE) (90 MIL)	150	LNFT	\$ 4.40	\$ 660.00
ST-017	8" BROKEN WHITE LONGITUDINAL PAVEMENT MARKING (ASPHALT) (90 MIL)	100	LNFT	\$ 4.40	\$ 440.00
ST-018	8" SOLID WHITE TRANSVERSE PAVEMENT MARKING (ASPHALT) (125 MIL)	160	LNFT	\$ 5.50	\$ 880.00
ST-019	12" SOLID TRANSVERSE PAVEMENT MARKING (ASPHALT) (125 MIL)	150	LNFT	\$ 8.80	\$ 1,320.00
ST-020	24" SOLID TRANSVERSE PAVEMENT MARKING (ASPHALT) (125 MIL)	500	LNFT	\$ 16.50	\$ 8,250.00
ST-021	24" SOLID TRANSVERSE PAVEMENT MARKING (CONCRETE) (125 MIL)	60	LNFT	\$ 16.50	\$ 990.00
ST-022	PLASTIC PAVEMENT LEGENDS AND SYMBOLS (YIELD LINE)	1	EACH	\$ 330.00	\$ 330.00
ST-023	8' "STOP AHEAD" LEGEND PAVEMENT MARKING & STRIPING DETAIL (125 MIL)	9	EACH	\$ 825.00	\$ 7,425.00
ST-024	Temporary Pavement Markings (4" Width)	15,000	LNFT	\$ 0.39	\$ 5,775.00
ST-025	Temporary Pavement Markings (12" Width)	130	LNFT	\$ 1.10	\$ 143.00
ST-026	Temporary Pavement Markings (24" Width)	170	LNFT	\$ 2.20	\$ 374.00
ST-027	Temporary Pavement Markings (Broken Line) (4" Width) (4' Length)	400	LNFT	\$ 0.39	\$ 154.00
ST-028	Temporary Pavement Legends & Symbols (Arrow - Straight)	1	EACH	\$ 55.00	\$ 55.00
ST-030	Temporary Pavement Legends & Symbols (Arrow - Double)	3	EACH	\$ 55.00	\$ 165.00
ST-031	Temporary Pavement Legends & Symbols (Arrow - Left Turn)	4	EACH	\$ 55.00	\$ 220.00
ST-032	Temporary Pavement Legends & Symbols (Arrow - Right Turn)	2	EACH	\$ 55.00	\$ 110.00
ST-033	Temporary Pavement Legends & Symbols (ONLY)	4	EACH	\$ 55.00	\$ 220.00

\$ 58,693.25





**Southern Synergy, LLC**  
 1105 Bert Street  
 LaPlace, LA 70068

# Estimate

DATE	ESTIMATE #
2/18/2025	Mandeville Asphalt Maint

BILL TO
<b>Barriere Construction Company</b> 308 Woodland Drive LaPlace, LA 70068 United States

ITEM	DESCRIPTION	QTY	RATE	TAX	AMOUNT
Description:	City of Mandeville - Asphalt Maintenance TO 4		0.000		0.000
*	Prices are good for 30 days. Southern Synergy, LLC (Southern) will not be responsible for static lane closures. If required for striping operations, Southern can provide a quote. Southern will be responsible for all moving lane closures as per DOTD Temporary Traffic Control TTC-18. Southern will not layout for any other company. Work will be performed in accordance with DOTD standards.  Notwithstanding any contractual provisions, Southern Synergy, LLC will have no obligation to defend, indemnify and or hold contractor harmless unless and until a court of competent jurisdiction determines that Southern Synergy, LLC is at fault and that Southern Synergy, LLC caused the damage. If a bond is required, the bond will be charged to the Contractor. Southern requires 2 week notice for scheduling. Southern is not responsible for removal of temp striping that was applied by another company without charging the Contractor for removal. This estimate will be considered a part of the subcontract.		0.000		0.000
731-02-00100	Reflectorized Raised Pvmt Marker (White/Red) - EACH	50	7.500		375.000
731-02-00100	Reflectorized Raised Pvmt Marker (Amber/Amber) - EACH	235	7.500		1,762.500
731-02-00100	Reflectorized Raised Pvmt Marker (Blue)- EACH	5	20.000		100.000
732-04-01080	Plastic Pvmt L&S (Arrow- Left) - EACH	4	350.000		1,400.000
732-04-01020	Plastic Pvmt L&S (Arrow - Straight) - EACH	2	300.000		600.000
732-04-01100	Plastic Pvmt L&S (Arrow- Right) - EACH	3	350.000		1,050.000
732-04-01040	Plastic Pvmt L&S (Arrow - Double) - EACH	4	400.000		1,600.000
732-04-15020	Plastic Pvmt L&S (ONLY) - EACH	5	300.000		1,500.000
Subtotal					53,357.500
0.000% Tax					0.000
<b>Total</b>					<b>53,357.500</b>

**Southern Synergy, LLC**  
 1105 Bert Street  
 LaPlace, LA 70068

# Estimate

DATE	ESTIMATE #
2/18/2025	Mandeville Asphalt Maint

BILL TO
<b>Barriere Construction Company</b> 308 Woodland Drive LaPlace, LA 70068 United States

ITEM	DESCRIPTION	QTY	RATE	TAX	AMOUNT
732-01-01000	Plastic Pvmt Striping (4" W) (90mil) (Yellow) (Asphalt)- LNFT	6300	1.000		6,300.000
732-01-01000	Plastic Pvmt Striping (4" W) (90mil) (Yellow)(Concrete)- LNFT	150	1.000		150.000
732-01-01000	Plastic Pvmt Striping (4" W) (90mil) (White)(Asphalt) - LNFT	7500	1.000		7,500.000
732-01-01000	Plastic Pvmt Striping (4" W) (90mil) (White)(Concrete)- LNFT	350	1.000		350.000
732-03-02000	Plastic Pvmt Striping (4" Broken) (90mil) (White)(Asphalt)- LNFT	300	1.000		300.000
732-01-01020	Plastic Pvmt Striping (6" W) (90mil) (White)(Asphalt) - LNFT	180	2.000		360.000
732-01-01040	Plastic Pvmt Striping (8" W) (90mil) (White)(Concrete)- LNFT	150	4.000		600.000
732-03-02020	Plastic Pvmt Striping (8" Broken) (White)(Asphalt) - LNFT	100	4.000		400.000
732-01-02040	Plastic Pvmt Striping (8" W)(125mil) (White)(Asphalt)- LNFT	160	5.000		800.000
732-01-02060	Plastic Pvmt Striping (12"W) (125mil) - LNFT	150	8.000		1,200.000
732-01-04080	Plastic Pvmt Tape (24" W) (125mil) (Asphalt)- LNFT	500	15.000		7,500.000
732-01-04080	Plastic Pvmt Tape (24" W) (125mil) (Concrete)- LNFT	60	15.000		900.000
732-04-25000	Plastic Pvmt L&S (YIELD) - EACH	1	300.000		300.000
732-04-19100	Plastic Pvmt L&S (8' STOP AHEAD) - EACH	9	750.000		6,750.000
713-02-00100	Temp Pvmt Mark (4" Width) - LNFT	15000	0.350		5,250.000
713-02-00400	Temp Pvmt Mark (12" Width) - LNFT	130	1.000		130.000
713-02-00500	Temp Pvmt Mark (24" Width) - LNFT	170	2.000		340.000
713-03-02000	Temp Pvmt Mark (Broken) (4"x10') - LNFT	400	0.350		140.000
713-05-00190	Temp Pvmt L&S (Straight Arrow)	1	50.000		50.000
713-05-00200	Temp Pvmt L&S (Double Arrow) - EACH	3	50.000		150.000
713-05-00220	Temp Pvmt L&S (Left Arrow) - EACH	4	50.000		200.000
713-05-00230	Temp Pvmt L&S (Right Arrow) - EACH	2	50.000		100.000
713-05-00300	Temp Pvmt L&S (ONLY) - EACH	4	50.000		200.000
727-01-00100	Mobilization - Lump Sum	1	5,000.000		5,000.000
		Subtotal			53,357.500
		0.000% Tax			0.000
		<b>Total</b>			<b>53,357.500</b>



DIGITAL ENGINEERING & IMAGING, INC.

February 24, 2025

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

Re: 2022 Asphalt Maintenance Contract  
City Project No. 200.21.001  
Change Order No. 5

Dear Mr. LaGrange,

Digital Engineering & Imaging, Inc. recommends Change Order No. 5 to the 2022 Asphalt Maintenance Contract project. Change Order No. 5 captures the new pay items not included in the original contract as shown in the attached summary of permanent and temporary pavement markings & legends items to the Asphalt Maintenance project contract. The addition of the striping items to the project will allow the prime contractor, Barriere, to better monitor and schedule the necessary striping work following the asphalt pavement rehabilitation work. This will minimize the coordination of multiple maintenance contractors by the City and also minimize any potential delays in the scheduling of the necessary striping work. The new striping items were included in the approved work change directive no. 2.

There is no change in the contract maximum limit or the contract time. If you have any questions or concerns, please do not hesitate to call.

Sincerely,

DIGITAL ENGINEERING AND IMAGING, INC.

*Buster Lyons...*

Buster Lyons P.E.  
Project Manager

Attachments: Change Order #5  
Work Change Directive No. 2  
New Striping Pay Items Summary



# 2022 ROADWAY & DRAINAGE

**SECTION 00625**  
**Certificate of Substantial Completion**

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Project: 2022 Roadway & Drainage Maintenance Contract

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Owner: City of Mandeville

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Owner's Contract No.: 700.22.003

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Contractor: Creek Construction, LLC

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Engineer's Project No.: 576-2003.01

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**This definitive Certificate of Substantial Completion applies to:**

- All Work under the Contract Documents:       The following specified portions of the Work:

Task Order 9

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February 25, 2024

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Date of Substantial Completion

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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:**

- Amended Responsibilities       Not Amended

Owner's Amended Responsibilities:

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Contractor's Amended Responsibilities:

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

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Punch List

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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.

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Executed by Engineer

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Date

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Accepted by Contractor

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Date

---

Accepted by Owner

---

Date



## Punch List:

Unless otherwise noted below all Punch List items pertaining to Task Order 9 have been completed throughout the task order. This includes miscellaneous drainage improvements, restoration of concrete street panels, restoration of concrete drives, installation or repair of sidewalks, ditch clearing, sodding including at Harbor Field), interior pipe collars, and CIPP lining of Rue Bayonne outfall pipe in Fontainebleau S/D.

600 Casey - sodding for yard restoration



DIGITAL ENGINEERING & IMAGING, INC.

February 25, 2025

City of Mandeville  
3101 East Causeway Approach  
Mandeville, LA 70448  
Attn: City Council Members

Re: 2022 Roadway & Drainage Maintenance Contract  
City Project No. 700.22.003  
Task Order No. 9 – Substantial Completion

Mr. Lagrange,

Digital Engineering has verified contract work has been completed and recommends substantial completion for Task Order 9 of the 2022 Roadway & Drainage Maintenance Contract. If you have any questions or concerns, please do not hesitate to call.

Sincerely,

DIGITAL ENGINEERING AND IMAGING, INC.

*Buster Lyons...*

Buster Lyons  
Project Manager

Enclosure: Creek Construction, LLC  
Task Order No. 9 Certificate of Substantial Completion

**ORD 25-02**

**THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER DISCON; MOVED BY COUNCIL MEMBER \_\_\_\_\_, SECONDED BY COUNCILMEMBER \_\_\_\_\_**

**ORDINANCE NO. 25-02**

**AN ORDINANCE OF THE CITY OF MANDEVILLE AMENDING THE PROVISIONS OF ARTICLE 8- SUPPLEMENTAL DEVELOPMENT AND USE REGULATIONS, SECTION 8.2.3.5 LODGING (TRANSIENT)- SHORT TERM RENTALS OF THE COMPREHENSIVE LAND USE REGULATIONS ORDINANCE OF THE CITY OF MANDEVILLE**

WHEREAS, Appendix C of the Mandeville Code of Ordinances lists the current Whole House Rental fees for both initial applications and renewals; and

WHEREAS, the current CLURO (Comprehensive Land Use Regulations Ordinance) , Section 8.2.3.5.B,1,a states “the property has current, valid liability insurance of \$500,000.00 or more that covers use as a short-term rental property”; and

WHEREAS, the current CLURO Section 8.2.3.5.E. 1 states “the total number of short term rental permits for Whole House Rentals shall not exceed ten (10) at any time”; and

WHEREAS, the City Council when adopting Section 8.2.3.5 intentionally limited the number of permits to ten (10) in order to evaluate the impact of the Whole House Rental on the community as a whole; and

WHEREAS, the City currently has additional properties seeking to operate as a Whole House Rental; and

WHEREAS, the regulation of short-term rentals is necessary to promote public health, safety and welfare, provide minimum safety requirements and ensure extensive compliance; and

WHEREAS, the City Council of the City of Mandeville has received a favorable recommendation of the Planning and Zoning Commission of the City of Mandeville on this request;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville, at its regular session convened, that the Appendix C of the City of Mandeville Code of Ordinances shall be amended to read as follows:



Type of Short Term Rental	Initial Application Fee	Renewal Fee
Whole House Rental	\$1000.00	\$500.00

NOW, THEREFORE, BE IT FURTHER ORDAINED that all other sections of Appendix C shall remain the same; and

NOW, THEREFORE, BE IT FURTHER ORDAINED by the City Council of the City of Mandeville, at its regular session convened, that the CLURO Section 8.2.3.5 shall be amended to read as follows:

Section 8.2.3.5

**B. STANDARDS**

1. Short-term rentals shall meet all applicable building, health, fire, and related safety codes at all times as well as:

- a. That the property has current, valid liability insurance of \$1,000,000.00 or more that covers use as a short-term rental property;

**E CITYWIDE CAP FOR WHOLE HOUSE RENTALS**

1 The total number of short term rental permits for Whole House Rentals shall not exceed twenty (20) at any time;

NOW, THEREFORE, BE IT FURTHER ORDAINED that all other sections of Article 8, Section 8.2.3.5 shall remain the same; and

NOW, THEREFORE, BE IT FURTHER ORDAINED that the Clerk of this Council be and 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 \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Alicia Watts  
Clerk of Council

Scott Discon  
Council Chairman

ORD 25-04

**THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER STRONG-THOMPSON; MOVED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_; SECONDED FOR ADOPTION BY COUNCILMEMBER \_\_\_\_\_**

**ORDINANCE NO. 25-04**

**AN ORDINANCE OF THE CITY OF MANDEVILLE REGULATING THE OPERATION OF ANY MOTORIZED CONVEYANCE ON SIDEWALKS WITHIN THE CITY LIMITS, AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Mandeville recognizes the need to ensure public safety and pedestrian accessibility on sidewalks;

**WHEREAS**, the operation of any motorized conveyances on sidewalks poses potential hazards to pedestrians and property;

**WHEREAS**, the City seeks to balance the needs of various modes of transportation with the safety and comfort of pedestrians;

**NOW, THEREFORE, BE IT ORDAINED** that the City Council of the City of Mandeville, hereby creates and implements Section 13-17 Motorized Conveyances on Sidewalks in the Mandeville Code of Ordinances to read as follows:

1. Definitions. For the purposes of this Ordinance, the following definitions apply: (a) "Motorized Conveyance" means a conveyance propelled or driven otherwise than by muscular power (for example, electric, gas, battery) (b) "Sidewalk" means that portion of a street or roadway set aside for the exclusive use of pedestrians.

2. Prohibited Use of Sidewalks. (a) No person over the age of ten (10) years shall operate a motorized conveyance on sidewalks within the City of Mandeville. (b) Children aged ten (10) years or younger may operate motorized conveyances under 5mph on sidewalks, provided they do so in a safe manner that does not endanger or impede pedestrians. (c) In business districts or commercial zones, the operation of motorized conveyances on sidewalks is prohibited unless explicitly allowed by signage.

3. Exceptions. (a) This prohibition does not apply to mobility devices used by individuals with disabilities. (b) Law enforcement officers may operate motorized conveyances on sidewalks in the course of their official duties when necessary for public safety. (c) City workers or contractors hired by the City or authorized to do work by the City on the streets or sidewalks may operate motorized conveyances on sidewalks when necessary.



4. Enforcement and Penalties. (a) Any person found to be in violation of this Ordinance shall be subject to a warning for the first offense. (b) Subsequent offenses may result in fines not to exceed fifty dollars (\$50.00) per violation.

5. Severability. If any provision of this Ordinance or the application thereof is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are hereby declared severable.

**BE IT ORDAINED** that this ordinance shall be effective following the Mayor's signature; and

**NOW, THEREFORE, BE IT FURTHER ORDAINED** that the Clerk of this Council be and 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 \_\_\_\_\_, \_\_\_\_\_.

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Alicia Watts  
Clerk of Council

---

Scott Discon  
Council Chairman

**RES 25-05**

**THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER \_\_\_\_\_; MOTIONED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_**

**RESOLUTION NO. 25-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE INFORMING THE LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY OF ACTIONS TAKEN BY THE CITY COUNCIL OF THE CITY OF MANDEVILLE REGARDING MUNICIPAL WATER POLLUTION PREVENTION AND RELATED PERMITS**

BE IT RESOLVED, that the City of Mandeville informs the Louisiana Department of Environmental Quality that the following actions were taken by the City Council of the City of Mandeville:

1. Reviewed the Municipal Water Pollution Prevention Environmental Audit Report which is attached to this resolution.
2. Set forth the following actions necessary to maintain permit requirements contained in the Louisiana Water Discharge Permit System (LPDES) number LA0038288.
  - a. Continue to provide certified operators for collection and operation by providing 16 hours of training per operator over the next year. This training will be conducted through off-site classes and with the assistance of CES, Inc.
  - b. The City will continue to video and smoke test to identify I&I problem areas.
  - c. Investigate City non-domestic user Ordinance during 2024, consider conducting a non-domestic user survey to identify system users.
  - d. The City will continue to work with its environmental consultant to increase monitoring of Ponds and maintain both wetland discharges as per the LPDES Permit project.
  - e. Monitor wetland discharges and ensure proper wetland loadings for permit compliance.
  - f. Continue maintenance to maintain rock-reed filtration efficiency.
  - g. Continue to supply and consider additional aeration to ensure proper influent treatment and proper biological reduction.
  - h. The City will ensure proper operation of the treatment system through on-going testing, monitoring influents and using the EQ Basin when necessary.
  - i. Continue to monitor and rehab all areas identified as “problem areas” of the collection system and investigate potential solutions to rainfall events causing collection system overflows.
  - j. Continue to upgrade collection system lift stations and investigate methods of minimizing power outages.

- k. Comply with DEQ Lab certification requirements, QA/QC monitoring procedures and new electronic data submission requirements and
- l. Investigate and implement alternative means of disinfection for discharge from wastewater treatment facility.

The resolution being submitted for a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

And the resolution was declared adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Alicia Watts  
Council Clerk

\_\_\_\_\_  
Scott Discon  
Council Chairman

# **LOUISIANA**

**MUNICIPAL WATER**

**POLLUTION PREVENTION**

## **MWPP**



<b>Facility Name:</b>	<i>City of Mandeville</i>
<b>LWDPS Permit Number:</b>	
<b>NPDES Permit Number:</b>	<i>LA0038288</i>
<b>Address:</b>	<i>3101 Causeway Approach Mandeville La, La. 70448-3592</i>
<b>Parish:</b>	<i>St. Tammany Parish</i>
<b>(Person Completing Form) Name:</b>	<i>David Curtis, P.E.</i>
<b>Title:</b>	<i>Operations Manager - CES, Inc.</i>
<b>Date Completed:</b>	<i>02/10/2025</i>



## **Instructions to the Operator-in-Charge**

- 1. Complete only the sections of the Environmental Audit which apply to your wastewater treatment system. Leave sections that do not apply blank and enter a "0" for the point value.**
- 2. Parts 1 through 7 contain questions for which points may be generated. These points are intended to communicate to the department and the governing body or owner what actions will be necessary to prevent effluent violations. Place the point totals from parts 1 through 7 on the Point Calculation page.**
- 3. Add up the point totals.**
- 4. Submit the Environmental Audit to the governing body or owner for their review and approval.**
- 5. The governing body must pass a resolution which contains the following items:**
  - a. The resolution or letter must acknowledge the governing body or owner has reviewed the Environmental Audit.**
  - b. The resolution must indicate specific actions, if any, will be taken to maintain compliance and prevent effluent violations. Proposed actions should address the parts where maximum or close to maximum points were generated in the Environmental Audit.**
  - c. The resolution should provide any other information the governing body deems appropriate.**

**PART 1: INFLUENT FLOW/LOADINGS**

**Part 1: Influent Flow/Loadings (All plants)**

A. List the average monthly volumetric flows and BOD loadings received at your facility during the last reporting year.

Col. 1 Average Monthly Flow (million gallons per day, MGD)		Col. 2 Average Monthly BOD <sub>5</sub> Concentration (mg/l)		Col. 3 Average Monthly BOD <sub>5</sub> Loading (pounds per day)
2.602	X	101	X 8.34 =	2192
0.709	X	104	X 8.34 =	615
1.965	X	123	X 8.34 =	2016
0.718	X	139	X 8.34 =	832
0.499	X	135	X 8.34 =	562
0.531	X	124	X 8.34 =	549
0.415	X	137	X 8.34 =	474
1.510	X	199	X 8.34 =	2506
2.379	X	125	X 8.34 =	2480
1.477	X	155	X 8.34 =	1909
1.749	X	159	X 8.34 =	2319
2.068	X	128	X 8.34 =	2208

BOD loading = Average Monthly Flow (in MGD) x Average Monthly BOD concentration (in mg/l) x 8.34.

B. List the design flow and design BOD loading for your facility in the blanks below. If you are not aware of these design quantities, refer to your Operation and Maintenance Manual (O & M) or contact your consulting engineer.

Design Flow, MGD	4.00	X 0.90 =	3.60
Design BOD, lb/day	6676		6008

Facility Name

City of Mandeville-Hickory St.

C. How many months did the monthly flow (Col. 1) to the wastewater treatment plant (WWTP) exceed 90% of design flow?

Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	0	0	0	0	5	5	5	5	5	5	5	5	points

Write 0 or 5 in the C point total box  C Point Total

D. How many months did the monthly flow (Col. 1) to the WWTP exceed the design flow?

Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	5	5	10	10	15	15	15	15	15	15	15	15	points

Write 0, 5, 10, or 15 in the D point total box  D Point Total

E. How many months did the monthly BOD loading (Col. 3) to the WWTP exceed 90% of the design loading?

Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	0	5	5	5	10	10	10	10	10	10	10	10	points

Write 0, 5, or 10 in the E point total box  E Point Total

F. How many times did the monthly BOD loading (Col. 3) to the WWTP exceed the design loading?

Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	10	20	30	40	50	50	50	50	50	50	50	50	points

Write 0, 10, 20, 30, 40, or 50 in the F point total box  F Point Total

G. Add together each point total for C through F and place this sum in the box below at the right.

**TOTAL POINT VALUE FOR PART 1**

**(max=80)**

Also enter this value on the point calculation table on page 16.

**PART 2: EFFLUENT QUALITY/PLANT PERFORMANCE**

A. List the monthly average effluent BOD and TSS concentrations produced by your facility during the last reporting year.

Month	Column 1 Avg. Monthly BOD (mg/l)	Column 2 Avg. Monthly TSS (mg/l)
January	11	11
February	18	11
March	15	10
April	20	15
May	12	11
June	9	11
July	14	9
August	16	12
September	11	8
October	11	7
November	14	17
December	13	8

B. List the monthly average permit limits for your facility in the blanks below.

	Permit Limit		90% of Permit Limit
BOD, mg/l	30	X 0.90 =	27
TSS, mg/l	90	X 0.90 =	81

Facility Name

City of Mandeville-Hickory St.

C. Continuous Discharge to Surface Water

i. How many months did the effluent BOD concentration (Col. 1) exceed 90% of permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.  
\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	0	10	20	30	40	40	40	40	40	40	40	40	points

Write 0, 10, 20, 30 or 40 in the i point total box  i Point Total

ii. How many months did the effluent BOD concentration (Col. 1) exceed permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.  
\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	5	5	10	10	10	10	10	10	10	10	10	10	points

Write 0, 5, or 10 in the ii point total box  ii Point Total

iii. How many months did the effluent TSS concentration (Col. 2) exceed 90% of permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.  
\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	0	10	20	30	40	40	40	40	40	40	40	40	points

Write 0, 10, 20, 30, or 40 in the iii point total box  iii Point Total

iv. How many months did the effluent TSS concentration (Col.2 ) exceed permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.  
\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	5	5	10	10	10	10	10	10	10	10	10	10	points

Write 0, 5, or 10 in the iv point total box  iv Point Total

v. Add together each point total for i through iv and place this sum in the box below at the right.

**TOTAL POINT VALUE FOR PART 2**  **(max=100)**  
Also enter this value on the point calculation table on page 16.



Facility Name

City of Mandeville-Hickory St.

D. Other Monitoring and Limits

i. At any time in the past year was there an exceedance of a permit limit for other pollutants such as: ammonia-nitrogen, phosphorus, pH, residual chlorine, or fecal coliform?

✓ Check one box                       X Yes                       No      If yes, please describe:

(5) Fecal WkGeo Mx Exceptions  
(2) Fecal MOGeo Noncompliance

ii. At any time in the past year was there a "failure" of a Biomonitoring (Whole Effluent Toxicity) test of the effluent?

✓ Check one box                       Yes     X No      If yes, please describe:

NONE

iii. At any time in the past year was there an exceedance of a permit limit for a toxic substance?

✓ Check one box                       Yes     X No      If yes, please describe:

**PART 3: AGE OF THE WASTEWATER TREATMENT FACILITIES**

A. What year was the wastewater treatment plant constructed or last major expansion/improvements completed?  
2022

Current Year - (Answer to A) = Age in years

2024 - 2022 = 3 years

Enter Age in Part C below.

B. Check the type of treatment facility that is employed:

	Factor
<input type="checkbox"/> Mechanical Treatment Plant (Trickling filter, activated sludge, etc.) Specify Type <u>Activated Sludge</u>	2.5
<input checked="" type="checkbox"/> Aerated Lagoon	2.0
<input type="checkbox"/> Stabilization Pond	1.5
<input type="checkbox"/> Other (Specify) _____	1.0

C. Multiply the factor listed next to the type of facility your community employs by the age of your facility to determine the total point value of Part 3:

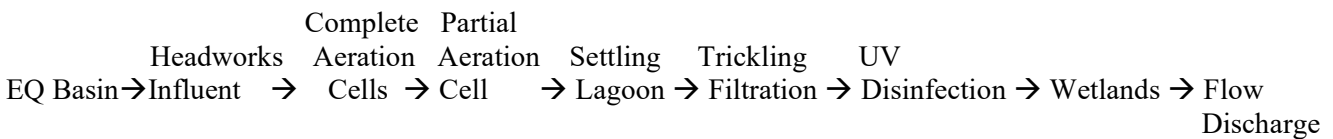
**TOTAL POINT VALUE FOR PART 3 = 2.0 x 3 =**  
**FACTOR AGE**

6

(max = 50)

Also enter this value or 50, which ever is less, on the point calculation table on page 16.

D. Please attach a schematic of the treatment plant.



**PART 4: OVERFLOWS AND BYPASSES**

- A. (1) List the number of times in the last year there was an overflow, bypass, or unpermitted discharge of untreated or incompletely treated wastewater due to heavy rain: 4  
 (Circle One) 0 = 0 points 1 = 5 points 2 = 10 points  
 3 = 15 points X4 = 30 points 5 or more = 50 points
- (2) List the number of bypasses, overflows, or unpermitted discharges shown in A (1) that were within the collection system and the number at the treatment plant.

Collection System 4 Treatment Plant 0

- B. (1) List the number of times in the last year there was a bypass or overflow of untreated or incompletely treated wastewater due to equipment failure, either at the treatment plant or due to pumping problems in the collection system: 11  
 (Circle One) 0 = 0 points 1 = 5 points 2 = 10 points  
 3 = 15 points 4 = 30 points X5 or more = 50 points
- (2) List the number of bypasses or overflows shown in B (1) that were within the collection system and the number at the treatment plant.

Collection System) 11 Treatment Plant 0

- C. Specify whether the bypasses came from the city or village sewer system or from contract or tributary communities/sanitary districts, etc.

There were no bypasses. All overflows from the City collection system

- D. Add the point values circled for A and B and place the total in the box below.

**TOTAL POINT VALUE FOR PART 4**

80

(max=100)

Also enter this value on the point calculation table on page 16.

- E. List the person responsible for reporting overflows, bypasses, or unpermitted discharges to State and Federal authorities:

Keith J. LaGrange, P.E.– Director of Public Works; Jacob Grady, Superintendent of Utilities

Describe the procedure for gathering, compiling, and reporting:

The operator reports problems, supervisor reviews problems then reporting to agencies. Incidents reports are completed on each overflow and submitted monthly with the NetDMR. In the event of a major overflow, LDEQ is notified by telephone within 24 hours of the overflow and a written follow-up within 7 days.

Facility Name

City of Mandeville-Hickory St.

**PART 5: SLUDGE STORAGE AND DISPOSAL SITES**

A. Sludge Storage

How many months of sludge storage capacity does your wastewater treatment facility have available, either on-site or off-site?

Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	<2	2	3	4 to 5	>6	months
points	50	30	20	10	0	Points

Write 0, 10, 20, 30, or 50 in the A point total box  A Point Total

B. For how many months does your facility have access to (and approval for) sufficient land disposal sites to provide proper land disposal?

Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	<2	6 to 11	12 to 23	24 to 35	>36	months
points	50	30	20	10	0	points

Write 0, 10, 20, 30, or 50 in the B point total box  B Point Total

C. Add together the A and B point values and place this sum in the box below at the right:

**TOTAL POINT VALUE FOR PART 5**  **(max=100)**

Also enter this value on the point calculation table on page 16.

**PART 6: NEW DEVELOPMENT**

A. Please provide the following information for the total of all sewer line extensions which were installed during the last year.

Design Population: 300 new homes (est with St. Tammany Parish)

Design Flow: 0.120 (est) MGD

Design BOD<sub>5</sub>: 200 (est) mg/l

B. Has an industry (or other development) moved into the community or expanded production in the past year, such that either flow or pollutant loadings to the sewerage system were significantly increased (5% or greater)?

(Circle One) NoX = 0 points Yes = 15 points

Describe: NONE

List any new pollutants: NONE NA

C. Is there any development (industrial, commercial, or residential) anticipated in the next 2-3 years, such that either flow or pollutant loadings to the sewerage system could significantly increase?

(Circle One) No = 0 points YesX = 15 points

Describe: New Residential Development-single and multi family housing. Commercial Zone annexation and agreement with St. Tammany Parish

List any new pollutants that you anticipate: sanitary waste

D. Add together the point value circled in B and C and place the sum in the blank below.

**TOTAL POINT VALUE FOR PART 6** 15 (max=30)

Also enter this value on the point calculation table on page 16.

Facility Name

City of Mandeville-Hickory St.

**PART 7: OPERATOR CERTIFICATION AND EDUCATION**

- A. What was the name of the operator-in-charge for the reporting year? Gerard Hopkins
- B. What is his/her certification number 37093 **Cert. #**
- C. What level of certification is the operator-in-charge required to have to operate the wastewater treatment plant? III **Level Required**
- D. What is the level of certification of the operator-in-charge? III **Level Certified**
- E. Was the operator-in-charge of the report year certified at least at the grade level required in order to operate this plant?  Check one box  X yes = 0 points  no = 50 points  
Write 0 or 50 in the E point total box  E Point Total
- F. Has the operator-in-charge maintained recertification requirements during the reporting year?  Check one box  X yes  no
- G. How many hours of continuing education has the operator-in-charge completed over the last two calendar years?  Check one box  X 12 hours or more = 0 points  Less than 12 hours = 50 points  
Write 0 or 50 in the G point total box  G Point Total
- H. Is there a written policy regarding continuing education and training for wastewater treatment plant employees?  Check one box  X yes  no

Explain:

Operator responsible for informing Superintendent of continuing needs

- I. What percentage of the continuing education expenses of the operator-in-charge were paid for:  
By the permittee? 100%  
By the operator? \_\_\_\_\_
- J. Add together the E and G point values and place this sum in the box below at the right:

**TOTAL POINT VALUE FOR PART 7**  **(max=100)**

Also enter this value on the point calculation table on page 16.

Facility Name

City of Mandeville-Hickory St.

## PART 8: FINANCIAL STATUS

- A. Are User-Charge Revenues sufficient to cover operation and maintenance expenses?  
✓ Check one box       X Yes       No    If no, how are O & M costs being financed?

Explain:

User fees cover O&M costs for the facility.

- B. What financial resources do you have available to pay for your wastewater improvements and reconstruction needs?

User Fees revenues, sewer impact fees and 1 % sales tax.



**PART 9: SUBJECTIVE EVALUATION**

A. Collection System Maintenance

1. Describe what sewer system maintenance work has been done in the last year.

Repair/replace and general maintenance of gravity lines and force main. Maintenance on aerators, Dredge Pond UV system, and cleaned trickling filter media. Repairs to effluent flow meters at the Outfall.

2. Describe what lift station work has been done in the last year.

General overhaul of a few lift stations in 2024. Repair pumps, wetwell improvements, repair floats, service/repair valves, SCADA, and review electrical controls.

3. What collection system improvements does the community have under consideration for the next 5 years?

I&I repairs based on smoke testing and camera work is on-going along with routine line inspection. Routine lift station repairs and upgrades.

B. If you have ponds, please answer the following questions:

- |  |   |
|--|---|
| 1. Do you have duckweed buildup in your ponds?                                     | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 2. Do you mow your dikes regularly (at least monthly), to the waters edge?         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Do you have bushes or trees growing on the dikes or in the ponds?               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Do you have excess sludge buildup (>1 foot) on the bottom of any of your ponds? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Do you exercise all of your valves?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Are your control manholes in good structural shape?                             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Do you maintain at least three feet of freeboard in all your ponds?             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Do you visit your pond system, at least weekly?                                 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Facility Name

City of Mandeville-Hickory St.

C. Treatment Plants

1. Have the influent and effluent flow meters been calibrated in the last year?  Yes  No

Influent flow meter calibration dates(s):

Effluent flow meter calibration date(s):

N/A	02/20/24
-----	----------

2. What problems, if any, have been experienced over the last year that have threatened treatment?

Power failures from storms, heavy rainfall, UV disinfection issues, and alternating wetland discharges.

3. Is your community presently involved in formal planning for treatment facility upgrading?

Yes

No If yes, describe:

The City continues to operate the plant and wetlands discharge. Mandeville is operating under the wetlands permit and currently discharges into two wetlands as per the LPDES permit. Aeration upgrades have been completed in conjunction with solids removal. Rock-reed filter maintenance is being considered. Effluent pumps have been replaced and Plant headworks upgrades/rehab. The city completed a trial run of alternative disinfection methods and intends to submit a WWTP disinfection design change in 2025 to help alleviate coliform violations.

D. Preventive Maintenance

1. Does your plant have a written plan for preventive maintenance on major equipment items?

X Yes       No    If yes, describe:

Written maintenance schedule with a card file system is used for PM. Engineers provided O&M manuals for new upgrade equipment.

2. Does this preventive maintenance program depict frequency of intervals, types of lubrication, and other preventive maintenance tasks necessary for each piece of equipment?  X Yes       No

3. Are these preventive maintenance tasks, as well as equipment problems, being recorded and filed so future maintenance problems can be assessed properly?       X Yes       No

E. Sewer Use Ordinance

1. Does your community have a sewer use ordinance that limits or prohibits the discharge of excessive conventional pollutants (BOD, TSS, or pH) or toxic substances to the sewer from industries, commercial users, and residences?

X Yes       No    If yes, describe:

City ordinance 17-89 covers discharges. An ordinance, including some non-domestic controls, is currently being considered

2. Has it been necessary to enforce?       X Yes       No    If yes, describe:

All grease trap requirements are enforced and dumping of marine sanitary discharges is controlled.

F. Any additional comments about your treatment plant or collection system? (Attach additional sheet if necessary.)

Mandeville has continued to review the non-domestic ordinance idea during 2024 and rehab the collection system and lift station as required.

Facility Name

City of Mandeville-Hickory St.

### POINT CALCULATION TABLE

Fill in the values from parts 1 through 7 in the columns below. Add the numbers in the left column to determine the point total that the wastewater system has generated for the previous year.

<b>Actual Values</b>	<b>Actual Values</b>	<b>Maximum</b>
Part 1: Influent Flow/Loadings	<u>    0    </u>	80 Points
Part 2: Effluent Quality/Plant Performance	<u>    0    </u>	100 Points
Part 3: Age of WWTT	<u>    6    </u>	50 Points
Part 4: Overflows and Bypasses	<u>   80   </u>	100 Points
Part 5: Ultimate Disposition of Sludge	<u>    0    </u>	100 Points
Part 6: New Development	<u>   15   </u>	30 Points
Part 7: Operator Certification Training	<u>    0    </u>	100 Points

**TOTAL POINTS**

101

**MWPP RESOLUTION**  
**CITY OF MANDEVILLE**

Resolved that City of Mandeville Administration and Council informs Louisiana Department of Environmental Quality that the following actions were taken by the Administration and Council for Mandeville  
\_\_\_\_\_ (governing body).

1. Reviewed the Municipal Water Pollution Prevention Environmental Audit Report which is attached to this resolution.
2. Set forth the following actions necessary to maintain permit requirements contained in the Louisiana Water Discharge Permit System (LPDES) number LA0038288.
  - a. Continue to provide certified operators for collection and operation by providing 16 hours of training per operator over the next year. This training will be conducted through off-site classes and with the assistance of CES, Inc.
  - b. The City will continue to video and smoke test to identify I&I problem areas.
  - c. Investigate City non-domestic user Ordinance during 2024, consider conducting a non-domestic user survey to identify system users.
  - d. The City will continue to work with its environmental consultant to increase monitoring of Ponds and maintain both wetland discharges as per the LPDES Permit project.
  - e. Monitor wetland discharges and ensure proper wetland loadings for permit compliance.
  - f. Continue maintenance to maintain rock-reed filtration efficiency.
  - g. Continue to supply and consider additional aeration to ensure proper influent treatment and proper biological reduction.
  - h. The City will ensure proper operation of the treatment system through on-going testing, monitoring influents and using the EQ Basin when necessary.
  - i. Continue to monitor and rehab all areas identified as “problem areas” of the collection system and investigate potential solutions to rainfall events causing collection system overflows.
  - j. Continue to upgrade collection system lift stations and investigate methods of minimizing power outages.
  - k. Comply with DEQ Lab certification requirements, QA/QC monitoring procedures and new electronic data submission requirements.
  - l. Investigate and implement alternative means of disinfection for discharge from wastewater treatment facility.

Passed by a majority/unanimous (circle one) vote of the \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_ (date).



# CURTIS ENVIRONMENTAL SERVICES, INC.

WATER/WASTEWATER TESTING – CONSULTING – OPERATION  
 BIOASSAY – OP CERT # 18-427 – LAB CERTIFICATION # 01984

185 BELLE TERRE BLVD.  
 SUITE D  
 LAPLACE, LA. 70068

PH: 985-653-0000  
 TF: 888-653-0008

FX: 985-653-0001  
 EM: [mike.curtis@curtislab.com](mailto:mike.curtis@curtislab.com)



02/18/2025

## 2024 MWPP ANNUAL AUDIT - PLANT SUMMARY BY YEARS. (Lower values are the best operation).

PLANT: CITY OF MANDEVILLE

	Actual Values							Max.
	2024	2023	2022	2021	2020	2019	2018	
Part 1: Influent Flow	0	0	0	0	0	0	0	100 Pts
Part 2: Effluent Flow	0	0	0	0	0	0	0	100 Pts
Part 3: Age of WWTT	6	4	2	24	22	20	18	50 Pts
Part 4: Overflows and Bypasses	80	50	100	100	100	55	50	100 Pts
Part 5: Disposition of Sludge	0	0	0	0	0	0	0	100 Pts
Part 6: New Development	15	15	15	15	15	15	15	30 Pts
Part 7: Operator Training	0	0	0	0	0	0	0	100 Pts
<b>TOTALS</b>	<b>101</b>	<b>69</b>	<b>117</b>	<b>139</b>	<b>137</b>	<b>95</b>	<b>83</b>	<b>560 Pts</b>

This MWPP summary is provided by CES, Inc. and shows a quick reference on Plant and Collection system performance over the past 7 years. This is only a summary of previous MWPP Audit information submitted to DEQ by the City Utility Department. A lower score is the most desirable value. **The overall score increased from last year due to the increase of plant Overflows and Bypasses . Overall, the treatment plant operated within the effluent permitted discharge limits for 2024.**

Sincerely:

David Curtis, P.E. – Operations Manager



# **LOUISIANA**

**MUNICIPAL WATER**

**POLLUTION PREVENTION**

**MWPP**



<b>Facility Name:</b>	<i>City of Mandeville</i>
<b>LWDPS Permit Number:</b>	
<b>NPDES Permit Number:</b>	<i>LA0038288</i>
<b>Address:</b>	<i>3101 Causeway Approach Mandeville La, La. 70448-3592</i>
<b>Parish:</b>	<i>St. Tammany Parish</i>
<b>(Person Completing Form) Name:</b>	<i>David Curtis, P.E.</i>
<b>Title:</b>	<i>Operations Manager - CES, Inc.</i>
<b>Date Completed:</b>	<i>02/10/2025</i>

## **Instructions to the Operator-in-Charge**

- 1. Complete only the sections of the Environmental Audit which apply to your wastewater treatment system. Leave sections that do not apply blank and enter a "0" for the point value.**
- 2. Parts 1 through 7 contain questions for which points may be generated. These points are intended to communicate to the department and the governing body or owner what actions will be necessary to prevent effluent violations. Place the point totals from parts 1 through 7 on the Point Calculation page.**
- 3. Add up the point totals.**
- 4. Submit the Environmental Audit to the governing body or owner for their review and approval.**
- 5. The governing body must pass a resolution which contains the following items:**
  - a. The resolution or letter must acknowledge the governing body or owner has reviewed the Environmental Audit.**
  - b. The resolution must indicate specific actions, if any, will be taken to maintain compliance and prevent effluent violations. Proposed actions should address the parts where maximum or close to maximum points were generated in the Environmental Audit.**
  - c. The resolution should provide any other information the governing body deems appropriate.**

**PART I: INFLUENT FLOW/LOADINGS**

**Part 1: Influent Flow/Loadings (All plants)**

A. List the average monthly volumetric flows and BOD loadings received at your facility during the last reporting year.

Col. 1 Average Monthly Flow (million gallons per day, MGD)	X	Col. 2 Average Monthly BOD <sub>5</sub> Concentration (mg/l)	X 8.34 =	Col. 3 Average Monthly BOD <sub>5</sub> Loading (pounds per day)
2.602	X	101	X 8.34 =	2192
0.709	X	104	X 8.34 =	615
1.965	X	123	X 8.34 =	2016
0.718	X	139	X 8.34 =	832
0.499	X	135	X 8.34 =	562
0.531	X	124	X 8.34 =	549
0.415	X	137	X 8.34 =	474
1.510	X	199	X 8.34 =	2506
2.379	X	125	X 8.34 =	2480
1.477	X	155	X 8.34 =	1909
1.749	X	159	X 8.34 =	2319
2.068	X	128	X 8.34 =	2208

BOD loading = Average Monthly Flow (in MGD) x Average Monthly BOD concentration (in mg/l) x 8.34.

B. List the design flow and design BOD loading for your facility in the blanks below. If you are not aware of these design quantities, refer to your Operation and Maintenance Manual (O & M) or contact your consulting engineer.

Design Flow, MGD	4.00	X 0.90 =	3.60
Design BOD, lb/day	6676		6008

Facility Name

City of Mandeville-Hickory St.

- C. How many months did the monthly flow (Col. 1) to the wastewater treatment plant (WWTP) exceed 90% of design flow?  
Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	0	0	0	0	5	5	5	5	5	5	5	5	points

Write 0 or 5 in the C point total box  C Point Total

- D. How many months did the monthly flow (Col. 1) to the WWTP exceed the design flow?  
Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	5	5	10	10	15	15	15	15	15	15	15	15	points

Write 0, 5, 10, or 15 in the D point total box  D Point Total

- E. How many months did the monthly BOD loading (Col. 3) to the WWTP exceed 90% of the design loading?  
Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	0	5	5	5	10	10	10	10	10	10	10	10	points

Write 0, 5, or 10 in the E point total box  E Point Total

- F. How many times did the monthly BOD loading (Col. 3) to the WWTP exceed the design loading?  
Circle the number of months and corresponding point total. Write the point total in the box below at the right.

\*

months	0	1	2	3	4	5	6	7	8	9	10	11	12	months
points	0	10	20	30	40	50	50	50	50	50	50	50	50	points

Write 0, 10, 20, 30, 40, or 50 in the F point total box  F Point Total

- G. Add together each point total for C through F and place this sum in the box below at the right.

**TOTAL POINT VALUE FOR PART 1**

**(max=80)**

Also enter this value on the point calculation table on page 16.

Facility Name

City of Mandeville-Hickory St.

**PART 2: EFFLUENT QUALITY/PLANT PERFORMANCE**

A. List the monthly average effluent BOD and TSS concentrations produced by your facility during the last reporting year.

Month	Column 1 Avg. Monthly BOD (mg/l)	Column 2 Avg. Monthly TSS (mg/l)
January	11	11
February	18	11
March	15	10
April	20	15
May	12	11
June	9	11
July	14	9
August	16	12
September	11	8
October	11	7
November	14	17
December	13	8

B. List the monthly average permit limits for your facility in the blanks below.

	Permit Limit		90% of Permit Limit
BOD, mg/l	30	X 0.90 =	27
TSS, mg/l	90	X 0.90 =	81

Facility Name

City of Mandeville-Hickory St.

C. Continuous Discharge to Surface Water

i. How many months did the effluent BOD concentration (Col. 1) exceed 90% of permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

	*														
months	0	1	2	3	4	5	6	7	8	9	10	11	12	months	
points	0	0	10	20	30	40	40	40	40	40	40	40	40	points	
													Write 0, 10, 20, 30 or 40 in the i point total box	<input type="text" value="0"/>	i Point Total

ii. How many months did the effluent BOD concentration (Col. 1) exceed permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

	*														
months	0	1	2	3	4	5	6	7	8	9	10	11	12	months	
points	0	5	5	10	10	10	10	10	10	10	10	10	10	points	
													Write 0, 5, or 10 in the ii point total box	<input type="text" value="0"/>	ii Point Total

iii. How many months did the effluent TSS concentration (Col. 2) exceed 90% of permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

	*														
months	0	1	2	3	4	5	6	7	8	9	10	11	12	months	
points	0	0	10	20	30	40	40	40	40	40	40	40	40	points	
													Write 0, 10, 20, 30, or 40 in the iii point total box	<input type="text" value="0"/>	iii Point Total

iv. How many months did the effluent TSS concentration (Col.2 ) exceed permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

	*														
months	0	1	2	3	4	5	6	7	8	9	10	11	12	months	
points	0	5	5	10	10	10	10	10	10	10	10	10	10	points	
													Write 0, 5, or 10 in the iv point total box	<input type="text" value="0"/>	iv Point Total

v. Add together each point total for i through iv and place this sum in the box below at the right.

**TOTAL POINT VALUE FOR PART 2**  **(max=100)**  
 Also enter this value on the point calculation table on page 16.

Facility Name

City of Mandeville-Hickory St.

D. Other Monitoring and Limits

i. At any time in the past year was there an exceedance of a permit limit for other pollutants such as: ammonia-nitrogen, phosphorus, pH, residual chlorine, or fecal coliform?

✓ Check one box       X Yes       No      If yes, please describe:

(5) Fecal WkGeo Mx Exceptions  
(2) Fecal MOGeo Noncompliance

ii. At any time in the past year was there a "failure" of a Biomonitoring (Whole Effluent Toxicity) test of the effluent?

✓ Check one box       Yes       X No      If yes, please describe:

NONE

iii. At any time in the past year was there an exceedance of a permit limit for a toxic substance?

✓ Check one box       Yes       X No      If yes, please describe:



Facility Name

City of Mandeville-Hickory St.

**PART 3: AGE OF THE WASTEWATER TREATMENT FACILITIES**

A. What year was the wastewater treatment plant constructed or last major expansion/improvements completed?  
2022

Current Year - (Answer to A) = Age in years

2024 - 2022 = 3 years

Enter Age in Part C below.

B. Check the type of treatment facility that is employed:

	Factor
<input type="checkbox"/> Mechanical Treatment Plant (Trickling filter, activated sludge, etc.) Specify Type <u>Activated Sludge</u>	2.5
<input checked="" type="checkbox"/> Aerated Lagoon	2.0
<input type="checkbox"/> Stabilization Pond	1.5
<input type="checkbox"/> Other (Specify) _____	1.0

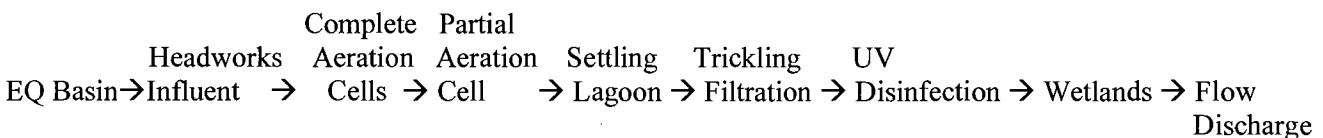
C. Multiply the factor listed next to the type of facility your community employs by the age of your facility to determine the total point value of Part 3:

**TOTAL POINT VALUE FOR PART 3 = 2.0 x 3 =**

<b>FACTOR</b>	<b>AGE</b>	6	<b>(max = 50)</b>
---------------	------------	---	-------------------

Also enter this value or 50, which ever is less, on the point calculation table on page 16.

D. Please attach a schematic of the treatment plant.



Facility Name

City of Mandeville-Hickory St.

**PART 4: OVERFLOWS AND BYPASSES**

- A. (1) List the number of times in the last year there was an overflow, bypass, or unpermitted discharge of untreated or incompletely treated wastewater due to heavy rain: 4  
 (Circle One) 0 = 0 points 1 = 5 points 2 = 10 points  
 3 = 15 points **X4 = 30 points** 5 or more = 50 points
- (2) List the number of bypasses, overflows, or unpermitted discharges shown in A (1) that were within the collection system and the number at the treatment plant.

Collection System 4 Treatment Plant 0

- B. (1) List the number of times in the last year there was a bypass or overflow of untreated or incompletely treated wastewater due to equipment failure, either at the treatment plant or due to pumping problems in the collection system: 11  
 (Circle One) 0 = 0 points 1 = 5 points 2 = 10 points  
 3 = 15 points 4 = 30 points **X5 or more = 50 points**
- (2) List the number of bypasses or overflows shown in B (1) that were within the collection system and the number at the treatment plant.

Collection System) 11 Treatment Plant 0

- C. Specify whether the bypasses came from the city or village sewer system or from contract or tributary communities/sanitary districts, etc.

There were no bypasses. All overflows from the City collection system

- D. Add the point values circled for A and B and place the total in the box below.

TOTAL POINT VALUE FOR PART 4

80

(max=100)

Also enter this value on the point calculation table on page 16.

- E. List the person responsible for reporting overflows, bypasses, or unpermitted discharges to State and Federal authorities:

Keith J. LaGrange, P.E.– Director of Public Works; Jacob Grady, Superintendent of Utilities

Describe the procedure for gathering, compiling, and reporting:

The operator reports problems, supervisor reviews problems then reporting to agencies. Incidents reports are completed on each overflow and submitted monthly with the NetDMR. In the event of a major overflow, LDEQ is notified by telephone within 24 hours of the overflow and a written follow-up within 7 days.

Facility Name

City of Mandeville-Hickory St.

**PART 5: SLUDGE STORAGE AND DISPOSAL SITES**

A. Sludge Storage

How many months of sludge storage capacity does your wastewater treatment facility have available, either on-site or off-site?

Circle the number of months and corresponding point total. Write the point total in the box below at the right.

					*	
months	<2	2	3	4 to 5	>6	months
points	50	30	20	10	0	Points

Write 0, 10, 20, 30, or 50 in the A point total box  A Point Total

B. For how many months does your facility have access to (and approval for) sufficient land disposal sites to provide proper land disposal?

Circle the number of months and corresponding point total. Write the point total in the box below at the right.

					*	
months	<2	6 to 11	12 to 23	24 to 35	>36	months
points	50	30	20	10	0	points

Write 0, 10, 20, 30, or 50 in the B point total box  B Point Total

C. Add together the A and B point values and place this sum in the box below at the right:

**TOTAL POINT VALUE FOR PART 5**  (max=100)

Also enter this value on the point calculation table on page 16.

Facility Name

City of Mandeville-Hickory St.

**PART 6: NEW DEVELOPMENT**

A. Please provide the following information for the total of all sewer line extensions which were installed during the last year.

Design Population: 300 new homes (est with St. Tammany Parish)

Design Flow: 0.120 (est) MGD

Design BOD<sub>5</sub>: 200 (est) mg/l

B. Has an industry (or other development) moved into the community or expanded production in the past year, such that either flow or pollutant loadings to the sewerage system were significantly increased (5% or greater)?

(Circle One)

NoX = 0 points

Yes = 15 points

Describe: NONE

List any new pollutants: NONE NA

C. Is there any development (industrial, commercial, or residential) anticipated in the next 2-3 years, such that either flow or pollutant loadings to the sewerage system could significantly increase?

(Circle One)

No = 0 points

YesX = 15 points

Describe: New Residential Development-single and multi family housing. Commercial Zone annexation and agreement with St. Tammany Parish

List any new pollutants that you anticipate: sanitary waste

D. Add together the point value circled in B and C and place the sum in the blank below.

**TOTAL POINT VALUE FOR PART 6** 15 (max=30)

Also enter this value on the point calculation table on page 16.

Facility Name

City of Mandeville-Hickory St.

**PART 7: OPERATOR CERTIFICATION AND EDUCATION**

- A. What was the name of the operator-in-charge for the reporting year? Gerard Hopkins
- B. What is his/her certification number 37093 Cert. #
- C. What level of certification is the operator-in-charge required to have to operate the wastewater treatment plant? III Level Required
- D. What is the level of certification of the operator-in-charge? III Level Certified
- E. Was the operator-in-charge of the report year certified at least at the grade level required in order to operate this plant?  Check one box  X yes = 0 points  no = 50 points  
Write 0 or 50 in the E point total box  E Point Total
- F. Has the operator-in-charge maintained recertification requirements during the reporting year?  Check one box  X yes  no
- G. How many hours of continuing education has the operator-in-charge completed over the last two calendar years?  Check one box  X 12 hours or more = 0 points  Less than 12 hours = 50 points  
Write 0 or 50 in the G point total box  G Point Total
- H. Is there a written policy regarding continuing education and training for wastewater treatment plant employees?  Check one box  X yes  no

Explain:

Operator responsible for informing Superintendent of continuing needs

- I. What percentage of the continuing education expenses of the operator-in-charge were paid for:  
By the permittee? 100%  
By the operator? \_\_\_\_\_
- J. Add together the E and G point values and place this sum in the box below at the right:

**TOTAL POINT VALUE FOR PART 7**  (max=100)

Also enter this value on the point calculation table on page 16.

Facility Name

City of Mandeville-Hickory St.

**PART 8: FINANCIAL STATUS**

- A. Are User-Charge Revenues sufficient to cover operation and maintenance expenses?  
✓ Check one box     Yes     No    If no, how are O & M costs being financed?

Explain:

User fees cover O&M costs for the facility.

- B. What financial resources do you have available to pay for your wastewater improvements and reconstruction needs?

User Fees revenues, sewer impact fees and 1 % sales tax.

**PART 9: SUBJECTIVE EVALUATION**

A. Collection System Maintenance

1. Describe what sewer system maintenance work has been done in the last year.

Repair/replace and general maintenance of gravity lines and force main. Maintenance on aerators, Dredge Pond UV system, and cleaned trickling filter media. Repairs to effluent flow meters at the Outfall.

2. Describe what lift station work has been done in the last year.

General overhaul of a few lift stations in 2024. Repair pumps, wetwell improvements, repair floats, service/repair valves, SCADA, and review electrical controls.

3. What collection system improvements does the community have under consideration for the next 5 years?

I&I repairs based on smoke testing and camera work is on-going along with routine line inspection. Routine lift station repairs and upgrades.

B. If you have ponds, please answer the following questions:

- |  |   |
|--|---|
| 1. Do you have duckweed buildup in your ponds?                                     | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 2. Do you mow your dikes regularly (at least monthly), to the waters edge?         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Do you have bushes or trees growing on the dikes or in the ponds?               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Do you have excess sludge buildup (>1 foot) on the bottom of any of your ponds? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Do you exercise all of your valves?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Are your control manholes in good structural shape?                             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Do you maintain at least three feet of freeboard in all your ponds?             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Do you visit your pond system, at least weekly?                                 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Facility Name

City of Mandeville-Hickory St.

C. Treatment Plants

1. Have the influent and effluent flow meters been calibrated in the last year?  Yes  No

Influent flow meter calibration date(s):

Effluent flow meter calibration date(s):

N/A	02/20/24
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2. What problems, if any, have been experienced over the last year that have threatened treatment?

Power failures from storms, heavy rainfall, UV disinfection issues, and alternating wetland discharges.

3. Is your community presently involved in formal planning for treatment facility upgrading?

Yes  No If yes, describe:

The City continues to operate the plant and wetlands discharge. Mandeville is operating under the wetlands permit and currently discharges into two wetlands as per the LPDES permit. Aeration upgrades have been completed in conjunction with solids removal. Rock-reed filter maintenance is being considered. Effluent pumps have been replaced and Plant headworks upgrades/rehab. The city completed a trial run of alternative disinfection methods and intends to submit a WWTP disinfection design change in 2025 to help alleviate coliform violations.



Facility Name

City of Mandeville-Hickory St.

D. Preventive Maintenance

1. Does your plant have a written plan for preventive maintenance on major equipment items?

X Yes       No    If yes, describe:

Written maintenance schedule with a card file system is used for PM. Engineers provided O&M manuals for new upgrade equipment.

2. Does this preventive maintenance program depict frequency of intervals, types of lubrication, and other preventive maintenance tasks necessary for each piece of equipment?  X Yes       No

3. Are these preventive maintenance tasks, as well as equipment problems, being recorded and filed so future maintenance problems can be assessed properly?  X Yes       No

E. Sewer Use Ordinance

1. Does your community have a sewer use ordinance that limits or prohibits the discharge of excessive conventional pollutants (BOD, TSS, or pH) or toxic substances to the sewer from industries, commercial users, and residences?

X Yes       No    If yes, describe:

City ordinance 17-89 covers discharges. An ordinance, including some non-domestic controls, is currently being considered

2. Has it been necessary to enforce?  X Yes       No    If yes, describe:

All grease trap requirements are enforced and dumping of marine sanitary discharges is controlled.

F. Any additional comments about your treatment plant or collection system? (Attach additional sheet if necessary.)

Mandeville has continued to review the non-domestic ordinance idea during 2024 and rehab the collection system and lift station as required.

Facility Name

City of Mandeville-Hickory St.

### POINT CALCULATION TABLE

Fill in the values from parts 1 through 7 in the columns below. Add the numbers in the left column to determine the point total that the wastewater system has generated for the previous year.

Actual Values	Actual Values	Maximum
Part 1: Influent Flow/Loadings	<u>0</u>	80 Points
Part 2: Effluent Quality/Plant Performance	<u>0</u>	100 Points
Part 3: Age of WWTT	<u>6</u>	50 Points
Part 4: Overflows and Bypasses	<u>80</u>	100 Points
Part 5: Ultimate Disposition of Sludge	<u>0</u>	100 Points
Part 6: New Development	<u>15</u>	30 Points
Part 7: Operator Certification Training	<u>0</u>	100 Points

TOTAL POINTS

101

**MWPP RESOLUTION  
CITY OF MANDEVILLE**

Resolved that City of Mandeville Administration and Council informs Louisiana Department of Environmental Quality that the following actions were taken by the Administration and Council for Mandeville  
\_\_\_\_\_ (governing body).

1. Reviewed the Municipal Water Pollution Prevention Environmental Audit Report which is attached to this resolution.
2. Set forth the following actions necessary to maintain permit requirements contained in the Louisiana Water Discharge Permit System (LPDES) number LA0038288.
  - a. Continue to provide certified operators for collection and operation by providing 16 hours of training per operator over the next year. This training will be conducted through off-site classes and with the assistance of CES, Inc.
  - b. The City will continue to video and smoke test to identify I&I problem areas.
  - c. Investigate City non-domestic user Ordinance during 2024, consider conducting a non-domestic user survey to identify system users.
  - d. The City will continue to work with its environmental consultant to increase monitoring of Ponds and maintain both wetland discharges as per the LPDES Permit project.
  - e. Monitor wetland discharges and ensure proper wetland loadings for permit compliance.
  - f. Continue maintenance to maintain rock-reed filtration efficiency.
  - g. Continue to supply and consider additional aeration to ensure proper influent treatment and proper biological reduction.
  - h. The City will ensure proper operation of the treatment system through on-going testing, monitoring influents and using the EQ Basin when necessary.
  - i. Continue to monitor and rehab all areas identified as “problem areas” of the collection system and investigate potential solutions to rainfall events causing collection system overflows.
  - j. Continue to upgrade collection system lift stations and investigate methods of minimizing power outages.
  - k. Comply with DEQ Lab certification requirements, QA/QC monitoring procedures and new electronic data submission requirements.
  - l. Investigate and implement alternative means of disinfection for discharge from wastewater treatment facility.

Passed by a majority/unanimous (circle one) vote of the \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_ (date).

**RES 25-06**

**THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER \_\_\_\_\_; MOTIONED TO ADOPT BY COUNCIL MEMBER \_\_\_\_\_ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_**

**RESOLUTION NO. 25-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MANDEVILLE AND NEEL- SCHAFFER, INC. FOR THE MANDEVILLE LAKEFRONT WETLANDS RESTORATION PROJECT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the City desires to amend the Professional Services Agreement with Neel-Schaffer, Inc. (“Consultant”), through which Consultant provides professional engineering services to the City for the Mandeville Lakefront Wetlands Restoration Project and has been in effect since April 14, 2021; and

**WHEREAS**, the City has decided modify the plans and specifications to add a rip rap cap, update the geotechnical settlement analysis and slope stability analysis report, adjust the berm structure top elevation, update the hydraulic report, revise the permitting documents and all procedures included in permitting, assist the City in obtaining funds and include the Galvez Diversion Channel excavation and marsh creation scope of work as a bid alternate; and

**WHEREAS**, these additions requested by the City require the Consultant’s professional service fees to be adjusted in the amount of \$18,281.00; and

**WHEREAS**, in response to the City’s request, the Consultant submitted a supplemental proposal to provide additional survey, design, and bidding services for the Lakefront Wetlands Restoration Project; and

**WHEREAS**, the City and the Consultant now desire to further amend the Agreement to add one year to the end of the previous expiration date of April 14, 2025 to allow the needed professional services; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to execute Amendment No. 4 to the Professional Services Agreement with Neel-Schaffer, Inc. to address the added requests and add one year to the contract term for the Lakefront Wetlands Restoration Project.

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 \_\_\_\_\_, 2025.

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Alicia Watts  
Clerk of Council

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Scott Discon  
Council Chairman

**AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT**  
**BETWEEN**  
**THE CITY OF MANDEVILLE**  
**AND**  
**NEEL-SCHAFFER, INC.**  
**MANDEVILLE LAKEFRONT WETLANDS**  
**RESETORATION PROJECT**

**THIS FOURTH AMENDMENT** (the “**Amendment**”) is entered into by and between the City of Mandeville, represented by Clay Madden, Mayor (the “**City**”), and Neel-Schaffer, Inc., represented by William D. Lancaster, P.E., Agent/Officer (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 April 14, 2021 (the “**Agreement**”) to update plans and specifications and perform bidding, construction administration, and inspection services to restore the wetlands at the Galvez Outfall and construct a pedestrian path between Lakeshore Drive and Sunset Point Park as specified by the Department of Public Works;

**WHEREAS**, in response to the City’s request, the Consultant submitted a supplemental proposal dated June 29, 2021 (the “**Consultant’s Proposal**”), and the City accepted the Consultant’s Proposal, to provide additional topographical survey and basic design services for the Lakefront Wetlands Restoration Project (the “**Project**”) to extend the planned bike path on the top surface of the berm from the western seawall on Lakeshore Drive to the nearest multi-use/pedestrian path (approximately 1000’) and to add lighting to the path from Sunset Point to Lakeshore Drive), and the City accepted the Consultant’s Proposal; and

**WHEREAS**, Amendment No. 1 with an execution date of August 20, 2021 amended the original Agreement for the Consultant to perform additional topographical survey and basic design services associated with a change in project scope to extend the planned pathway on the top surface of the berm from the western seawall on Lakeshore Drive to the nearest multi-use/pedestrian path (approximately 1000’) and to add lighting to the path from Sunset Point to Lakeshore Drive; and

**WHEREAS**, Amendment No. 1 further modified the Consultant’s fee schedule and increased the maximum aggregate payable amount by the City to provide the aforementioned additional

professional services from \$333,904.00 to the revised not to exceed amount of \$369,391.00 based on the Consultant's letter proposal dated June 29, 2021;

**WHEREAS**, Amendment No. 2 with an execution date of January 12, 2023 amended the Agreement for the Consultant to revise the project's contract documents (plans and specifications) for the removal of the pathway along Lakeshore Drive and the pathway and associated lighting on the berm with no adjustment in Consultant's professional services fee; and

**WHEREAS**, the Original Agreement had a duration of (2) years from the Effective Date of April 14, 2021, that was then extended by Amendment No. 2 for (1) additional year from the original contract expiration date of April 14, 2023, to a new expiration date of April 14, 2024; and

**WHEREAS**, Amendment No. 3 with an execution date of May 13, 2024 amended the Consultants original contract expiration date one (1) additional year from April 14, 2024 to April 14, 2025; and

**WHEREAS**, the City and the Consultant now desire to further amend the Agreement to add additional professional services for the Lakefront Wetlands Restoration Project and to adjust compensation accordingly;

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

A. **SERVICES:** The Consultant's Scope of Work and associated professional services are being amended as follows based on the direction received from the City for the **Lakefront Wetlands Restoration Project:**

1. Changing the berm structure elevation from average +8.5 NAVD88 to +6.0 NAVD88 (Construct to +7.5 NAVD88 estimating 1.5 feet of settlement).
2. Deleting the bridge at Sunset Point Park and along Lakeshore Drive
3. Updating the geotechnical settlement and slope stability for the berm structure.
4. Modeling the reconfigured project to ensure the revised design does not impact flood elevations and updating the June 2019 modeling report to reflect new results and exhibits.
5. Revising and updating permit documents for agency approval.
6. Preparing and presenting the revised Plans and Specifications for approval to the City of Mandeville Planning and Zoning commission as well as approval of the City Council.
7. Reducing Resident Inspection (RI) to reflect the revised design. The RI



- budget is now based on 510 hours of inspection at \$100 per hour.
8. Assist City in Application for CPRA’s Parish Matching Program for FY2025 RFP.
  9. Reduction in the material testing budget from \$20,000 to \$10,000 to reflect the removal of the bridge and pathway on the berm.
  10. Inclusion of the following bid alternates:
    - a. Base Bid – Earthen berm with rip rap protection. No restrictions on trucking or barging.
    - b. Alternate No. 1 – Channel Excavation & Marsh creation on both sides of the channel.

**B. COMPENSATION:**

1. **Fees Added for Lakefront Wetlands Restoration Project.** The following professional design services and other supplemental services fees are being adjusted in accordance with the Consultant’s proposal dated February 24, 2025:

Revisions to Basic Services (Lump Sum)	
Design revisions berm, marsh, and hydraulic modeling	\$ 55,605
CPRA Parish Matching Program Application	\$ 5,220
Geotechnical Services	\$ 7,293
<u>Permitting</u>	<u>\$ 1,643</u>
Subtotal	\$ 69,761
Reductions to Additional Services (Time and Materials)	
Construction Testing Budget (Was \$20,000)	\$ (10,000)
<u>Resident Inspection Budget (Was \$92,480)</u>	<u>\$ (41,480)</u>
Subtotal	\$ (51,480)
Total Net Fee Adjustment	\$18,281.00

2. **Maximum Amount.** The total maximum aggregate amount payable by the City for all services performed under this Agreement will be increased by **\$18,281.00** from **\$369,391.00** to the revised not to exceed amount of **\$387,672.00**. 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 Amendment No. 3 extended contract date (04/14/2025) to a new date of 04/14/2026 for the Consultant to be able to continue providing the necessary

design and construction administration & closeout services.

**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 \_\_\_\_\_, 2025.

**NEEL-SCHAFFER, INC.**

**BY:** \_\_\_\_\_  
**WILLIAM D. LANCASTER, VICE-PRESIDENT**  
**CORPORATE TAX I.D.** \_\_\_\_\_



February 24, 2025

Honorable Clay Madden  
Mayor  
City of Mandeville  
3101 E. Causeway Approach  
Mandeville, LA 70448

**Re: AMENDMENT NO. 4 - SCOPE OF WORK AND FEE ESTIMATE  
MANDEVILLE LAKEFRONT WETLANDS RESTORATION**

Dear Mayor Madden,

Neel-Schaffer, Inc. (NSI) is pleased to submit this proposal for your consideration for the revisions to the above-referenced project. This proposal includes a scope of work and fee for revising the project's plan & specifications based on the direction received from the City Council and Administration.

NSI will revise the March 2022 Plans and Specifications per the direction from the Administration and City Council provided at the September 14, 2023, Council Meeting and direction received by email from David LeBreton on October 8, 2024. The revisions included in this Amendment Number Four are summarized below.

- Changing the berm structure elevation from average +8.5 NAVD88 to +6.0 NAVD88 (Construct to +7.5 NAVD88 estimating 1.5 feet of settlement).
- Deleting the bridge at Sunset Point Park and along Lakeshore Drive
- Updating the geotechnical settlement and slope stability for the berm structure.
- Modeling the reconfigured project to ensure the revised design does not impact flood elevations and updating the June 2019 modeling report to reflect new results and exhibits.
- Revising and updating permit documents for agency approval.
- Preparing and presenting the revised Plans and Specifications for approval to the City of Mandeville Planning and Zoning commission as well as approval of the City Council.
- Reducing Resident Inspection (RI) to reflect the revised design. The RI budget is now based on 510 hours of inspection at \$100 per hour.
- Assist City in Application for CPRA's Parish Matching Program for FY2025 RFP.
- Reduction in the material testing budget from \$20,000 to \$10,000 to reflect the removal of the bridge and pathway on the berm.
- Inclusion of the following bid alternates:
  - Base Bid – Earthen berm with rip rap protection. No restrictions on trucking or barging.
  - Alternate No. 1 – Channel Excavation & Marsh creation on both sides of the channel.



The following is a summary for the costs of amendment number 4 and described above. A detailed fee estimate is provided as **Exhibit A**.

<b>Revisions to Basic Services (Lump Sum)</b>	
Design revisions berm, marsh, and hydraulic modeling	\$ 55,605
CPRA Parish Matching Program Application	\$ 5,220
Geotechnical Services	\$ 7,293
Permitting	\$ 1,643
<hr/>	
Subtotal	\$ 69,761
<b>Reductions to Additional Services (Time and Materials)</b>	
Construction Testing Budget (Was \$20,000)	\$ (10,000)
<u>Resident Inspection Budget (Was \$92,480)</u>	<u>\$ (41,480)</u>
Subtotal	\$ (51,480)
<b>Total Net Fee Adjustment</b>	<b>\$18,281.00</b>
<b>Total Revised Contract Fee</b>	<b>\$ 387,672.00</b>

We appreciate the continued opportunity to work with the City of Mandeville on this project. Should you have any questions or if we may be of further service to you in any way, please do not hesitate to call us at 985-674-9820.

Sincerely,  
NEEL-SCHAFFER, INC.



William D. Lancaster, P.E.  
Vice President, Engineer Manager

Enclosure: Exhibit A – Fee Estimate

cc: Buster Lyons, Digital Engineering & Imaging, Inc.

**EXHIBIT A**  
**Fee Estimate Summary**

<b>Item</b>	<b>Item Description</b>	<b>Original Budget</b>	<b>Amendment 1</b>	<b>Amendment 2</b>	<b>Proposed Amendment 4</b>	<b>Proposed Contract Amount</b>
Phase 1	Survey Data Collection Services	\$ 13,475.00	\$ 7,150.00	\$ -	\$ -	\$ 20,625.00
Phase 2	Project Preliminary Design	\$ 22,610.00	\$ 16,152.09	\$ -	\$ -	\$ 38,762.09
Phase 3	Environmental	\$ -	\$ -	\$ -	\$ -	\$ -
Phase 4 a	Final Design	\$ 15,215.00	\$ 10,768.06	\$ 18,085.00	\$ 60,825.00	\$ 104,893.06
Phase 4 b	Bid and Award	\$ 12,195.00	\$ 1,416.85	\$ (1,416.85)	\$ -	\$ 12,195.00
Phase 5 a&b	Construction Administration	\$ 97,150.00	\$ -	\$ (11,228.15)	\$ -	\$ 85,921.85
Phase 6	Construction Inspection	\$ 97,920.00	\$ -	\$ (5,440.00)	\$ (41,480.00)	\$ 51,000.00
SS-Geo	Geotechnical Services	\$ 42,325.00	\$ -	\$ -	\$ 7,293.00	\$ 49,618.00
SS-Permit	Permitting Efforts	\$ 10,000.00	\$ -	\$ -	\$ 1,643.00	\$ 11,643.00
SS-LWI	LWI Application	\$ 3,014.00	\$ -	\$ -	\$ -	\$ 3,014.00
SS-Testing	Construction Material Testing	\$ 20,000.00	\$ -	\$ -	\$ (10,000.00)	\$ 10,000.00
	Subtotal for Amendment	\$ -	\$ 35,487.00	\$ -	\$ 18,281.00	-
	Total Contract Value	\$ 333,904.00	\$ 369,391.00	\$ 369,391.00	\$ 387,672.00	\$ 387,672.00

Amendment Number 3 was a time extension

City of Mandeville Wetlands Restoration: Amendment Number 4		Labor Costs	Direct Expenses/ Subconsultants	Principal / Eng. Manager / Survey Manager	Sr. PM / Professional III	PM / Professional II	Professional Eng. I	Professional Intern	Sr. Cert. Eng. Tech.	CAD Tech III / Inspector III / Surveyor III	CAD Tech II / Inspector II / Surveyor II	CAD Tech I / Inspector I / Surveyor I	Administrative / Clerical II	Expenses
WBS	Work Description	Hourly Rates (\$)	Totals	195.00	175.00	140.00	125.00	105.00	140.00	100.00	85.00	68.00	80.00	100%
4.0A	<b>Design Revisions - Amendment #4</b>	\$ 55,605.00	\$ -	25	58	58	102	10	0	20	180	0	17	0
	Charges up to August 30, 2024 Above Amendment #2 Limit	\$ 11,525.00	\$ -	9	8						90		9	\$ -
	Update of Project Features reflecting Design Changes from COM	\$ 10,250.00	\$ -	10	4		20				60			\$ -
	Update of Specifications reflecting Design Changes from COM	\$ 7,220.00	\$ -	2	8	12	30							\$ -
	Update of Engineer's Estimate of Probable Costs	\$ 2,290.00	\$ -	2	2		4	10						\$ -
	Revise previous hydraulic modeling based on new design	\$ 14,590.00	\$ -		22	32	32			16	4		4	\$ -
	Revise previously issued hydraulic report to reflect updated conditions from new design	\$ 4,095.00	\$ -	1	6	8	8			4	2		2	\$ -
	Submit P&S for Review and Address Owner Comments	\$ 4,935.00	\$ -	1	4	6	8				24		2	\$ -
	Presentations to Stakeholders and City Council	\$ 700.00	\$ -		4									\$ -
4.0A	<b>CPRA Parish Matching Program Application</b>	\$ 5,220.00	\$ -	4	12	0	8	0	0	0	12	0	4	\$ -
	Proposal	\$ 5,220.00	\$ -	4	12		8				12		4	\$ -
		\$ -	\$ -											\$ -
		\$ -	\$ -											\$ -
		\$ -	\$ -											\$ -
		\$ -	\$ -											\$ -
6.0	<b>Resident Inspection</b>	\$ (41,480.00)	\$ -											\$ -
	Resident Inspector Reduction	\$ (41,480.00)	\$ -											\$ -
	<b>Supplemental Services</b>	\$ (1,064.00)	\$ -	0	9	0	0	0	0	0	0	1	0	\$ -
	<b>Geotechnical Investigation</b>	\$ 7,293.00	\$ -											\$ -
	Geotechnical Settlement Analysis - APS Engineering & Testing	\$ 6,630.00	\$ -											\$ -
	QA/QC / Review of Deliverables and Management (10% of Subconsultant Fee)	\$ 663.00	\$ -											\$ -
	<b>Permit Revisions</b>	\$ 1,643.00	\$ -	0	9.0	0	0	0	0	0	0	1	0	0
	Charges up to August 30, 2024 Above Amendment #2 Limit	\$ 1,643.00	\$ -		9.0							1		\$ -
	<b>Construction Testing</b>	\$ (10,000.00)	\$ -											\$ -
	Construction Material Testing Budget (T&M)-Reduction	\$ (10,000.00)	\$ -											\$ -
<b>Summary</b>														
4.0A	Design Revisions - Amendment #4	\$ 55,605.00	\$ -	25	58	58	102	10	0	20	180	0	17	\$ -
4.0A	CPRA Parish Matching Program Application	\$ 5,220.00	\$ -	4	12	0	8	0	0	0	12	0	4	\$ -
6.0	Resident Inspection	\$ (41,480.00)	\$ -	Budget Reduction										
0.0	Supplemental Services	\$ (1,064.00)	\$ -	0	9	0	0	0	0	0	0	1	0	\$ -
<b>TOTALS</b>		\$ 18,281.00	\$ -	29	79	58	110	10	0	20	192	1	21	\$ -

**RES 25-07**



***THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER DISCON AND COUNCIL MEMBER ZUCKERMAN; MOTIONED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_, SECONDED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_.***

**RESOLUTION 25-07**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE EXPRESSING SUPPORT FOR THE RENEWAL OF, AND PARTIAL REDEDICATION OF PROCEEDS FROM, THE 2% SALES TAX OF SALES TAX DISTRICT NO. 3 OF THE PARISH OF ST. TAMMANY, STATE OF LOUISIANA**

WHEREAS, since 1986, Sales Tax District No. of the Parish of St. Tammany, State of Louisiana, has levied a 2% sales tax within the bounds of the District; and

WHEREAS, since the last renewal of that tax in 2006, the proceeds of same have been used exclusively for roads, streets, bridges, and drainage improvements that benefit the District; and

WHEREAS, St. Tammany Parish enjoys the reputation of being a tight-knit and safe community that supports its various branches of law enforcement; and

WHEREAS, in order for the Parish to meet its state mandated funding obligations to certain entities in the Parish that fulfill essential law enforcement functions, the Parish, through the District, will propose at a March 29, 2025 election to: (i) renew the long-standing District sales tax; and (ii) rededicate a portion of same to help fund said entities; and

WHEREAS, this renewal and rededication proposition appears both reasonable and necessary; and

WHEREAS, the proposition, if passed, will not result in new taxes, only a renewal and partial rededication of an existing tax; and

WHEREAS, should the proposition fail, the Parish will likely be unable to meet its law enforcement related funding obligations, and affected entities may be forced to reduce staff and/ or cut operations, thereby jeopardizing public safety in St. Tammany Parish.

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Mandeville, that it does, in the interest of public safety, hereby express support for the upcoming proposition of Sales Tax District No.3 of the Parish of St. Tammany, State of Louisiana to: (i) renew it's long standing sales tax and (ii)

rededicate a portion of same to meet Parish funding obligations to certain law enforcement related entities in the Parish.

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 \_\_\_\_\_, 2025.

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Alicia Watts  
Clerk of Council

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Scott Discon  
Council Chairman