



## INTEROFFICE MEMO

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**TO:** Kristine Scherer  
Kathleen Sides

**FROM:** Alia Casborné

**DATE:** September 18, 2023

**SUBJECT:** Special Events Application Recommendations

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

**Mandeville Elementary School – Adventure Fest/Fun Run**

*Applicant: Brittany Rouse*

Date/Time: Saturday, October 28, 2023; 8:45 a.m. - 2:00 p.m.

Rain Date: N/A

Location: 519 Massena Street

***Approval Requests:***

- Route approval for Fun Run

***Contingencies:***

- Route Approval

**Attachments**

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 Mandeville Elementary School PTA  
 Name of Authorized Representative Brittany Rouse Non-Profit/Tax-Exempt # 237177732  
 Mailing Address 519 Massena St  
 City Mandeville State LA Zip 70448  
 Applicant Phone # 985-231-8572 Alt. Phone # \_\_\_\_\_  
 E-Mail mespta2ndvp@gmail.com Application Fee Paid?  YES  NO

Name of Event: Adventure Fest / Fun Run  
 Date(s) of Event: Day Saturday Date 10/28 2023 Time 8:45 am - 2:00 pm Rain Dates(s) \_\_\_\_\_  
 Event Location: Mandeville Elementary School  
 Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: \_\_\_\_\_  
 Description/Purpose of Event Fall Fest Fundraiser Estimated Attendance 300

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

1	Are patron admission, entry or participant fees charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input 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
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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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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 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: Brittany Rouse

Printed Name: Brittany Rouse

Organization Represented: Mandeville Elementary School PTA

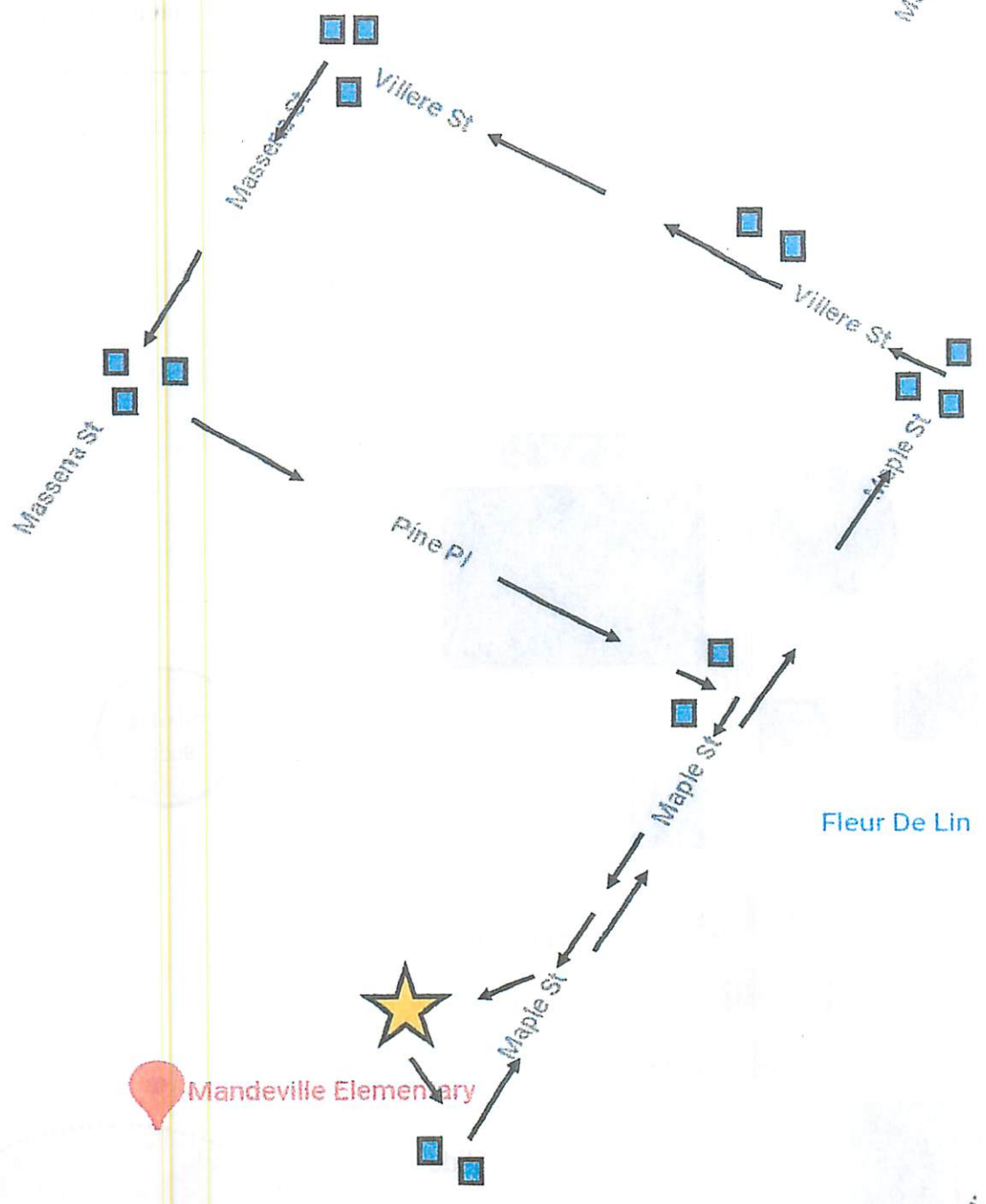
Office Held Fundraising VP Date 08/30/2023

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.

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Mag



Mandeville Elementary

Google

Fleur De Lin

Mar



Where the Fun Run begins



Locations Volunteers will be stationed.

Fun Run Beginning & End

Entrance

Maple Street

Shed

Cake Walk

Silent Auction Tables

Photo Booth

DJ

Jail

Dunking Booth

Swings

60 Ft. Bounce House

Maple Street

Picnic

Picnic

Small Playground

Picnic

Picnic

Picnic

Picnic

Slide

Food Served from snack Kitchen

Large Playground

Family Games

Maple Street

Bridge

Shed

Monroe Street

Monroe Street

Monroe Street



DIGITAL ENGINEERING & IMAGING, INC.

September 18, 2023

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

Re: 2021 Sewer and Water Maintenance Contract  
City Project No. 211.21.003 & 212.21.003  
Maintenance Contract Extension

Dear Mr. LaGrange,

It is our opinion that the current Maintenance Contractor for the above referenced project, Subterranean Construction, LLC, continue holding the 2021 Sewer and Water Maintenance Contract and extend the contract period for an additional year in lieu of re-advertisement. With the rising costs of construction materials, the existing pricing is favorable to the City. The contractor has agreed to hold his existing pricing.

Since the contract's inception, there have been four task orders issued with a total Not to Exceed amount of \$1,652,000 out of the \$2,000,000.00 maximum contract aggregate limit. Therefore, this change order also increases the total maximum contract aggregate limit by an additional \$1,000,000, for a total maximum contract aggregate of \$3,000,000.

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

Sincerely,

DIGITAL ENGINEERING AND IMAGING, INC.

A handwritten signature in blue ink, appearing to read 'D. LeBreton, Jr.' with a stylized flourish at the end.

David G. LeBreton, Jr., P.E., PTOE, PTP  
Vice President

Attachments: Change Order #2

**SECTION 00650  
CHANGE ORDER**

**No. 2**

Date of Issuance: 08/25/2023 Effective Date: \_\_\_\_\_

Owner: City of Mandeville	Owner's Contract No.: 211.21.003 & 212.21.003
Contract: 2021 Sewer and Water Maintenance Contract	Date of Contract: 08/25/2021
Contractor: Subterranean Construction, LLC	Engineer's Project No.: 576-2003.02

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

Description: Extend contract duration 1 year until 08/25/2024 and addition of \$1,000,000.00 to maximum contract aggregate amount.

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

Transmittal Approval Letter

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Aggregate Limit:

Original Contract Times: **1 calendar year**

**\$2,000,000.00**

Increase from previously approved Change Orders: N/A

Increase from previously approved Change Orders: **1 additional calendar year**

Contract Price prior to this Change Order:

Contract Time prior to this Change Order: **2 calendar years**

**\$2,000,000.00**

Increase of this Change Order:

Increase of this Change Order: **1 additional calendar year**

**\$1,000,000.00**

Contract Price incorporating this Change Order:

Contract Times with all approved Change Orders:  
**3 calendar years**

**\$3,000,000.00**

**RECOMMENDED:**

**ACCEPTED:**

**ACCEPTED:**

By: \_\_\_\_\_  
Engineer (Authorized Signature)

By: \_\_\_\_\_  
Owner (Authorized Signature)

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Funding Agency (if applicable):

Date: \_\_\_\_\_

**THE FOLLOWING RESOLUTION WAS INTRODUCED BY CITY COUNCIL MEMBER \_\_\_\_\_; AND SECONDED FOR INTRODUCTION BY COUNCIL MEMBER \_\_\_\_\_**

**Resolution No. 23-35**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING TRAVEL EXPENSES FOR HISTORIC PRESERVATION DISTRICT COMMISSION MEMBERS JEFF BERNARD, WILLIAM BARRY, KAREN MCINNIS, AND LEAH QUINN TO ATTEND THE 2023 PAST FORWARD CONFERENCE IN WASHINGTON, DC FROM NOVEMBER 8 – 10 2023 AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, On September 11, 2008 the Mandeville City Council approved Ordinance No.08-37, revised through Ordinance 13-02, which adopted travel policies for all City of Mandeville employees, non- classified employees, and elected officials; and

**WHEREAS**, Section “H”, General Specifications, Department Policies, of the Travel Policy requires that out-of-state travel expenses for any member of the City Council or any member of standing boards and/or commissions of the City be authorized by resolution of the City Council in a public meeting; and

**WHEREAS**, Historic Preservation District Commission Members Jeff Bernard, William Barry, Karen McInnis, and Leah Quinn desire to attend the 2023 Past Forward Conference in Washington, DC, from November 8<sup>th</sup> – 10<sup>th</sup>, 2023.

**WHEREAS**, Travel expenses include hotel, conference registration fees and airfare.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City Council of the City of Mandeville in regular session assembled on the 28<sup>th</sup> day of September that the travel expenses be authorized and approved for Historic Preservation District Commission Members Jeff Bernard, William Barry, Karen McInnis, and Leah Quinn to attend the 2023 Past Forward Conference in Washington, DC, from November 8<sup>th</sup> – 10<sup>th</sup>, 2023.

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

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

And the resolution was declared adopted this 28<sup>th</sup> day of September 2023

\_\_\_\_\_  
Kristine Scherer  
Clerk of Council

\_\_\_\_\_  
Jason Zuckerman  
Council Chairman