

ORD 25-15

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER
_____; **MOVED FOR ADOPTION BY COUNCIL MEMBER**
_____, **SECONDED FOR ADOPTION BY COUNCIL MEMBER**

ORDINANCE NO. 25-15

**AN ORDINANCE FOR THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO
AMEND ORDINANCE NUMBER 24-22, THE OPERATING BUDGET OF THE CITY
OF MANDEVILLE AND FOR OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, Article B, Financial Procedures of the Home Rule Charter provides that amendments to the adopted budget be made by ordinance; and

WHEREAS, an amendment to the Operating Budget adopted for fiscal year 2024-2025, Ordinance Number 24-22, is required due to expenditures that will exceed the current authorized appropriated funds budgeted for 2024-2025 City of Mandeville Operating Budget; and

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that the Operating Budget ordinance for fiscal year 2024-2025, Ordinance Number 24-22, is hereby amended to include the budget amendments as set forth on the attached Exhibit “A”, Budget Amendment No.8 (Social Services) incorporated as a part hereof, and be adopted for the 2024-2025 Fiscal Year Operating Budget.

BE IT FURTHER ORDAINED, that in all other respects the 2024-2025 Operating Budget adopted shall remain in full force and effect.

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

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

and the Ordinance was declared adopted this ____ day of _____, 2025.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

FY 2025 Budget Amendment #8
Exhibit A

		Current Budget	Proposed Change	Revised Budget
<u>General Fund</u>				
<i>Operating Expenditures</i>				
10100-45100	Social Services	\$ 22,000	\$ 10,000	\$ 32,000
	Earmarking:			
	Youth Service Bureau		\$ 10,000	



INTEROFFICE MEMO

TO: Alicia Watts
Elizabeth Sconzert

FROM: Alia Casborné

DATE: April 28, 2025

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

Light Up the Lake Concert & Fireworks Show

Date/Time: Friday, July 4, 2025– 4:00 PM -9:00 PM

Rain Date: N/A

Location: Mandeville Lakefront

Approval Requests:

- Food and drink Ordinance lifted on the Lakefront
- Council Approval to apply for ATC Alcohol Permit

Contingences:

- ATC Permit
- Coordination with MPD for detail

Mande Milkshakers

Applicant: Alia Casborné

Shakes and Shoes Sock Hop

Date/Time: Saturday, June 14, 2025– 3:00 PM -9:00 PM

Rain Date: N/A

Location: Mandeville Trailhead (Rental)

Approval Requests:

- Council Approval to apply for ATC Alcohol Permit

Contingences:

- ATC Permit
- Coordination with MPD for detail

LIGHT UP THE LAKE

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



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

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

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

Name of Event: Light Up the Lake: An Independence Day Celebration
Date(s) of Event: Day Friday Date 7/4/25 Time 4:00 pm Rain Dates(s) _____
Event Location: Mandeville Lakefront

Type of Event: ☐ New ☒ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event Free Community Concert and Fireworks Show Estimated Attendance 5000

EVENT DETAILS - Check all that apply:

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



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

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

INSURANCE/INDEMNITY

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

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

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

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

Signed By: _____

Alia Casborné

Printed Name: _____

Alia Casborné

Organization Represented: _____

City of Mandeville

Office Held _____

Director

Date _____

03/26/25

Please email completed application to acasborne@cityofmandeville.com.

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



SPECIAL EVENTS DEPARTMENT USE ONLY

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

____ Fee received Date _____

Certificate of Insurance? YES _____ NO _____

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	<u>TBD</u>	<u>KM</u>
Fire District #4	<u>TBD</u>	<u>JK</u>
Public Works	<u>TBD</u>	<u>KL</u>
TOTAL COSTS	_____	

Recommendation of Special Events Committee:

Police 2:00pm - 9:00p.

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: _____



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

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

1. Beginning and end time of event: 4:00 - 9:00
2. Location of event: Mandeville Lakefront
3. Will the event take place on a public roadway? YES ☒ NO
4. Are you requesting public streets be blocked off? ☒ YES NO
5. Are you requesting that Police be present during the event? ☒ YES NO
6. Are you paying for a Police detail? ☒ YES NO
7. If you answered yes to number 6, how many officers? _____
8. Name and contact number of Event official?
Aha Cashome 985-630-0440
9. Will alcoholic beverages be present? ☒ YES NO
10. Expected number of people at event? 15000

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

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

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

A	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
B.	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
C.	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? N/A If yes, list.

Trade name	Owner's name	Address	License #
10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
NO If yes: Name N/A Location: N/A
11. Has applicant applied for state liquor license? NO
12. Has the applicant ever been denied a state or local liquor license? NO
12. Is premise located in an area where the sale of liquor is prohibited by local or state laws? NO
13. Is applicant the owner of the premises to be occupied? YES If no, does applicant hold a bona fide written lease? N/A (Supply copy of lease with application.)
14. If premises leased, give name and address of lesser. N/A
15. Describe the part of the building to be occupied by business: N/A
16. Open date for this location July 3-5, 2025
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Sales

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

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

Signature of Applicant Ava Casborne Title: Director
Signature of Preparer _____ Date: 3/26/25



Sponsor
Tent

Barricades

Stage

Band
Trailer

FD

Kid's
Tent

Portables

Barricades - No Parking

Sponsor & Band Parking

Food Trucks

Lakeshore Dr

Coffee St

Lakeshore Dr

Coffee St

MANDE MILKSHAKERS

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



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

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Mande Milkshakers
Name of Authorized Representative Tina Rhinehart Non-Profit/Tax-Exempt # 82-1035168
Mailing Address 700 Carondelet St
City Mandeville State La Zip 70448
Applicant Phone # _____ Alt. Phone # _____
E-Mail Mandemilkshakers@gmail.com Application Fee Paid? X YES NO

Name of Event: Shakes and Shoes Sock Hop
Date(s) of Event: Day Saturday Date 6 / 14 / 25 Time 3-9pm Rain Dates(s) None
Event Location: Mandeville Trailhead

Type of Event: ☐ New ☐ Recurring
☒ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event Put Your Best Foot Forward Shoe Drive Estimated Attendance 200

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 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 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



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

INSURANCE/INDEMNITY

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

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

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

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

Signed By: Tina Rhinehart

Printed Name: _____

Organization Represented: Mande Milkshakers

Office Held Captain Date 04/24/25

Please email completed application to acasborne@cityofmandeville.com.

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

MANDEVILLE TRAILHEAD STANDARD RENTAL AGREEMENT

This document, entered into this 29 day of April, 2025, constitutes an Agreement between the City of Mandeville, hereinafter referred to as City, and The Mande Mullishalers, hereinafter referred to as Renter or by Renters Authorized Representative, Tina Rhinehart, For use of the Mandeville Trailhead located at 675 Lafitte Street, Mandeville, LA, for the specified event on the specified date and time, as indicated below. The Renter's contact information is: Address: 700 Carondelet St; City: Mandeville; State: LA Zip: 70448 Phone or Cell Number: 985 705 3375; Email: mandemullishalers@gmail
Event: Shakes and Shes Sock Hop Date: 4/14/25 Time: 3 AM | PM to 9 AM | PM

The Trailhead is to be notified at least 3 days prior to the rental date if cancellation becomes necessary. Failure to meet the 3-day cancellation requirement may result in forfeiture of all payments that have been made toward the rental. To cancel, please call the (985) 624-3147 during normal working hours (8:30 am – 4:30 pm).

The deposit reserves your date and serves as the damage/cleaning deposit. If there are no damages and the clean-up is satisfactory, the deposit will be refunded to the renter by check. Payment in-full is due no later than 2-weeks prior to the rental date. Failure to comply is subject to forfeiture of the deposit. Make checks or money orders payable to the "City of Mandeville".

✶ Certificate of Insurance to be updated

PAYMENT RECORD:

Payment Date	Amount Paid	Indicate Cash or Check No.	Receipt #	Balance Due	Payment Deadline
<u>4/29/25</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>300.00</u>	<u>05/17/25</u>

NOTE: A \$25.00 FEE WILL BE CHARGED FOR ALL CHECKS RETURNED FOR INSUFFICIENT FUNDS.

The "Rental Guidelines" are included as part of this Rental Agreement. The Rental Guidelines provide details of the regulations and procedures for renting the Mandeville Trailhead. Renters are encouraged to thoroughly read these guidelines.

The Renter's signature below signifies that the Renter agrees to comply with the terms of this Agreement and to abide by the Rental Guidelines as set forth.

SIGNED:

Tina Rhinehart
Renter or Authorized Representative

Alia Casborne
Authorized Agent for City of Mandeville



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

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

1. Beginning and end time of event: 3pm - 9pm
2. Location of event: Mandeville Trailhead
3. Will the event take place on a public roadway? YES ☒ NO
4. Are you requesting public streets be blocked off? YES ☒ NO
5. Are you requesting that Police be present during the event? YES ☒ NO
6. Are you paying for a Police detail? YES ☒ NO
7. If you answered yes to number 6, how many officers? _____
8. Name and contact number of Event official?
Tina Rhinehart 985 1705-3375
9. Will alcoholic beverages be present? YES ☒ NO
10. Expected number of people at event? 200

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

SPECIAL EVENTS (3-DAY)

LIQUOR LICENSE APPLICATION

1. Liquor license to be issued to: Mande Milkshakers
2. Legal name(s): Individual, Partners, or Corporation Mande Milkshakers LLC
3. Apply for: Class "A" ___ Class "B" ___ / High Content ___ Low Content ___ / Restaurant ___
4. Business location address 700 Carondelet St Mandeville, La 70448
Telephone (985) 705 3375
5. Mailing address 700 Carondelet St. Mandeville, La 70448
6. Contact Person Tina Rhinehart
Phone Number (985) 705 3375 E-Mail Address: mandemilkshakers@gmail.com
Fax Number () _____ Web Address mandemilkshakers.com
7. Type of organization:
☐ Individual ☐ Partnership ☐ Corporation ☒ Non-Profit ☐ LLP ☐ LLC ☐ Other
(If individual complete line A only)
8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative.
The list of names below should each furnish a notarized Schedule "A".
Tina Rhinehart Captain 438-67-8430 100

A	B	C
Name _____	Name _____	Name _____
Title _____	Title _____	Title _____
SSN _____	SSN _____	SSN _____
% Owned _____	% Owned _____	% Owned _____
Resident Address _____	Resident Address _____	Resident Address _____
City State Zip _____	City State Zip _____	City State Zip _____
Home Phone Number _____	Home Phone Number _____	Home Phone Number _____
9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? _____ If yes, list.

Trade name	Owner's name	address	License #
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? NO
12. Has the applicant ever been denied a state or local liquor license? no
12. Is premise located in an area where the sale of liquor is prohibited by local or state laws? no
13. Is applicant the owner of the premises to be occupied? no If no, does applicant hold a bona fide written lease? ✓ (Supply copy of lease with application.)
14. If premises leased, give name and address of lesser. Tina Rhinehart 700 Carondelet St Mandeville, La 70448
15. Describe the part of the building to be occupied by business: _____
16. Open date for this location 6/14/25
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Fundraiser

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

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

Signature of Applicant Tina Rhinehart Title: Captain

Signature of Preparer _____ Date _____

2021 SEWER AND WATER



DIGITAL ENGINEERING & IMAGING, INC.

April 17, 2025

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

Re: 2021 Water & Sewer Maintenance Contract
City Project No. 211.21.003/212.21.003
Task Order No. 6 – Substantial Completion

Mr. Lagrange,

Digital Engineering has performed a walk-through with the City of the various locations where sewer & water maintenance activities were performed under Task Order No. 6 of the 2021 Water & Sewer Maintenance Contract and recommends the contractor be granted substantial completion. The list of remaining punch items is indicated in the substantial completion certification. 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: Subterranean Construction, LLC
Task Order No. 6 Certificate of Substantial Completion

SECTION 00625
Certificate of Substantial Completion

Project: 2021 Water & Sewer Maintenance

Owner: City of Mandeville

Owner's Contract No.: 211.21.003/212.21.003

Contractor: Subterranean Construction, LLC

Engineer's Project No.: 576-2003.02

This definitive Certificate of Substantial Completion applies to:

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

Task Order 6

March 18, 2025

Date of Substantial Completion

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

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

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

☐ Amended Responsibilities

☒ Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

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

Punch List

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.

Executed by Engineer

Date

Accepted by Contractor

Date

Accepted by Owner

Date

Punch List:

Unless otherwise noted below all Punch List items pertaining to Task Order 6 have been completed throughout the task order or following the initial substantial completion walk-through. This includes the general repair of water distribution and sewer collection systems, including but not limited to replacement and/or point repairs of sewer and water mains; water and sewer service (lateral) connections installation and/or repairs; installation, adjustment, and/or rehabilitation of manholes; installation of manhole inserts; installation of gate valves & valve boxes, tapping sleeves & valve assemblies, and insertion valves; installation of transition couplings; installation fire hydrants and/or hydrant extensions; installation of curb stops; installation of meter boxes; root removal in sewer lines; sewer cleanouts; restoration of paved sections; installation of topsoil and sod; and other incidentals thereto on as needed or emergency basis throughout the City.

1. Manhole cleaning & removal of excess cementitious liner (various) - \$3,000