

**ORD 26-10**

**THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER ZUCKERMAN; MOVED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_**

**ORDINANCE NO. 26-10**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO. 4 TO ORDINANCE NUMBER 25-25, THE OPERATING BUDGET OF THE CITY OF MANDEVILLE AND FOR OTHER MATTERS IN CONNECTION THEREWITH (ROADWAY AND DRAINAGE MAINTENANCE)**

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

**WHEREAS**, amendment No. 4 to the Operating Budget adopted for fiscal year 2025-2026, Ordinance Number 25-25, is required due to expenditures related to maintenance that will exceed the current authorized appropriated funds budgeted for 2025-2026 City of Mandeville Budget (Roadway and Drainage Maintenance); and

**NOW, THEREFORE BE IT ORDAINED** by the City Council of the City of Mandeville that the Operating Budget ordinance for fiscal year 2025-2026, Ordinance Number 25-26, is hereby amended to include budget amendment no. 4 as set forth on the attached Exhibit "A", (Roadway and Drainage Maintenance) incorporated as a part hereof, and be adopted for the 2025-2026 Fiscal Year Operating Budget.

**BE IT FURTHER ORDAINED**, that in all other respects the 2025-2026 Operating Budget adopted shall remain in full force and effect.

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 March, 2026.

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

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

FY 2026 Budget Amendment #4  
 Capital & Operating Budget  
 Exhibit A

		Project Number	Project Name	Current Year Budget	Proposed Change	Revised Current Year Budget	Prior Year Appropriations	Total Project Budget Appropriations	Funding Source
<u>GENERAL GOVERNMENT - CAPITAL</u>									
<i>Expenditures</i>									
70000-49000	CONSTRUCTION-STREETS	700.22.003	Roadway & Drainage Maintenance	2,000,000	(1,000,000)	1,000,000	-	1,000,000	75% - Street Construction Fund 25% - District 3 Sales Tax Fund
<u>GENERAL GOVERNMENT - OPERATING</u>									
<i>Expenditures</i>									
70000-43200	REPAIRS & MAINTENANCE			-	1,000,000	1,000,000			75% - Street Construction Fund 25% - District 3 Sales Tax Fund

ORD 26-11

**THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER ZUCKERMAN; MOVED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_**

**ORDINANCE NO. 26-11**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO. 3 TO ORDINANCE NUMBER 25-26, THE CAPITAL BUDGET OF THE CITY OF MANDEVILLE AND FOR OTHER MATTERS IN CONNECTION THEREWITH (ROADWAY AND DRAINAGE MAINTENANCE)**

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

**WHEREAS**, amendment No. 3 to the Capital Budget adopted for fiscal year 2025-2026, Ordinance Number 25-26, is required due to expenditures related to maintenance that will exceed the current authorized appropriated funds budgeted for 2025-2026 City of Mandeville Budget (Roadway and Drainage Maintenance); and

**NOW, THEREFORE BE IT ORDAINED** by the City Council of the City of Mandeville that the Capital Budget ordinance for fiscal year 2025-2026, Ordinance Number 25-26, is hereby amended to include budget amendment no. 3 as set forth on the attached Exhibit "A", (Roadway and Drainage Maintenance) incorporated as a part hereof, and be adopted for the 2025-2026 Fiscal Year Operating Budget.

**BE IT FURTHER ORDAINED**, that in all other respects the 2025-2026 Capital Budget adopted shall remain in full force and effect.

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 March, 2026.

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

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

FY 2026 Budget Amendment #4  
 Capital & Operating Budget  
 Exhibit A

	Project Number	Project Name	Current Year Budget	Proposed Change	Revised Current Year Budget	Prior Year Appropriations	Total Project Budget Appropriations	Funding Source
<u>GENERAL GOVERNMENT - CAPITAL</u>								
<i>Expenditures</i>								
70000-49000	CONSTRUCTION-STREETS	700.22.003 Roadway & Drainage Maintenance	2,000,000	(1,000,000)	1,000,000	-	1,000,000	75% - Street Construction Fund 25% - District 3 Sales Tax Fund
<u>GENERAL GOVERNMENT - OPERATING</u>								
<i>Expenditures</i>								
70000-43200	REPAIRS & MAINTENANCE		-	1,000,000	1,000,000			75% - Street Construction Fund 25% - District 3 Sales Tax Fund



# INTEROFFICE MEMO

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**TO:** Alicia Watts  
Elizabeth Sconzert

**FROM:** Alia Casborné

**DATE:** March 2, 2026

**SUBJECT: Special Events Application Recommendations**

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

**Old Mandeville Business Association (OMBA)**

*Applicant: Charles Guinchard*

**Girod Street Stroll**

Date/Time: Saturday, April 18, 2026 – 5:00 p.m -9:00 p.m.

Rain Date: Saturday, April 25, 2026 (same times)

Location: Girod Street (See Map)

**Approval Requests:**

- Street Closure approval – Applicant will pay for private detail
- Barricade Usage

**Contingencies:**

- Council Approval of Location
- Police Detail Secured
- Certificate of Insurance
- OMBA installs "No Parking" signs
- OMBA handles cleanup

**Mandeville Lions Club**

*Applicant: Jason Band*

**Mandeville Food Truck Festival**

Date/Time: Saturday, May 9, 2026 – 4:00 p.m -8:00 p.m.

Rain Date: N/A

Location: 720 Lafitte Street

**Approval Requests:**

- Approval to apply for ATC Liquor Permit

**Contingencies:**

- Council approval to apply to ATC
- Contact Fire Department for food truck inspection

**George's Mexican Restaurant**

*Applicant: Eglá Guerra*

**Cinco de Mayo**

Date/Time: Tuesday, May 5, 2026 – 5:30 p.m -9:00 p.m.

Rain Date: N/A

Location: 1461 North Causeway Blvd

**Approval Requests:**

- *Approval to apply for ATC Liquor Permit*

**Contingencies:**

- *Council approval to apply to ATC*
- *Secure police detail*

**Mandeville Reunion/Heroes at Home**

*Applicant: Susan Brady*

**Mandeville Family Reunion**

Date/Time: Sunday, May 24, 2026 – 9:00 a.m -8:00 p.m.

Rain Date: Monday, May 25, 2026 (same times)

Location: Mandeville Lakefront (see map)

**Approval Requests:**

- *Council Approval of Location*

**Contingencies:**

- *Council approval of location*
- *Certificate of Insurance*
- *Secure police detail*
- *Contact Fire Department for food truck inspection*

**Our Lady of the Lake**

*Applicant: Fr. Doug Busch*

**OLL Eucharistic Procession**

Date/Time: Sunday, June 7, 2026 – 1:00 p.m -2:00 p.m.

Rain Date: N/A

Location: Old Mandeville (see map)

**Approval Requests:**

- *Council Approval of Route*

**Contingencies:**

- *Council approval of Route*
- *Certificate of Insurance*

Added Queer Northshore after this memo was turned in. Please see packet enclosed for info.

Attachments

**GIROD ST STROLL**



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 # \_\_\_\_\_  
 Mailing Address 635 Carroll Street  
 City Mandeville State LA Zip 70448  
 Applicant Phone # 5046665347 Alt. Phone # \_\_\_\_\_  
 E-Mail board@oldmandevillebusiness.com Application Fee Paid?  YES  NO

Name of Event: Girod Street Stroll  
 Date(s) of Event: Day Friday <sup>Saturday</sup> Date 4/18/2026 Time 5-9pm Rain Dates(s) 4/25/2026  
 Event Location: On Girod Street from Woodrow St to Lakeshore Drive

Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: \_\_\_\_\_  
 Description/Purpose of Event Local businesses socialize with neighbors Estimated Attendance 1000

**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>7</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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

### INSURANCE/INDEMNITY

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

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

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

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

Signed By: 

Printed Name: Charles Guinchard

Organization Represented: Old Mandeville Business Association

Office Held President Date 2/18/2026

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.**



**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 \_\_\_\_\_ *To be updated*

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	<u>\$4680</u>	<u>KM</u>
Fire District #4	_____	_____
Public Works	_____	_____
TOTAL COSTS	_____	_____

**Recommendation of Special Events Committee:**

12 officers (\$65 hour) for 4 hours \$4680  
OMBA installs NO parking signs & Cleanup.

Approved:

*L. Clay Madden*  
Mayor Clay Madden

3-2-26  
Date

**City Council Approval**

Alcohol Permit:

\_\_\_\_\_ Yes \_\_\_\_\_ No Date Approved: \_\_\_\_\_

Waiver of Lakefront Food & Drink Ordinance:

\_\_\_\_\_ Yes \_\_\_\_\_ No Date Approved: \_\_\_\_\_

# Girod St Stroll Map

## Old Mandeville Business Association



 Street Closure

 Event Footprint

 Portable Rest Room

Tents, vendors and trash bins will be evenly spaced within the event footprint.

# FOOD TRUCK FEST

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 MANDEVILLE LIONS CLUB  
Name of Authorized Representative JASON BAND Non-Profit/Tax-Exempt # 726031789  
Mailing Address 700 LAFITTE STREET  
City MANDEVILLE State LA Zip 70448  
Applicant Phone # (985) 264-6315 Alt. Phone # \_\_\_\_\_  
E-Mail teamjKpressurewashing@gmail.com Application Fee Paid?  YES  NO

Name of Event: MANDEVILLE FOOD TRUCK FESTIVAL  
Date(s) of Event: Day \_\_\_\_\_ Date 5/9/26 Time 4pm-8pm Rain Dates(s) N/A  
Event Location: 700 LAFITTE ST, MANDEVILLE, LA 70448

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

Description/Purpose of Event FUNDRAISER FOR LIONS CLUB Estimated Attendance 250+

#### 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
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6	If you answered YES, to number 5, how many officers are you requesting		
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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

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 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).

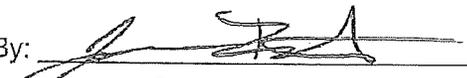
### INSURANCE/INDEMNITY

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: 

Printed Name: JASON BAND

Organization Represented: MANDEVILLE LIONS CLUB

Office Held: PRESIDENT

Date: 2/19/2020

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.



**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 2/19/26

Certificate of Insurance? YES  NO

**DEPARTMENTAL EXPENSES**

**INITIALS**

Police Department no police needed KM

Fire District #4 Contact for inspection JK

Public Works \_\_\_\_\_

TOTAL COSTS \_\_\_\_\_

**Recommendation of Special Events Committee:**

Contact Jason Kaufman prior to event - Food Truck inspection

Approved:

*L. Clay Madden*  
Mayor Clay Madden

3-2-26  
Date

**City Council Approval**

Alcohol Permit:

\_\_\_\_\_ Yes \_\_\_\_\_ No Date Approved: \_\_\_\_\_

Waiver of Lakefront Food & Drink Ordinance:

\_\_\_\_\_ Yes \_\_\_\_\_ No Date Approved: \_\_\_\_\_

**City of Mandeville**  
**3101 East Cameron Approach**  
**Mandeville, Louisiana 70448**  
**985-626-3143 985-626-7929 Fax**

**SPECIAL EVENT**  
**LIQUOR LICENSE APPLICATION**

1. Liquor license to be issued to: MANDEVILLE LIONS CLUB  
(Organization, Business or Individual)
2. Class A (on premises) Liquor Wine K Beer K
3. Name of Event MANDEVILLE FOOD TRUCK FESTIVAL
4. Location of event 700 LAUREL ST.  
 Telephone (985) 264-6315
5. Date of Event (last of 3 consecutive days) 6/9/2016 Rain Date N/A
6. Time each day 4-8 pm
7. Type of Event RAISERS Number Attending Event 100+
8. Mailing address \_\_\_\_\_
9. Organization Chairman or Contact Person Jason Boyd  
 Phone Number (985) 264-6315 E-Mail Address: Jason.K.Preston@king@gmail.com  
 Fax Number ( ) \_\_\_\_\_ Web Address \_\_\_\_\_
10. List of Officers or Owners. The list of names below should each furnish a notarized Schedule "A".  

<u>Jason Boyd</u>	<u>PRESIDENT</u>	<u>438-24-1700</u>
<u>1922 LIVINGSTON ST.</u>	<u>MANDEVILLE, LA 70448</u>	<u>(985) 264-6315</u>
<small>Business Address</small>	<small>City State Zip</small>	<small>Home Phone Number</small>
<small>Business Address</small>	<small>City State Zip</small>	<small>Home Phone Number</small>
<small>Business Address</small>	<small>City State Zip</small>	<small>Home Phone Number</small>
11. Is premises owned by applicant? YES. If no, attach copy of lease or contract.
12. Does applicant hold State or City of Mandeville liquor license for current year at any other location? NO. If yes: Name \_\_\_\_\_ Location: \_\_\_\_\_
13. Has the applicant ever been denied a state or local liquor license? NO

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

Signature of Applicant  Title: PRESIDENT

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_



# MANDENVILLE 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: 4-8 pm
2. Location of event: MANDENVILLE APOUS CLUBS
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? 0 per Capt. Miazza
8. Name and contact number of Event official?  
JASON BANO (985) 264-6315

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/09/2026

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

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

PRODUCER  
DSP Insurance Services, Inc.  
1900 E. Golf Road  
Suite 225  
Schaumburg IL 60173

CONTACT NAME: Bryan Adams  
PHONE (A/C, No, Ext): (800) 316-6705 FAX (A/C, No): (847) 934-6186  
E-MAIL: lionsclubs@dspins.com  
ADDRESS:

INSURED  
Mandeville Lions Club  
Mandeville Louisiana

INSURER(S) AFFORDING COVERAGE NAIC#  
INSURER A: Ace American Insurance Company 22667  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:  
INSURER F:

### COVERAGES CERTIFICATE NUMBER: 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	ADD'L SUBR INSD. WVD.	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insure is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY		HDOG49357199	09/01/2025	09/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		ISA H11428113	09/01/2025	09/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A If yes, describe under DESCRIPTION OF OPERATIONS below
						EACH OCCURRENCE \$ AGGREGATE \$ 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)  
Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above:

During above policy period  
Lions Club Events

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

\*\*\*City of Mandeville

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

CERTIFICATE HOLDER

CANCELLATION

City of Mandeville  
1301 E. Causeway Approach  
Mandeville Louisiana 70448

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**CITY OF MANDEVILLE**

STATE CAUSEWAY APPROACH  
MANDEVILLE LAZARUS  
37055-4417

Item 1		\$25.00
<hr/>		
Subtotal		\$25.00
Bank Fee	3.00 %	\$0.75
Order total		\$25.75

**Total paid**      \$ 25<sup>75</sup>

February 19, 2026 1:44 pm  
Payment ID: C2H1XD881NYFC  
Order ID: 7GVQB9DQ9K7AW

Payment

<b>VISA</b>	VISA 7491	\$25.75
	Order amount	\$25.75

[Show Details](#)

PAYMENT ID: C2H1XD881NYFC

View the Receipt for Order for  
[Clover](#)



**CINCO DE MAYO**

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

paid  
✓ 2/23/58



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 George's Mexican Restaurant Inc.  
 Name of Authorized Representative Eg 19 Guevara Non-Profit/Tax-Exempt # \_\_\_\_\_  
 Mailing Address 1461 North Causeway Blvd  
 City Mandeville State LA Zip 70448  
 Applicant Phone # 985 807-7109 Alt. Phone # \_\_\_\_\_  
 E-Mail Elgaguevara@gmail.com Application Fee Paid?  YES  NO

Name of Event: Cinco de Mayo (May 5)  
 Date(s) of Event: Day Tuesday Date 05/05/26 Time 5:30-9:00 Rain Dates(s) \_\_\_\_\_  
 Event Location: 1461 North Causeway Blvd, Mandeville La 70448  
 Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: \_\_\_\_\_  
 Description/Purpose of Event Mexican Celebration Estimated Attendance 250

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

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

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



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

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

### INSURANCE/INDEMNITY

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

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

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

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

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

Signature

Printed Name Eglia M Cervera

Organization George's Mexican Restaurant Inc

Title of Office President Date 2/22/2026

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





# MANDEVILLE POLICE DEPARTMENT

Rick Richard, Chief of Police

## Special Event Addendum

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

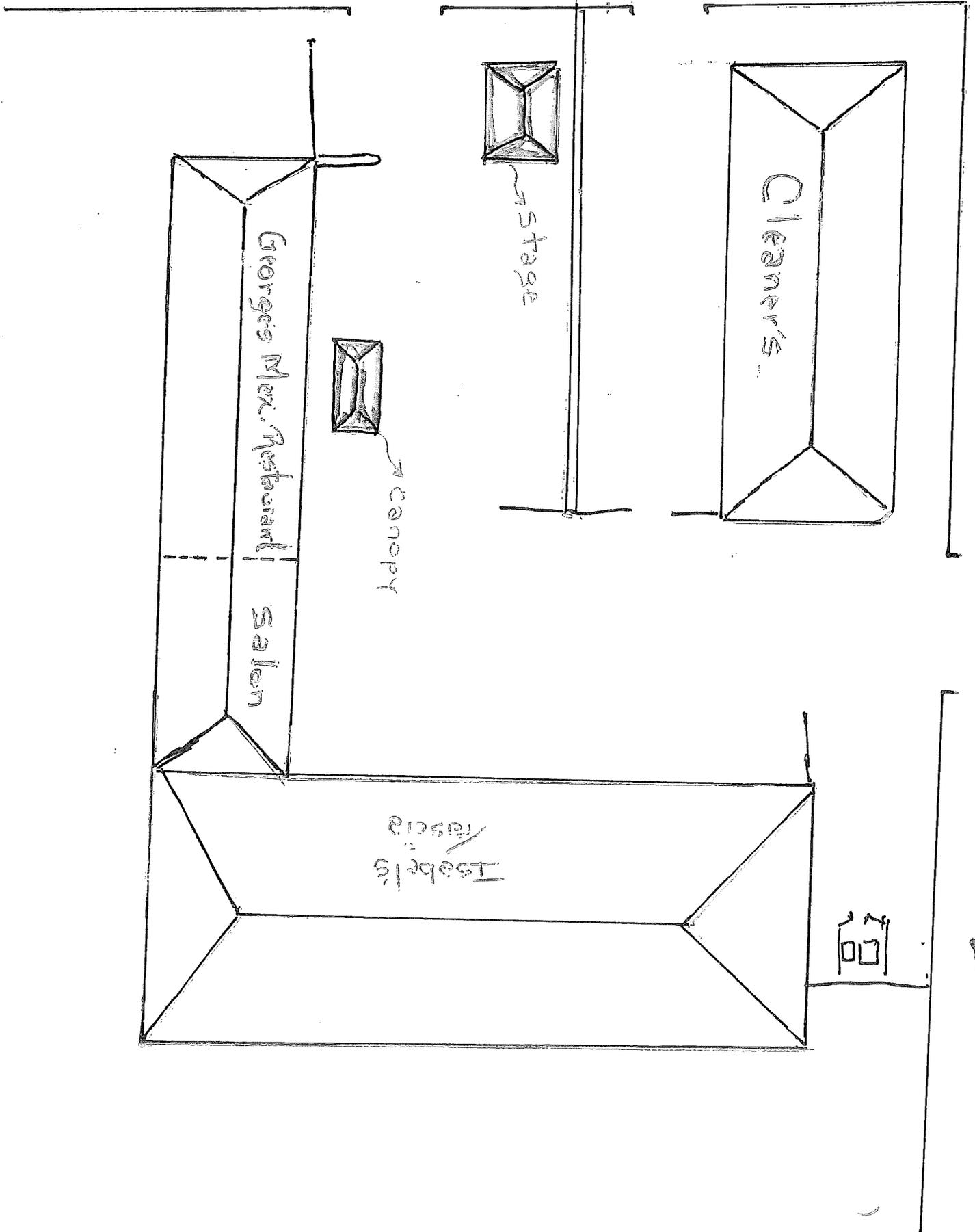
1. Beginning and end time of event: 5:30 - 9:30
2. Location of event: 1261 North Cerey Blvd Mandeville La 70471
3. Will the event take place on a public roadway? YES  NO
4. Are you requesting public streets be blocked off? YES  NO
5. Are you requesting that Police be present during the event? YES  NO
6. Are you paying for a Police detail? YES  NO
7. If you answered yes to number 6, how many officers? 2
8. Name and contact number of Event official?  
Egla Cuevas 985-807-7109

9. Will alcoholic beverages be present? YES  NO

10. Expected number of people at event? 200

Please return completed form to Asst Chief Ron Ruple.

# Elmwood Place



ST. ANN DRIVE

Georges Mex. Restaurant  
Salon

Cleaner's

stage

canopy

Isabel's  
facade



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: George's Mexican Restaurant Corp  
 2. Legal name(s): Individual, Partners, or Corporation \_\_\_\_\_  
 3. Apply for: Class "A"  Class "B"  High Content \_\_\_\_\_ Low Content \_\_\_\_\_ /Restaurant \_\_\_\_\_  
 4. Business location address 1461 North Causeway Blvd Mandeville  
 Telephone (985) 626-4342 La 70471  
 5. Mailing address 1461 North Causeway Blvd Mandeville, La  
 6. Contact Person Egla M Guevara  
 Phone Number (985) 807-1109 E-Mail Address: Elgaguetvqrg@gmail.com  
 Fax Number (985) 624-5397 Web Address \_\_\_\_\_

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".

Egla M Guevara - President 434-414704  
 A Name Title SSN % Owned  
117 Chinchuba Garden Mandeville, La 70471  
 Resident Address City State Zip Home Phone Number

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

C. Name Title SSN % Owned  
 Resident Address City State Zip Home Phone Number

9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? NO If yes, list License # 002874034  
George's Mexican Restaurant Egla M Guevara 117 Chinchuba Garden Mandeville  
 Trade name Owner's name address License # La 70471

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

11. Has applicant applied for state liquor license? Yes

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. Yes

15. Describe the part of the building to be occupied by business: Building lot

16. Open date for this location MAY 5, 2014

17. Describe in detail your business. i.e. Type of sales, activity, or service you perform: \_\_\_\_\_

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

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

Signature of Applicant \_\_\_\_\_ Title: President

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_



1461 N. Causeway Blvd. • Mandeville, LA 70471  
985.626.4342 • Fax 985.624.5397  
www.GeorgesMexicanRestaurant.com

3/11/2026

I, Danny Ulfers give permission  
to George's Mexican Restaurant  
located at 1461 North Causeway  
Blvd to Celebrate May 5...

# FAMILY REUNION

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 MANDEVILLE FAMILY REUNION (A/K/A HEROES AT HOME)  
Name of Authorized Representative SUSAN BRADY Non-Profit/Tax-Exempt # 81-1461233  
Mailing Address P.O. BOX 1844  
City Mandeville State LA Zip 70470  
Applicant Phone # 985-264-3014 Alt. Phone # \_\_\_\_\_  
E-Mail susanbrady70448@gmail.com Application Fee Paid?  YES  NO

Name of Event: Mandeville Family Reunion  
Date(s) of Event: Day Sunday Date 5/24/26 Time 9:00-8:00pm Rain Dates(s) 5/25/2026  
Event Location: Mandeville Lakefront with most staging and music between Lafayette & Coffee Streets

Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: \_\_\_\_\_  
Description/Purpose of Event Community Picnic Estimated Attendance 1,000-1,500

#### 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 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>2</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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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

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

### INSURANCE/INDEMNITY

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

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

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

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

Signed By: \_\_\_\_\_

Printed Name: Susan Brady

Organization Represented: Mandeville Family Reunion

Office Held Director Date 1/31/2026

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.**



**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 \_\_\_\_\_ *To be updated*

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	<u>Contact police \$1100</u>	<u>KM</u>
Fire District #4	<u>Contact Jason</u>	<u>JK</u>
Public Works	_____	_____
TOTAL COSTS	_____	_____

**Recommendation of Special Events Committee:**

Mandeville Reunion pays for portables & dumpsters  
2 police officers (\$50/hr) 2 police 8am-9pm  
Contact Jason Kaufman for food truck inspection

Approved:

*L. Clay Madden*  
Mayor Clay Madden

*3-2-26*  
Date

**City Council Approval**

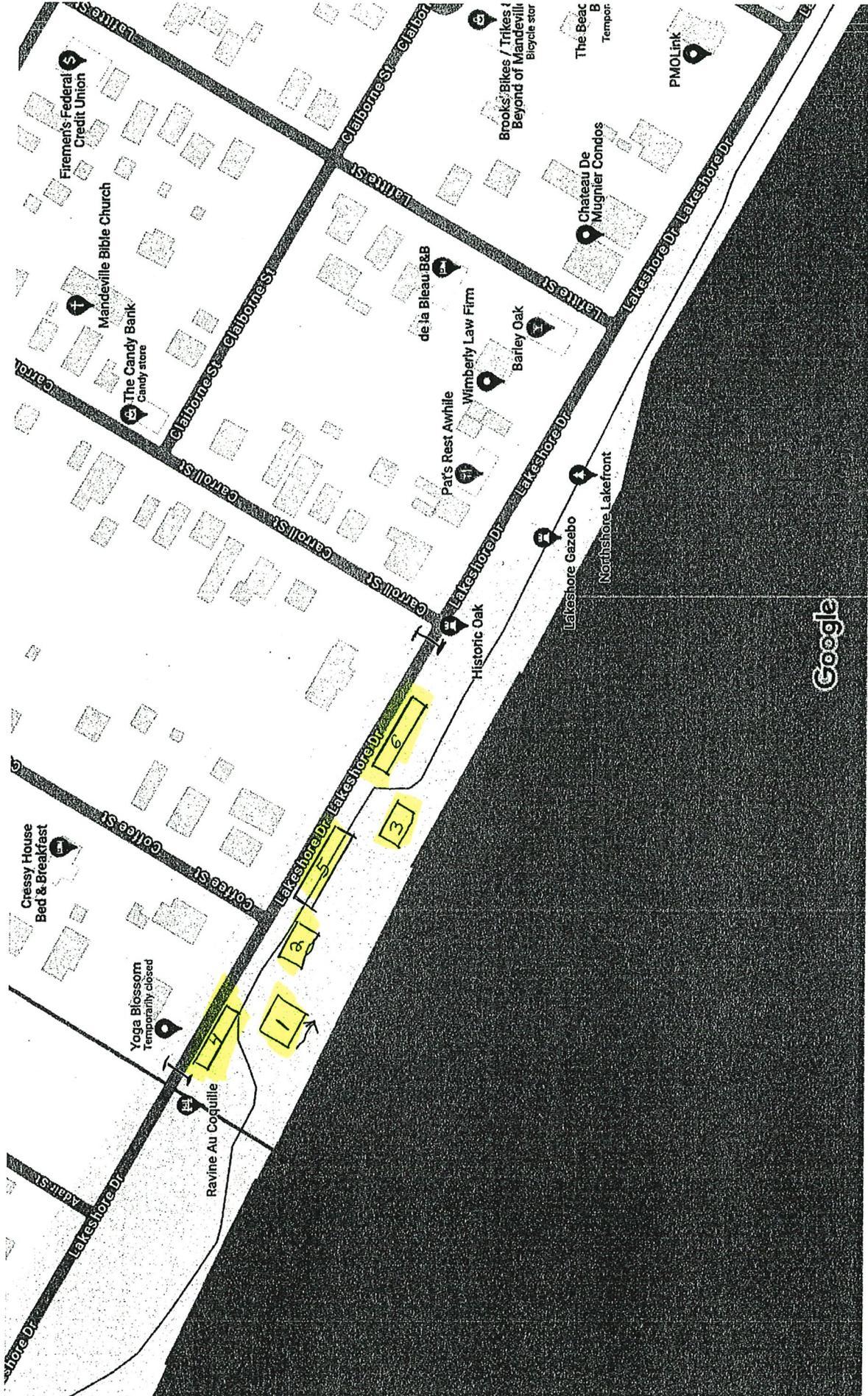
Alcohol Permit:

\_\_\_\_\_ Yes \_\_\_\_\_ No Date Approved: \_\_\_\_\_

Waiver of Lakefront Food & Drink Ordinance:

\_\_\_\_\_ Yes \_\_\_\_\_ No Date Approved: \_\_\_\_\_

Google Maps



1. Stage facing East toward harbor

2. Welcome tent

3. Kids tent

4. Porto Potties

Map data ©2024 Google

100 ft

Google

I → I barricaded for Safety & Food Trucks/Deliveries

5. & 6. Sponsor & Food Vendors

**PRIDE NORTHSORE**

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 Queer Northshore  
 Name of Authorized Representative Leyla Hekmatdoost Non-Profit/Tax-Exempt # 92-2975618  
 Mailing Address 73150 Taylor Road  
 City Covington State LA Zip 70435  
 Applicant Phone # 985-773-8601 Alt. Phone # \_\_\_\_\_  
 E-Mail leyla@queernorthshore.org Application Fee Paid?  YES  NO

Name of Event: PRIDE Northshore  
 Date(s) of Event: Day Saturday Date 05 / 30 / 26 Time 4-6 Rain Dates(s) 06/06/26  
 Event Location: Mandeville Lakefront/Girod Street Route  
 Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: \_\_\_\_\_  
 Description/Purpose of Event Celebration of PRIDE month. Estimated Attendance 1,500

**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 type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting	Amount determined according to the new guidelines.	
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? <small>at Trailhead</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event? <small>At Trailhead</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input 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 type="checkbox"/> No

\$12420.00 for Police cost per Kal

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

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

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

### INSURANCE/INDEMNITY

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

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

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

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

Signed By:

Printed Name: Leyla Hekmatdoost

Organization Represented: Queer Northshore

Office Held Director Date 01/20/26

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.

## MANDEVILLE TRAILHEAD RENTAL GUIDELINES

- All persons or groups wishing to rent the Mandeville Trailhead Amphitheater for an event are required to enter into a rental/use agreement with the City of Mandeville. The agreement must be signed by the renter or renter’s representative.
- The fee for weekend rentals (Friday night, Saturday or Sunday) is \$600.00, which includes a \$150.00 deposit to reserve a date. If two adjacent dates are rented (e.g. Friday night & Saturday or Saturday and Sunday) only one deposit is collected for the two dates). At the close of the event(s) if there are no damages, clean-up is satisfactory, and the Trailhead is left in its pre-rental condition, the deposit will be returned.

Refundable Facility Deposit: \$150 Non-Profit 501 (c) (3): 25% Discount	Monday – Thursday 8:00 a.m. – 4:30 p.m.	Friday - Sunday After 4:30 p.m.
4 Hours (Includes setup and takedown)	\$400/\$300 (NP)	\$600/ \$450(NP)
8 Hours (Includes setup and takedown)	\$900/\$675 (NP)	\$1,000/\$750 (NP)
With Museum	+\$100/\$75 (NP)	+\$200/%150 (NP)
Street Closure (Block) w/Approval	\$300/\$225 (NP)	\$300/\$275 (NP)

- **Non-Profit deposit \$100.** Non-profit status includes organizations, groups, or individuals that are certified through the Secretary of State’s Office registered as a charity, non-profit, or tax-exempt as certified by the IRS and/or the Louisiana Secretary of. A copy of the letter verifying such status is required.
- **Payment in full is due no later than 2 weeks prior to the rental date. Failure to meet this requirement may result in forfeiture of any payments that have been made toward the rental.**
- The rental period provided for a rental includes set-up and/or decorating prior to the event, and clean-up following the event. All clean-up and restoration activities are to be completed by the end of the specified rental period.
- The City of Mandeville requires that a police security officer be on premises for a 4-hour period at any rental when alcoholic beverages are served. The cost for the **police detail is \$50.00 per hour for a total of \$200.00.** The Mandeville Police Department determines total amount of presence for even (Police Addendum included in application packet). The renter makes arrangements to pay the Mandeville Police Department directly for the detail.
- No individual bottled beverages (beer or soda) are allowed on the premises, including the parking lot area. Canned or keg beer, or sodas in cans or plastic bottles are acceptable. Liquor or wine bottles are acceptable since these drinks will be poured and served in cups.
- The sale of alcoholic beverages is strictly prohibited unless a liquor permit has been obtained from the City of Mandeville and State of Louisiana (ATC).
- The Renter is solely responsible for cleaning the facility following their event. The Trailhead is to be left in the same order as it was prior to the rental event. Renters are to provide a supply of extra-large garbage bags/boxes for use during clean-up.
- Renters are responsible for removing any litter (plates, cups, napkins, cans, etc.) that their guests might leave on the grounds, parking lot areas, sidewalks, etc. The deposit may be forfeited if the interior and/or exterior of the Trailhead are not cleaned to the satisfaction of the on-duty staff person.
- **Renters are obligated to abide by the provisions of the signed rental agreement and these Rental Guidelines.**

## MANDEVILLE TRAILHEAD STANDARD RENTAL AGREEMENT

This document, entered into this 21st day of January 2026, constitutes an Agreement between the City of Mandeville, hereinafter referred to as City, and Queer Northshore, hereinafter referred to as Renter or by Renters Authorized Representative, Leyla Hekmatdoost, 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: 73150 Taylor Rd; City: Covington State: LA Zip 70435 Phone or Cell Number: 985-773-8601; Email: leyla@queernorthshore.org. Event: PRIDE Northshore Date: 05/30/2026 Time: 2PM AM | PM to 10 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".

### PAYMENT RECORD:

Payment Date	Amount Paid	Indicate Cash or Check No.	Receipt #	Balance Due	Payment Deadline

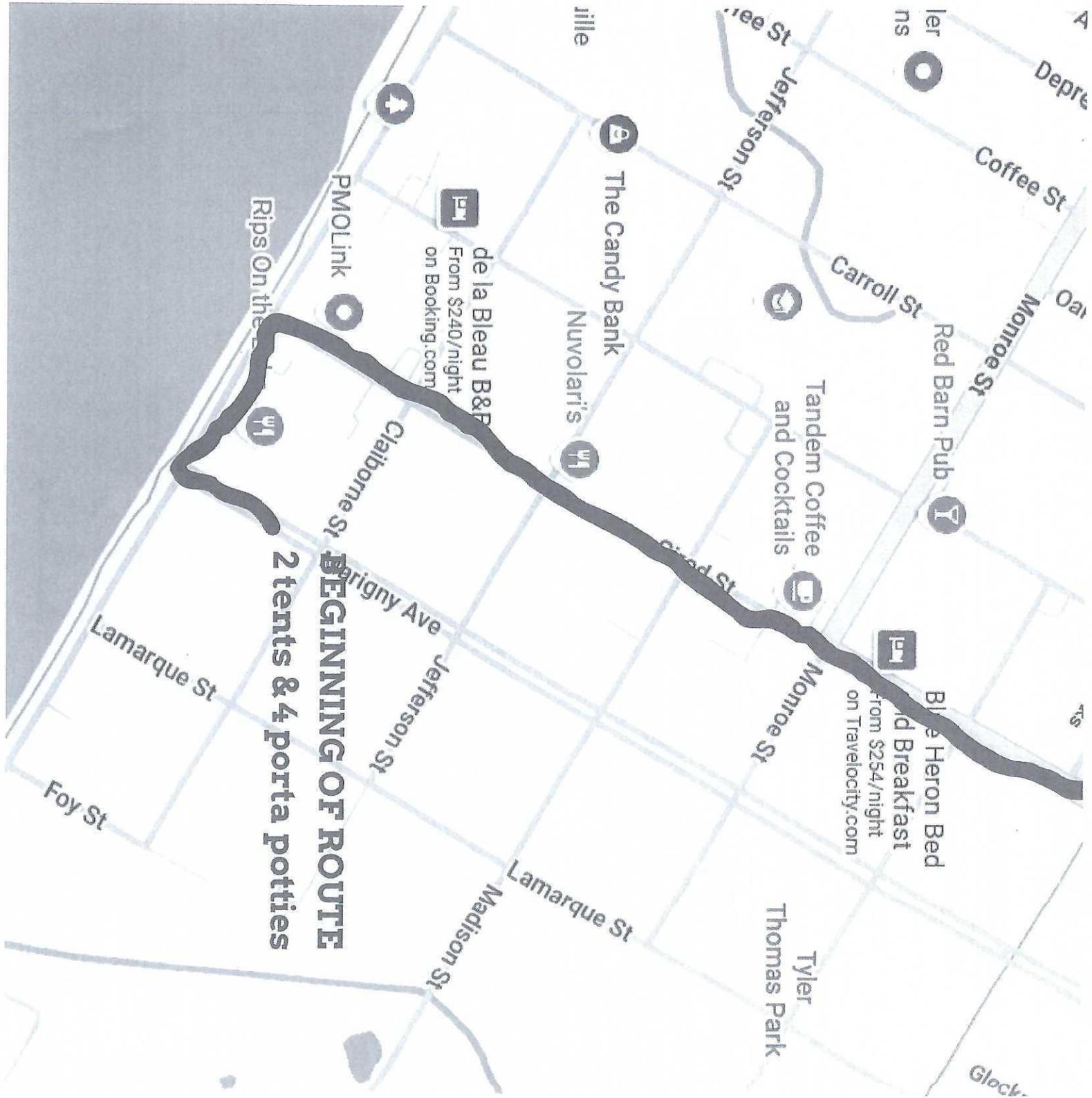
NOTE: A \$25.00 FEE WILL BE CHARGED FOR ALL CHECKS RETURNED FOR INSUFFICIENT FUNDS.

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:   
Renter or Authorized Representative

\_\_\_\_\_  
Authorized Agent for City of Mandeville



Rips On the

W1

**2 tents & 4 porta potties**  
**BEGINNING OF ROUTE**

PMOLink

de la Bleau B&F  
From \$240/night  
on Booking.com

Claiborne St

Grigny Ave

Jefferson St

The Candy Bank

Nuvolaris

W1

Jefferson St

Carroll St

Tandem Coffee  
and Cocktails

Monroe St

Bleu Heron Bed  
and Breakfast  
From \$254/night  
on Travelocity.com

Red Barn Pub

Coffee St

Monroe St

Lamarque St

Foy St

Lamarque St

Madison St

Tyler  
Thomas Park

Gloucester St



OLL

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 Our Lady of the Lake  
Name of Authorized Representative Fr Doug Busch Non-Profit/Tax-Exempt # \_\_\_\_\_  
Mailing Address 312 Lafitte St.  
City Mandeville State LA Zip 70448 5827  
Applicant Phone # 985-626-5671 Alt. Phone # \_\_\_\_\_  
E-Mail OLL@ollparish.info Application Fee Paid?  YES  NO

Name of Event: Our Lady of the Lake Eucharistic Procession  
Date(s) of Event: Day Sunday Date 06/07/26 Time 1:00-2:00 Rain Dates(s) \_\_\_\_\_  
Event Location: OLL/Lafitte St./Lakeshore Dr./Carroll St./Jefferson St.

Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: Religious Event/Procession  
Description/Purpose of Event Eucharistic Procession Estimated Attendance 150-200

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



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

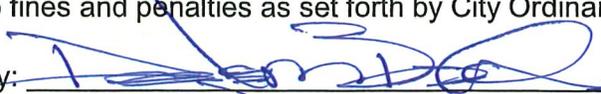
The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of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

.....

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

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

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

Signed By: 

Printed Name: Fr. Doug Busch

Organization Represented: Our Lady of the Lake Catholic Church

Office Held Pastor Date 10/27/2025

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.**



**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 2/26/26

Certificate of Insurance? YES  NO  To be updated

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	<u>NO POLICE Required</u>	<u>KM/CM</u>
Fire District #4	_____	_____
Public Works	_____	_____
TOTAL COSTS	_____	

Recommendation of Special Events Committee:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

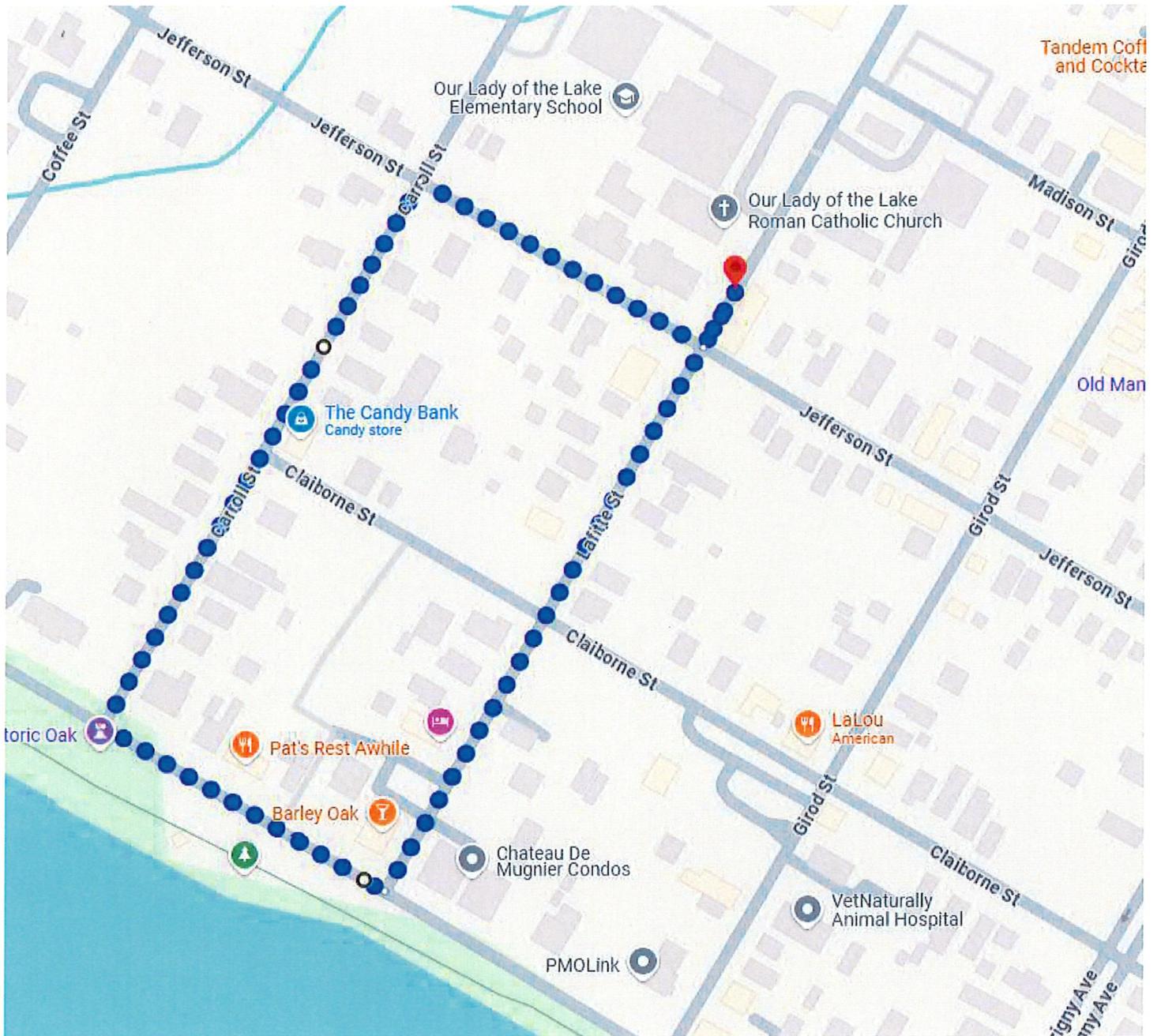
Approved:  
*L. Clay Madden*  
Mayor Clay Madden

3-2-26  
Date

**City Council Approval**

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

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





# 2025-1 DRAIN LINE

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

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Project: Drain Line Cleaning & Structure Evaluation Services and Sewer System Evaluation Services (SSES)

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Owner: City of Mandeville

Owner's Contract No.: 212.21.004

Contractor: Compliance EnviroSystems, LLC

Engineer's Project No.: B5762000.220

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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 2025-1 – TopsL area drain line inspection (in Mariner’s Village)

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December 5, 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:

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Contractor's Amended Responsibilities:

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# 2026-1 DRAIN LINE





# 2022 ROADWAY AND DRAINAGE

**SECTION 00650  
CHANGE ORDER**

**No. 9**

Date of Issuance: 3/12/2026

Effective Date: 3/12/2026

Owner: City of Mandeville	Owner's Contract No.: 700.22.003
Contract: 2022 Roadway and Drainage Maintenance Contract	Date of Contract: 05/04/2022
Contractor: Creek Construction, LLC	Engineer's Project No.: 576-2003.01

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

Description: Change Order No. 9 is to amend Article 1. Work subsection 1.01, Section 00520 – Agreement to read as follows:

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as maintenance and replacement of drainage culverts and structures, Portland cement concrete and/or asphaltic concrete pavement rehabilitation, and other work as detailed on the plans and stated in the specifications. The Work may include, but is not limited to, the removal & replacement and/or installation of subsurface drain lines; removal & replacement and/or installation of drainage structures; cleaning and/or regrading of open ditches; cleaning of existing drain lines; removal & replacement of concrete roadway panels; removal & replacement and/or installation of roadway curbs & gutters, drive aprons, and walks or paths, including ADA ramps; asphaltic concrete street patching; cleaning & sealing of roadway cracks; removal & replacement and/or installation of concrete headwalls; rehabilitation of drain lines by cured-in-place liners; installation of erosion control & bank stabilization measures; and other necessary incidentals thereto as directed. The Contract will be for a three (3) year duration, unless amended via change order. Individual task orders will be issued under the contract, up to a maximum combined value of \$3,000,000 unless amended via change order. No minimum value is guaranteed.

**Attachments (list documents supporting change)**

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Aggregate Limit:  
**\$3,000,000.00**

Original Contract  
Times: **3 calendar years**  
Original Contract Expiration: 05/04/2025

Increase from previously approved Change Orders:  
**\$2,000,000.00**

Increase from previously approved Change Orders: N/A

Contract Price prior to this Change Order:  
**\$5,000,000.00**

Contract Times prior to this Change Order:  
**3 calendar years**

Increase of this Change Order:  
**\$0.00**

Increase of this Change Order: N/A

Contract Price incorporating this Change Order:  
**\$5,000,000.00**

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

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

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

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

# 2024 WATER AND SEWER

**SECTION 00650  
CHANGE ORDER**

**No. 3**

Date of Issuance: 3/12/2026

Effective Date: 3/12/2026

Owner: City of Mandeville	Owner's Contract No.: 211.21003/212.21.003
Contract: 2024 Sewer & Water Maintenance Contract	Date of Contract: 11/06/2024
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: Change Order No. 3 is to amend Article 1. Work subsection 1.01, Section 00520 – Agreement to read as follows:

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: provide maintenance and capital improvements to the City of Mandeville sewer and water systems as directed. The Work may include, but is not limited to, the removal & replacement and/or installation of water and sewer mains; sewer main and lateral point repairs; removal & replacement and/or installation of sewer and water service laterals, including water service curb stops; relocation or offsetting of water and sewer mains due to conflicts with other utilities; removal & replacement and/or installation of sewer manhole structures; removal & replacement and/or installation of water tapping sleeves and valves; removal & replacement and/or installation of fire hydrants; installation of sewer cleanouts; installation of sewer manhole inserts; sewer and water structure grade adjustments; cleaning & video inspection of sewer mains and laterals; rehabilitation of sewer mains and service laterals by cured-in-place lining; rehabilitation of sewer manhole and wet well structures; sewer by-pass pumping operations; restoration of paved surfaces due to sewer and water system work; and other necessary incidentals thereto as directed. The total value of this contract (combined value of task orders) will not exceed \$4,000,000, unless amended via change order. No minimum value is guaranteed.

**Attachments (list documents supporting change)**

<b>CHANGE IN CONTRACT PRICE:</b>	<b>CHANGE IN CONTRACT TIMES:</b>
Original Contract Aggregate Limit: <b><u>\$4,000,000.00</u></b>	Original Contract Times: <b>3 calendar years</b> (1-year w/ two (2) - 1 year renewal options) Original Contract Expiration: 11/06/2025
Increase from previously approved Change Orders: <b>\$0.00</b>	Increase from previously approved Change Orders: N/A
Contract Price prior to this Change Order: <b><u>\$4,000,000.00</u></b>	Contract Times prior to this Change Order: <b>3 calendar years</b>
Increase of this Change Order: <b><u>\$0.00</u></b>	Increase of this Change Order: N/A
Contract Price incorporating this Change Order: <b><u>\$4,000,000.00</u></b>	Contract Times with all approved Change Orders: <b>3 calendar years</b> Current Contract Expiration: 11/06/2026 (Year 2)

RECOMMENDED:

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

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

Approved by Funding Agency (if applicable):  
\_\_\_\_\_

ACCEPTED:

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

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

ACCEPTED:

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

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

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

# 2025 ASPHALT MAINT

**SECTION 00650  
CHANGE ORDER**

**No. 1**

Date of Issuance: 3/12/2026

Effective Date: 3/12/2026

Owner: City of Mandeville	Owner's Project No.: 700.22.001
Contract: 2025 Asphalt Maintenance Contract	Date of Contract: 01/12/2026
Contractor: Donahoe Construction, LLC	Engineer's Project No.: 576-2003.03

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

Description: Change Order No. 1 is to amend Article 1. Work subsection 1.01, Section 00520 – Agreement to read as follows:

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work of this Contract consists of asphaltic concrete roadway maintenance and capital improvements. The Work may include, but is not limited to, the milling & overlay of asphaltic concrete roadways and/or multi-use paths; full depth asphaltic concrete roadway patching; reconstruction of asphaltic concrete roadways, including base material; installation reinforced paving grids or mats; removal & replacement and/or installation of loop detectors; removal & replacement and/or installation of pavement markings, legends & reflectorized markers; relocation of regulatory signage; asphaltic concrete roadway crack cleaning & sealant; installation of speed calming tables or devices; addition and/or widening of asphaltic concrete turn lanes & shoulders; in addition to other related miscellaneous work and incidentals thereto as directed. The total value of this contract (combined value of task orders) will not exceed \$3,000,000, unless amended via change order. No minimum value is guaranteed.

**Attachments (list documents supporting change)**

<b>CHANGE IN CONTRACT PRICE:</b>	<b>CHANGE IN CONTRACT TIMES:</b>
Original Contract Aggregate Limit: <b><u>\$3,000,000.00</u></b>	Original Contract Times: <b>3 calendar years</b> (1-year w/ two (2) - 1 year renewal options) Original Contract Expiration: 01/12/2027
Increase from previously approved Change Orders: <b><u>\$0.00</u></b>	Increase from previously approved Change Orders: N/A
Contract Price prior to this Change Order: <b><u>\$3,000,000.00</u></b>	Contract Times prior to this Change Order: <b>3 calendar years</b>
Increase of this Change Order: <b><u>\$0.00</u></b>	Increase of this Change Order: N/A
Contract Price incorporating this Change Order: <b><u>\$3,000,000.00</u></b>	Contract Times with all approved Change Orders: <b>3 calendar years</b> Current Contract Expiration: 01/12/2027 (Year 1)

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RECOMMENDED:

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

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

Approved by Funding Agency (if applicable):  
\_\_\_\_\_

ACCEPTED:

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

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

ACCEPTED:

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

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

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

# 2025 ROADWAY AND DRAINAGE

**SECTION 00650  
CHANGE ORDER**

**No. 2**

Date of Issuance: 3/12/2026

Effective Date: 3/12/2026

Owner: City of Mandeville	Owner's Contract No.: 700.22.003
Contract: 2025 Roadway & Drainage Maintenance Contract	Date of Contract: 08/04/2025
Contractor: Creek Construction, LLC	Engineer's Project No.: 576-2003.01

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

Description: Change Order No. 2 is to amend Article 1. Work subsection 1.01, Section 00520 – Agreement to read as follows:

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as maintenance and replacement of drainage culverts and structures, Portland cement concrete and/or asphaltic concrete pavement rehabilitation, and other work as detailed on the plans and stated in the specifications. The Work may include, but is not limited to, the removal & replacement and/or installation of subsurface drain lines; removal & replacement and/or installation of drainage structures; cleaning and/or regrading of open ditches; cleaning of existing drain lines; removal & replacement of concrete roadway panels; removal & replacement and/or installation of roadway curbs & gutters, drive aprons, and walks or paths, including ADA ramps; asphaltic concrete street patching; cleaning & sealing of roadway cracks; removal & replacement and/or installation of concrete headwalls; rehabilitation of drain lines by cured-in-place liners; installation of erosion control & bank stabilization measures; and other necessary incidentals thereto as directed. The Contract will be for a three (3) year duration, unless amended via change order. Individual task orders will be issued under the contract, up to a maximum combined value of \$4,000,000 unless amended via change order. No minimum value is guaranteed.

**Attachments (list documents supporting change)**

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Aggregate Limit:  
**\$4,000,000.00**

Original Contract Times: **3 calendar years** (1-year w/ two (2) - 1 year renewal options)  
Original Contract Expiration: 08/04/2026

Increase from previously approved Change Orders:  
**\$0.00**

Increase from previously approved Change Orders: N/A

Contract Price prior to this Change Order:  
**\$4,000,000.00**

Contract Times prior to this Change Order:  
**3 calendar years**

Increase of this Change Order:  
**\$0.00**

Increase of this Change Order: N/A

Contract Price incorporating this Change Order:  
**\$4,000,000.00**

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

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

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

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

**RES 26-06**

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

**RESOLUTION NO. 26-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.2 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MANDEVILLE AND CSRS, LLC AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the City desires to amend the Professional Services Agreement with CSRS, LLC (“Consultant”), through which Consultant provides professional services to the City of Mandeville for a hydraulic impact analysis for the Ravine Aux Coquille Watershed Modeling Project and has been in effect since June 28, 2023; and

**WHEREAS**, the City is currently undergoing litigation that may require the services of CSRS personal to provide professional testimony as it relates to hydraulic and hydrologic modeling efforts, and these services would increase the consultant’s fee by a not to exceed amount of \$10,000.00, which is inclusive of engineering design and other supplement services; and

**WHEREAS**, the City also sees the need to extend the CSRS, LLC contract time two (2) years from March 28, 2026 to March 28, 2028 for the consultant to be able to continue providing engineering design, bidding, construction administration, project closeout services, and inspection 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 amend the June 28, 2023 Professional Services Agreement with CSRS, LLC, as set forth in Amendment No. 2 to the Professional Services Agreement to increase the total Consultant’s fee by an amount not to exceed \$10,000.00 and also add two (2) years to the contract time for continued services.

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 February, 2026.

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

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

**AMENDMENT NO. 2  
TO THE  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE CITY OF MANDEVILLE  
AND  
CSRS, LLC**

**THIS AMENDMENT** is made effective as of the \_\_\_ day of \_\_\_\_\_ 2026, between the City of Mandeville (“**City**”), with an office at 1100 Mandeville High Blvd., Mandeville, Louisiana 70471 and CSRS, LLC (“**Consultant**”) with an office at 8555 United Plaza Blvd., Baton Rouge, Louisiana 70809. The City and the Consultant are sometimes collectively referred to as the "**Parties.**"

**WHEREAS**, on June 28, 2023, the City and the Consultant entered into a Professional Services Agreement (“**Agreement**”) for professional services to perform a hydraulic impact analysis for the Ravine Aux Coquille Watershed Modeling Project,

**WHEREAS**, on May 28, 2024 the City and the Consultant agreed to expand the project scope of services to have the Consultant provide Pre-Design Services (Task Order No. 1) including Surveying, Environmental and Hydrologic and Hydraulic (H&H) study tasks; Design Services (Task Order 2) including professional engineering Preliminary Design Phase and Final Design Phase basic services; and Construction Services (Task Order No. 3) including Bid & Award Phase , Construction Administration Phase, and Construction Closeout Phase basic services, in addition to Inspection, Reporting and Verification services (if requested) for the Ravine Aux Coquille Watershed Modeling Project,

**WHEREAS**, per Amendment No. 1, the City and Consultant further agreed to extend the Consultant’s contract time two (2) additional years to commence on the effective date of Amendment No. 1, or March 28, 2024, to March 28, 2026, with the option to renew on an annual basis for no longer than three (3) additional years,

**NOW, THEREFORE**, in consideration of the mutual promises hereinafter contained, the parties hereto agree as follows:

1. Article VI. Indemnification is hereby replaced with the following language:

**ARTICLE VI. INDEMNIFICATION.**

- A. **INDEMNITY BY CONSULTANT** Consultant shall defend, indemnify and hold harmless (and does hereby release) THE CITY (including its subsidiary and affiliated companies and their officers, directors, employees, and agents) from and against any and all losses, liabilities, claims, demands, damages (including incidental, consequential, indirect and special damages), fines and penalties, and related expenses (including reasonable legal fees and cost of investigation) with respect to any injury to or death of any person (including employees and agents of the City and Consultant, or damage, loss or destruction of any tangible property (including property of THE CITY and Consultant and their respective employees and agents), to the extent (and only to the extent) resulting from, attributable to, or arising out of Consultant's negligence in performing Services.

B. **INDEMNITY BY THE CITY.** The City shall defend, indemnify, and hold harmless (and does hereby release) t Consultant(including its subsidiary and affiliated companies and their officers, directors, employees, and agents) from and against, any and all liabilities, claims, demands, losses, damages, fines and penalties, and related expenses (including legal fees and reasonable costs of investigation), to the extent resulting from, attributable to, or arising out of:

i. Any negligence or willful misconduct of the City or compliance by Consultant

with directives issued by the City ;

ii. Any condition existing in a project prior to the engagement of the Consultant

or over which the Consultant had no control;

iii. Any violation of laws, regulations or ordinances by the City ;

iv. Any material breach by the City of any provisions hereof;

v. Any claims or damages arising from Consultant's testimony in Hilda Roberta Maestri Landry and Robert S. Maestri Trust vs. The City of Mandeville and the State of Louisiana Department of Transportation and Development.

2. **Article I. OBLIGATIONS OF CONSULTANT** section A. Scope of Services of the Agreement is hereby modified to include the following additional scope of work and fee:

1. **SERVICES:** The Consultant will provide professional testimony on behalf of the City as it relates to hydraulic and hydrologic modeling and engineering design expertise and services provided for this project.

3. **Article IV. COMPENSATION** subsection A and B are hereby amended to read:

A. **FEES UNDER THIS AGREEMENT:** The Consultant's compensation for the services performed above will be billed hourly up to a total not to exceed amount of \$10,000, without prior written approval from the City. Time spent on this task at the courthouse will be billed on a hourly basis at \$650/hour and \$325/hour outside of the courthouse. Consultant shall provide adequate time records and narrative of services rendered with all invoices.

B. **MAXIMUM AMOUNT:** The maximum aggregate amount payable by the City for all services performed under this Agreement is **\$316,930.00**. This amount is inclusive of all services and cannot be increased except by a validly executed amendment and the City's Department of Finance has certified the availability of the additional funding. The City's obligation to compensate the Consultant under this Agreement will not exceed the maximum aggregate amount payable at any time.

4. **ARTICLE III. CONTRACT TIME AND SCHEDULE** subsection B. is hereby amended to read:

A. **EXTENSION:** The Contract duration shall be extended for two (2) additional years from the end of the amended contract date March 28, 2026 to a new date of March 28, 2028 for the Consultant to continue providing professional engineering services for Task Orders 1 through 3, in addition to key testimony & legal support services as needed for the Ravine Aux Coquille Watershed Modeling Project.

5. **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.
6. **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 Consultant agree to the foregoing and have caused this Amendment to be executed by their respective duly authorized representatives as of the date set forth above.

\_\_\_\_\_  
**City of Mandeville**

  
\_\_\_\_\_  
**CSRS, LLC**

BY: \_\_\_\_\_

BY: Travis Woodard

Clay Madden

TITLE: \_\_\_\_\_  
Mayor, City of Mandeville

TITLE: Chief Business Development Officer

DATE: \_\_\_\_\_

DATE: February 17, 2026

**RES 26-07**

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

**RESOLUTION NO. 26-07**

**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 2026, 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. Maintain alternative means of disinfection for discharge from wastewater treatment facility to ensure permit compliance.

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 \_\_\_\_\_ 2026.

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

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

# 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)



02/05/2026

## 2025 MWPP ANNUAL AUDIT - PLANT SUMMARY BY YEARS. (Lower values are the best operation).

PLANT: CITY OF MANDEVILLE

	Actual Values							Max.
	2025	2024	2023	2022	2021	2020	2019	
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	0	24	22	20	50 Pts
Part 4: Overflows and Bypasses	50	80	50	100	100	100	55	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>71</b>	<b>99</b>	<b>67</b>	<b>115</b>	<b>139</b>	<b>137</b>	<b>90</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 decreased from last year due to the decrease of plant Overflows and Bypasses . Overall, the treatment plant operated within the effluent permitted discharge limits for 2025.**

Sincerely;

David Curtis, P.E. – Operations Manager

# **LOUISIANA**

**MUNICIPAL WATER**

**POLLUTION PREVENTION**

**MWPP**



**Facility Name:**

*City of Mandeville*

**LWDPS Permit Number:**

*LA0038288*

**NPDES Permit Number:**

**Address:**

*3101 Causeway Approach  
Mandeville La, La. 70448-3592*

**Parish:**

*St. Tammany Parish*

**(Person Completing Form) Name:**

*David Curtis, P.E.*

**Title:**

*Operations Manager - CES, Inc.*

**Date Completed:**

*01/30/2026*

## **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.**

Facility Name

City of Mandeville-Hickory St.

**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)
2.051	X	117	X 8.34 =	2001
1.907	X	160	X 8.34 =	2545
1.775	X	149	X 8.34 =	2206
1.756	X	167	X 8.34 =	2446
2.057	X	170	X 8.34 =	2916
1.500	X	130	X 8.34 =	1626
1.464	X	115	X 8.34 =	1404
1.574	X	112	X 8.34 =	1470
1.350	X	143	X 8.34 =	1610
1.375	X	163	X 8.34 =	1869
1.301	X	153	X 8.34 =	1660
1.702	X	151	X 8.34 =	2143

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	10	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	10	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	10	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	14	7
February	16	12
March	20	15
April	12	15
May	12	7
June	10	9
July	10	8
August	8	9
September	9	11
October	9	10
November	9	8
December	11	4

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

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:

(1) Fecal WkGeo Mx Exceptions  
(1) Total Phenols MO AVG 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

2025 - 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

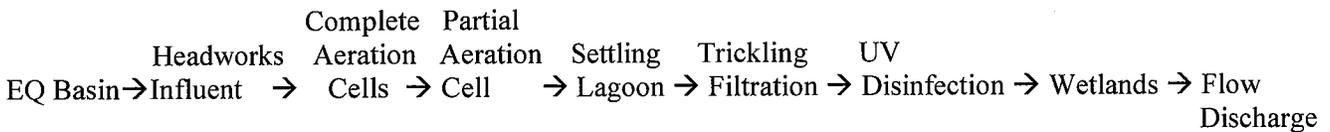
C. Multiply the factor listed next to the type of facility your community employs by the age of your facility to determine the total point value of Part 3:

**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: 0  
 (Circle One) **X0 = 0 points** 1 = 5 points 2 = 10 points  
 3 = 15 points 4 = 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 0 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: 6  
 (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) 6 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** 50 (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	<sup>*</sup> 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	<sup>*</sup> 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) No X = 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 Yes X = 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  yes = 0 points  no = 50 points  
Write 0 or 50 in the E point total box 

0
---

 E Point Total
- F. Has the operator-in-charge maintained recertification requirements during the reporting year?  Check one box  yes  no
- G. How many hours of continuing education has the operator-in-charge completed over the last two calendar years?  Check one box  12 hours or more = 0 points  Less than 12 hours = 50 points  
Write 0 or 50 in the G point total box 

0
---

 G Point Total
- H. Is there a written policy regarding continuing education and training for wastewater treatment plant employees?  Check one box  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**

0
---

 (max=100)

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

Facility Name

City of Mandeville-Hickory St.

PART 5: 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 2 - 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 2025. 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	02/18/25
-----	----------

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 changed the WWTP disinfection design in 2026 to help alleviate coliform violations caused by intermittent treatment of UV disinfection.

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 2025 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>   50   </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**

71



ORD 26-07

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER \_\_\_\_\_; MOTIONED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_.

**ORDINANCE NO. 26-07**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING AND ADOPTING THE PERSONNEL POLICIES PART I, RULE 2 GENERAL ADMINISTRATION, ADDING SECTION 2.12 SOCIAL MEDIA POLICY FOR THE MUNICIPAL EMPLOYEES' CIVIL SERVICE SYSTEM, AND ITS EMPLOYEE RULES AND REGULATIONS AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**

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

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

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

**WHEREAS** the City of Mandeville's Municipal Employees' Civil Service Board recommends approval of the addition of Section 2.12 Social Media Policy to the Municipal Employees' Civil Service Manual; and

**NOW, THEREFORE BE IT ORDAINED** that Section 2.12 of the Personnel Policies of the Municipal Employees Civil Service System to read as follows:

*Section 2.12 Social Media Policy*

*Social media is defined as and includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or community web site, web bulletin board or chat room (whether or not associated or affiliated with the City of Mandeville), as well as any other form of online communication intended for public or group interaction.*

*A. City employees assume all risks associated with the personal use of social media.*

*B. The City may require immediate removal of material and/or take disciplinary*

*action for the use of social media by City employees that causes disruption of the workplace, impairs the mission of the City, or violates this policy.*

*C. The following activities are strictly prohibited relating to the personal use of social media:*

- 1. Disclosure of confidential City information.*
- 2. Posting information that you know, or should reasonably know, to be false about the City of Mandeville, fellow employees, citizens, vendors, or people working on behalf of the City of Mandeville.*
- 3. Communicating with the media about City-related information, in an official capacity, without the permission of the Mayor, Chief of Police, Cultural Development Director and/or City Attorney.*
- 4. Posting photographs of fellow employees, appointees, or officials without their permission.*
- 5. Posting personal statements, opinions, or beliefs and attributing those to the City of Mandeville.*
- 6. Posting any material that constitutes harassment, hate speech, or libel, violates the privacy rights of fellow employees, or is disruptive to the work environment because it impairs workplace discipline or control, impairs or erodes working relationships, creates dissension among co-workers, interferes with job performance, or obstructs operations.*

*D. Employees must be aware that social media content created, posted, or shared in connection with official City duties may constitute a public record under Louisiana law. Any such content is subject to applicable records retention requirements and may be subject to disclosure under the Louisiana Public Records Act. Employees should exercise care, accuracy, and professionalism when posting content in any capacity that may reasonably be associated with City business.*

*E. Violations of this policy will subject the employee to disciplinary action up to and including termination in accordance with administrative or Civil Service rules and regulations.*

*F. Nothing in this policy is intended to infringe upon the First Amendment rights of employees. Employees retain the right to speak as private citizens on matters of public concern. However, the City maintains the right to regulate speech that is made in an employee's official capacity, or speech that disrupts City operations, undermines discipline, or otherwise interferes with the efficient delivery of public services. This policy is intended to balance employee rights with the City's obligation to maintain order, efficiency, and public trust.*

*G. Personal Opinions and Disclaimers: Employees who discuss matters related to the City of Mandeville on personal social media accounts should make it clear that their views are their own and do not represent the official position of the City. When posting content that could reasonably be associated with City business or when identifying themselves as a City employee, employees are encouraged to include a disclaimer similar to the following:*

*"The views expressed on this account are my own and do not represent the views or positions of the City of Mandeville"*

*Use of this disclaimer does not authorize employees to disclose confidential information, speak on behalf of the City, or otherwise violate this policy. Employees should continue to exercise good judgment and uphold the dignity of public service and the confidence of the community.*

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

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

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

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this \_\_\_\_\_ Day of \_\_\_\_\_, 2026.

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

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

**RES 26-08**

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

**RESOLUTION NO. 26-08**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE ESTABLISHING A FORMAL, MULTI-STAGE PROCESS FOR APPOINTMENTS AND TERM RENEWAL APPOINTMENTS TO BOARDS AND COMMISSIONS TO ENSURE FULL REVIEW OF ALL APPLICANTS.**

**WHEREAS,** the City Council currently utilizes various informal methods for appointments and term renewal appointments which has historically resulted in an inconsistent review of applicant resumes; and

**WHEREAS,** it is the intent of the City Council to ensure that every resident who applies for a commission seat receives a thorough and equitable evaluation of their qualifications in compliance with open meetings laws; and

**WHEREAS,** the City Council desires to adopt a deliberative model—similar to that currently used by several City commissions—whereby a dedicated meeting is held for discussion prior to any final action; and

**WHEREAS,** the City Council seeks to eliminate the "first to nominate" bias, ensuring that the first name placed into nomination does not preclude the consideration of other highly qualified candidates; and

**WHEREAS,** the City Council desires that the process for consideration of an appointee being chosen for a term renewal be required to engage in the full nomination process utilized for new appointments as a means to ensure the applicant has maintained the requirements for appointment as outlined in Section 1 herein and that the applicant secures nomination and majority vote as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANDEVILLE,** that for any appointments and term renewal appointments to boards and commissions that are within the responsibility of the City Council the following process be utilized:

**SECTION 1: THE CALL FOR APPLICATIONS**

1. The City Council shall announce at a public meeting that the City Council is seeking resumes for an appointment or term renewal appointment on behalf of the entire Council. In the event there are multiple appointments to be made, the City Council will advise of each appointment by reference to the appointment position and specific term which shall be communicated in the announcement.

2. The Council Clerk shall post the request for resumes on the City's website and on the front door of City Hall within 48 hours of notice of vacancy.
3. The Council Clerk shall publish the request for resumes in the City's Official Journal.
4. The City Council shall allow for a minimum of fourteen (14) business days from the public meeting when the call for resumes was announced, to receive all resumes from interested individuals. The Council Chairman shall set the closing date to receive all resumes.
5. Interested individuals shall submit resumes that include, at a minimum, the following information:
  - Specific position and term for consideration for appointment;
  - Length of time residing in the City of Mandeville
  - Career history
  - Relevant experience to the appointment
  - Statement as how the individual's career and other relevant experience positively impact the role of a commissioner.
  - Personal statement as to the individual's reason for seeking appointment as a commissioner,
6. No candidate for appointment or term renewal appointment will be considered without submission of a resume. By submitting a resume, any candidate for appointment as a commissioner expressly acknowledges that the resume is a public record from which only personal telephone numbers will be redacted.
7. Following the receipt of resumes, all Council Members will be provided with the names of every eligible applicant qualifying for the available appointment by reference to position(s) and term(s), which shall comprise the "Applicant Pool". Any Council Member may obtain the resume and application of anyone in the Applicant Pool and may conduct an interview(s) via phone or in person at his or her discretion as long as a quorum of other Council Members is not present.

## **SECTION 2: THE WORK SESSION (REVIEW PHASE)**

For every vacancy, the City Council shall conduct a formal Work Session under NEW BUSINESS, and shall proceed as follows:

1. **Agenda Publication:** After the passing of the closing dates set by the Council Chairman, the Council Clerk shall publish the names of all citizens in the Applicant Pool on the agenda for New Business at the next City Council meeting. The resume of each citizen in the Applicant Pool shall be provided in publicly available materials for the Work Session, with redactions of confidential information. In the event there are multiple appointments to be made, the Council Clerk shall list separate agenda items for each appointment by reference to the appointment position and specific term.

2. **Full Distribution:** The Council Clerk shall provide the Council with the complete application and resume of every citizen within the Applicant Pool.
3. **Mandatory Discussion:** The Council shall publicly review the citizens in the Applicant Pool as a whole. This session is strictly for the debate of merits, qualifications, and fitness to serve, and there are no specified directives on the manner of discussion or that each member of the Applicant Pool be discussed. If a member of the Applicant Pool desires to speak at the Work Session, the Council Chairman shall recognize the applicant following Council discussion and before taking public comment on the New Business agenda item. In the event there are multiple appointments to be made, the Council shall conduct a separate Mandatory Discussion section as discussed herein for each agenda item such that each appointment has its own discussion of the Applicant Pool for each appointment to be made.
4. **Prohibition of Action:** No motions to appoint or votes shall be taken during this session.

### **SECTION 3: THE ACTION MEETING (NOMINATING AND VOTING PHASE)**

The formal nomination process from the Applicant Pool shall occur at the next regularly scheduled City Council meeting (or "Meeting Two") following the Work Session. This provides a "cooling off" period for members to reflect on the Review Phase deliberations concerning the Applicant Pool.

To ensure that all qualifying citizens from the Applicant Pool are considered at the Nomination and Voting meeting, the following Nomination and Voting Procedure is hereby established:

1. **The Call for Nominations:** The Presiding Officer shall open the floor for all nominations from the Applicant Pool. Any Council Member choosing to nominate a citizen from the Applicant Pool may nominate said applicant; however, a council member cannot nominate more than one candidate for an open appointment seat.
2. **Closing the Floor:** The floor shall not be closed until every Council Member has been provided with the opportunity to place a name from the Applicant Pool into nomination.
3. **The Listing of Nominated Applicants:** If more than one candidate is nominated, the Council Clerk shall list the names of all citizens nominated from the Applicant Pool and, upon completion, shall call the roll.
4. **The Roll Call:** When requested by the Council Clerk, each Council Member shall state the name of their preferred qualifying citizen from the Applicant Pool.
5. **Majority Requirement:** A candidate must receive a majority of votes from the members present to be appointed.

6. **Elimination Rounds:** If no candidate receives a majority on the first roll call, the nominated citizen(s) from the Applicant Pool with the fewest votes shall be removed, and the Council shall vote again on the remaining nominees until a majority result is reached.

If multiple appointments or term renewal appointments are on the agenda of the Action Meeting, the Council shall conduct a Nomination and Voting Procedure for each appointment. If an applicant has qualified for the Applicant Pool for multiple appointments, only a successful majority vote in the first appointment vote shall preclude the applicant from being nominated for candidacy for the additional appointment.

#### **SECTION 4: REPEAL OF CONFLICTING METHODS**

This resolution supersedes all previous resolutions passed by the City Council, including resolution 24-60, and any informal past practices and/or methods for board and commission appointments.

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

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this \_\_\_\_th day of March 2026.

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Alicia Watts  
Council Clerk

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Jason Zuckerman  
Council Chairman

Ord 26-03

**THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBERS JASON ZUCKERMAN AND KEVIN VOGELTANZ; MOVED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_, SECONDED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_.**

**ORDINANCE NO. 26-03**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF MANDEVILLE AMENDING ARTICLE 3, SECTION 3.3 GENERAL DEFINITIONS, AND AMENDING ARTICLE 7, SECTION 7.5.13 PM-1 MARINA DISTRICT – WATERFRONT LOTS, AND AMENDING SECTION 7.5.14 PM-2 MARINA DISTRICT – NON-WATERFRONT LOTS, AND AMENDING SECTION 7.5.15 PD – PLANNED DISTRICT, AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the City Council of Mandeville is vested by Section 2-1 of the Mandeville Charter with the legislative power of the city government and has the authority to enact ordinances which have the force of law;

**WHEREAS**, the City Council of Mandeville is empowered by Section 2-10 (A)(14-15) of the Mandeville Charter to utilize its policing power to adopt or modify the zoning plan, maps and regulations and amend or repeal any ordinance previously adopted;

**WHEREAS**, the Mandeville Thrives 2045 Comprehensive Plan, adopted December 9, 2025, recognizes the numerous issues faced by the City when considering a mixed-used development site on properties concerning zoning regulations, permitted uses, land use compatibility, dimensions, and traffic and density concerns;

**WHEREAS**, the City of Mandeville’s Comprehensive Land Use Regulations Ordinance (CLURO) was adopted on June 25, 2015, rev. through October 23, 2025, and provides for regulations over mixed-use development sites;

**WHEREAS**, in the case of mixed-use development in zoning districts for Planned Marina and Planned District, the existing CLURO regulations refer to site development regulations for those specific uses to be applied to mixed used developments when proposed;

**WHEREAS**, the site development regulations for mixed-use developments, including, but not limited to allowable building areas, number of units, density calculations, parking requirements, open space requirements, and any other site development regulations, are applied and enforced dependent on the site area of the mixed-use development specifically designated for that use and not the entire site area which, in the case of a mixed use development, contains other potential uses;

**WHEREAS**, the purpose of the site development regulations for individual zoning uses within the mixed-use development site is to ensure sites contain sufficient open space for the use proposed and, in the case where multiple uses are proposed on a development site, that overall site size cannot be used to increase the density, allowable units, or other development criteria proposed

on a designated portion of the site by considering the entire site area consumed by other uses in those calculations;

**WHEREAS**, the City of Mandeville also desires to make clear that the site development regulations of Article 7.4(3) applicable to the issuance of a development permit currently provide that areas of the site that are subject to frequent site inundation, as defined in the CLURO at Article 3.3 (12), or extend into Lake Pontchartrain or any other water body, are not included in the calculations of lot area or required buildable area.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** by the City Council of the City of Mandeville that CLURO Section 3.3, 7.5.13, 7.5.14, and 7.5.15 be amended as follows:

### 3.3 GENERAL DEFINITIONS OF THE LAND USE REGULATIONS

...

122. **Lot Area.** The net horizontal area within bounding lot lines, but excluding any portion of a flag (panhandle) lot providing access to a street and excluding any public or private easement or right-of-way providing access to another lot. For properties or development sites with more than one permitted or proposed use, the lot area shall be only the area of the site designated for each specific use.

...

#### 7.5.13.3. *PM-1 Site Development Regulations*

Each development site in the PM-1 Marina District shall be subject to the following site development regulations in addition to any other applicable regulations under the provisions of this Land Use Regulations Ordinance or any other laws of the City, state or federal government. The Planning Director may grant exceptions to the following standards pursuant to section 4.3.5.

##### 1. Non-Residential Uses Site Development

a. Minimum lot area	10,000 Square feet
b. Minimum lot width and depth	75' x 133.34'
c. Minimum yard setback requirements	
d. Front Yard	25' or Required depth of greenbelt, whichever greater
e. Street Side or Rear Yard	15' or Required depth of greenbelt, whichever greater
f. Interior Side or Rear Yard	
(1) Adjacent to Residential Uses	20'
(2) Adjacent to Other Uses	5'
g. Maximum Height of Structures	35'
h. Maximum Impervious Site Coverage	60%

2. **Residential Site Development Regulations.** Residential site development regulations shall be in accordance with the site development regulations of the R-2 - Two-Family Residential District as provided under section 7.5.3.

3. **Area Considerations and Combined Use on Development Site.** Whether the proposed use on the site is permitted or subject to a special use permit or conditional use pursuant to the Table of Permitted Uses at Article 7.7, in calculating the allowable number of units, building area, and required parking for the development site, only the area of the site designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or are subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

...

**7.5.14.3. PM-2 Site Development Regulations**

Each development site in the PM-2 Marina District shall be subject to the following site development regulations in addition to any other applicable regulations under the provisions of this Land Use Regulations Ordinance or any other laws of the City, state or federal government. The Planning Director may grant exceptions to the following standards pursuant to section 4.3.5.

1. Non-Residential Uses Site Development Regulations

a. Minimum lot area	10,000 Square feet
b. Minimum lot width and depth	100'
c. Minimum Yard Setback Requirements	
(1) Front Yard	25' or Required depth of greenbelt, whichever greater
(2) Street Side or Rear Yard	15' or Required depth of greenbelt, whichever greater
(3) Interior Side or Rear Yard	
(a) Adjacent to Residential Uses	20'
(b) Adjacent to Other Uses	5'
d. Maximum Height of Structures	35'
e. Maximum Impervious Site Coverage	60%

2. **Residential Site Development Regulations** - Residential site development regulations shall be in accordance with the site development regulations of the R-2 - Two-Family Residential District as provided under section 7.5.3.

3. Area Considerations and Combined Use on Development Site. Whether the proposed use on the site is permitted or subject to a special use permit or conditional use pursuant to the Table of Permitted Uses at Article 7.7, in calculating the allowable number of units, building area, and required parking for the development site, only the area of the site designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3 (12), and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

...

#### 7.5.15.4. *Flexible Site Planning*

1. When considering a Planned District application, the unique nature of each proposal may require, under proper circumstances, the departure from the strict enforcement of certain present codes and ordinances, included but not limited to the width and surfacing of streets and highways, alleyways and street lights, public parks and playgrounds, school sites, storm drainage, water supply and distribution, sanitary sewers, sewage collection and treatment, lot and area regulations, landscaping and parking requirements. Final approval of a Planned District Development by the City Council shall constitute authority for such flexible planning to the extent that the Planned District as approved, departs from existing codes and ordinances.

2. Notwithstanding the flexible site planning justifications stated above, all uses within a Planned District must still submit applications for Conditional Use Permits for each proposed use pursuant to Article 4.3.3. Further, in calculating the allowable number of units, building area, and required parking for the development site, or any other site development criteria within the site plan and found on the application submitted pursuant to Article 4.3.3.4 (5)-(6), only the area of the site specifically designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

...

#### 7.5.15.5

[end of chart]

Combined Uses: In applying the provisions of this section to site plans proposing a mixed or combined use of property, only the area of the site specifically designated for each use may be used in calculations based on site area. For the purposes of area calculations for each use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3 (12), and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** that the Clerk of this Council be and is hereby 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 \_\_\_\_\_, 2026.

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Alicia Watts  
Clerk of Council

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Jason Zuckerman  
Council Chairman



# MANDEVILLE

A Historic Lakefront Community

## Planning and Zoning Commission

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CLAIRE DURIO, CHAIRWOMAN  
PLANNING COMMISSION

BRIAN RHINEHART, CHAIRMAN  
ZONING COMMISSION

CARA BARTHOLOMEW, AICP  
DIRECTOR, DEPT. OF PLANNING & DEVELOPMENT

MEMBERS:  
SCOTT QUILLIN  
ANDREA FULTON  
NICHOLAS CRESSY  
KAREN GAUTREUX  
PATRICK ROSENOW

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### CITY OF MANDEVILLE PLANNING COMMISSION RECOMMENDATION TO THE CITY COUNCIL REGARDING A TEXT AMENDMENT TO CLURO ARTICLE 3, SECTION 3.3 GENERAL DEFINITIONS, AMENDING ARTICLE 7, SECTION 7.5.13 PM-1 MARINA DISTRICT – WATERFRONT LOTS, AMENDING SECTION 7.5.14 PM-2 MARINA DISTRICT – NON-WATERFRONT LOTS, AND AMENDING SECTION 7.5.15 PD – PLANNED DISTRICT

The City Council introduced Ordinance 26-03 at the January 8, 2026 meeting. The ordinance proposes to change the definition of Lot Area to require properties or development sites with more than one permitted or proposed use to only allow the area of the site designated for each use for the lot area. It also sought to add language to Sections 7.5.13.3, Section 7.5.14.3, Section 7.5.15.4, and Section 7.5.15.5 to not allow areas of the site that are under water, extend into Lake Pontchartrain or any other body of water, subject to periodic inundation, or classified as wetlands to be able to be counted as part of the area calculations for the site.

As part of the procedure for CLURO Text Amendments, any proposed change is required to go before the Planning Commission for recommendation.

The Planning Commission held a work session on Tuesday, February 10, 2026, and a voting meeting on Tuesday, February 24, 2026, for case P26-02-03. The Commission recommends approval of the proposed ordinance to the City Council with the following amendments:

- For the definition of Lot Area strike the added text at the end and instead add the language saying that areas under water, extend into Lake Pontchartrain or any other body of water, subject to periodic inundation, or defined as wetlands to be excluded from the area calculation.
- In the new #2 for Section 7.5.15.4. remove the wording “or any other site development criteria”
- Change all references to a Special Use Permit or Conditional Use Permit to be a Special Use Approval or Conditional Use Approval
- Change the wording of Article 7.7 to Section 7.8 to accurately reflect the section containing the Table of Permitted Uses in the proposed changes for Section 7.5.13.3 and 7.5.14.3

The Commission stated that the first amendment was to prevent any conflict as the ordinance was recommending changing the general definition of Lot Area used in every zoning category,

not just in PM-1, PM-1 or PD. The second amendment was to bring the proposed changes to Section 7.5.15.4 in line with the changes for Section 7.5.13.3 and Section 7.5.14.3 as they did not mention site development criteria. The third amendment was to bring the language in line with the recommended changes from the Planning Department as there are no Conditional Use or Special Use permits given; there are just Special Use and Conditional Use approvals. The fourth and final amendment was to make sure the correct CLURO Section for the Table of Permitted Uses was referenced.

As part of the procedure for CLURO Text Amendments, the Commission is required to submit its recommendation and report to the City Council. The Commission voted 6-0 in favor approving the proposed ordinance with the above referenced amendments.

**Attachments:**

Redlined version of Ordinance 26-03 with suggested amendments  
PowerPoint Presentation

# City of Mandeville Planning & Zoning Commission

February 24, 2026



# P26-02-03

A text amendment to CLURO Article 3, Section 3.3 General Definitions, amending Article 7, Section 7.5.13 PM-1 Marina District – Waterfront Lots, amending Section 7.5.14 PM-2 Marina District – Non-Waterfront Lots, and amending Section 7.5.15 PD – Planned District and related matters

# P26-02-03

## Ordinance 26-03

Modifies the general definition of Lot Area found in Section 3.3. General Definitions, along with the development criteria outlined in Section 7.5.13. PM-1 Marina District – Waterfront Lots, Section 7.5.14. PM-2 Marina District – Non-Waterfront Lots, and Section 7.5.15. PD – Planned District

### 3.3 GENERAL DEFINITIONS OF THE LAND USE REGULATIONS

122. **Lot Area.** The net horizontal area within bounding lot lines, but excluding any portion of a flag (panhandle) lot providing access to a street and excluding any public or private easement or right-of-way providing access to another lot. For properties or development sites with more than one permitted or proposed use, the lot area shall be only the area of the site designated for each specific use.

# P26-02-03

## Ordinance 26-03

### 7.5.13.3. PM-1 Site Development Regulations

Each development site in the PM-1 Marina District shall be subject to the following site development regulations in addition to any other applicable regulations under the provisions of this Land Use Regulations Ordinance or any other laws of the City, state or federal government. The Planning Director may grant exceptions to the following standards pursuant to section 4.3.5.

#### 1. Non-Residential Uses Site Development

a. Minimum lot area	10,000 Square feet
b. Minimum lot width and depth	75' x 133.34'
c. Minimum yard setback requirements	
d. Front Yard	25' or Required depth of greenbelt, whichever greater
e. Street Side or Rear Yard	15' or Required depth of greenbelt, whichever greater
f. Interior Side or Rear Yard	
(1) Adjacent to Residential Uses	20'
(2) Adjacent to Other Uses	5'
g. Maximum Height of Structures	35'
h. Maximum Impervious Site Coverage	60%

2. **Residential Site Development Regulations.** Residential site development regulations shall be in accordance with the site development regulations of the R-2 - Two-Family Residential District as provided under section 7.5.3.

3. **Area Considerations and Combined Use on Development Site.** Whether the proposed use on the site is permitted or subject to a special use permit or conditional use pursuant to the Table of Permitted Uses at Article 7.7, in calculating the allowable number of units, building area, and required parking for the development site, only the area of the site designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or are subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

# P26-02-03

## Ordinance 26-03

### 7.5.14.3. PM-2 Site Development Regulations

Each development site in the PM-2 Marina District shall be subject to the following site development regulations in addition to any other applicable regulations under the provisions of this Land Use Regulations Ordinance or any other laws of the City, state or federal government. The Planning Director may grant exceptions to the following standards pursuant to section 4.3.5.

#### 1. Non-Residential Uses Site Development Regulations

a. Minimum lot area	10,000 Square feet
b. Minimum lot width and depth	100'
c. Minimum Yard Setback Requirements	
(1) Front Yard	25' or Required depth of greenbelt, whichever greater
(2) Street Side or Rear Yard	15' or Required depth of greenbelt, whichever greater
(3) Interior Side or Rear Yard	
(a) Adjacent to Residential Uses	20'
(b) Adjacent to Other Uses	5'
d. Maximum Height of Structures	35'
e. Maximum Impervious Site Coverage	60%

2. **Residential Site Development Regulations** - Residential site development regulations shall be in accordance with the site development regulations of the R-2 - Two-Family Residential District as provided under section 7.5.3.

3. **Area Considerations and Combined Use on Development Site.** Whether the proposed use on the site is permitted or subject to a special use permit or conditional use pursuant to the Table of Permitted Uses at Article 7.7, in calculating the allowable number of units, building area, and required parking for the development site, only the area of the site designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3 (12), and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

# P26-02-03

## Ordinance 26-03

### 7.5.15.4. *Flexible Site Planning*

1. When considering a Planned District application, the unique nature of each proposal may require, under proper circumstances, the departure from the strict enforcement of certain present codes and ordinances, included but not limited to the width and surfacing of streets and highways, alleyways and street lights, public parks and playgrounds, school sites, storm drainage, water supply and distribution, sanitary sewers, sewage collection and treatment, lot and area regulations, landscaping and parking requirements. Final approval of a Planned District Development by the City Council shall constitute authority for such flexible planning to the extent that the Planned District as approved, departs from existing codes and ordinances.
2. Notwithstanding the flexible site planning justifications stated above, all uses within a Planned District must still submit applications for Conditional Use Permits for each proposed use pursuant to Article 4.3.3. Further, in calculating the allowable number of units, building area, and required parking for the development site, or any other site development criteria within the site plan and found on the application submitted pursuant to Article 4.3.3.4 (5)-(6), only the area of the site specifically designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

# P26-02-03

## Ordinance 26-03

Single Family Residential or Community Residential	R-1 Single Family Residential District, provided, however, that for good cause demonstrated by the applicant, the Zoning Commission and City Council may apply the applicable requirements of any R-1X Single Family Existing Residential District which is adjacent to the single family development proposed on the site plan.
Duplex Residential, Cluster Residential, or Two Family Residential	R-2 Two Family Residential District
Condominium Residential or Multiple Family Residential	R-3 Multifamily Residential District
Boathouse Residential	R-2 Two Family Residential District
Mobile Home Residential	MH Mobile Home District
Civic Uses	B-1 Neighborhood Business District
Commercial Uses	B-2 Highway Business District, provided, however, that commercial uses designated on a site plan providing for a mix of commercial uses and residential uses shall comply with the requirements of the B-1 Neighborhood Business District
Custom Manufacturing and Light Manufacturing	M-1 Industrial District
Other Manufacturing Uses	M-2 Industrial District
Agricultural Uses	M-2 Industrial District
Combined Uses: In applying the provisions of this section to site plans proposing a mixed or combined use of property, separate consideration shall be given to the area of the site plan designated for each use.	

**Combined Uses:** In applying the provisions of this section to site plans proposing a mixed or combined use of property, only the area of the site specifically designated for each use may be used in calculations based on site area. For the purposes of area calculations for each use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3 (12), and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.



# P26-02-03

## Internal Review of the Ordinance

For both Section 7.5.13.3 and 7.5.14.3 the reference to a special use permit or conditional use permit was removed and replaced with approval.

Article 7.7 was updated to read as Section 7.8

The highlighted text only refers to number of units, building area, and required parking. It does not mention anything about site development criteria.

3. **Area Considerations and Combined Use on Development Site.** Whether the proposed use on the site is permitted or subject to a special use approval permit or conditional use approval pursuant to the Table of Permitted Uses in Section 7.8 at Article 7.7, in calculating the allowable number of units, building area, and required parking for the development site, only the area of the site designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or are subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

# P26-02-03

## Internal Review of the Ordinance

The new #2 for Section 7.5.15.4 mentions site development criteria where it is absent from the previous two sections.

### 7.5.15.4. *Flexible Site Planning*

1. When considering a Planned District application, the unique nature of each proposal may require, under proper circumstances, the departure from the strict enforcement of certain present codes and ordinances, included but not limited to the width and surfacing of streets and highways, alleyways and street lights, public parks and playgrounds, school sites, storm drainage, water supply and distribution, sanitary sewers, sewage collection and treatment, lot and area regulations, landscaping and parking requirements. Final approval of a Planned District Development by the City Council shall constitute authority for such flexible planning to the extent that the Planned District as approved, departs from existing codes and ordinances.

2. Notwithstanding the flexible site planning justifications stated above, all uses within a Planned District must still submit applications for Conditional Use Permits for each proposed use pursuant to Article 4.3.3. Further, in calculating the allowable number of units, building area, and required parking for the development site, or any other site development criteria within the site plan and found on the application submitted pursuant to Article 4.3.3.4 (5)-(6), only the area of the site specifically designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.



# P26-02-03

## Internal Review of the Ordinance

With the added language in both Section 7.5.13.3 and Section 7.5.14.3 there is some potential for conflict with the regulations listed in Section 7.5.13.5 and Section 7.5.14.3 for combined use criteria.

3. **Area Considerations and Combined Use on Development Site.** Whether the proposed use on the site is permitted or subject to a special use approval permit or conditional use approval pursuant to the Table of Permitted Uses in Section 7.8 at Article 7.7, in calculating the allowable number of units, building area, and required parking for the development site, only the area of the site designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or are subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

2. **Combined Uses** - The combining of non-residential and residential uses on one site shall be in accordance with the applicable Special Use Criteria in Article 8 and shall be subject to the requirements for the approval of a Special Use Permit as described in Article 4.

### **8.2.5. Special Combined Uses Criteria**

In considering an application for a combined use development site, all applicable provisions of this Ordinance and the district in which the site is located shall apply except as follows:

1. When a residential and non-residential use are combined on one site the density requirements for the residential use for the district in which the site is located shall prevail, however, the yard setbacks applicable to the non-residential use may be applied so long as a minimum of four hundred (400) square feet of landscaped area per residential unit, in addition to the otherwise required landscape areas, shall be provided for the use of the residential occupants of the site.
2. The parking required for each of the proposed uses on the development site may be adjusted by the approving authority in accordance with the Parking for Mixed Use Developments provisions of Article 9.

**THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBERS JASON ZUCKERMAN AND KEVIN VOGELTANZ; MOVED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_, SECONDED FOR ADOPTION BY COUNCIL MEMBER \_\_\_\_\_.**

**ORDINANCE NO. 26-03**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF MANDEVILLE AMENDING ARTICLE 3, SECTION 3.3 GENERAL DEFINITIONS, AND AMENDING ARTICLE 7, SECTION 7.5.13 PM-1 MARINA DISTRICT – WATERFRONT LOTS, AND AMENDING SECTION 7.5.14 PM-2 MARINA DISTRICT – NON-WATERFRONT LOTS, AND AMENDING SECTION 7.5.15 PD – PLANNED DISTRICT, AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the City Council of Mandeville is vested by Section 2-1 of the Mandeville Charter with the legislative power of the city government and has the authority to enact ordinances which have the force of law;

**WHEREAS**, the City Council of Mandeville is empowered by Section 2-10 (A)(14-15) of the Mandeville Charter to utilize its policing power to adopt or modify the zoning plan, maps and regulations and amend or repeal any ordinance previously adopted;

**WHEREAS**, the Mandeville Thrives 2045 Comprehensive Plan, adopted December 9, 2025, recognizes the numerous issues faced by the City when considering a mixed-used development site on properties concerning zoning regulations, permitted uses, land use compatibility, dimensions, and traffic and density concerns;

**WHEREAS**, the City of Mandeville’s Comprehensive Land Use Regulations Ordinance (CLURO) was adopted on June 25, 2015, rev. through October 23, 2025, and provides for regulations over mixed-use development sites;

**WHEREAS**, in the case of mixed-use development in zoning districts for Planned Marina and Planned District, the existing CLURO regulations refer to site development regulations for those specific uses to be applied to mixed used developments when proposed;

**WHEREAS**, the site development regulations for mixed-use developments, including, but not limited to allowable building areas, number of units, density calculations, parking requirements, open space requirements, and any other site development regulations, are applied and enforced dependent on the site area of the mixed-use development specifically designated for that use and not the entire site area which, in the case of a mixed use development, contains other potential uses;

**WHEREAS**, the purpose of the site development regulations for individual zoning uses within the mixed-use development site is to ensure sites contain sufficient open space for the use proposed and, in the case where multiple uses are proposed on a development site, that overall site size cannot be used to increase the density, allowable units, or other development criteria proposed

on a designated portion of the site by considering the entire site area consumed by other uses in those calculations;

**WHEREAS**, the City of Mandeville also desires to make clear that the site development regulations of Article 7.4(3) applicable to the issuance of a development permit currently provide that areas of the site that are subject to frequent site inundation, as defined in the CLURO at Article 3.3 (12), or extend into Lake Pontchartrain or any other water body, are not included in the calculations of lot area or required buildable area.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** by the City Council of the City of Mandeville that CLURO Section 3.3, 7.5.13, 7.5.14, and 7.5.15 be amended as follows:

### 3.3 GENERAL DEFINITIONS OF THE LAND USE REGULATIONS

...

122. **Lot Area.** The net horizontal area within bounding lot lines, but excluding any portion of a flag (panhandle) lot providing access to a street and excluding any public or private easement or right-of-way providing access to another lot. ~~For properties or development sites with more than one permitted or proposed use, the lot area shall be only the area of the site designated for each specific use.~~ Areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or are subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations.

...

#### 7.5.13.3. *PM-1 Site Development Regulations*

Each development site in the PM-1 Marina District shall be subject to the following site development regulations in addition to any other applicable regulations under the provisions of this Land Use Regulations Ordinance or any other laws of the City, state or federal government. The Planning Director may grant exceptions to the following standards pursuant to section 4.3.5.

##### 1. Non-Residential Uses Site Development

a. Minimum lot area	10,000 Square feet
b. Minimum lot width and depth	75' x 133.34'
c. Minimum yard setback requirements	
d. Front Yard	25' or Required depth of greenbelt, whichever greater
e. Street Side or Rear Yard	15' or Required depth of greenbelt, whichever greater
f. Interior Side or Rear Yard	
(1) Adjacent to Residential Uses	20'
(2) Adjacent to Other Uses	5'
g. Maximum Height of Structures	35'
h. Maximum Impervious Site Coverage	60%

2. **Residential Site Development Regulations.** Residential site development regulations shall be in accordance with the site development regulations of the R-2 - Two-Family Residential District as provided under section 7.5.3.

**3. Area Considerations and Combined Use on Development Site.** Whether the proposed use on the site is permitted or subject to a special use approval permit or conditional use approval pursuant to the Table of Permitted Uses in Section 7.8 at Article 7.7, in calculating the allowable number of units, building area, and required parking for the development site, only the area of the site designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or are subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

...

**7.5.14.3. PM-2 Site Development Regulations**

Each development site in the PM-2 Marina District shall be subject to the following site development regulations in addition to any other applicable regulations under the provisions of this Land Use Regulations Ordinance or any other laws of the City, state or federal government. The Planning Director may grant exceptions to the following standards pursuant to section 4.3.5.

1. Non-Residential Uses Site Development Regulations

a. Minimum lot area	10,000 Square feet
b. Minimum lot width and depth	100'
c. Minimum Yard Setback Requirements	
(1) Front Yard	25' or Required depth of greenbelt, whichever greater
(2) Street Side or Rear Yard	15' or Required depth of greenbelt, whichever greater
(3) Interior Side or Rear Yard	
(a) Adjacent to Residential Uses	20'
(b) Adjacent to Other Uses	5'
d. Maximum Height of Structures	35'
e. Maximum Impervious Site Coverage	60%

2. **Residential Site Development Regulations** - Residential site development regulations shall be in accordance with the site development regulations of the R-2 - Two-Family Residential District as provided under section 7.5.3.

3. **Area Considerations and Combined Use on Development Site.** Whether the proposed use on the site is permitted or subject to a special use ~~approval permit~~ or conditional use ~~approval~~ pursuant to the Table of Permitted Uses ~~in Section 7.8 at Article 7.7~~, in calculating the allowable number of units, building area, and required parking for the development site, only the area of the site designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3 (12), and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

...

#### ***7.5.15.4. Flexible Site Planning***

1. When considering a Planned District application, the unique nature of each proposal may require, under proper circumstances, the departure from the strict enforcement of certain present codes and ordinances, included but not limited to the width and surfacing of streets and highways, alleyways and street lights, public parks and playgrounds, school sites, storm drainage, water supply and distribution, sanitary sewers, sewage collection and treatment, lot and area regulations, landscaping and parking requirements. Final approval of a Planned District Development by the City Council shall constitute authority for such flexible planning to the extent that the Planned District as approved, departs from existing codes and ordinances.

2. Notwithstanding the flexible site planning justifications stated above, all uses within a Planned District must still submit applications for Conditional Use Permits for each proposed use pursuant to Article 4.3.3. Further, in calculating the allowable number of units, building area, and required parking for the development site, ~~or any other site development criteria~~ within the site plan and found on the application submitted pursuant to Article 4.3.3.4 (5)-(6), only the area of the site specifically designated for each use may be used in calculations based on site area. For the purposes of area calculations for a specific use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3.12, and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

...

#### **7.5.15.5**

[end of chart]

**Combined Uses:** In applying the provisions of this section to site plans proposing a mixed or combined use of property, only the area of the site specifically designated for each use may be used in calculations based on site area. For the purposes of area calculations for each use within the development site, areas of the site designated for other uses on the site, areas of the site that are either under water, extend into Lake Pontchartrain or any other water body, or subject to periodic inundation as defined in 3.3 (12), and areas of the site that are wetlands as defined in 3.3 (258), are not to be used in area calculations in this section.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** that the Clerk of this Council be and is hereby 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 \_\_\_\_\_, 2026.

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Alicia Watts  
Clerk of Council

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Jason Zuckerman  
Council Chairman