



ADMINISTRATIVE ORDER NO. 01 OF 2020

PROVIDING FOR EMERGENCY PROCEDURES AND INSTRUCTIONS FOR OPEN MEETINGS OF THE OPELOUSAS CITY COUNCIL DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

WHEREAS, in a Memorandum dated March 19, 2020, the Louisiana Attorney General provided guidance for conducting Open Meetings in light of the State of Louisiana's response to the COVID-19 pandemic (the "Memorandum");

WHEREAS, the Memorandum explained that Governor John Bel Edwards in Proclamation 30 of 2020 provided for attendance at public meetings via teleconference or video conference during the pendency of this emergency;

WHEREAS, the Memorandum explained that to attend public meetings via teleconference or video conference the public body shall certify in writing that it was otherwise unable to operate due to quorum requirement;

WHEREAS, the Memorandum explained that the written certification shall be posted in the same manner, place, and time as it would a normal agenda;

WHEREAS, the Memorandum explained that the quorum requirement has not changed regardless of the manner which the meeting was convened;

WHEREAS, the Memorandum explained that restrictions limiting the number of people in a meeting room to comply with proclamations by the Governor are reasonable; provided public bodies provide a mechanism for the public to simultaneously observe the meeting and participate in the public comment period;

WHEREAS, the Memorandum encouraged public bodies to establish procedures to receive public comments via video, email, facsimile, telephone or other means for a certain period preceding the meeting and having an administrator read the comments to the members during the public comment period of the meeting;

WHEREAS, the Memorandum instructed public bodies to read aloud the items on the agenda with reasonable specificity, including the matter to be discussed and potential action to be taken, and to pause the proceeding for a reasonable time to allow for public comments to be submitted to the public body;

WHEREAS, pursuant to La. R.S. 29:737, the Chief Executive Officer of a Municipality has broad authority to undertake immediate emergency response measures within the municipality to preserve the public peace, property, health, or safety within the municipality;

BOARD OF ALDERMEN

MARVIN T. RICHARD, ALDERMAN AT LARGE • MILTON BATISTE III, DISTRICT A • FLOYD FORD, DISTRICT B • CHARLES CUMMINGS, DISTRICT C
SHERELL ROBERTS, DISTRICT D • CHASITY DAVIS, DISTRICT E

JULIUS ALSANDOR
MAYOR



105 NORTH MAIN ST.
P.O. BOX 1879
OPELOUSAS, LA 70571-1879
(337) 948-2520
FAX (337) 948-2593

WHEREAS, effective March 17, 2020, the Mayor of the City of Opelousas, Julius Alsandor (the “Mayor”), declared a local emergency in the City of Opelousas;

WHEREAS, acting pursuant to the authority vested in him by La. R.S. 29:737, and following the guidance of the Memorandum, the Mayor enters this administrative order to provide for procedures and instructions for holding meetings via teleconference or video conference during the COVID-19 public health emergency;

NOW THEREFORE, I, JULIUS ALSANDOR, acting pursuant to the authority vested in me by the Constitution and the laws of the State of Louisiana, do hereby order and direct as follows:

1. The April 14, 2020 meeting of the Opelousas City Council shall be moved to April 21, 2020, at 5:00 p.m. at 105 N Main Street to accommodate the City’s intent to hold the meeting via videoconference;
2. No more than ten (10) people may attend the public meeting in-person at any time during the meeting, and preference shall be given in the following order:
 - (a) City Clerk;
 - (b) Mayor;
 - (c) City Attorney;
 - (d) Mayor Pro-tempore;
 - (e) City Council Members (5); and
 - (f) the official publisher for the City of Opelousas
3. All persons present shall remain no less than six feet apart from all other persons;
4. The meeting shall be broadcast live on www.cityofopelousas.com;
5. If the quorum requirement cannot otherwise be met, City council members shall be permitted to attend the meeting by teleconference or video conference, and they shall be required to be susceptible of hearing during the meeting;
6. At the start of the meeting all items shall be read aloud by the City Clerk;
7. The first fifteen (15) minutes of the meeting shall be allocated to a public comment period. Members of the public shall be permitted to comment on items on the agenda during the public comment period;

BOARD OF ALDERMEN

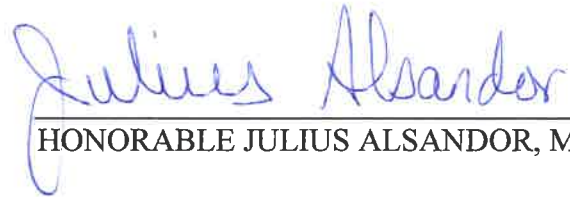
MARVIN T. RICHARD, ALDERMAN AT LARGE • MILTON BATISTE III, DISTRICT A • FLOYD FORD, DISTRICT B • CHARLES CUMMINGS, DISTRICT C
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Page 2 of 3

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8. All public comments submitted to the City prior to the meeting or during the public comment period shall be read aloud by the city clerk;
9. Anyone desiring to comment on an item on the agenda is encouraged to send comments as soon as practicable prior to the meeting. Comments may be submitted as follows:
 - (a) Via Telephone at (337) 948-2520;
 - (b) Via Facsimile at (337) 948-2593; or
 - (c) Via E-mail at landerson@cityofopelousas.com
10. These provisions shall be effective immediately and shall remain in effect until April 30, 2020, unless further extended or sooner terminated by written order.

IN WITNESS WHEREOF, I have affixed my execution to this Order this 8th day of April, 2020 at Opelousas, Louisiana.


HONORABLE JULIUS ALSANDOR, MAYOR

ATTEST BY THE
MUNICIPAL CLERK:


LEISA ANDERSON