



## CITY OF AMITY

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# CITY REOPENING PLAN

**Subject:** City of Amity Reopening Plan  
**Date:** May 15, 2020  
**Origin:** Michael D. Thomas, City Administrator  
**Action Requested:** Plan for Implementation

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## **Background**

The Mayor asked that City Staff come up with a plan for reopening the City as the County moves into Phase I of the State's reopening program. The Mayor's request is that the City progress to full reopening in parallel to the rest of the Community, but at a pace that is compatible with the safety and concerns of City Staff.

While drafted as a Plan, the intent of this document is to be used as a starting point for City Departments to use while they each reopen. While there is no timeline for the completion of reopening, it is the Mayor's and City Administrator's joint opinion that that City cannot remain locked down indefinitely. City Staff determined that a good goal for being fully reopened is – if there is no State or County rollbacks of reopening requirements – no later than the start of the upcoming Amity Public Schools' academic year.

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## **Plan**

Yamhill County is approved to enter Phase I reopening beginning, today, May 15<sup>th</sup>. The County will allow multiple business establishments to reopen within the guidelines of the Phase I structure. The County also intends for Cities to reopen as well.

### **Commercial Reopening:**

Businesses shall adhere to the States Reopening Structure for Phase I. Upon consultation with the Yamhill County Sherriff, the City's plan is to do the following in response to businesses reopening.

1. Businesses that reopen according to plan:
  - Ensure that they are meeting the State's reopening guidance
  - If they are not, inform them of their requirements
  - Provide them a period to keep operating, while returning to compliance

- If they fail to meet State's reopening guidance
- Notify their state licensing board / agency; seek temporary suspension of their business license
  - If there is a failure to obtain compliance, seek closure

2. Businesses that "queue jump" and reopen early:

- In conjunction with the Sheriff's Office, use a light touch
- Confirm if the business is complying with current Phase requirements
  - If in compliance:
    - Educate the Business owner that they are not allowed to reopen in Phase
    - Ask them to voluntarily return to closed status until their Phase of reopening
    - Monitor to ensure compliance with Phase requirements
  - If not in compliance:
    - Direct them to return to closed status until their Phase of reopening
    - Notify their state licensing board / agency; seek temporary suspension of their business license
    - If there is active resistance, seek closure

City Reopening:

1. City Engineering Projects

- Continue with contractors providing necessary Personal Protective Equipment (PPE) for their employees
- Employers / Contractors have the burden of ensuring Phase I requirements are met

2. City's Contract Services

- Will reopen based upon their employer's guidance
- City will expect remote connectivity for the foreseeable future
  - Planner, Attorney, Engineers will dial-in remotely to City meetings

3. Sheriff's Office

- Will reopen based on guidance provided by State and County
- Daily law enforcement will continue
  - "Cite and Release" policy will continue until jail / court capacity increases
- Request Sheriff's Office increase patrols by Park (see #6)

4. Library

- Plan on reopening between June 1-15, 2020
- Will reopen no later than July 1, 2020
- Keep the door locked and require patrons to knock for entry
  - This will allow the Librarians to control access and limit capacity
    - Limit total patronage to 5 (maximum) at a time

- Provide Librarians PPE within City's capacity
  - Masks, hand sanitizer, cleaning supplies
- Require every patron to wear a mask
- Require every patron to use hand sanitizer upon entry
- Limit access to 1-person on any computer at a time
  - Staff will wipe down the computer(s) after use
- Allow only 1-person at the librarian desk at a time
- Adhere to CCRLS guidance on operations – **still TBD**
- Other options:
  - Open only on alternating days
  - Open on reduced hours
  - Limit services provided
- Librarians will set the pace for how fast they return to normal hours and full public access

#### 5. Public Works

- Social distance at work sites to the best of their abilities
- Wear masks and other COVID-19 PPE within state guidance
  - Staff always has the option to wear masks and PPE
- Continue to conduct operations in a safe and responsible manner
- Superintendent will set the pace for how fast they return to routine operations and full public access

#### 6. Park Facilities

- Mayor directs the Park will remain closed until completion of construction
  - Park shelter construction will begin after May 15<sup>th</sup>
  - Rentals of park facilities and ball fields will commence with the completion of construction
  - Once construction is complete park will reopen into current Phase
- Request Sheriff's Office to increase patrols of park while closed
- If community members are using the park while it is closed:
  - Ensure they remain clear of **all** construction activities
  - For groups violating Phase requirements (group size / social distancing)
    - Park Ranger to request that patrons honor closure and disperse
    - Contact YCOM for assistance if there is resistance
    - Contact 911 if there is active resistance
- Bathrooms will remain closed to the public until Phase II or completion of construction, whichever comes later

#### 7. City Hall

- City Hall staff has the option to wear masks and PPE
- Staff will set the pace for how fast they return to normal shifts and full public access
  - Plan to reopen on June 1, 2020
  - At a minimum, Clerk & Recorder stagger shifts until we're securely into Phase II

- Will continue to request community members provide payment through drop box or online
- Reopen City Hall to 1-person at a time, disinfecting / cleaning between patrons
- Request patrons wear a mask in City Hall

#### 8. Emergency Declaration

- Reevaluate at June 3, 2020 City Council meeting for continuation
- Extension should be aligned with State / County guidance
- Extension or cancellation of Declaration solely the choice of Council
  - City reopening will continue per this plan

#### 9. Utility Billing

- Resume shut offs in first billing cycle after the termination of the Emergency Declaration or the entry into Phase II opening, whichever comes first
  - Currently expected to be June's billing cycle (bills going out July 1<sup>st</sup>)
  - Notify community through Social Media / website of shut off resumption
- Request customers with "past due" amounts establish a payment plan to get caught up
  - If customers can maintain current billing, even with "past due" amounts, City will not shut off water
  - If customers fall behind on current billing, regardless of "past due" amounts, City will shut off water

#### 10. City Meetings will transition to in-person meetings, starting in June

- June 3, 2020 City Council Meeting will be first to adhere to new 25-person group size
  - Intend to hold the meeting in-person at City Hall
  - Optional ZOOM access will be offered through Phase I
- Planning Commission Meetings will be on an as needed basis
  - June will be held in-person, unless Chairperson requests otherwise
  - Optional ZOOM access will be offered through Phase I
- Committee Meetings will be held at the Chairperson's discretion through Phase I
  - Optional ZOOM access will be offered through Phase I

#### 11. Budget Meeting

- Will be held in-person at City Hall
  - Optional ZOOM access will be offered

#### 12. Phase II and beyond

- The City will consider offering ZOOM access to City Council meetings as a staple of public participation in the future
- City will not accelerate reopening once County moves to new Phases
  - City will reopen at a smart and safe pace
  - Expectation to be fully reopened (to a new "normal") by start of the new school year

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**Further Information**

This plan will be implemented upon County's approval to enter Phase I; no earlier than May 15, 2020.

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Michael D. Thomas  
City Administrator  
City of Amity, OR