

**CITY OF NEWPORT**  
**EMERGENCY ORDER NO. 2020-11**

**WHEREAS**, the Governor of the State of Oregon declared a state of emergency for the state on March 8, 2020, finding that COVID-19 created a threat to the public health and safety and constituted a statewide emergency; and

**WHEREAS**, the City of Newport staff began meeting in early March regarding planning for a response to the COVID-19 emergency in Newport; and

**WHEREAS**, on March 16, 2020, the City Council of the City of Newport ratified the temporary declaration of emergency made on March 13, 2020; and

**WHEREAS**, Newport staff took, and continue to take, actions in an effort to “flatten the curve” of the COVID-19 virus, and by this Order, document those actions that include:

I, Spencer R. Nebel, City Manager, hereby order:

**April 16, 2020**      Approved a temporary City of Newport Water, Sewer, Stormwater COVID-19 Account Payment Deferral Program for Single Family Houses, as attached.



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Spencer R. Nebel, City Manager

Dated: April 16, 2020

**City of Newport Water, Sewer, Stormwater**  
**COVID-19 Account Payment Deferral Program**  
**For Single Family Houses**  
**Thursday, April 16, 2020**

The City of Newport is offering a payment deferral program related to the city utility billings issued for April, May, and June 2020. This deferral can be requested by completing an application with the city's Finance Department (Attachment A). The city has created this program for those affected by the economic shut down due to the Oregon Governor Kate Brown's Executive Orders 20-3 through 20-20, and the City of Newport's Emergency Order 2020-10 related to the COVID-19 pandemic. Please note, the city will not shut off the water services and/or will not bill late charges related to these billings once an agreement is completed and approved. The following are the rules for this deferral program.

Invoices received in April, May, and June 2020 can be deferred until July 2020. Beginning July 1, and no later than July 15, 2020, one-third (1/3) of the total deferred amount will be due along with the current bill. In August, the second one-third of the deferred amount, PLUS the current billing will be due no later than August 15. In September, the final one-third total deferred amount, plus the current billing will be due no later than September 15.

Please indicate whether you have filed for unemployment on the application form. Should you receive any assistance from the unemployment division of the State of Oregon or other assistance (or both) local or state, we would ask that you make payment on any deferred utility bills first. Please contact us if there are priorities that supersede this parameter.

Again, this program is for citizens of Newport affected by the COVID-19 pandemic. We will work with each individual through an application process. To apply for a deferral of City Utilities please complete the form labeled Agreement - Single Family Houses. Should you have any questions on the form or the program please contact Richelle at 541.574.0617 or email her at [utilitybilling@newportoregon.gov](mailto:utilitybilling@newportoregon.gov).

Finally, send completed forms to:

City of Newport Finance Department

169 SW Coast Highway

Newport, OR 97365

Or email to: [utilitybilling@newportoregon.gov](mailto:utilitybilling@newportoregon.gov).

Deadline: Due no later than April 29, 2020 at 5:00P.M.

**City of Newport Utilities**

169 SW Coast Highway  
Newport, OR 97365  
541-574-0611

**COVID-19 UTILITY DEFERRED PAYMENT AGREEMENT – SINGLE FAMILY HOUSES**

**Account Number:** \_\_\_\_\_

Name \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Filed for unemployed benefits with Oregon Unemployment Division? \_\_\_\_\_ Yes/No?

**I agree to the following Payment Plan:**

First payment, due no later than 7/15/20 one third of deferred amount due plus current invoice.

Second payment, due no later than 8/15/20 one third of deferred amount due plus current invoice.

Third payment, due no later than 9/15/20 one third of deferred amount due plus current invoice.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Due to COVID-19 pandemic, the city has agreed to halt late fees and shut offs until July 2020 for any customer entering into a utility deferred agreement. Note: all accounts past due now and before March 2020 must make a good faith payment agreement in order to qualify for this deferral program.**

**Internal use only – to be completed City of Newport Finance Department**

\_\_\_\_\_  
**City Staff Signature**

\_\_\_\_\_  
**Date**

**Agreement complete?**

\_\_\_\_\_  
**Initials**

\_\_\_\_\_  
**Date**