



FOR IMMEDIATE RELEASE

Contact: Spencer Nebel
City Manager

541.574.0613

**CITY OF NEWPORT
LIMITING ACCESS TO
THE NEWPORT CITY HALL**

Due to the COVID-19 outbreak, the City of Newport will be limiting access to its City Hall beginning Friday, March 20, 2020. The limited access will be reassessed toward the end of March, and a determination will be made as to whether to cancel or extend the limited access.

The city intends that full services continue, and to the extent possible, through electronic communication including telephone and e-mail. Essential individual meetings may be scheduled by contacting the individual department.

Information regarding communication/contact with various city departments follows:

Finance Department - Utility Billing - the Finance Department processes utility bills/payments, court payments, room tax payments, building permit payments, and more. Everyone is urged to conduct business electronically to the extent possible. Utility customers may sign up for XpressBillPay for electronic utility bill payment. A utility payment drop box is located in front of City Hall. There will be no utility shut-offs during March and April 2020, however, all utility customers are expected to pay utility bills. The late fee associated with utility bills will be waived for customers making timely payment arrangements with the Finance Department. A request for payment arrangements may be submitted to utilitybilling@newportoregon.gov, or by calling 541.574.0617.

Finance Department - Municipal Court and General Inquiries - the Finance Department processes court payments and more. Municipal Court clients should continue making

payments on previously adjudicated and new cases. There have been no extensions granted on the payment of court fines. Payments should be submitted by check or money order, if possible, and either mailed or placed in the drop box in front of City Hall. Credit card payments for court fines may be made by calling 541.574.0611. Anyone needing a payment extension should contact the Finance Department. All Municipal Court payment arrangements may be submitted to municipalcourt@newportoregon.gov or by calling 541.574.0611. All Municipal Court sessions have been cancelled until April 29, 2020.

Finance Department - Cash payments will be accepted on Tuesday and Thursday, from 3:00 - 5:00 P.M., at the front entrance to City Hall. The front door will be staffed during these days and times.

Since City Hall will be locked, anyone with questions may contact the Finance Department at 541.574.0611.

Community Development Department - anyone having a general inquiry, needing a permit, ordering an inspection, or requiring a development review, should contact: Sherri Marineau, Executive Assistant, at 541.574.0629; Beth Young, Associate Planner, at 541.574.3341; or Derrick Tokos, Community Development Director, at 541.574.0626. Since the building will be locked, appointments may be made by calling Sherri, Beth, or Derrick.

Police Department - anyone with questions or inquiries, or the release of property held by the Police Department, should call the Records Division at 541.574.3348. A call box is located on the north side of City Hall, near the Police Department, for requesting an officer.

Public Works - the Public Works Department shop is closed to the public. Public Works Department staff may be contacted by calling 541.574.3366.

Engineering Division - the Public Works Department Engineering Division is available to respond to general inquiries, permits, etc. Questions and appointments for meetings may be made by calling 541.574.3366.

City Manager's Office - anyone needing to contact the City Manager's office should call 541.574.0603. This number may also be used to contact Human Resources, legal staff, and the City Recorder. The direct number for Human Resources is 541.574.0604, and the direct number for the City Recorder is 541.574.0613. Appointments with the City

Manager, City Recorder/Special Projects Director, and the Human Resources Director may be made by calling 541.574.0603.

One of the best methods of communicating with the city is to use the “Contacts” link, which is on the top of the home page of the city’s website, at www.newportoregon.gov.

The city website also contains information about closures, the city’s response to the COVID-19 outbreak, information associated with all city departments, copies of ordinances, resolutions, minutes of city meetings, audio files of city meetings, video files of City Council and Planning Commission meetings, and more.

City employees expect to be available to assist the public through e-mail, phone, and to schedule appointments for services that cannot be handled electronically.

As a reminder, other city facilities that have been closed include the Library, Recreation Center, Aquatic Center, 60+ Activity Center, and the Fire Station (to the public).

All city advisory meetings are canceled until further notice. These meetings include those of the: 60+ Advisory Board, Parks and Recreation Advisory Committee, Bicycle/Pedestrian Advisory Committee, Vision 2040 Advisory Committee, Public Arts Committee, Destination Newport Committee, and the Airport Committee. This list is not all-inclusive.

All non-essential meetings scheduled in city buildings have also been canceled until further notice.

The city will update the public regarding building and program status changes through its’ website and press releases.

Contact Peggy Hawker, at p.hawker@newportoregon.gov, or 541.574.0613, with questions.

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