



CITY OF NEWPORT
FACILITY AND PROGRAMMING INFORMATION CHANGES
RELATED TO THE COVID-19 PANDEMIC

In response to the COVID-19 pandemic, the City of Newport has closed, or limited access to various facilities and programming. These closures and limited access facilities include:

NEWPORT CITY HALL - There is limited access to the Newport City Hall. 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 is staffed during these hours with a Spanish language interpreter. He allows one person to enter the building at a time, and oversees the social distancing requirement for queueing in front of City Hall.

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.

Anyone wishing to make a complaint regarding a Newport violation of Lincoln County Order No. 3-23-85, regarding the closure of most lodging establishments in Lincoln County, should contact the city's Community Service Officer, Jim Folmar, at j.folmar@newportpolice.net, or by calling 541.265.4854.

Public Works - the Public Works Department shop is closed to the public. Public Works Department staff may be contacted by calling 541.574.3366. Various divisions fall under the Public Works Department, including: engineering, city shops, water treatment, wastewater treatment, streets, parks maintenance, and more. For more information on all divisions of the Public Works Department, visit <https://www.newportoregon.gov/dept/pwk/>.

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.

NEWPORT RECREATION AND AQUATIC CENTER - The Newport Recreation and Aquatic Center is closed to the public until April 30, 2020, or until further notice. The Recreation and Aquatic Center is continually developing new on-line programming,

opportunities, and content to keep the community connected and engaged during the COVID-19 pandemic. Information regarding these facilities is available by visiting the website at <https://www.newportoregon.gov/recreation>, or by calling 541.265.7783.

60+ ACTIVITY CENTER - The 60+ Activity Center is closed to the public until April 30, 2020, or until further notice. The Meals on Wheels Program is operating its regular schedule. The 60+ Activity Center is continually developing new on-line programming, opportunities, and content to keep the community connected and engaged during the COVID-19 pandemic. Information regarding this facility is available by visiting the website at <https://www.newportoregon.gov/recreation>, or by calling 541.265.5459.

NEWPORT PUBLIC LIBRARY - The Newport Public Library building is closed until April 30, 2020 or until further notice. The Library is continually developing new on-line programming, opportunities, and content to keep the community connected and reading during the COVID-19 pandemic. While the physical space is closed, your Library card provides access to a world of digital content and other services for all ages including downloadable magazines, eBooks and audiobooks, streaming video, educational resources, and language tutorials. All are available at www.newportlibrary.org and free with a library card. In the interest of extending digital services to individuals without a library card, a Temporary eCard is available. This card will allow full access to the Library's digital holdings, like Hoopla, Lib2Go, Flipster, and other databases. Holds and due dates are being extended, so materials that are due during this closure may be kept until the Library reopens. No fines will be incurred at this time. The "Little Free Libraries" will continue to be stocked for as long as the free supply of books and magazines holds out! Please find one in your area and enjoy the pleasure of reading. Leave a book if you wish or simply exchange your book when you are finished. Check the Library website at www.newportlibrary.org for a full list of on-line opportunities, or call 541.265.2153, or email reference@newportlibrary.org.

NEWPORT FIRE STATIONS - All Newport Fire Stations are closed to the public. The Main Fire Station on NW 10th Street will be staffed to respond to emergencies. The public may continue to call the main business line (541.265.9461) with questions.

The Fire Department will issue new burn permits by telephone. Call the main business line for a burn permit.

In an emergency, please dial or text 911. There is a call button near the front of each fire station that will contact on-duty personnel. Anyone needing to report an emergency, or having a medical emergency, may use these call buttons.

NEWPORT CITY SHOPS - The city shops are closed to the public. This is a facility that is not typically frequented by the public, but anyone wishing to contact staff working at this facility should call 541.574.3366.

NEWPORT WATER TREATMENT PLANT - The Newport Water Treatment Plant is closed to the public. The City of Newport will continue to produce high-quality drinking water for its residents. The link to the city's "Water Quality Report" follows: [https://www.newportoregon.gov/dept/pwk/documents/2018 Water Quality Report.pdf](https://www.newportoregon.gov/dept/pwk/documents/2018%20Water%20Quality%20Report.pdf).

NEWPORT WASTEWATER TREATMENT PLANT - The Newport Wastewater Treatment Plant is closed to the public. The City of Newport will continue to provide wastewater collection and treatment.

NEWPORT MUNICIPAL AIRPORT - The Newport Municipal Airport FBO is closed to the public. During this time period, the FBO will be locked. A NOTAM (Notice to Airmen) has been issued regarding this limited access. Fuel continues to be available - self-service AvGas will be open, but Jet-A is only available on an on-call basis by calling 541.867.7422.

No crew cars will be available during this time. Hertz rental cars will continue to be available by appointment through Hertz, at 541.758.4101.

An Airport employee will be on-call during the evenings for after-hours Jet-A fueling. Normal call-out fees will be charged. The after-hours telephone number is 541.530.1364.

Additional information regarding the Newport Municipal Airport is available at: <https://www.newportoregon.gov/dept/onp/default.asp>.