

City of Lake Forest
COVID 19 Plan - Finance Department
Updated: March 20, 2020 (Updates in red)

Following is a summary of the limited operations of the City of Lake Forest Finance Department during the period City offices are closed, as of the date noted above. Please check back again for updates as this is a developing situation.

Utility Billing

- February bills are due March 16. The City will defer penalties for late payments until City operations resume in full.
- The Finance department will suspend all penalty notices and shut off procedures until City operations resume in full.
- Online payments may be made at any time and will post automatically to accounts.
- Mailed payments will be posted to accounts intermittently.
- ACH payments will process automatically on bill due dates.
- Effective March 17, no final water bills will be processed until City offices reopen.

Payments to Vendors

- All invoices fully approved for payment were processed and mailed on March 16.
- Payments to vendors will resume when City offices are once again open for business.

Real Estate Transfer Tax

- Effective March 17, the City is unable to process Real Estate Transfer Tax transactions until City offices reopen.
- Please be advised that a Real Estate Transfer Tax stamp is needed to file a deed with the County, but is not specifically required to close.
- **Final water bills – the City will read all meters at the end of March. March usage will be pro-rated +/- based on closing date to ensure the accuracy of final water bills and equitable distribution of water usage between the seller and buyer**

Vehicle Stickers, Animal Licenses and Parking Permits

- Renewal mailing for vehicle stickers, animal licenses and parking permits is delayed until City offices reopen.
- The due date for vehicle sticker and animal license renewals will be extended beyond May 1. The adjusted due date will be communicated once the renewal mailings are sent out.
- Parking permits may be purchased online and will be fulfilled by mail.
- **Please be advised that enforcement of vehicle stickers, animal licenses and parking permits has been suspended while City offices are closed**

We apologize for any inconvenience and appreciate your understanding at this difficult time. Please watch for updates on the City's web site www.cityoflakeforest.com.

Elizabeth Holleb
Finance Director
City of Lake Forest