

City of Lake Forest
COVID 19 Plan - Finance Department
Updated: June 3, 2020

Effective June 3, 2020, the Municipal Services facility will reopen to the public. The Finance Department will be working an alternating schedule in City offices, with 50% of staff at MS and 50% working remotely on any given day. **We continue to encourage residents to transact business online or by mail due to the reduced staffing and in light of ongoing concerns with the COVID 19 pandemic.**

Following is a summary of the operations of the City of Lake Forest Finance Department at the current time. Please check back again for updates as this is a developing situation.

Utility Billing

- The City continues to prepare and mail utility billing invoices on schedule.
- The City will suspend all penalties and shut off procedures until City operations resume in full.
- Payments by mail or online are strongly encouraged. Payments may also be placed in the drop box at the main entrance of Municipal Services (800 N. Field Drive).
- ACH payments will process automatically on bill due dates.

Real Estate Transfer Tax

- 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 utility bills – Effective April 24, the City has resumed scheduled meter readings for final utility bills.
- The City continues to process Real Estate Transfer Tax using Modified and Temporary procedures. Please see separate document at www.cityoflakeforest.com

Vehicle Stickers, Animal Licenses and Parking Permits

- Renewal mailing for vehicle stickers, animal licenses and parking permits was completed on Monday, May 4. The mailing was delayed due to the closure of City facilities.
- The due date for vehicle sticker and animal license renewals has been extended to June 15.
- Payments by mail or online are strongly encouraged. Payments may also be placed in the drop box at the main entrance of Municipal Services (800 N. Field Drive).
- Late payment penalties will be waived until September 1.
- Parking permits may be purchased online and will be fulfilled by mail.
- If your vehicle displays a vehicle sticker expiring 4/30/20, it will be sufficient for beach parking access until September 1.

We apologize for any inconvenience and appreciate your understanding as State guidelines allow for the phased reopening of City facilities. Please watch for updates on the City's web site www.cityoflakeforest.com.