



CITY OF LEOTI

PUBLIC NOTICE

March 19, 2020

Due to the rapid spread of COVID-19, commonly referred to as coronavirus, and in an effort to keep the community as well as City staff safe and healthy, the City of Leoti will be closed to the general public starting Friday, March 20, 2020 until further notice. Utilities and all other services we provide will continue as normal with little to no interruption.

The City Shop will continue to conduct day-to-day duties including running the regular trash route but we ask the public to not show up unannounced. On-Call Personnel can be reached at 620-874-4279 but will not discuss utility billing matters.

The City offers the following convenient payment options:

Walk-in Payments will not be accepted until we re-open.

Automatic Bank Draft: With Bank Draft, you still receive a copy of your monthly City Utility Bill. Payment is deducted from your account automatically on the date you have selected (1st, 10th, or 15th of the month) There is no additional fee unless sufficient funds are not available in your account to cover the amount due.

Online Bill Payment through KanPay Counter: Make payments online at your convenience. Pay one or several bills with a single transaction using a credit card or electronic check. You will need to have your account number and amount due in order to process a transaction. A convenience fee applies to all online bill payment transactions: 2.5% for credit card and \$1.50 for electronic checks. To start using KANPAY Counter, please visit the City's Official website at www.leotikansas.org.

Payment by Mail: Enclose your City Utility Bill payment stub and a check, or money order, and mail in the pre-addresses envelope provided with your bill. Please allow 3-5 days for postal delivery. Do not send cash through mail.

City of Leoti Drop Box: The City of Leoti has a convenient drop box location at City Hall for bill payments. Payments must be by check or money order. Please do not place cash in the drop box. Drop box payments are checked in the morning and afternoon during normal business hours.

Online Bill Payment Through Your Bank: Your bank or financial institution may offer access through its website to make a payment for your utility bill.

For additional information please call:

City Hall at (620)-375-2341