

April 3, 2020

The City Municipal Building remains closed to the public. City offices will remain open and available to conduct City business via telephone or email. For further clarification of available services, please see the statements below by department.

**Police Department** – The Police Department will continue to provide standard response to emergency calls. However, to limit exposure to Police personnel and the public, we ask that if you have non-emergency business to conduct, such as assistance with a tow release, public records request, or any other administrative question, please call 937-833-2001 Option 3. Staff will come to the door and answer your request. If they are away from their desks and can't answer the phone, please call 937-833-4357 and dispatch will have an officer respond to the building.

**Fire Department** – The Fire Department will continue to respond to emergency calls. The Fire Department will suspend fire safety inspections and community public education. However, to limit exposure to Fire personnel and the public, we ask that if you have non-emergency business to conduct, please call 937-833-2345. Staff will come to the door and answer your request. If they are away from their desks, or on an emergency call, please call 937-833-4357 and dispatch will have fire personnel respond. Fire Station 76 is closed to the public.

**Zoning** – Approved Zoning Permits will be mailed or emailed to the applicant. Pending permits will continue to be reviewed. Questions or concerns regarding pending Zoning Permits will be handled via email or telephone. Please call the City Office at 937-833-2135 x105.

**Finance** – Questions relating to utility billing, move-in and move-outs and park reservations, employees can be reached by telephone at 937-833-2135, Monday-Friday from 8:00 a.m. to 4:30 p.m. You may deposit any utility payment or park reservation payment in our night drop located adjacent to the front door of the City Building, 301 Sycamore Street, Brookville, Ohio, or mail to PO Box 10, Brookville, Ohio 45309. Utility payments can be made online. Go to [www.brookvilleohio.com](http://www.brookvilleohio.com) and click Online Bill Pay.

#### **Income Tax**

- Individual taxpayers will have until 7/15/20 to file and pay their 2019 municipal income tax return
- Net profit taxpayers (calendar year) who have opted to file with the State Tax Commissioner will have until 7/15/20 to file and pay their 2019 municipal income tax return with the State
- Net profit taxpayers (calendar year) who file directly with the tax administrator of the municipal corporation will have until 7/15/20 to file and pay their 2019 municipal income tax return
- First and second quarter estimated tax payments (individuals and calendar year net profit tax filers) will both be due by 7/15/20

#### **Filing and Payment Options:**

**Drop off:** Depository located just past the utility payment window.

**Mail:** PO Box 727, Vandalia, Ohio 45377

**Email:** [tax@vandaliaohio.org](mailto:tax@vandaliaohio.org)

**Fax:** 937-415-2361

**File Online:** File individual and withholding tax returns electronically through the Online Filing Tool.  
<https://vandaliaohio.org/home-page/departments/finance/income-tax-division/>

**Pay Online:** Credit card, debit card, or e-check accepted.

When dropping off, or sending your information, please provide copies of your:

- W-2s (be sure include the version that shows taxes paid to other cities, if any, in Box 18)
- Schedule C
- Schedule E
- 1099 Misc.

Your tax return will be prepared, and the final return will be mailed after completed. Reminder – W- 2's should still be provided for the online tax filing.

**Golden Gate Park** – The outside restroom facility at Golden Gate Park will be closed indefinitely. All city-owned playgrounds, basketball and tennis courts are closed through May 1, 2020, unless the Director of the Ohio Department of Health rescinds or modifies the Order. Building reservations for the Christena Leiber Center, Building #3 and Building #4 are canceled through May 1, 2020. If you have a future reservation for one of the Golden Gate Park buildings, you will be contacted by City staff. If you have any questions, please call the City Offices at 937-833-2135. Walking, hiking, running or biking in our city parks is currently permitted provided individuals maintain at least six-foot social distancing from other individuals.

**Primary Election** – April 28 is the new Primary election date and mail-in voting period for absentee ballots. Ballots postmarked by April 27 will be counted. The new law only allows for limited in-person voting. In-person voting will only occur on April 28 and only at board of election early vote centers, not at precinct polling locations.

**City Council** – Meetings will be held via WebEx. Information on how to log-in will be provided prior to each meeting.

**Park Board and Planning Commission** – Meetings are canceled until the Stay at Home Order has been lifted.

**Public Works** – The crews will be working; however, contact with the public will be limited.

Thank you for your continued patience as we work collectively to contain the spread of the COVID-19 virus. This situation is unprecedented in our lifetimes and we are committed to following the rules and orders of the U.S. Government and the State of Ohio as well as practicing the guidelines presented by our health organizations. As this situation is constantly changing and updates are provided daily, please watch for additional information through the City's website and social media platforms.

Sonja M. Keaton  
City Manager