

May 22, 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 cannot 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 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 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**

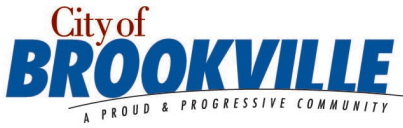
Filing and Payment Options:

Drop off: Depository located just past the utility payment window. The tax counter is open from 8:00 a.m. to 5:00 p.m., Monday-Friday, 333 James Bohanan Drive, Vandalia, Ohio

Mail: PO Box 727, Vandalia, Ohio 45377

Email: 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.

Garage Sales – Garage Sales will be permitted as long as social distancing is followed, clean tables and chairs several times throughout the day, wear masks and disposable gloves at all times during the sale and have hand sanitizer with at least 60% alcohol on tables and other places for customers to use. Please see checklist from the Ohio Department of Health on our website, www.brookvilleohio.com.

Golden Gate Park – The outside restroom facility at Golden Gate Park will be open to the public today, May 22, 2020. All city-owned playgrounds and basketball courts remain closed until the Director of the Ohio Department of Health rescinds or modifies their Order. Rental buildings are currently closed until further notice. If you have a future reservation for one of the Golden Gate Park buildings, you will be contacted by City staff. Tennis courts will open on Tuesday, May 26. Baseball and softball may resume on Tuesday, May 26. Mandatory and Recommended Best Practice guidelines for tennis courts, baseball and softball are attached to this Directive and on our website. 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.**

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

Park Board and Planning Commission – Meetings will be held via WebEx if needed. Information on how to log-in will be provided prior to each meeting on the City's website.

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