

June 9, 2020

The City Municipal Offices are opening to the public in various capacities. 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 continue to ask that if you have a non-emergency call for service, please call 937-833-2001 option # 3 during normal business hours of Monday-Friday, 8:00 a.m. to 4:30 p.m. Additionally, they can be reached after hours by contacting the Englewood Communications Center at 937-833-4357. The police lobby is open during normal business hours and you are encouraged to wear a mask. The Police Department will resume vehicle unlock services and business walk throughs.

**Fire Department** – The Fire Department will continue to respond to emergency calls and perform fire safety inspections. The Fire Department will suspend community public education and most non-essential public contact. To limit exposure to fire personnel and the public, if you have non-emergency business to conduct, please call 937-833-2345. If you have an urgent need to speak with someone from the Fire Department, or in an emergency, call 937-833-4357 or 9-1-1. Fire Station 76 is currently 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 our Zoning Officer at 937-833-2135 x105.

**Finance** – City offices are open and available to conduct City business via telephone, email, or by appointment. 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. 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](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 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](http://www.brookvilleohio.com).

**Golden Gate Park** – All city parks are open to the public. Playgrounds will open on June 10. Tennis courts opened on May 26. Golden Gate Park enclosed buildings are available to rent. Adult softball games resumed play on June 7. 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 Office at 937-833-2135. **Basketball courts remain closed**. Individuals are encouraged to maintain at least six-foot social distancing from other individuals.

**City Council, Park Board and Planning Commission Meetings** – Meetings may be held via WebEx, or in the Council Chambers. Information for each meeting will be posted on the City's website prior to meetings.

**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