

ORDINANCE NO. ~~16-~~ 54
INTRODUCED BY COUNCIL

AN ORDINANCE TO AMEND AND REVISE THE ZONING MAP AND
MAKE PERMANENT ZONING IN THE CITY OF ZANESVILLE, OHIO
AS HEREIN PROVIDED

WHEREAS, an application has been duly made for a zoning map amendment requesting an existing RS-5 property to be designated AO, Arts and Culture Overlay District; and

WHEREAS, proper notification of the intent of this Council to consider this request to rezone the below described property was given to abutters within 200 feet of the requested rezoning and in a newspaper of general circulation; and

WHEREAS, after testimony and discussion the Zanesville Planning Commission recommended to City Council that the zoning map amendment further identified on Exhibit "A", be approved.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio; that

SECTION ONE: The application for a zoning map amendment with respect to the real property hereinafter described and shown in Exhibit "A" is hereby approved and the zoning with respect to said property is so changed.

SECTION TWO: The Zoning Map of the City of Zanesville, Ohio, and the same is hereby amended and revised by amending the map as follows:

Designating an area as an Arts and Culture Overlay District (AO), situated in the City of Zanesville, County of Muskingum, and State of Ohio, and bounded and described as follows:

Auditors Parcel #81-58-03-05-000, also known as 952 Main St, recorded in Deed Volume 2523, Page 585, said Deed Volumes being located in the Muskingum County Recorder's Office.

SECTION THREE: This Ordinance shall take effect upon the approval of the Mayor and from and after the earliest period allowed by law .

PASSED: _____, 2016.

ATTEST: _____
SUSAN CULBERTSON
CLERK OF COUNCIL

DANIEL M. VINCENT
PRESIDENT OF COUNCIL

APPROVED: _____, 2016.

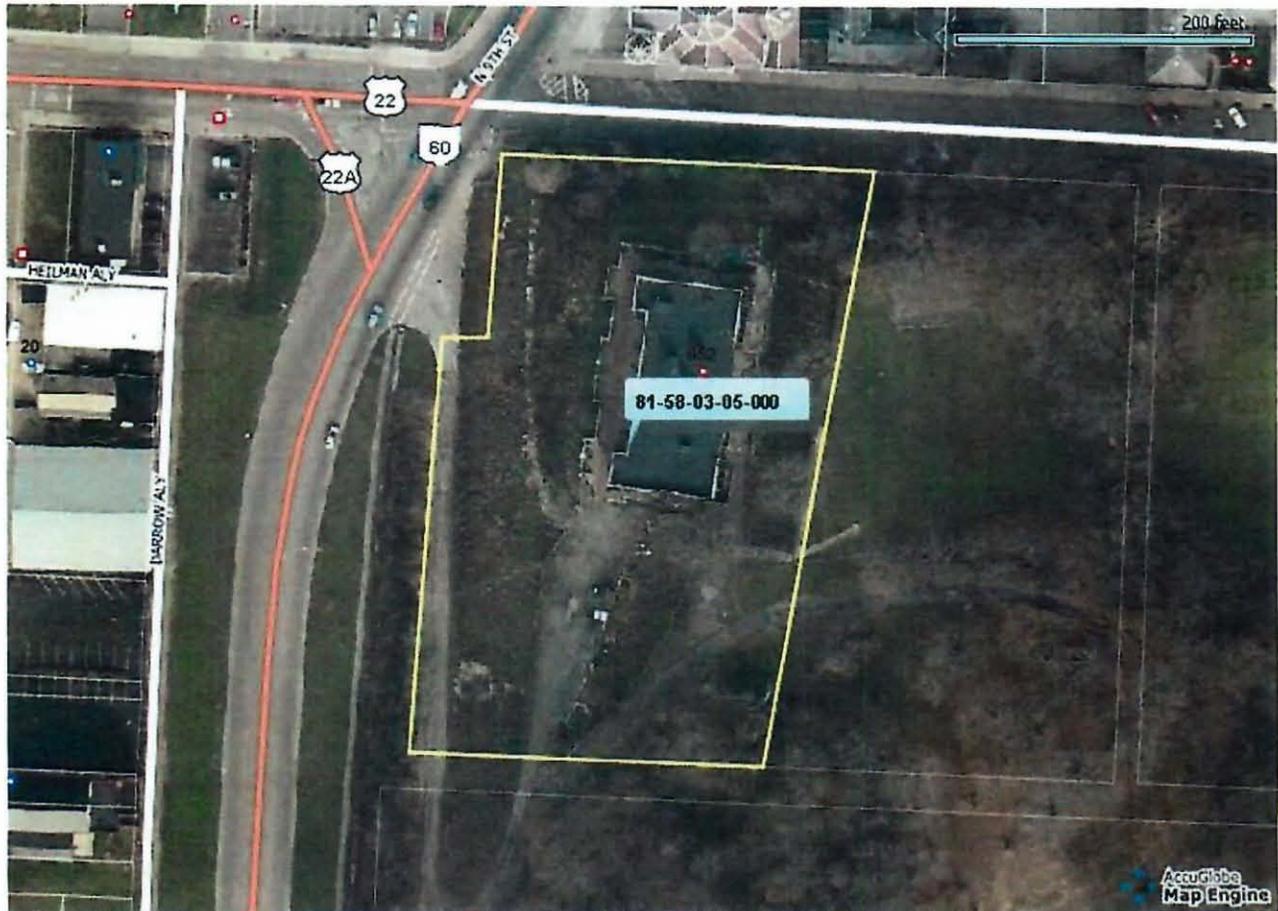
JEFF TILTON
MAYOR

**THIS LEGISLATION
APPROVED AS TO FORM**

LAW DIRECTOR'S OFFICE

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Muskingum County GIS



Notes

Department of Public Service
Jay D. Bennett, Director



ORDINANCE NO. 16 – 48
INTRODUCED BY COUNCIL

**AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL TO
ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE 2016
CITYWIDE OPWC OVERLAYS WITH THE LOWEST AND BEST BIDDER.**

WHEREAS, the City has secured State Issue I funds for street pavement overlays of Cemetery Avenue, McOwen Street, Wheeling Avenue, Chester Street, Linden Avenue, and Fairway Lane; and

WHEREAS, the administration would like to proceed with bid advertisement and award to the lowest and best bidder.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio, that:

SECTION ONE: The proper City official is hereby authorized to advertise for bids and enter into a contract for 2016 OPWC Overlays with the lowest and best bidder.

SECTION TWO: The cost of the overlays is estimated to be \$509,950 with \$399,950 taken from Line Item 215.6531.54483 and \$110,000 taken from Line Item 203.6531.54426. Additionally, the City will provide in-kind services as a match to the grant in an amount estimated to be \$30,000.

SECTION THREE: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2016

ATTEST: _____
Susan Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2016

Jeff Tilton, Mayor

THIS LEGISLATION APPROVED AS TO FORM

Law Director's Office

Jeff Tilton, Mayor
Margo Moyer, Auditor

ORDINANCE NO. 16- 49
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING THE CITY AUDITOR'S OFFICE TO ENTER INTO A
CREDIT CARD AGREEMENT WITH THE DEPOSITORY FOR THE CITY OF
ZANESVILLE

WHEREAS, from time to time it is necessary for employees of the City to make government related purchases for their respective departments; and

WHEREAS, often times the use of cash or check is not practical and it is necessary to use a personal bank credit card; and

WHEREAS, the Auditor's Office has adopted a Credit Card Usage Policy to insure that all charges to the credit card account are for pre-approved/appropriated expenditures by the appropriate department Director; and

WHEREAS, employees choosing to use a City credit card will be required to acknowledge that they have received a copy of, and understand the City's Credit Card Usage Policy; and

WHEREAS, the Auditor's Office desires to obtain authorization to apply for and begin utilizing a bank credit card from the depository for the City of Zanesville.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Zanesville, Muskingum County, Ohio, that:

SECTION ONE: The Auditor's Office is hereby authorized to enter into a credit card agreement with the depository for the City of Zanesville, and monthly statements will be mailed to the attention of the City Auditor, 401 Market St., Zanesville, OH 43701.

SECTION TWO: Employees who violate the terms and conditions of the City's Credit Card Usage Policy will be held financially responsible for all unauthorized charges and damages incurred and could face civil and criminal prosecution for misuse of the City's credit card.

SECTION THREE: That use of said card shall be pursuant to the Rules and Regulations established by the depository for the City of Zanesville, in addition to the City of Zanesville's Auditor's Office Credit Card Usage Policy.

SECTION FOUR: This Ordinance shall take effect and be in force from the earliest period allowed by law.

PASSED: _____, 2016

Susan Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2016

Jeff Tilton, Mayor

This legislation approved as to form:



Law Director's Office

CITY OF ZANESVILLE CREDIT CARD USAGE POLICY

POLICY: The purpose of City of Zanesville credit cards is principally for use in the purchase of lodging, transportation, travel expenses, and registration costs pertaining to training sessions for City employees and elected officials. Credit cards may be used for other authorized purchases when all other methods of procurement have been exhausted or when it is the only acceptable form of payment to the vendor. When using the credit card, the tax exempt number 31-6400241 must be used at all times. Receipts for such purchases must be approved by the employee's department supervisor and turned in to the City Auditor within three days after use. Travel invoices have to be approved by the employee's department supervisor and turned in to the City Auditor within seven days after use.

The City Auditor is responsible for issuing, accounting for, monitoring, retrieving, and generally overseeing compliance with the City of Zanesville's Credit Card Usage Policy. Credit cards and the credit card log will be stored in a secure location. A Credit Cardholder Agreement has to be signed each time a credit card is given out.

I. USE OF CREDIT CARD:

- A. The Cardholder (also referred to as "employee" herein) must sign out the credit card by filling out the credit card log and the attached Credit Cardholder Agreement each time the card is used.
- B. The Cardholder must provide the purpose for use of the credit card, the person making the charges, the vendor's name, purchase totals, and dates in the required Travel Meeting Attendance and Reimbursement Request signed by the Mayor. Purchases made with the credit card will need a signed requisition by the Cardholder's department head.
- C. The Cardholder is responsible for the credit card and all purchases made while in his/her possession. A credit card can be used for gas only for a City vehicle. If you are using your personal car then you will be reimbursed at the IRS mileage rate.
- D. Only authorized City personnel and officials can use the credit card.
- E. The Cardholder shall take all necessary precautions to keep the card and card number secure.
- F. The Credit card is to be used for City purchases only.
- G. The Cardholder must be able to justify that the use of the credit card was necessary and for official City business purposes.
- H. Use of the credit card should be restricted to costs of training such as registration fees, lodging, and travel expenses (gas and meals).
- I. The credit card should only be used for the purchase of materials/equipment if other methods of payment are not feasible or not accepted by the vendor. Any such purchases must be done using the City's tax exempt number and, other than as set forth herein, purchases must not be over \$300.00.
- J. The Cardholder's department is responsible for all charges incurred on the credit card including service fees and finance charges.
- K. Questions regarding the credit card accounts and procedures should be directed to the City Auditor.
- L. The Cardholder must return the credit card to the City Auditor immediately after use and record the date and time of return on the credit card log.
- M. The Cardholder shall reimburse the City for any unauthorized charges (including, but not limited to those items set forth in Item V below) within 30 days by personal check. The card shall not be issued to an employee if he or she owes money to the City from previous use of the card.

II. CARDHOLDER LIMITS:

- A. The maximum dollar amount for a single purchase outside of travel shall not exceed \$300.00 without authorization from the Mayor.
- B. The City Auditor will maintain a list of credit cards owned by the City including established credit limits and expiration dates.
- C. Established credit card limits will be reviewed periodically by the City Auditor and increased or decreased, if deemed necessary, upon approval by the Mayor.

III. TELEPHONE CONFIRMATIONS FOR TRAVEL:

- A. When placing a travel reservation by phone, confirm that the vendor agrees to charge the card upon arrival and not sooner. Keep the reservation number in case of cancellation.
- B. If possible, request the vendor send a copy of all reservations and confirmation number and cancellation policy to the City Auditor.
- C. When making any purchases by telephone with the credit card, the purchase order has to be signed by all the appropriate people with the exact amount and no taxes.

IV. DOCUMENTATION:

- A. Documentation must be retained as a proof of purchase any time a purchase is made using the credit card.
- B. Purchase Orders and Meeting and Travel Requests signed by the Mayor must be filled out completely.
- C. When using the credit card to purchase meals, documentation showing a purchase total only is not acceptable. A detailed restaurant invoice showing itemized items is required. Do not charge alcohol on the City credit card.
- D. The Cardholder must sign receipts.
- E. If a receipt has charges for more than one City employee, the charges must be clearly identified with each individual's name.
- F. **THE CARDHOLDER IS RESPONSIBLE FOR ALL PURCHASES MADE. IF THE CARDHOLDER FAILS TO GET DOCUMENTATION FOR A PURCHASE, HE/SHE MAY BE PERSONALLY RESPONSIBLE FOR PAYMENT OF THAT PURCHASE.**

V. CARD RESTRICTIONS:

- A. The following uses of the City credit card are strictly prohibited:
 - 1. Cash advances.
 - 2. Purchasing personal items.
 - 3. Purchasing alcoholic beverages.
 - 4. Purchasing or renting movies and any other hotel amenities.
 - 5. No tips will be included.
- B. The Cardholder shall comply with any applicable departmental restrictions on usage of the City credit card.
- C. The Cardholder shall not violate the City's Employee Handbook.

VI. RECONCILIATION AND PAYMENT:

- A. For travel, the Cardholder must submit all invoices and the Travel and Meeting Form to the City Auditor within seven days.
- B. All forms including the attached Credit Cardholder Usage Agreement must be completed fully and signed by both the employee and the department supervisor.
- C. The City Auditor's office will reconcile the "Credit Card Purchase" form to the monthly billing statement and verify that documentation has been submitted for all charges.
- D. The monthly statement will be mailed to the City Auditor's office and payment will be made promptly before the due date to avoid service or finance charges.
- E. The City Auditor's office will research any discrepancies and contact the appropriate department supervisor.
- F. Any department not responding promptly to the request for information from the City Auditor's Office or otherwise delays the timely monthly payment of the Credit Card Account will be assessed the finance charges imposed by the issuing financial institution.

VII. DISPUTES:

A disputed item could result from defective purchases and incorrect items being charged to the card. If it is a defective purchase the department needs to return the item as soon as possible and get the proper credit slip. If there are charges on the statement that do not belong to the City, the City Auditor's office will investigate with complete cooperation from all departments.

VIII. LOST OR STOLEN CARDS:

If any Cardholder loses or has the credit card stolen, **IT IS HIS OR HER RESPONSIBILITY TO IMMEDIATELY NOTIFY THE CARD ISSUER AND THE CITY AUDITOR.**

IX. TERMINATION/RESIGNING EMPLOYEES:

- A. Upon termination or resignation of the employee from the City, if the credit card has been signed out to the employee, it is the employee's responsibility to immediately turn in the credit card to his or her supervisor or the City Auditor.

X. POLICY VIOLATIONS:

FAILURE TO FOLLOW THIS POLICY MAY RESULT IN LOSS OF CARDHOLDER PRIVILEGES AND, FOR EMPLOYEES, MAY RESULT IN DISCIPLINARY ACTION, INCLUDING TERMINATION OF EMPLOYMENT. IN ADDITION TO DISCIPLINE AND/OR TERMINATION, ANY UNAUTHORIZED USE OF THE CREDIT CARD COULD RESULT IN CIVIL OR CRIMINAL PROSECUTION AGAINST THE EMPLOYEE/CARDHOLDER.

No repetition of remarks shall be permitted nor speaking on the same subject matter will be allowed at more than three meetings, unless there has been a substantive change to the legislation or situation as determined by the President.

To accommodate special needs or circumstances that are in the best interest of the City, Council may temporarily suspend any of these rules, by motion, second and 2/3 majority vote (6 votes), which includes the opportunity to address Council without written notice.

If a speaker does not speak on a matter concerning the legislative or administrative responsibilities of city government, the President may terminate the right to speak and refer the speaker to more appropriate public forum.

Signs and banners are not permitted in Council Chambers. This prohibition does not apply to charts, diagrams, enlarged photographs, or other demonstrative exhibits or visual media utilized by a speaker in presenting testimony to Council.

Any variance or waiver of these rules shall be by a 2/3 majority vote (6 votes) of Council.

PETITION TO ADDRESS COUNCIL

IT IS ADVISED THAT YOU READ AND FAMILIARIZE YOURSELF WITH THE ABOVE-LISTED RULES AS WELL AS ALL RULES SET FORTH IN CHAPTER 111 OF THE CODIFIED ORDINANCES OF THE CITY OF ZANESVILLE PRIOR TO SPEAKING BEFORE COUNCIL.

Those desiring to address Council must complete a "Petition to Address Council." These Petitions are available in the Clerk's office, online, by email request, and in Council Chambers. To speak on a non-agenda item, the completed Petition must be provided to the Clerk of Council by noon on Wednesday the week prior to the Council meeting to be eligible to speak at the meeting. To address Council on an item that is on the agenda, the Petition must be provided to the Clerk of Council fifteen minutes prior to beginning of the meeting. Council will not consider an incomplete Petition to Address Council, which requires the following: Name, Organization Representing (if any), Address, Telephone Number, Email Address (optional), Ordinance/Resolution Number and if For or Against the legislation, and if not speaking on an agenda item list the Subject. Also required is a Signature and Date to indicate "I Have read the restrictions and guidelines regarding speaking before Council, including those set forth in Chapter 111 of Zanesville's Codified Ordinances. I understand and agree to abide by these rules and acknowledge that my failure to abide by these rules may result in my request to speak being denied or terminated". It is recommended that any available supporting documentation be submitted with the Petition to ensure that Council and City Administration have the information necessary to effectively respond to the concern. All documents submitted to Council become public documents, so please ensure that all personal and private information is redacted (deleted or removed).

NAME: Eric Jones

REPRESENTING AN ORGANIZATION (IF YES, PLEASE LIST): MYSELF

ADDRESS: 221 Luck Ave

TELEPHONE: 588-1837

EMAIL (OPTIONAL):

COMMUNICATION/RESOLUTION/ORDINANCE #: _____ FOR OR _____ AGAINST

IF YOU ARE NOT SPEAKING ON AN AGENDA ITEM, YOU MUST INDICATE YOUR SUBJECT BELOW:

Culture, climate & Environment of Fear vs. Upcoming TRIAL

RECEIVED
MAY 16 2016
3:15 p.m.
CLERK OF COUNCIL

I HAVE READ THE RESTRICTIONS AND GUIDELINES REGARDING SPEAKING BEFORE COUNCIL, INCLUDING THOSE SET FORTH IN CHAPTER 111 OF ZANESVILLE'S CODIFIED ORDINANCES. I UNDERSTAND AND AGREE TO ABIDE BY THESE RULES AND ACKNOWLEDGE THAT MY FAILURE TO ABIDE BY THESE RULES MAY RESULT IN MY REQUEST TO SPEAK BEING DENIED OR TERMINATED.

SIGNATURE: Eric Jones

DATE: 5/16/16

June 2016

June 2016							July 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	May 29	30	31	Jun 1	2	3	4
May 29 - Jun 4	I (Sue) plan to be on vacation this week. Please let me know if you need anything before I leave. I plan to return on June 6th.			8:00am 3:00pm Bankruptcy Court 12:00pm 1:00pm Ordinances Due (Clerk of Council)		Bankruptcy Invoice Pay Day	
	5	6	7	8	9	10	11
Jun 5 - 11				8:00am 8:30am Release Ordinances 16-41 & 16-45A	5:30pm 6:00pm Board of Zoning Appeals Meeting (Council Chambers)	Time Sheets Due	
	12	13	14	15	16	17	18
Jun 12 - 18		7:00pm 7:30pm Council Meetings	Flag Day (United States) 5:30pm 6:30pm Design Review Board Meeting (Council Chambers)		8:00am 4:00pm Bankruptcy Chapter 1:30pm 2:00pm Traffic Committee meeting 5:30pm 6:00pm Downtown Design R	Pay Day	
	19	20	21	22	23	24	25
Jun 19 - 25	Father's Day (United States)		5:30pm 6:00pm Planning Commission Land Use Training (Council chambers)	8:00am 12:00pm Bankruptcy Court 8:00am 12:00pm Ordinances Due 5:30pm 7:30pm BZA Land Use Training (C	10:00am 11:00am Tree Commission	Time Sheets Due	
	26	27	28	29	30	Jul 1	2
Jun 26 - Jul 2		7:00pm 7:30pm Council Meetings		8:00am 8:30am Pay-ins			