



**TROY CITY COUNCIL  
COMMITTEE MEETING  
COUNCIL CHAMBERS, CITY HALL  
100 S. Market Street, Troy, OH**

**MONDAY, OCTOBER 11, 2021, 6:00 PM**

**Finance Committee**

**(Schweser [Chm.], Phillips, Severt)**

1. Provide a recommendation to Council regarding adjusting the Fee Schedule related to services of various City Departments, with adjustments to be effective Jan. 1, 2022.

**Personnel Committee**

**(Twiss [Chm.], Severt, Whidden)**

1. Provide a recommendation to Council regarding authorizing a professional services agreement with Jackson Lewis P.C. related to employment related services for 2021 and collective bargaining.

Other Committees/Items may be added.


10-8-2021

cc: Mayor  
Mr. Titterington  
Mr. Kerber  
Mr. Frigge, Departments, Media

**FINANCE  
COMMITTEE**

**MEMORANDUM**

TO: Mr. William Lutz, President of Council

FROM: Patrick E. J. Titterington, Director of Public Service and Safety 

DATE: October 8, 2021

SUBJECT: **PROPOSED ADJUSTMENTS OF FEES RELATED TO VARIOUS SERVICES OF THE CITY OF TROY**

**RECOMMENDATION:**

That Council approves adjustments to the Fee Schedule related to Development (Planning & Zoning), Engineering, Parking, and Cemetery fees.

**BACKGROUND:**

A number of fees charged by the City are set forth in a Fee Schedule. As appropriate, staff reviews possible adjustments for recommendation to Council. In reviewing the fees, the goal is to cover the associated costs and be as competitive as practical with similar fees established by neighboring communities.

After reviewing the Fee Schedule adopted in 2019 and fees charged by several neighboring entities, it is the recommendation of the department heads of Development, Engineering, Cemetery Foreman, and other staff members that several adjustments to the Fee Schedule, such as re-categorizing, re-titling, removing, and establishing fees related to some services be considered at this time.

The fees that are proposed to be adjusted or added to the 2021 Fee Schedule are:

Development (Planning & Zoning Fees)

- Fee establishment - Planning Commission recommended that a fee for Historic District Applications be established. After researching other communities, the Development Department staff has recommended this fee be set at \$25. The fee is consistent with other similar application fees. In addition, the staff is proposing collecting fees for Zoning Verification Letters. This fee will offset labor costs involved in providing the requested document. Lastly, the staff is recommending establishing a \$50 fee for Commercial Accessory applications, consistent with the current fee schedule set for residential fees.
- Fee adjustments – The Development staff is proposing removing the fee calculations and setting a base fee for the following zoning applications: New Construction, Sign, and Demolition permits. A base fee makes the application process easier for the general public. These adjustments are consistent with the current Fee Schedule and other surrounding communities.
- Fee Increases – The Development staff is recommending increasing application fees related to Fences and Rezoning Requests (map amendments). Fence Permit Applications are the most common type of applications received by the Development Department. This fee has been established at \$10 since the fence code was adopted in 2007. It is recommended that this fee be consistent with similar residential accessory structures (currently \$25). Staff also requests the Rezoning Request fee be increased from \$150 to \$250. This increase, on average, offsets the cost of the required legal ads and mailings.



### Engineering

The Engineering Department staff is recommending adding the current Concrete Contractor Work in Right-of-Way, Oil & Grease (O&G) Surcharge in excess of 250 mg/L, and Hydrant and Irrigation Meters fees to the Fee Schedule to have them documented in a centralized location. The fees are not recommended to change.

- The Concrete Contractor Work in Right-of-Way fee was established in O-57-03, requiring contractors to obtain a license to install or repair sidewalks, approaches, curbs, or gutters within the city of Troy.
- The O&G Surcharge in excess of 250 mg/L fee was established in 2014 Fee Schedule due to high oil and grease discharging customers. This discharge is monitored through the industrial pretreatment program and is only charged if the customer discharges over 250 mg/L.
- The Irrigation Meter fee is billed when a customer requests an irrigation meter. It equates to the costs of the additional parts required to accommodate an irrigation meter setting in the existing meter pit.
- The Fire Hydrant Meter fee is a non-refundable fee that covers costs for the pieces and parts associated with the meter. The fee does not cover the cost to replace the meter.

In addition, the Engineering staff is proposing removing the fee calculations for the following Right-of-Way Permit Fees: Sod/Pavement Cuts, Pole Permit, and Other Work, and combining them into one Right-of-Way Permit setting a base fee at \$50.

### Cemetery

The Cemetery Foreman recommends:

- Fee establishment for small glass double front niches (includes name plate[s] if needed) at \$950 for the Chapel Columbarium.
- Fee adjustments:
  - Standard Monument Foundation pouring at \$0.50 per sq. in. (currently \$0.35 per sq. in.) due to the increased cost of the materials needed for the service.
  - Installation of an In-ground Marker on Concrete at \$0.50 per sq. in. (currently \$0.35 per sq. in.) due to the increased cost of the materials needed for the service.
  - Adding the actual charges for the rental and operation of a lift to the \$1,700 Upper-two-levels Mausoleum Crypt fee.

The proposed changes are provided in the attached document.

### **REQUESTED ACTION:**

It would be appreciated if you would assign to a Committee of Council consideration of establishing and modifying fees in accordance with the attached schedule to be effective January 1, 2022.

encl.

cc: T. Davis  
J. Rhoades  
D. Hastings  
T. Funderburg



## FEES RELATED TO VARIOUS SERVICES OF THE CITY OF TROY, OHIO

2019 Fees	2021 Proposed Changes (highlighted in yellow)
TYPE	TYPE
<b>PLANNING &amp; ZONING FEES</b>	
Zoning Permit - Accessory Use/Addition	Zoning Permit - Residential Accessory Use (decks, sheds, pools, etc.)
Zoning Permit - Residential	Zoning Permit - Residential - New Construction
Zoning Permit - Commercial/Industrial	Zoning Permit - Commercial/Industrial - New Construction
	Zoning Permit - Commercial Accessory Use
	Zoning Verification Letter
	Fence Permit
Change of Occupancy Permit	Change of Occupancy Permit
Sign Permit	Sign Permit
Temporary Sign Permit	Temporary Sign Permit
Home Occupancy Permit	Home Occupancy Permit
BZA - Appeal of Zoning Administrator Decision	BZA - Appeal of Zoning Administrator Decision
BZA - Variance	BZA - Variance
Rezoning Request	Rezoning Request
Planned Development Request	Planned Development Request
Historic District Application	Historic District Application
Tent Permit	Tent Permit
Flood Plain Development Permit	Move to Engineering Fees
Zoning Code Text	Zoning Code Text
Zoning Code Map	Zoning Code Map
Comprehensive Plan Text	If requested, administrative fee for per page copy will be charged
Comprehensive Plan CD	If requested, the cost of a CD will be charged
Demolition Permit	Demolition Permit
	<i>If project begins before a required Planning &amp; Zoning fee is paid, the fee will be doubled, pursuant to Section 1135.09(a) of the Codified Ordinances of the City of Troy</i>
<b>DEVELOPMENT FEES</b>	
Enterprise Zone Application	Enterprise Zone Application
Enterprise Zone Recertification	Enterprise Zone Recertification
Community Reinvestment Area Application	Community Reinvestment Area Application
Community Reinvestment Area Recertification	Community Reinvestment Area Recertification
Economic Dev. Revolving Loan Fund Application	Economic Dev. Revolving Loan Fund Application
RFL Closing Fee	RFL Closing Fee
RFL Legal Fees	RFL Legal Fees
RFL Title Searches	RFL Title Searches
Small Business Development Loan Application	Small Business Development Loan Application
Small Business Development Loan Closing Fee	Small Business Development Loan Closing Fee
Small Business Development Loan Legal Fee	Small Business Development Loan Legal Fee
Small Business Development Loan Title Search	Small Business Development Loan Title Search
<b>ENGINEERING FEES</b>	
<b>SUBDIVISION REGULATIONS</b>	
Vacation/Dedication Plat	Replat/Vacation/Dedication Plat
Replat	Preliminary Plat
Preliminary Plat	Final Plat
Preliminary Plat Reapproval	Final Plat Construction Plan
Final Plat	
Final Plat Construction Plan	
Fence Permit	
Parkland Dedication Fee	
Sidewalk/Driveway/Approach Permit	
Subdivision Regulations/Construction Standards	
Stormwater Site Development Plan Application Fee	
Stormwater Site Maintenance Plan Application Fee	
<b>RIGHT-OF-WAY</b>	
Right-of-Way Certificate of Registration	Right-of-Way Certificate of Registration
Right-of Way Permit Fee (Sod/Pavement Cuts)	Concrete Contractor Work in ROW
Right-of-Way Permit Fee (Pole Permit)	Right-of-Way Permit
Right-of-Way Permit Fee (Other work)	
<b>WATER TAP-IN FEE</b>	
5/8" x 3/4" Meter	5/8" x 3/4" Meter
1" Meter	1" Meter
1 1/2" Meter	1 1/2" Meter
2" Meter	2" Meter
4" Meter	4" Meter
Larger Meters	Larger Meters

**SEWER TAP-IN FEE**

5/8" x 3/4" Meter	\$1,200
1" Meter	\$1,600
1 1/2" Meter	\$2,200
2" Meter	\$3,000
4" Meter	\$10,000
Larger Meters	To be determined on a case by case basis

**FIRE LINES**

3" Tap	\$3,000
4" Tap	\$4,500
6" tap	\$6,000
8" Tap	\$7,500
10" Tap	\$9,000
12" Tap	To be determined on a case by case basis
16" Tap	To be determined on a case by case basis

**INDUSTRIAL PRETREATMENT INITIAL PERMIT APPLICATION**

Industrial Pretreatment Initial Permit Application	\$150
Industrial Pretreatment Reapplication	\$75

**FIRE DEPARTMENT FEES**

Automatic Sprinkler System	\$100
Automatic Extinguishing Systems	\$100
Kitchen Hood-Type I or Type II	\$50.00 /hood
Fire Alarm Systems	\$100
Fire Pump	\$100
Licensed Day Care - Annual Inspection (Type E)	\$75
Foster Care Home Inspection	\$50
Adoption Home Inspection	\$25
Group Home Inspection	\$0
Retest of Failed Fire Protection System	\$50.00/trip
Re-inspection Fee - Existing Commercial Properties (more than 2 re-inspection trips)	\$50.00/trip

**PARKING FEES**

Kiosk/Meters	\$0.25/hour with \$2 per day minimum	Remove
Parking Fines paid within 72 hours	\$20	
Parking Fines paid after 72 hours	\$50	
Fines for Handicap spots	\$100	

**CEMETERY FEES**

Purchase of Interment Rights		
Standard Grave		\$700.00
Section 14 - sold by the sq. ft. (2 grave - 12.5 X 10 ft. minimum - 125 sq. ft.)		\$22.00 per sq. ft.
Infant grave in designated Infant Area		\$100.00
Mausoleum crypt - Lower 3 Levels - Opening/Closing, and engraving of the crypt cover panel are NOT included		\$1,700.00
Mausoleum crypt - Upper 2 Levels - Opening/Closing, and engraving of the crypt cover panel are NOT included		\$1,700.00 *
Crypt Rental Fee - Opening/Closing, and engraving of the crypt cover panel are NOT included		\$25.00 per week
Chapel Columbarium (Includes Opening/Closing, weekdays until 3:00 P.M.)	Single	Double
Small bronze front - includes nameplate(s)	\$800.00	\$750.00
Small glass front - includes nameplate(s) if needed	\$800.00	N/A
Large glass front - includes nameplate(s) if needed	\$900.00	\$1,050.00
Cremoniels (Sections 8B & 10) includes bronze nameplate and Opening/Closing, weekdays until 3:00 P.M.)	\$660.00	\$1,100.00
Section 13 Columbarium - includes engraving and Opening/Closing weekdays until 3:00 P.M.	\$650.00	\$1,050.00
Optional stem vase - each		\$300.00

\*Additional charges related to the rental and operation of a lift apply

New Fee for Double - \$950

Remove Section 8B

**SEWER TAP-IN FEE**

5/8" x 3/4" Meter	\$1,200
1" Meter	\$1,600
1 1/2" Meter	\$2,200
2" Meter	\$3,000
4" Meter	\$10,000
Larger Meters	To be determined on a case by case basis

**FIRE LINES**

3" Tap	\$3,000
4" Tap	\$4,500
6" tap	\$6,000
8" Tap	\$7,500
10" Tap	\$9,000
12" Tap	To be determined on a case by case basis
16" Tap	To be determined on a case by case basis

Add

**METERS**

Hydrant Meter	5/8" - 3/4" = \$250.00 + usage fees
	3" = \$500.00 + usage fees
	Non-refundable
Irrigation Meter (retrofit existing service; no new tap required)	\$300

Industrial Pretreatment Initial Permit Application	\$150
Industrial Pretreatment Reapplication	\$75

Add

O&G Surcharge in excess of 250 mg/L	\$0.25 / pound
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**FIRE DEPARTMENT FEES**

Automatic Sprinkler System	\$100
Automatic Extinguishing Systems	\$100
Kitchen Hood-Type I or Type II	\$50.00 /hood
Fire Alarm Systems	\$100
Fire Pump	\$100
Licensed Day Care - Annual Inspection (Type E)	\$75
Foster Care Home Inspection	\$50
Adoption Home Inspection	\$25
Group Home Inspection	\$0
Retest of Failed Fire Protection System	\$50.00/trip
Re-inspection Fee - Existing Commercial Properties (more than 2 re-inspection trips)	\$50.00/trip

**PARKING FEES**

Parking Fines paid within 72 hours	\$20
Parking Fines paid after 72 hours	\$50
Fines for Handicap spots	\$100

**Opening & Closing, Funeral, and Related Fees**

	FUNERAL ARRIVAL TIME AT THE CEMETERY FOR INTERMENT			
	Weekdays		Saturdays	
	7:00 a.m. - 3:00 p.m.	after 3:00 p.m.	7:00 a.m. - 3:00 p.m.	11:30 a.m. - 3:00 p.m.
Adult (70" or greater plus vault)	\$660.00	\$ 860.00	\$1,160.00	\$1,360.00
Child (vault 49" - 66" in unrestricted area)	\$330.00	\$ 530.00	\$830.00	\$1,030.00
Infant (casket/vault combination, 48" or less, in designated Infant Area)	\$100.00	\$ 300.00	\$600.00	\$800.00
Cremains in standard grave - one person	\$275.00	\$ 375.00	\$475.00	\$575.00
Cremains in standard grave - 2 cremains interred at the same time, at the same location	\$325.00	\$ 425.00	\$525.00	\$625.00
Cremains in city owned columbarium or cremorial	Included in purchase	\$ 75.00	\$100.00	\$125.00
Private Niche (in headstone or cremorial on purchased grave)	\$50.00	\$ 75.00	\$100.00	\$125.00
Mausoleum Casket Interment - Lower 3 Levels (includes required Tyvek enclosure)	\$660.00	\$ 860.00	\$1,160.00	\$1,360.00
Mausoleum Casket Interment - Upper 2 Levels (includes required Tyvek enclosure)	\$860.00	\$ 1,080.00	\$1,360.00	\$1,560.00
Mausoleum Cremains interments	\$150.00	\$ 250.00	\$350.00	\$450.00
Extended Operations Fee - Funeral homes and/or families are subject to additional fees when cemetery operations are impacted beyond scheduled or planned agreements.				\$100.00 per 1/2 hour

**NO SERVICES WILL BE SCHEDULED ON SUNDAYS AND HOLIDAYS RECOGNIZED BY THE CITY OF TROY AS EMPLOYEE HOLIDAYS**

**Disinterments**

	FEE	
Disinterment - Adult	\$3,000.00	All disinterments will be scheduled only on weekdays 7:00 a.m. - 3:30 p.m. only
Disinterment - Child	\$1,000.00	
Infant in designated section	\$850.00	
Buried Cremains	\$330.00	
Cremains in columbarium or cremorial	\$100.00	

**Memorial Foundations and Installations**

	FEE
Standard monument foundation - rectangular concrete foundation based on monument size - 24" deep, with a 4" margin	\$0.35 per sq. in.
Monument slab - 4" thick concrete with a 4" margin (for monuments 24" long or less)	\$110.00
Standing monument set in concrete foundation instead of resting on top	\$300.00
Installation of in-ground marker up to 36" long, on gravel	\$95.00
In-ground marker over 36" long, on gravel	\$120.00
Installation of in-ground marker on concrete	\$0.35 per sq. in.
Setting corner markers	\$30.00
Raising or resetting an in-ground marker	\$30.00
Installation of standard military, bronze plaque on pre-formed concrete base (also for matching civilian plaque)	\$100.00
Installation of standard military, granite marker, or bronze plaque on granite - granite not supplied by cemetery	\$70.00
Installation of standard military, standing monument set in concrete foundation	\$150.00

Adjust Fee at \$0.50 per sq. in.

Adjust Fee at \$0.50 per sq. in.

**Other Cemetery Fees**

Pressure washing monuments, markers, or plaques	\$30.00
Refinishing bronze plaques	call for quote
Urn Vault - single urn vault for burial	\$50.00
Urn Vault - double urn vault for burial	\$80.00
Urn Vault - compact, single urn vault for burial above casket vault	\$40.00

**Trusts**

Foundation for decorative metal or concrete plant container (urn, pot)	\$55.00
Painting of decorative metal or concrete plant container (urn, pot)	\$30.00
Watering plant container (per year)	\$40.00

**Grave Buy Back Policy**

Grave Buy Back - The City of Troy will buy back graves from the original Warranty Deed Owner only. The City of Troy will pay the original price paid, or \$200.00 if the original price cannot be determined. Any expenses incurred in the buy back process shall be paid by the seller.


**PERSONNEL  
COMMITTEE**





**MEMORANDUM**

TO: Mr. Lutz, President of Council

FROM: Patrick E. J. Titterington, Director of Public Service and Safety 

DATE: October 7, 2021

SUBJECT: AUTHORIZING AGREEMENT WITH LEGAL COUNSEL FOR COLLECTIVE BARGAINING AND OTHER EMPLOYMENT RELATED SERVICES

**RECOMMENDATION:**

That Council authorizes the Director of Public Service and Safety to enter into an agreement with the law firm of Jackson Lewis P.C. for the following:

1. Employment Related Services for 2021
2. Collective Bargaining Representation

**BACKGROUND:**

For more than three decades the City utilized the services of the firm of Denlinger, Rosenthal & Greenberg to assist with collective bargaining and associated employment related services. Approximately two years ago that firm became part of Jackson Lewis P.C. with Troy served by the same attorneys.

We are asking that Council consider authorizing a professional services agreement for the two different services based on:

1. This year the City has had to rely on the services of Jackson Lewis P.C. more than in past years regarding employment related services. This includes a number of consultations related to COVID-19 issues. It is anticipated that prior to year-end, the \$50,000 purchase order threshold will be exceeded. Council action would be needed to authorize a professional services agreement with Jackson Lewis P.C. for 2021 in case that threshold is exceeded.
2. The City of Troy has six bargaining units. The current agreements with all of the bargaining units expire December 31, 2021. Based on prior negotiation periods, the collective bargaining services of Jackson Lewis P.C. will exceed the purchase order threshold during the period it will take to complete the collective bargaining process.

**REQUESTED ACTION:**

It would be appreciated if you would assign to a Committee of Council authorizing the Director of Public Service and Safety to enter into professional service agreement with Jackson Lewis P.C. for:

- Employment Related Services for 2021.
- Collective Bargaining Representation for the coming contract period.

Legislation would not include a not to exceed amount, which is permitted for this type of professional services. Based on the timing of when the legal services are needed, consideration of emergency legislation is requested.

