



COVID-19 ACTION PLAN FOR THE VILLAGE OF MORELAND HILLS

THE FOLLOWING ARE GENERAL GUIDELINES AND REPRESENT A COVID-19 EMERGENCY ACTION PLAN FOR THE VILLAGE OF MORELAND HILLS. AS THIS SITUATION DEVELOPS IT MAY BE NECESSARY TO CONSULT WITH THE CUYAHOGA COUNTY BOARD OF HEALTH AND APPROPRIATE CHANGES TO THIS DOCUMENT MAY BECOME NECESSARY. DETERMINATION OF CURRENT LEVEL SHALL BE MADE BY THE MAYOR AFTER CONSULTATION WITH THE APPROPRIATE DEPARTMENT HEADS.

LEVEL 1: No active symptoms amongst the employees (flu like symptoms including cough, sneezing and fever).

Department heads shall meet with employees and provide them with essential information. This information shall be provided by Administration and created using the resources of the Cuyahoga County Board of Health. This information will include requirements for hygiene, safe interaction with the public and disease prevention. Also included will be a mandatory requirement that any employee with fever or flu like symptoms remain at home until they meet requirements for returning to work. Typically, this requirement is being defined as one who is currently fever free (without medication assistance) for a 24-hour period after symptoms disappear. All employees who are not sick and do not exhibit symptoms will remain active in terms of coming to work.

WHO COMES TO WORK?: All employees who are symptom free (cough, sneezing, fever) will continue to come to work.

SERVICES INTERRUPTED: None.

LEVEL 2: Several employees in one department or across multiple departments develop flu like symptoms but are not positive for COVID-19 and have not been recommended for testing after consultation with their primary care physician.

This level assumes only a few employees are exhibiting flu like symptoms and that there are no confirmed cases or high risk of COVID-19 (recent international travel, in contact with one who is quarantined or isolated). Again, all employees who are experiencing flu like symptoms must remain at home until they are fever free for 24 hours (without medication assistance) after symptoms disappear. In the event that

several employees of one department are experiencing flu like symptoms Administration, after consultation with the Cuyahoga County Board of Health, may require that the entire department remain at home until certain defined parameters are met (as set forth by the Cuyahoga County Board of Health).

WHO COMES TO WORK: Employees who are symptom free and who have not been in direct contact with the affected department if that department has been quarantined as described above.

WHO STAYS HOME: All symptomatic employees and all employees of the affected department as defined above should that entire department be quarantined. Employees shall remain away from work until defined parameters set forth by Administration and in consultation with the Cuyahoga County Board of Health are met.

SERVICES INTERRUPTED: Any services that will be impacted will be labeled as "essential" and "non-essential" by Administration and after consultation with the appropriate Department Head. Essential services will be coordinated using outside resources with approval from Administration. These outside sources may include existing mutual aid agreements with police and fire, contracted services as approved by Mayor and Council (if spending limit requires that approval) and part time help if that need should prove to be the best option.

Non-essential services of the affected department will be orchestrated by the appropriate Department Head in consultation with Administration. Chagrin Valley Dispatch has been contacted and can direct relevant phone lines to home land lines or personal cell phones if this action will help maintain an acceptable level of service.

LEVEL 3: Developing information from the Cuyahoga County Board of Health, Ohio Department of Health and/or the Center for Disease Control recommend quarantine for all non-essential employees in the workplace. This development may take place even when all Moreland Hills employees remain symptom free.

All non-essential employees will be required to stay home. Police Department may be exempt as an essential public safety entity. This designation will only be used if members of the Moreland Hills Police Department are 100 percent symptom free and have not been in contact with COVID-19 positive patients. The Police Department shall have a backup plan if the Moreland Hills Police Department is affected and subject to the same quarantine requirements as non-essential staff. Resources may include existing mutual aid agreements and possible county and state resources if available. Emergency part-time appointments may be made to the Moreland Hills

Police Department as approved by Mayor, Village Council and after consultation with the Law Director.

WHO COMES TO WORK: Essential employees as defined by those whose presence directly relates to public safety.

WHO STAYS HOME: All employees not considered essential in terms of public safety.

SERVICES INTERRUPTED: Most services will be directly impacted. To the extent possible, lines may be forwarded to the appropriate Department Head who may interact with residents to address concerns that are considered non-essential. Voicemail messages, website and social media can also be used to advise residents of discontinued non-essential services. Non-essential services and messaging will be orchestrated through Administration and the appropriate Department Head.

LEVEL 4: This level relates to Village operations in the event ANY EMPLOYEE HAS TESTED POSITIVE FOR COVID 19. All employees may be required to be quarantined at their home and no employee will be permitted to work on the Village of Moreland Hills Campus. The Moreland Hills Police Department shall have procedures in place to maintain the safety of our residents. This critical service may be coordinated by utilizing mutual aid, part time help (emergency procedures can be developed with Administration and Finance) or assistance from other existing agencies including but not limited to state and county resources. Critical Service Department responsibilities such as trash collection may be assumed by agreements with neighboring municipalities or through the use of emergency contracts when possible.

WHO COMES TO WORK: No employee shall be permitted to work on the Village of Moreland Hills Campus.

WHO STAYS HOME: All employees.

SERVICES INTERRUPTED: All services. Non-essential services may be shut down or addressed through line forwarding. Messaging on social media and the Village website will announce that all non-essential services have been discontinued. Messaging shall be coordinated by the Mayor and Administrative Assistant from home. Voicemail messages will also be changed to relate the closure of all non-essential services. Non-essential services and messaging will be orchestrated through Administration and the appropriate Department Head.

NOTE:

Administration reserves the right to deviate from these levels if these deviations can be substantiated through the appropriate agency (Cuyahoga County Board of Health). Any deviation made by the Mayor shall have the interest of employees and the safety of Village residents as a priority.

DEPARTMENT HEADS: Should immediately begin to plan for each level to the extent possible.

All messaging using the Village website and social media will be coordinated by the Mayor and or the Administrative Assistant.

On the less severe end of the spectrum we should continue to educate and not scare. Service should continue to attempt to procure hand sanitizer and surface sprays so that we adhere to the Cuyahoga County Board of Health recommendations for hand sanitizing and cleaning. All departments should be wiping down surfaces with approved spray provided by Service. This should be in addition to the cleaning undertaken by our vendor.

Chagrin Valley Regional

	3/8 - 3/14		3/15 - 3/22		3/23/2020		3/24/2020		3/25/2020		3/26/2020		3/27/2020		3/28/2020		3/29/2020		
	Runs	MED-10 %	Runs	MED-10 %	Runs	MED-10 %	Runs	MED-10 %	Runs	MED-10 %	Runs	MED-10 %	Runs	MED-10 %	Runs	MED-10 %	Runs	MED-10 %	
CVD - Bedford																			
Bedford	399	1.0%	431	65.15%	42	10.24%	52	11.21%	42	9.21%	40	11.28%	47	15.32%	39	20.51%	45	11.24%	
Bentleyville																			
Bratenahl																			
Chagrin Falls																			
Euclid																			
Gates Mills																			
Glenwillow																			
Highland Hills																			
Hunting Valley																			
Maple Heights																			
Moreland Hills																			
North Randall																			
Orange Village																			
Solon																			
South Russell																			
Woodmere																			
CVD - Brecksville																			
Brecksville	147	4.3%	174	27.16%	16	0.0%	14	7.50%	18	6.33%	15	2.13%	17	4.24%	21	2.10%	25	6.24%	
Broadview Hts																			
Brooklyn																			
Brooklyn Hts																			
Cuyahoga Hts																			
Independence																			
Newburgh Hts																			
Seven Hills																			
Valley View																			
HHCC - Clew Hts																			
Cleveland Hts	240	7.3%	243	50.21%	28	9.32%	44	12.27%	44	8.18%	35	12.34%	27	10.37%	28	8.29%	31	8.26%	
Richmond Hts																			
Shaker Hts																			
South Euclid																			
University Hts																			
Totals	786	12.2%	848	142.17%	86	19.22%	110	30.27%	104	23.22%	90	25.28%	91	29.32%	88	30.34%	101	25.25%	

Infrastructure Projects planned for 2020- REDUCED

	Estimated		Road Program	Reduced	Comments
	Total Amount	Fund	Costs	Program	
Roadway					
Pavement Repairs	\$ 130,300	140	\$ 130,300	\$ 179,100	
Crack Sealing	\$ 13,000	140	\$ 13,000	\$ 46,800	
Asphalt Rejuvenation	\$ 70,000	140	\$ 70,000	\$ -	Move to 2021
Chip Seal/Micro Sealing	\$ -	140	\$ -	\$ -	
Slope Stabilization	\$ 25,000	140	\$ -	\$ 25,000	
Resurfacing	\$ 383,375	140	\$ 383,375	\$ -	Perform base repairs 2020. Move resurfacing to 2021
Pavement Marking	\$ 22,000	140	\$ -	\$ 22,000	
Anticipated Reimbursement from County for Maintenance	\$ (112,753)	140	\$ (112,753)	\$ (112,753)	
	\$ 510,922			\$ 160,147	
County Roads					
			Reduction	\$ 350,775	
See above for Reimbursement					
Miscellaneous					
Erosion Control	\$ 10,000	140		\$ 10,000	
Water System Repairs - Chagrin Falls System	\$ 10,000			\$ 10,000	
Storm Sewer, Culvert and Catch Basin Cleaning/Televising	\$ 50,000	140		\$ 50,000	
Culvert & Drainage Program	\$ 230,000	141		\$ 230,000	This can be reduced if needed.
NEORS Community Cost Share Reimbursement	\$ (30,000)	140		\$ (30,000)	
Retaining Wall Inspections	\$ 20,000	140		\$ -	Move to 2021 (2 on Bentleyville Rd. 1 on Chagrin Blvd.)
Emergency Repairs/Catch Basin Repairs	\$ 20,000	150		\$ 20,000	
	\$ 310,000			\$ 290,000	
Sanitary Sewer System					
Sanitary Sewer Cleaning and Televising	\$ 75,000	200			
Sanitary Sewer Rehabilitation	\$ 75,000	200			
Greentree WWTP Equalization Tank	\$ 230,000	310			
Pump Station Modifications and Emergency Pump	\$ 185,000	310			
Sanitary Sewer Lateral Installation	\$ 200,000	310			
Pump Replacement (Old Stations)	\$ 20,000	310			
	\$ 785,000				
			Reduction	\$ 20,000	
Total	\$ 1,605,922		Total Reduction	\$ 370,775	

Village of Moreland Hills
 Infrastructure Projects
 (2020 Infrastructure Projects)

3/30/2020

Infrastructure Projects Planned for 2020

	Estimated Total Amount	Fund	Total amount includes Eng. Costs
Roadway			
Pavement Repairs	\$ 130,300	140	
Crack Sealing	\$ 13,000	140	
Asphalt Rejuvenation	\$ 70,000	140	
Bentleyville Road Wall & Giles Road Wall	\$ 70,000	140	Move to 2021 or paint in-house repair concrete later date
Anticipated Reimbursement from County for Maint.	\$ -		
Slope Stabilization	\$ 25,000	140	
Pavement Marking	\$ 22,000	140	
Resurfacing	\$ 363,375	140	
Miscellaneous	693,675		
Erosion Control	\$ 10,000	140	
SR 87 Slope Repair	\$ -		
Storm Sewer and Catch Basin Cleaning/Televising	\$ 60,000	140	
Water System Repairs-Chagrin Falls System	\$ 10,000	140	
Culvert & Drainage Program	\$ 230,000	140	
NEORSD Community Cost Share Reimbursement	\$ -	141	
Retaining wall Inspections	\$ 20,000	140	
Emergency Repair/ Catch Basin Repairs	\$ 20,000	140	
	\$ 340,000	150	(2 on Bentleyville Rd, 1 on Chagrin Blvd.)
Sanitary Sewer System			
Sanitary Sewer Cleaning and Televising	\$ 75,000	200	
Sanitary Sewer Rehabilitation (Capital)	\$ 75,000	310	
Greentree WWTP Equalization Tank	\$ 230,000	310	
Pump Station Modifications and Emergency Pump	\$ 185,000	310	
Sanitary Sewer Lateral Installation	\$ 200,000	310	
Pump Replacement (Old Stations)	\$ 20,000	310	
	\$ 785,000		
Total	\$ 1,818,875		
<i>Reimbursement from County for maintenance</i>	\$ (112,753.00)	140	
<i>NEORSD Community Cost Share Reimbursement</i>	\$ (30,000.00)	140	
Net after reimbursement	\$ 1,676,822		

Village of Moreland Hills		2020 Capital Improvements / Major Purchases		Fund	
Mavor's Office					
Laptop	\$ 1,000.00	100.7010.52501/100.7015.52501			
	\$ 1,000.00				
Building Department					
Laptop Replacement	\$ 3,500.00	100.4035.52501			
	\$ 3,500.00				
Finance Department					
Server	\$ 3,000.00	100.4035.52501			
	\$ 3,000.00				
Police Department					
Graphics	\$800.00	135.1135.52501			
Mounts for MDTs purchased in 2019	\$1,400.00	131.1135.52501			
Generator	\$36,000.00	135.1135.52501			
Ballistics Shields (2)	\$4,400.00	135.1135.52501			
	\$42,600.00				
Service Department					
MH 15 Snow and Ice Truck	\$ 207,000.00	100.5090.52501			
RTV/UTV Replacement of 2008 Kubota Remove	\$ 20,000.00	100.5090.52501			
MH 6 Pick up Truck Replacement On Hold	\$ 38,000.00	100.5090.52501			
Hand Tool Replacement Reduce to \$2,000.00	\$ 4,000.00	100.5090.52499	Shovels, Rates, Brooms		
Safety Barricades	\$ 1,000.00	100.5090.52430	Safety Barricades, signs and cones for roadway construction		
New Desktop Computer at Service Garage	\$ 2,000.00	100.5090.52501			
Broken Mechanical Tool Replacement \$2,000.00	\$ 4,000.00	100.5090.52426	Replacement of tools		
	\$276,000.00				
Waste Water Department					
Employee Training	\$ 10,000.00	200.9095.52202	Trench and shoring, storm water, computer, leadership, confined spaces		
Heater for Heathermore Remove	\$ 1,000.00	200.9095.52501	to keep waterlines from freezing and keep moisture out of buildings		
Sanitary Sewer Cleaning and Televising	75,000.00	200.9095.52399	Also listed on Infrastructure under Engineering		
Castings and grates	5,000.00	200.9095.52501	Catch Basin Repair		
Pump Repair tool Reduce to \$2,000.00	4,000.00	200.9095.52501	for diagnostics and repair of pumps		
Sanitary Sewer Rehabilitation (Capital)	75,000.00	310.3000.52501	Also listed on Infrastructure under Engineering		
Greentree WWTP Equalization Tank	230,000.00	310.3000.52501	Also listed on Infrastructure under Engineering		
Pump Replacement - old stations	20,000.00	310.3000.52501	Also listed on Infrastructure under Engineering		
	\$420,000.00				
Land & Buildings					
Security Cameras	\$ 8,000.00	100.7085.52501	Repair, upgrades, IT Work		
Service Facility Flooring Remove	\$ 1,384.00	\$3,616 In 418 Fund - \$1,384 In GF Service dept capital - Total \$5,000			
	\$ 9,384.00				
Service Facility Fund					
Service Facility Flooring Remove	\$3,616.00				
Total Reduction	\$72,000.00				

Moreland Hills Police Department

PROPOSED POLICE DEPT. BUDGET 2020

K. Wyant
Chief of Police

Initial Draft

	<u>Begin 2019</u>	<u>Proposed 2020</u>
135113552102 POLICE SALARIES	Finance	Finance
135113552103 PT POLICE (Add min. of 1 Officer 2019)	\$30,000.00	\$30,000.00
135113552106 OVERTIME	\$30,000.00	\$30,000.00
135113552107 LONGEVITY	Finance	Finance
135113552108 CLERK'S SALARY	\$60,000.00	\$62,000.00
Admin. Assistant		
Part-time Clerks		
135113552125 UNIFORM ALLOWANCE	\$13,000.00	\$13,000.00
135113552130 Cell Phone Allowance	\$1,260.00	\$1,800.00
135113552153 MEDICARE	Finance	Finance
135113552202 CONF, EDUCATION, TRAVEL	\$5,000.00	\$5,000.00
Training travel expenses		
135113552203 DUES, MEMBERSHIPS, SUBSCRIPTIONS	\$10,000.00	\$12,500.00
VEG Membership Dues (10,000) 2020		
Hazmat Response Team		
Ohio Assoc. of Chief's of Police		
International Assoc. of Chief of Police		
Intn'l Assoc. of Chiefs of Police (Lt.)		
IACP.Net		
Cuyahoga County Police Chief's Assoc.		
LEEDA		
OSPDA (added for 2020)		
Sun Newspapers		
135113552204 TRAINING	\$7,000.00	\$7,000.00
PELC (Sgt. Tackla - 2020)		
Chief - IACP Conference		
Exec. Lt. - IACP Conference		
135113552205 UNIFORM MAINTENANCE	\$3,300.00	\$3,300.00
135113552301 UTILITIES	\$19,597.36	\$19,500.00
135113552304 POLICE COMMUNICATIONS	\$4,000.00	\$4,000.00
135113552318 OTHER OPERATIONS	\$0.00	\$0.00
CERT - CPR/AED Training thru Red Cross		
135113552322 OHIO STATE GUILTY PLEAS	\$10,000.00	\$10,000.00
135113552323 C.R.I.S. REPORTS	\$2,500.00	\$2,500.00
135113552324 HOUSING PRISONERS	\$5,000.00	\$7,500.00
135113552326 RADIO DISPATCH CONTRACT	\$123,400.00	Finance
135113552334 PHYSICAL EXAMS (1 - 2 PT Officer)	\$2,000.00	\$2,000.00
135113552337 BEDFORD COURT COSTS	\$15,000.00	\$15,000.00
135113552346 CHAGRIN FIRE DEPT.	\$218,637.00	Finance
135113552347 E.M.S. CONTRACT	\$218,637.00	Finance
135113552348 FUEL - POLICE VEHICLES	\$27,515.60	\$27,600.00
135113552349 VEHICLE MAINT	\$15,001.69	\$15,000.00
135113552351 EQUIPMENT MAINT	\$6,000.00	\$6,000.00
Computer maintenance		
Radio & Communication Maintenance		

Moreland Hills Police Department

<p>135113552399 CONTRACT SERVICES PD Copier Usage YOUR 911 App. Range Maintenance Non-terminal agency</p> <p>135113552401 OFFICE, PHOTO, EXPENDALBES</p> <p>135113552405 ACCESSORIES</p> <p>135113552418 OTHER EQUIPMENT</p> <p>135113552420 AMMO & RANGE AMMO / Misc.</p> <p>135113552499 OTHER EXPENSES</p> <p>135113552501 CAPITAL Replacement Vehicle 4934 (32,000) Replacement Vehicle 4981 (32,000) Graphics (\$800.00) Change Over (4934) \$13,500.00 Change Over (4981) \$4,500.00 Police Vehicle Tires (3,000.00) (2) Ballistic Shields (4,400.00) Scheduling Software/Maint. \$2,995.00 TAC Computer (3,500.00) + (2,875.00) BMV Interface - Electronic OH-1 Submission Annual Maintenance Fee Report to Website (Accidents Only) LEADS Interface Annual Maintenance Fee LEADS will charge additional \$150.00 / mo OIBRS Interface w/Use of Force Rptng. Automatic Download Transfer \$11,145.00 Buildings and Grounds Maint. (\$15,000) Taser Batteries / Training Cartr (1,631.00) Radio tuning and upgrade (\$850.00) Police Generator</p> <p>Improvements</p>	<p>\$15,520.83</p> <p>\$1,500.00</p> <p>\$10,341.00</p> <p>\$0.00</p> <p>\$9,672.24</p> <p>\$10,010.65</p> <p>\$40,000.00</p>	<p>\$1,650.00</p> <p>\$12,000.00</p> <p>\$0.00</p> <p>\$9,500.00</p> <p>\$12,000.00</p> <p>\$128,196.00</p>
135909552701 TRANSFERS		To be determined by Treasurer
Total		\$913,893.37

Note:
Patrol Vehicle

* Over Time for task force officer is reimbursed *