



VILLAGE OF ANGEL FIRE

RESOLUTION NO 2012-14

A RESOLUTION REORGANIZING SOME VILLAGE DEPARTMENTS AND REDUCING THE WORK FORCE

Whereas, the village pursuant to its ordinances, section 2-3-7 Reorganization and 2-2-14 Reduction in Force empowers the village administrator to reorganize the village and reduce its workforce;

Whereas, the village is heavily indebted;

Whereas, Gross receipts tax is the only stable and reliable reoccurring source of revenue that is sufficient to fund employee's pay, salary, benefits and village operations;

Whereas, the village streets, water/wastewater infrastructure and facilities, and solid waste service are a continued priority to maintain and operate;

Whereas, the village has an obligation to right size its departments to provide services but not exceed its revenue stream; and

Whereas, the village is required by law to present a balanced budget; expenses cannot exceed revenues.

Now Therefore Be It Resolved that the Village of Angel Fire is reorganizing and reducing its workforce as follows:

1. VILLAGE OF ANGEL FIRE ADMINISTRATION:

Administrator

- 1.0.1 The village administrator will assume the position as the human resources director along with his other duties.
- 1.0.2 The village administrator's office will be relocated to the northeast corner of village hall.
- 1.0.3 The current human resource files will be stored in the village administrator's office in a file room in a separate secure room in fire proof file cabinets.

MVD

- 1.1.1 MVD Office and MVD clerk will be under the direction of the Village Administrator and will increase its hours up to 40 hours a week as to maximize revenues.
- 1.1.2 The MVD Office will be relocated to the former human resource office in a separate secure area.

Clerk

- 1.2.2 The village clerk shall assume the additional duty of human resource assistant to the village administrator and be provided training.

REORGANIZATION AND REDUCTION IN FORCE RESOLUTION

IT

1.3.1 There will be a part-time village information technology technician who will work at least 20 hours a week that is under the direction of the village administrator.

1.3.2 The information technology technician support position used to be part of the fire department and will be moved to village administration and operate out of village hall and other various offices as needed.

Grants Administrator/Public Relations Officer

1.4.1 There is created a grants administrator and public relations officer whose position will be taken from the Tourism Department formally the sales/events coordinator.

1.4.2 The grants administrator/public relations officer is under the direction of the village administrator.

2. HUMAN RESOURCES OFFICE:

2.0.1 The human resources department will be reduced in its entirety and its positions are assigned 0 hours and are not funded.

2.0.2 The human resource responsibilities will be assumed by the village administrator and village clerk.

2.0.3 There will be sufficient money budgeted for human resource consultant contract.

2.0.4 The facility maintenance position is hereby reduced to 0 hours, will not be funded and those individuals having skills in other departments will assist in facility maintenance or the village will go out to bid for such services as it see fit to do so.

3. **MVD OFFICE:** Will operate under the direction of the village administrator and will have up to 40 hour operations as to maximize revenues.

4. FINANCE:

4.0.1 The Finance Office will re-organize and re-structure its responsibilities as to set up internal controls to protect record keeping, budgeting, accounting and financial reporting, collections, deposits and cash funds, asset management, payroll, purchasing and disbursements, contracts and grants to comply with generally accepted accounting principles, state and municipal laws.

4.0.2 The finance director will have oversight over the department and maintain the Incode system and a system of records for proper accounting and recording keeping, budgeting, and financial controls and assure that there is proper separation of duties and assure that internal financial controls are adhered to regularly.

4.0.3 There will be added a position for cash collection, deposit preparation, business licensing, incoming calls, assets management, purchasing and central supply ordering.

4.0.4 There will be a position re-organized as billing.

4.0.5 There will be position re-organized as disbursements and payroll.

REORGANIZATION AND REDUCTION IN FORCE RESOLUTION

1 5. **POLICE:** No reorganization or reduction in force.

2 6. **MUNICIPAL COURT:** No reorganization or reduction in force.

3 7. **FIRE/EMS:**

4 7.0.1 The Fire Department shall explore the possibility of building a fire station contiguous to the maintenance
5 shop to alleviate the village continuing to pay \$35,000 a year for rent of a building for Fire Station 3.

6 7.0.2 Reduce by one full time position for EMS/Fire or equivalent in operations in the amount of \$62,000.

7 7.0.3 The temporary, full time EMS position will be reduced from the budget to 0 hours which in the past has
8 been an on call as needed status.

9 7.0.4 The 20 hour position of information technician will be placed under the administration budget and be
10 under the direction of the village administrator.

11 8. **SOLID WASTE/RECYLCING/TRANSFER STATION:**

12 8.0.01 The Solid Waste Department will reduce its work force by one part time temporary employee.

13 9. **STREETS:**

14 9.0.01 The Street Department shall reorganize the work force by combining two part-time temporary position
15 into a full-time permanent Equipment Operator position in force.

16 10. **VEHICLE MAINTENANCE:**

17 10.0.01 The Vehicle Maintenance Division of the Street Department shall reduce its work force by one part-time
18 temporary employee.

19 11. **WATER/WASTEWATER:**

20 11.0.1 The Water/Wastewater Department will reduce its workforce by a crew supervisor position.

21 12. **ECONOMIC DEVELOPMENT AND TOURISM:**

22 12.0.1 The economic and tourism director's position shall be reduced to 0 hours and not be funded.

23 12.0.2 The temporary position shall be reduced to 0 hours and not funded.

24 12.0.3 The Economic and Tourism Department is hereby renamed the Visitor Center and Tourism Services
25 Department.

26 13. **COMMUNITY CENTER:**

27 13.0.1 The Community Center shall downsize by reducing AFFC attendant from full-time to part time for a total
28 of 27 hours a week with benefits.

29 13.0.2 The student employee position shall be reduced to 0 hours and not funded.

REORGANIZATION AND REDUCTION IN FORCE RESOLUTION

1 **14. PLANNING AND ZONING/COMMUNITY DEVELOPMENT:**

2 14.0.1 The Planning and Zoning Department will be relocated to the Village Hall where the MVD office is
3 currently located.

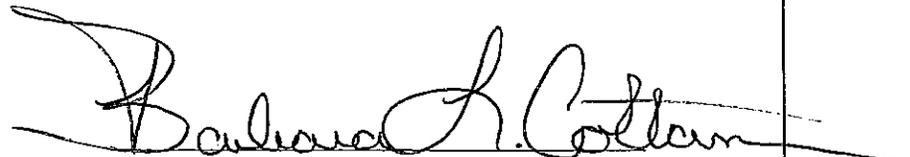
4 **LAYOFFS OR REDUCTION IN FORCES:**

5 Where department heads staff or employees positions cannot be reduced by attrition and a lay-off occurs such
6 employee(s) will have priority for any open positions or if no open positions are available shall have priority for rehire
7 when and if open positions become available and the individual meets the qualification for the open position.

8 **EFFECTIVE DATE OF RESOLUTION:**

9 This resolution is effective June 30, 2012 at the end of the business day.

10 **PASSED, APPROVED AND ADOPTED by the Governing Body of the Village of Angel Fire this 8th Day of May,**
11 **2012.**

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15 
16 Barbara Cottam
17 Mayor

17 Attest:

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19 
20 Terry Cordova
21 Village Clerk