



MICHAEL NEALEIGH  
Mayor

ROBERT WILSON  
Mayor Pro-Tem

## VILLAGE OF JEMEZ SPRINGS *Municipal Office*

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JUDY BOYD  
Trustee  
JAMES MCCUE  
Trustee  
MANOLITO SANCHEZ  
Trustee

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### MINUTES FOR THE VILLAGE SPECIAL/WORKSHOP MEETING:

TUESDAY, MAY 21, 2024 AT 5:00 P.M.

LOCATION: JEMEZ SPRINGS GOVERNING BODY CONFERENCE ROOM

1. **Call to Order** by Mayor Nealeigh at 5:04pm
  1. Members Present: Mayor Mike Nealeigh, Trustee Jim McCue, Trustee Bob Wilson, Interim Clerk Heather Gutierrez  
Members Absent: Trustee Judy Boyd, Trustee Mano Sanchez
  2. Others: Jim Cox, Janet Phillips, Rose Fenton, Fred Simmank, Chief Joe Moreno, Olympia Holliday, and Greg Mertz

**NO ACTION WAS TAKEN**

2. **FY2025 Preliminary Budget** – Mayor Nealeigh spoke on the schedule and the structure of the budget and offered the following observations.
  1. Schedule
    - The Village must submit a Preliminary Budget to the Local Governments Division no later than June 1, 2024.
    - The Final Budget must be submitted to the LGD no later than July 31, 2024
    - The interim period allows for the Village finance officer to determine the June 30 year-end balance.
    - The Village operates based on the approved Preliminary Budget until the Final Budget is approved—usually no later than the first Monday of September.
  2. Structure
    - The Village operating budget has ten(10) components
    - Enterprise budgets (2)
      - Bath House
      - Wastewater Department
    - Self-sustaining budgets (4)
      - Law Enforcement Protection Fund
      - Fire Protection Fund
      - Municipal Court
      - Lodgers Tax
    - Village Service budgets (4)
      - General Operations (Clerk/GF)
      - Library
      - Public Safety

- Public Works

### 3. Challenges

- Inconsistent assignment of expenses to budget lines
- The lack of budget reports to budget managers
- Irregular application of fiscal controls
- Restriction on spending resulting from fiscal situation

### 4. Hallmarks of Preliminary Budget

- Personnel freeze/reduction
- Stabilizing operating expenses
- Maintaining basic services (Village Office, Library, Maintenance, Police, Fire)
- Enterprise self-sufficiency and external funding compliance
- Distributed budget management

Finance Director Jim Cox then presented a summary of the 2025 Preliminary Budget. He also spoke briefly on the status of the audit process. Trustee Wilson asked why the Gross Receipt Tax is higher this year than the previous years; Mr. Cox explained that it was due to how the GRT was entered into QuickBooks.

3. **General State of the Village Fiscal Condition** – Postponed due to time restraint.
4. **Adjourn** – Mayor Nealeigh adjourned at 5:54pm.