




# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 23, 2025

**TO:** Governing Body

**FROM:** Heather Lamboy, Planning and Land Use Director 

**VIA:** Andy Hopkins, Budget Officer *AJH*

**RE:** Planning & Land Use One-time funding BAR request

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### ITEM/ISSUE:

Consistent with Mayor Webber's commitment to support critical and significant City operational priorities with FY25 one-time funding allocations, the Planning and Land Use Department is requesting the following funding:

#### One time funding from available Fund Balances


- \$75,000 from available General Fund balance to create a development review handbook which will cover processes and submittal requirements from development review to building permitting and inspections.
- \$600,000 from available General Fund balance for phase 2 Code Update and General Plan Code Update as well as community engagement at an accelerated schedule
- \$27,000 from available General Fund balance for computer upgrades for Building Permit Division to prepare for Electronic Review improvements
- \$80,000 from available General Fund balance for E-Review Consultant (Park Consulting - \$120,000 one-time funding already approved in first one-time funding requests of 2024; will include both Building and Planning modules).
- \$470,850 for Short Term Rental Software to assist with tracking and enforcement (\$296,000 from available General Fund balance and \$174,850 from available Lodgers' Tax Fund balance).

The total amount requested for Planning and Land Use is \$1,252,850

To support these needs, we request the following Budget Amendment Requests (BAR's):

\$755,000 into 1004501.510300 (Professional Contracts)  
\$27,000 into 1004501.572800 (Hardware)  
\$470,850 into 1004725.510310 (Service Contracts)

Thank you for your assistance.

**Signature:** 

**Email:** [hllamboy@santafenm.gov](mailto:hllamboy@santafenm.gov)

Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

## City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME					DATE	
Planning & Land Use					1/30/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
<b>EXPENDITURES</b>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>	
1) Professional Contracts	1004501	510300		75,000		
2) Professional Contracts	1004501	510300		600,000		
3) Data Processing Equipment < \$5,000	1004501	572800		27,000		
4) Professional Contracts	1004501	510300		80,000		
5) Service Contracts	1004725	510310		470,850		
5) Lodgers' Tax Fund / Transfer to Land Use-Enforcement Division (General Fund)	2130001	750100		174,850		
<b>REVENUES</b>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>	
5) Land Use-Enforcement Division (General Fund) / Transfer from Lodgers' Tax Fund	1004725	650213		(174,850)		
<b>JUSTIFICATION:</b> <i>(use additional page if needed)</i> <i>--Attach supporting documentation/memo</i>				\$ 1,252,850	\$ -	

Appropriation from available General Fund balance for: 1) creation of a Development Review Handbook to cover processes and submittal requirements; 2) additional resources for phase 2 of the General Plan Code update and community outreach; 3) computer upgrades to prepare for electronic plan review improvements; 4) Building and Planning E-Review consulting services; and 5) Short-Term Rental Software to aid tracking and enforcement (\$296,000 from General Fund, \$174,850 from Lodgers' Tax Fund)

*[see attached memo]*

<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
Fund(s) Affected	Fund Balance Increase/(Decrease)
100	(1,078,000)
213	(174,850)
<b>TOTAL:</b>	<b>(1,252,850)</b>

Andy Hopkins	1/30/2025	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	Feb 10, 2025
Prepared By <i>{print name}</i>	Date	<b>CITY COUNCIL APPROVAL</b>	Budget Officer
Division Director Signature <i>{optional}</i>	Date	City Council Approval Date <input style="width: 100px; height: 20px;" type="text"/>	N/A
Department Director Signature	Date	Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	N/A
			Finance Director <i>{≤ \$5,000}</i>
			City Manager <i>{≤ \$60,000}</i>






# BAR Memo PLU1\_various RFS

Final Audit Report

2025-02-10

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