



# City of Santa Fe, New Mexico


## Memorandum



**Date:** November 19, 2024

**To:** Governing Body

**Via:** Randy Randall, Interim City Manager & Community Development Director

**From:** Heather L. Lamboy AICP, Planning & Land Use Director 

**RE:** Carryover of FY2024 General Plan Funding

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### **ACTION**

Approval of a Budget Amendment Resolution (BAR) to Reappropriate Unspent FY 24 Budget in the Amount of \$463,482 to Fund the General Plan Update Step 1, which includes among other items, the Digital Platform, Assessment Report and Public Engagement Strategy.

### **BACKGROUND & SUMMARY**

On May 29, 2024, the Governing Body approved a contract for \$1,887,871.87 (inclusive of NMGRT) to update the General Plan and create a Digital User Platform. Part of that contract was appropriated in FY 2024, which totaled \$463,482. Due to the need to process the contract and issue a PO prior to the Fiscal Year closeout, the consultant was unable to use any of the funds that were made available in FY 2024.

In order to capture previous funding to ensure the ongoing work for Step 1, Mobilization and Understanding, and the initial buildout of the Digital Platform to be completed in a timely manner, a BAR is requested to carryover the funds allocated in FY24.

### **FUNDING SOURCE**

FY24 Budget Allocation of FY23 GRT Revenue

Fund Name/Number: General Fund/100  
Org Name/Number: Land Use Admin/1004501  
Object Name/Number: Professional Contracts/510300

### **ATTACHMENTS**

Budget Adjustment Request (BAR)  
Munis Detail of Unspent FY24 Budget



# Munis Screenshot – FY24 Geneal Plan Funding

Account		Segments	Monthly Data
Status	Type	Multi Year Fund	
Active	Expense	No	
<b>^ Account Totals</b>			
			<b>2024</b>
Original Budget			791,350.00
Transfers			425,276.00
Revised Budget			1,216,626.00
Actual (Memo)			394,324.89
Encumbrances			358,818.86
Requisitions			0.00
Available Budget			<b>463,482.25</b>
Percent Used			62 %
<b>∨ Transactions</b>			