



CITY OF SANTA FE  
PLANNING & LAND USE

Date: September 25, 2025

To: Emily Oster, Finance Director *Emily K. Oster*

Andy Hopkins, Budget Officer *Andy Hopkins*

Via: Elisa Montoya, Community Development Director *Elisa D. Montoya*  
Elisa D. Montoya (Sep 26, 2025 11:49:59 MDT)

From: Heather Lamboy, Planning & Land Use Department Director *Heather Lamboy*

Re: Funding Carry Forward from FY 2025 to FY 2026

---

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

1. \$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.
2. \$600,000 from available General Fund balance for phase 2 Code Update and General Plan Update, as well as community engagement at an accelerated schedule.
3. \$80,000 from available General Fund balance for E-Review Consultant \$120,000 one-time funding already approved in the first one-time funding requests of 2024; will include both Building and Planning modules.
4. \$470,850 for Short Term Rental Software to assist with tracking and enforcement.

Staff has been diligently working to implement policies and programs associated with these costs. Below are updates on each item.

1. An RFP has been issued for the Development Review Handbook. We anticipate the contract to be issued in September or October after the completion of the RFP process.
2. A contract amendment with WSP in the amount of \$150,000 for the General Plan Update has been approved. There has been a delay in implementing Phase 2 of the Land Development Code update due to the lengthy 12-month review process conducted by the City Attorney's Office. The Code update is expected to be introduced at City Council within a month; therefore, Phase 2 of the Code update has not yet begun. As a result, the \$450,000 earmarked from the one-time funding has not been encumbered.


3. After soliciting estimates for EnerGov upgrades to meet Planning & Land Use needs, there was a lengthy evaluation process of whether to continue with EnerGov or transition to OpenGov for planning, permitting, inspections, business licensing, and code enforcement processes. That review recently concluded with permission being granted by the ITT Department to pursue OpenGov. Staff aims to utilize the \$200,000 previously granted in Fiscal Year 2026 to partially finance the software upgrades, enabling us to operate more efficiently and effectively.
4. The Governing Body approved a contract for Avenu, which is a short-term rental management and enforcement software, which is scheduled to launch in FY26.

The total carry forward amount requested for Planning and Land Use is \$1,225,850.00

Thank you for your consideration in this matter.

CC: Amanda Encinias, Administrative Manager  
Maggie Moore, Deputy Director, Planning Branch  
Tom Graham, Deputy Director, Development Branch



Fund 100 GENFUND  
 Org 1004725 Enforcment  
 Object 510310 Svc Cntr  
 Project  

4 Year Comparison

Current Year

Yr/Per 2025/01	Fiscal Year 2025
Original Budget	.00
Transfers In	470,850.00
Transfers Out	.00
Revised Budget	470,850.00
Actual (Memo)	.00
Encumbrances	.00
Requisitions	.00
Available	470,850.00
Percent used	.00

Account Inquiry [CITY OF SANTA FE]

Account

Fund 100 GENFUND  
Org 1004501 PLU Admin  
Object 510300 Prfsl Cntr  
Project

4 Year Comparison

Current Year

Yr/Per 2025/01	Fiscal Year 2025
Original Budget	1,121,250.00
Transfers In	1,453,482.00
Transfers Out	-108,002.00
Revised Budget	2,466,730.00
Actual (Memo)	1,258,491.21
Encumbrances	330,882.32
Requisitions	.00
Available	877,356.47
Percent used	64.43