



CITY OF SANTA FE  
**PLANNING & LAND USE**

**DATE:** February 11, 2026

**TO:** Governing Body

**FROM:** Heather Lamboy, Planning & Land Use Director *HL*  
Amanda Encinias, Administrative Manager

**RE:** Use of One-Time Funding for OpenGov Software Acquisition and Configuration

---

**ITEM/ISSUE:**

The Planning and Land Use Department is requesting a budget adjustment request in the amount of \$80,000 to transfer funding from Planning & Land Use to ITT to compensate for the purchase of the OpenGov software. The \$80,000 was granted to the department as one-time funding to support the modernization of the department and implementation of electronic construction permit review.

**BACKGROUND AND SUMMARY:**

With the fundamental goals of continued professionalization, expansion of capacity and greater responsiveness to the community by the department, we requested funding to help purchase OpenGov software. Other requests for one-time funding included the purchase of Avenue/Neumo Short Term Rental management software, technology purchases, and funding for the creation of a Development Manual. These include the following:

**OpenGov Permitting Management Solution**

Software supporting planning processes and construction permit reviews is intended primarily to improve our ability to deliver consistently high-quality customer service, manage the high volume of permit reviews, and eliminate avoidable processing delays. This involves creating and implementing solutions, including:

- Timely engagement and initial response to customer and public questions and concerns, and appropriate follow-up
- Clear guidance on materials needed for development applications processed by the Planning & Land Use Department
- Proper routing and channelized communication regarding development applications between customers and other departmental staff
- Decrease in permit review timelines where all plan reviews can be done concurrently
- Decrease in plan production costs that are currently borne by the development community.

To support this need, we request the following Budget Amendment Request (BAR):

**1. Digital Planning and Development Solutions**

**BAR from Org 1004501 into 3253950 in the amount of \$80,000.00**

**ACTION REQUESTED:** Please review and approve the attached BAR

Cc: Thomas Graham, Assistant Director, Development Branch  
Maggie Moore, Assistant Director, Planning Branch

Log # {Finance use only}:	
Journal # {Finance use only}:	

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

DEPARTMENT / DIVISION NAME					DATE	
Land Use/Admin					2/5/2026	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
<b>EXPENDITURES</b>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>	
Software Subscriptions	1004501	570855			(80,000)	
ITT ERP Service Contracts	3253950	510310		80,000		
PLU Admin Capital Transfer Out to 325	1004501	760325		80,000		
<b>REVENUES</b>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>	
Capital Transfer In from 100	3253950	660100		(80,000)		
<b>JUSTIFICATION:</b> <i>(use additional page if needed)</i>						
—Attach supporting documentation/memo				\$ 80,000	\$ 80,000	

This BAR is to provide IT the funds applied to the Land Use portion of Open Gov software.	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
	Fund(s) Affected	Fund Balance Increase/(Decrease)
	<b>TOTAL:</b>	<b>0</b>

Amanda Encinias Prepared By <i>(print name)</i>	2/5/2026 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	<i>Andy Hopkins</i> Budget Officer	Feb 10, 2026 Date
Division Director Signature <i>{optional}</i>	Date	<b>CITY COUNCIL APPROVAL</b>	Finance Director <i>{≤ \$5,000}</i>	Date
Department Director Signature	Feb 10, 2026 Date	City Council Approval Date: <input style="width: 100px; height: 20px;" type="text"/> Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	City Manager <i>{≤ \$60,000}</i>	Date