



City of Santa Fe, New Mexico

Memorandum



DATE: August 18, 2025

TO: Emily Oster, Finance Director
Andy Hopkins, Budget Officer

VIA: Eric Candelaria, ITT Department Director

FROM: Erin Gomez, ITT Contract Administrator

SUBJECT: T-BAR


Eric Candelaria (Aug 18, 2025 14:15:11 MDT)

ITEMS AND ISSUE:

Finance/ITT Department requests the approval of Budget Amendment Resolution (BAR) in the amount of \$3,683,246.00.

BACKGROUND AND SUMMARY:

A BAR in the amount of \$3,683,246.00 is requested by the Finance/ITT Department to cover the appropriation of anticipated necessary funding for the ITT Enterprise Resource Planning (ERP) project for FY26, including MUNIS/Energov support, project management consulting and legacy system support. A BAR is being made from 3253950/510310 for ERP Service Contracts (\$1,446,658.00) and 3253950/510340 ERP Other Consulting (\$2,236,588.00) and 3653501/760325 ½% Capital GRT Fund / Capital Transfer to ERP CIP (\$1,893,185.00) and ERP CIP / Capital Transfer from ½% Capital GRT Fund \$1,893,185.00.

BAR Request:

3253950/510310 (\$1,446,658.00)
3253950/510340 (\$2,236,588.00)
3653501/760325 (\$1,893,185.00)

Total: (\$3,683,246.00)

3253950/660365 \$1,893,185.00

Total: \$3,683,246.00

ACTION REQUESTED:

BAR request to reallocate funding as stated above. Finance/ITT Department respectfully requests the approval of BAR in the amount of \$3,683,246.00

ATTACHEMENTS:

BAR

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	
ITT - Project Management				7/14/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as <u>positive</u> #}</i>	<i>{enter as <u>negative</u> #}</i>
ITT ERP / Service Contracts	3253950	510310		1,446,658	
ITT ERP / Other Consulting	3253950	510340		2,236,588	
1/2% Capital GRT Fund / Capital Transfer to ERP CIP	3653501	760325		1,893,185	
REVENUES				<i>{enter as <u>negative</u> #}</i>	<i>{enter as <u>positive</u> #}</i>
ERP CIP / Capital Transfer from 1/2% Capital GRT Fund	3253950	660365		(1,893,185)	

JUSTIFICATION: *(use additional page if needed)*
 --Attach supporting documentation/memo

\$ 3,683,246 \$ -

Appropriation of anticipated necessary funding for the ITT Enterprise Resource Planning (ERP) project for FY26, including
 MUNIS/Energov support, project management consulting and legacy system support

<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
	Fund Balance
Fund(s) Affected	Increase/(Decrease)
365	(1,893,185)
TOTAL:	(1,893,185)

James W. Edwards	7/14/2025	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	<i>Andy Hopkins</i>	08/01/2025	
Prepared By <i>{print name}</i>	Date	CITY COUNCIL APPROVAL	Budget Officer	Date	
Division Director Signature <i>{optional}</i>	Date		City Council Approval Date	N/A	Date
Eric Candelaria (Jul 28, 2025 14:08:32 MDT)	07/28/2025		Agenda Item #:	N/A	Date
Department Director Signature	Date		City Manager <i>{≤ \$60,000}</i>	Date	





MUNIS BAR Form - ITT ERP FY26

Final Audit Report

2025-08-01

Created:	2025-08-01
By:	JAMES EDWARDS (jwedwards@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvBNgLJDv1K_ck4Mohhlt411yxouoCp7V

"MUNIS BAR Form - ITT ERP FY26" History

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