



City of Santa Fe, New Mexico

Memorandum



DATE: September 3, 2025

TO: Finance Committee
Governing Body

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

FROM: Erminia Tapia, Business Operations Manager

SUBJECT: Request for Approval of Carryforward Budget Amendment Resolution (BAR)

ITEM AND ISSUE:

Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$845,551 to Re-Appropriate FY25 ERP Funding to FY26 ERP Other Consulting. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

BACKGROUND AND SUMMARY:

The City of Santa Fe, Finance Department received prior approval in Fiscal Year 2025 for the following projects. Due to timelines for implementation the funding will need to be carried over into Fiscal Year 2026.

1. Questica Budgeting Software

Staff is currently in the 'discovery' phase, learning about the program's functionality and capabilities, and how to navigate the system's complex interface. Staff are performing practice demos and using the program's 'sandbox' to enable various program features. Meanwhile, Euna staff are taking the City's source data on the POL and Chart of Accounts to build a foundation for Questica to work within the City's systems and procedures. This contract was presented and approved by the Governing Body on September 25, 2024.

2. Ron Turley and Associates (RTA)

Staff and Contractor, RTA have moved into the implementation phase with RTA's project managers and implementation specialists. One site visit was conducted by RTA's success fleet coaches and received recommendations. Staff is currently working with the implementation team to gather accurate data to input into the system. The second phase will include building codes for parts and services and then learning to manage and leverage the software for the operational needs of the Fleet Division. This contract was presented and approved by the Governing Body on June 25, 2025.

3. OpenGov

Implementation is developing well and is on track to go live at the end of September 2025. System build-out and configurations have been progressing, and staff are actively preparing for the transition, with final readiness activities. This contract was presented and approved by the Governing Body on April 09, 2025.

ACTION REQUESTED:

Request Approval of the attached Budget Amendment Resolution in the amount of \$845,551, this request is critical to the ongoing implementation of these projects.

Account Inquiry [CITY OF SANTA FE]

Account

Fund	325	SPECPROJ	Acct	325-10-15-1501-000-00
Org	3251501	FinanceERP	Acct name	Other Consulting
Object	510340	Oth Cnsltg	Type	Expense
Project			Rollup	
			Sub-Rollup	
			<input type="checkbox"/> MultiYr Fund	

4 Year Comparison

Current Year

History

4 Year Graph

History

Yr/Per 2025/01	Fiscal Year 2025		Fiscal Year 2024	
Original Budget	.00		.00	
Transfers In	944,883.00		961,347.00	
Transfers Out	.00		.00	
Revised Budget	944,883.00		961,347.00	
Actual (Memo)	99,332.19		16,463.51	
Encumbrances	759,528.85		.00	
Requisitions	.00			
Available	86,021.96		944,883.49	
Percent used	90.90		1.71	

Encumbrances 759,528.85

Available 86,021.96

845,551.00 Total Carryforward (rounded)