



City of Santa Fe

200 Lincoln Ave, Santa Fe, NM 87501 | santafenm.gov

Memorandum

To: Governing Body

From: Leonard I Romero, ITT Procurement Coordinator *Leonard I Romero*

CC: Kayla Conner, ITT Business Ops Manager *Kayla Conner*

Date: August 26, 2026

Re: Request for BAR

BACKGROUND:

We were notified of anticipated necessary funding for the ITT Enterprise Resource Planning (ERP) project and are requesting approval of a BAR to appropriate and move funds, allowing us to utilize the funding as needed for FY27 project expenses, including MUNIS/EnerGov support, project management consulting, and legacy system support.

3253950-510310 (Service Contracts) \$1,000,000.00

ACTION:

Approval of 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 ITT - Project Management	DATE 8/24/2026
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}
1/2% Capital GRT Fund / Capital Transfer to ERP CIP	3653501	760325		1,000,000	
Service Contracts	3253950	510310		1,000,000	
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}
ERP CIP / Capital Transfer from 1/2% Capital GRT Fund	3253950	660365		(1,000,000)	
to ITT ERP SVC CNTR					

JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo	1,000,000.00	\$ -
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Appropriation of anticipated necessary funding for the ITT Enterprise Resource Planning (ERP) project for FY27, including	{Complete section below if BAR results in a net change to ANY Fund} <table><tr><td>Fund(s) Affected</td><td>Fund Balance Increase/(Decrease)</td></tr><tr><td>365</td><td>(1,000,000)</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>TOTAL:</td><td>(1,000,000)</td></tr></table>	Fund(s) Affected	Fund Balance Increase/(Decrease)	365	(1,000,000)					TOTAL:	(1,000,000)
Fund(s) Affected		Fund Balance Increase/(Decrease)									
365		(1,000,000)									
TOTAL:	(1,000,000)										
MUNIS/Energov support, project management consulting and legacy system support											

Kayla M Conner <i>Kayla Conner</i> Prepared By {print name}	7/27/2026 Date	{Use this form for Finance Committee/ City Council agenda items ONLY}	Andrew J. Hopkins Budget Officer	08/25/2026 Date
		CITY COUNCIL APPROVAL	<i>Monica</i>	08/26/2026
Division Director Signature {optional}	Date	City Council Approval Date	Finance Director {≤ \$5,000}	Date
<i>EQ</i>	08/25/2026		<i>BRIAN MOGA</i>	08/26/2026
Eric Candelaria (Aug 25, 2026 10:36:01 MDT)		Agenda Item #:	City Manager {≤ \$60,000}	Date

Copy of MUNIS BAR Form - ITT ERP FY27

Final Audit Report

2026-08-26

Created:	2026-08-25
By:	Kayla Conner (kmconner@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-KVDcK_NC2wsG1Fzt_ypX1VMdY03DdP
Documents:	Copy of MUNIS BAR Form - ITT ERP FY27.xls (1 page)
Number of Documents:	1
Document page count:	1
Number of supporting files:	0
Supporting files page count:	0

"Copy of MUNIS BAR Form - ITT ERP FY27" History

-  Document created by Kayla Conner (kmconner@santafenm.gov)
2026-08-25 - 4:17:22 PM GMT- IP address: 63.232.20.129
-  Document emailed to Kayla Conner (kmconner@santafenm.gov) for signature
2026-08-25 - 4:19:09 PM GMT
-  Document e-signed by Kayla Conner (kmconner@santafenm.gov)
Signature Date: 2026-08-25 - 4:19:19 PM GMT - Time Source: server- IP address: 63.232.20.129 - Signature Appearance Selected: IMAGE
-  Document emailed to Eric Candelaria (edcandelaria@santafenm.gov) for signature
2026-08-25 - 4:19:21 PM GMT
-  Email viewed by Eric Candelaria (edcandelaria@santafenm.gov)
2026-08-25 - 4:19:27 PM GMT- IP address: 51.54.38.123
-  Document e-signed by Eric Candelaria (edcandelaria@santafenm.gov)
Signature Date: 2026-08-25 - 4:36:01 PM GMT - Time Source: server- IP address: 174.218.16.221 - Signature Appearance Selected: MOBILE_DRAW
-  Document emailed to Andrew Hopkins (ajhopkins@santafenm.gov) for signature
2026-08-25 - 4:36:02 PM GMT
-  Email viewed by Andrew Hopkins (ajhopkins@santafenm.gov)
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Document e-signed by Andrew Hopkins (ajhopkins@santafenm.gov)

Signature Date: 2026-08-25 - 4:50:52 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: IMAGE



Document emailed to Monica Maestas (mfmaestas@santafenm.gov) for signature

2026-08-25 - 4:50:54 PM GMT



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2026-08-25 - 5:15:21 PM GMT- IP address: 174.218.19.109



Document e-signed by Monica Maestas (mfmaestas@santafenm.gov)

Signature Date: 2026-08-26 - 3:59:27 PM GMT - Time Source: server- IP address: 76.113.88.69 - Signature Appearance Selected: IMAGE



Document emailed to BRIAN MOYA (bjmoya@santafenm.gov) for signature

2026-08-26 - 3:59:30 PM GMT



Email viewed by BRIAN MOYA (bjmoya@santafenm.gov)

2026-08-26 - 4:53:35 PM GMT- IP address: 174.240.19.17



Document e-signed by BRIAN MOYA (bjmoya@santafenm.gov)

Signature Date: 2026-08-26 - 4:53:52 PM GMT - Time Source: server- IP address: 174.240.19.17 - Signature Appearance Selected: MOBILE_IMAGE



Agreement completed.

2026-08-26 - 4:53:52 PM GMT

Service Contracts BAR

Final Audit Report

2026-08-26

Created:	2026-08-26
By:	Leonard Romero (liromero@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5Kd-bLxmFtrntVNQjH88HNJAKfmb1oK_
Documents:	MEMO T BARS.pdf (4 pages)
Number of Documents:	1
Document page count:	4
Number of supporting files:	0
Supporting files page count:	0

"Service Contracts BAR" History

-  Document created by Leonard Romero (liromero@santafenm.gov)
2026-08-26 - 8:01:52 PM GMT- IP address: 63.232.20.129
-  Document emailed to Kayla Conner (kmconner@santafenm.gov) for signature
2026-08-26 - 8:02:12 PM GMT
-  Email viewed by Kayla Conner (kmconner@santafenm.gov)
2026-08-26 - 8:06:04 PM GMT- IP address: 63.232.20.129
-  Document e-signed by Kayla Conner (kmconner@santafenm.gov)
Signature Date: 2026-08-26 - 8:06:19 PM GMT - Time Source: server- IP address: 63.232.20.129 - Signature Appearance Selected: IMAGE
-  Agreement completed.
2026-08-26 - 8:06:19 PM GMT