



City of Santa Fe

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Michael J. Garcia, Mayor

DATE: September 28, 2026

TO: Finance Committee, Governing Body

FROM: Andrea Phillips, Deputy City Manager *APP*

CC: Brian Moya, Interim City Manager
Monica Maestas, Finance Director
Travis Dutton-Leyda, Chief Procurement Officer

SUBJECT: Internal Audit Project-Procurement Process

Background

Baker Tilly serves as the City's Internal Audit firm, conducting process and performance audits of city functions in accordance with municipal code sections 2-22-1 to 2-22-11: Internal Audit. The city's approved FY26 audit plan included a review of the city's procurement process. The procurement process was identified as a high-risk area in the 2024 Enterprise Risk Assessment conducted by Baker Tilly (Moss Adams). As annual budget for Internal Audit projects allows, the city is following through on investigation into these higher risk areas to improve city processes with a goal of streamlining and strengthening key functions.

The Internal Audit function is supported by an Audit Committee, who provides oversight into the city's financial audits and internal audits. Internal Audit projects are conducted in consultation with city management and appropriate departments and recommendations are provided to Governing Body via the Finance Committee following Audit Committee review.

At a special meeting on September 15, the Audit Committee was presented with the results of the report and recommendations.

The attached report was presented to staff and opportunities for comment and input on the recommendations were provided. The City Manager's Office will work with the Finance Department leadership, as well as other affected departments, to provide a management response to the recommendations and will track implementation of the recommendations.

Action Requested

None-report and recommendations are provided to Finance Committee members.

Attachment

Procurement Process Review Report, Baker Tilly Advisory Group (dated September 9, 2026)

City Council

Alma G. Castro, District 1
Patricia Feghall, District 1

Elizabeth "Liz" Barrett, District 2
Paul C. Bustamante, District 2

Lee Garcia, Mayor Pro Tem, District 3
Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4
Amanda Chavez, District 4