




OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

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MEMORANDUM

TO: Citizens' General Obligation Bond Oversight Committee

FROM: Mark de la Rosa, Director of Audits
Audits Division, City Services Auditor 

DATE: December 1, 2025

SUBJECT: CSA Audits Activity Update

The following are highlights of the City Services Auditor (CSA) Audits Division's activity from October 21 through December 1, 2025.

Date Issued	Report
11/18/2025	<p>Contract Monitoring Division: One of the Five Contractors Audited Did Not Fully Comply With Certain Provisions of Administrative Code Chapter 14B, the Local Business Enterprise Ordinance</p> <p>The audit of contractor compliance with the San Francisco Administrative Code, Chapter 14B, Local Business Enterprise (LBE) Utilization and Non-Discrimination in Contracting Ordinance assessed whether the three selected contractors and two joint ventures disclosed all subcontractors, met their LBE participation commitments, submitted all required Contract Monitoring Division forms, and whether contracts were adequately monitored for LBE compliance.</p> <p>The audit found that all contractors and subcontractors were appropriately LBE-certified, as applicable, but one of the five contractors in the sample did not fully comply with certain LBE provisions of Administrative Code Chapter 14B.</p>

Date Issued	Report
11/19/2025	<p>Department of Public Health: The Department of Public Health Must Build on Recent Improvements in Its Approval Process for Employees' Additional Employment Requests to Better Serve Its Staff and Protect Patient Safety</p> <p>The audit of the processes for additional employment requests at the Department of Public Health (Public Health) evaluated how effective the processes are at enabling compliance with the City's additional employment requirements and fostering management's review for conflicts of interest and incompatible activities.</p> <p>The audit found that Public Health's communication campaign led to a significant increase in the number of additional employment requests. Also, nearly all surveyed employees report they are aware of the policy requiring requests. To further support ongoing compliance, Public Health must strengthen coordination after a request is made, create a mechanism to seek feedback from employees on the process, and provide targeted guidance to managers on how to review requests and manage employees with approved additional employment.</p>
11/20/2025	<p>Airport Commission: The Airport Should Strengthen Its Compliance With Procurement Policies</p> <p>The audit of the procurement process at the Airport Commission (Airport) found that while the Airport's Facilities Division has adequate procurement policies and procedures, it did not consistently follow them. This led to a delayed payment and an overpayment to vendors, as well as inefficient use of staff time. The audit also found that the Facilities Division lacks a formal training policy for the procurement process and has managerial vacancies.</p>