



City of San Antonio

Agenda Memorandum

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In Control: Audit Committee

AUDIT COMMITTEE SUMMARY

September 20, 2016

Audit of the Office of the City Clerk Municipal Elections Contract

Report Issued July 25, 2016

Background

The Office of the City Clerk (OCC) is responsible for administering municipal elections in accordance with the Texas Election Code. For each election held, the City enters into an Election Services contract with the Bexar County Elections Office (BCEO).

The City Clerk's Municipal Elections Division is responsible for ensuring that City of San Antonio voters are able to cast ballots for Mayor, City Council, and all Special City Elections. The OCC works with the Bexar County Elections Office with a goal of implementing the most efficient and cost-effective elections. Additionally, they meet with the BCEO prior to and throughout elections as a means to provide assurance that contractual duties are being met.

In FY 2015, the City paid \$2,002,608 to the BCEO for election and equipment services expenses.

Audit Objective

Determine if key components of the City's municipal elections administration process are accurately monitored, supported, and in compliance with the election services contract terms.

Audit Scope & Methodology

The audit scope included municipal elections conducted from October 1, 2014 to February 29, 2016.

To obtain an understanding of internal controls, we conducted interviews with the City Clerk, Assistant City Clerk and the Bexar County Elections Administrator. Additionally, we reviewed the Texas Election Code, City Charter, OCC internal guidelines, and Election Services contracts.

Audit Conclusions

The City's municipal election administration process is accurately monitored, supported, and in compliance with the election services contract terms, the Texas Election Code and legislative

requirements. Related City Ordinances are presented and approved timely by City Council. Additionally, a standard application review process is in place and the OCC meets regularly with the Bexar County Elections Office to receive status updates on the election and to ensure Bexar County's compliance with contract requirements

No recommendations were made for this audit.