



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 11

**Agenda Date:** February 23, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Office of the City Auditor

**DEPARTMENT HEAD:** Kevin Barthold

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Acceptance of the Office of the City Auditor report AU21-019 of the Finance Department and Information Technology Services Department's Payment Card Industry Security (PCI DSS). Report Issued December 2, 2021.

**SUMMARY:**

**Audit Objective**

**Determine if the City is compliant with PCI Data Security Standards for credit card transaction processing.**

**BACKGROUND INFORMATION:**

**Background**

**The Payment Card Industry Data Security Standards (PCI DSS) is a set of standards for**

safely handling sensitive payment cardholder information. It was developed by the PCI Security Standards Council, founded by the five global payment brands: American Express, Discover Financial Services, JCB International, Mastercard Worldwide, and Visa Inc.

PCI DSS standards are designed to help secure credit card information that is stored, processed, or transmitted by merchants. Compliance with these standards applies to all City departments that use credit card payment systems to process, store, and/or transmit credit card payment data. The City's reporting requirement as a merchant is dependent on the type of payment systems and the volume of transactions processed through the acquiring bank, Chase, who processes payment card transactions on the City's behalf.

The Finance Department is ultimately responsible for PCI compliance, ITSD supports in the process of assessing PCI compliance, and assist the user departments in the process of self-assessment as well as with other technical issues related to PCI compliance.

### **Scope & Methodology**

The audit scope was from January 2020 through March 2021.

We reviewed Administrative Directives 7.3a Data Security and 8.13 Credit Card Acceptance, Payment Card Industry Data Security Standards version 3.2, and the City's Agreement with Chase Paymentech. We interviewed ITSD and Finance Staff and reviewed department policies and procedures to gain an understanding of controls related to PCI Security.

### **Conclusions**

The ITSD and Finance Departments have controls in place to ensure the City is compliant with PCI Security Standards.

We determined that the PCI Security Plan is periodically reviewed and addresses all areas of the PCI requirements related to IT security. Additionally, reporting by the City is accurate and timely which include Self-Assessment Questionnaires and quarterly vulnerability scans. Furthermore, all equipment used for payment card transactions within the City are PCI compliant and appropriate payment card acceptance training is in place.

There are no findings. Consequently, we make no recommendations to Finance or ITSD Management.

### **ISSUE:**

This item is for briefing only.

### **FISCAL IMPACT:**

This item is for briefing only.

**ALTERNATIVES:**

This item is for briefing only.

**RECOMMENDATION:**

Staff recommends acceptance of the audit.