

Request for Decision



To: Regular Meeting
From: **Chief Financial Officer**
Date: April 9, 2018
Subject: Visa Credit Card Application
Recommendation: **THAT Council approve the application for Collabria Visa Credit Cards through the Grand Forks Credit Union with an aggregate credit limit of \$100,000 and further to authorize the Chief Financial Officer to assign administrators on this account.**

Background

The City was recently advised that our banking facility, the Grand Forks Credit Union, has switched credit card partners from Mastercard to Visa. As a result, member services and support for the existing CUETS Mastercards will no longer be available through the Credit Union.

Staff has applied for new Visa cards, with individual credit limits similar to the existing Mastercard accounts, and with an aggregate limit of \$100,000.

Approval of Council is requested here to meet the requirements of the new credit card provider, Collabria Financial, as part of the application process.

Benefits or Impacts

General

By switching credit card providers, the City will be able to receive ongoing credit card support and services through its banking facility, the Grand Forks Credit Union.

Strategic Impact



Fiscal Responsibility

This change is necessary to ensure that the City can process and pay its credit card expenses without incurring service charges or late payment fees, and, if necessary, replace cards quickly and efficiently, with minimal use of staff resources.

Policy/Legislation

City of Grand Forks *Contracting Authority and Purchasing Policy* No. 802A-1.

Attachments

Recommendation

THAT Council approve the application for Collabria Visa Credit Cards through the Grand Forks Credit Union with an aggregate credit limit of \$100,000 and further to authorize the Chief Financial Officer to assign administrators on this account.

Options

1. RESOLVED THAT Council accepts the recommendation.
2. RESOLVED THAT Council does not accept the recommendation.
3. RESOLVED THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	RFD - CFO - Visa Credit Cards.docx
Attachments:	
Final Approval Date:	Apr 3, 2018

This report and all of its attachments were approved and signed as outlined below:

Diane Heinrich - Apr 3, 2018 - 4:32 PM