



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/23/2026

REQUESTER: Ronda Guerrero, Court Administrator

PRESENTER: Ronda Guerrero, Court Administrator

ITEM TITLE CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2425-124: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND GLOBAL PAYMENTS DIRECT, INC., FOR AN AMENDMENT TO THE CARD SERVICES AGREEMENT FOR CREDIT CARD PROCESSING SERVICES WITH THE TYLER INCODE MUNICIPAL COURT SOFTWARE SYSTEM FOR THE AMOUNTS AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The City entered into an agreement with Tyler Technologies, Inc. (“Tyler”) in December 2017 for the licensing and establishment of the Incode Software, a software utilized by Municipal Court. In order for Municipal Court to accept credit card payments for court costs in connection with this software, a third party credit card Processing servicer was required. At the time, Global Payments Direct, Inc. (“Global”) was the sole processor integrated with Tyler’s Incode software. The Finance Director signed the Merchant Application and Card Services Agreement with Global in February 2017.

In June 2025, the City entered into a twelve (12) month amendment to the 2017 agreement with Global to provide credit card processing services for Municipal Court payments. This amendment is scheduled to expire on June 10, 2026.

DISCUSSION:

City staff has evaluated the continued need for credit card processing services and, through negotiations with the vendor, secured a reduced processing rate that is expected to generate additional cost savings for the City.

The proposed amendment will:

- Extend the agreement with Global for twenty-four (24) months.
- Reduce the monthly processing costs by approximately \$2,000 per month
- Lock in the negotiated processing rates for the entire twenty-four (24) month period.

The negotiated rate structure will provide budget certainty while ensuring uninterrupted payment processing services for Municipal Court transactions.

RECOMMENDATION

Staff recommends that the City Council approve this amendment with Global Payments Direct to secure better processing fee rates for Municipal Court credit card payments.

Card Type	Charge Type	# Trans	\$ Sales	CURRENT RATES			PROPOSED RATES			Savings
				% Disc	Per Item	Total Fees	% Disc	Per Item	Total Fees	
AMEX	Qualified	19	726.50	0.790%	0.3500	12.39	0.700%	0.1500	7.94	4.45
AMEX	Qualified	15	3,235.50	0.790%	0.3500	30.83	0.700%	0.1500	24.90	5.93
DISC	Qualified	21	3,235.00	0.790%	0.3500	32.90	0.700%	0.1500	25.80	7.11
DBDT	Qualified	3	1,009.77	0.789%	0.3500	9.03	0.700%	0.1500	7.52	1.51
DBDT	Qualified	13	1,392.50	0.790%	0.3500	15.53	0.700%	0.1500	11.70	3.83
DSFM	Qualified	7	1,989.50	0.790%	0.3500	18.11	0.700%	0.1500	14.90	3.19
DSFP	Qualified	4	379.00	0.789%	0.3500	4.30	0.700%	0.1500	3.21	1.11
VISA	Qualified	15	2,693.50	0.790%	0.3500	26.51	0.700%	0.1500	21.10	5.41
VIBS	Qualified	2	488.50	0.790%	0.3500	4.54	0.700%	0.1500	3.72	0.82
VIBS	Qualified	1	185.00	0.789%	0.3500	1.81	0.700%	0.1500	1.40	0.37
VIBS	Qualified	12	2,513.00	0.790%	0.3500	24.01	0.700%	0.1500	19.30	4.68
VIBS	Qualified	8	389.00	0.792%	0.3500	5.80	0.700%	0.1500	3.90	1.90
VIBS	Qualified	3	475.00	0.789%	0.3500	4.80	0.700%	0.1500	3.70	1.07
VDBT	Qualified	175	17,307.21	0.790%	0.3500	187.97	0.700%	0.1500	147.40	50.57
VDBT	Qualified	12	5,770.00	0.790%	0.3500	49.70	0.700%	0.1500	42.10	7.60
VDBT	Qualified	79	13,135.90	0.790%	0.3500	131.40	0.700%	0.1500	103.80	27.60
VDBT	Qualified	329	40,835.00	0.790%	0.3500	437.70	0.700%	0.1500	335.20	102.50
VDBT	Qualified	2	20.00	0.800%	0.3500	0.80	0.700%	0.1500	0.40	0.40
VISP	Qualified	138	20,299.80	0.790%	0.3500	208.67	0.700%	0.1500	162.80	45.87
VINF	Qualified	59	8,889.77	0.790%	0.3500	90.87	0.700%	0.1500	71.00	19.77
VIPP	Qualified	65	6,263.70	0.790%	0.3500	72.23	0.700%	0.1500	53.60	18.63
VIPP	Qualified	7	4,451.00	0.790%	0.3500	37.60	0.700%	0.1500	32.20	5.40
VIPP	Qualified	39	6,850.90	0.790%	0.3500	67.70	0.700%	0.1500	53.80	13.90
VISG	Qualified	14	1,479.00	0.790%	0.3500	16.50	0.700%	0.1500	12.40	4.10
VIBT	Qualified	2	457.20	0.790%	0.3500	4.31	0.700%	0.1500	3.50	0.81
VBT5	Qualified	2	66.00	0.788%	0.3500	1.22	0.700%	0.1500	0.70	0.48
VIBE	Qualified	4	587.00	0.790%	0.3500	6.04	0.700%	0.1500	4.70	1.33
VISB	Qualified	3	100.20	0.788%	0.3500	1.80	0.700%	0.1500	1.10	0.69
VISB	Qualified	1	285.00	0.789%	0.3500	2.60	0.700%	0.1500	2.10	0.48
MC	Qualified	4	888.00	0.791%	0.3500	8.40	0.700%	0.1500	6.80	1.60
MCBS	Qualified	2	86.00	0.791%	0.3500	1.30	0.700%	0.1500	0.90	0.40
MCBS	Qualified	4	496.50	0.790%	0.3500	5.30	0.700%	0.1500	4.00	1.27
MCBS	Qualified	10	1,427.00	0.790%	0.3500	14.70	0.700%	0.1500	11.40	3.27
MDBT	Qualified	20	10,547.70	0.790%	0.3500	90.30	0.700%	0.1500	76.80	13.40
MDBT	Qualified	79	7,700.77	0.790%	0.3500	88.40	0.700%	0.1500	65.70	22.70
MDBT	Qualified	149	20,542.00	0.790%	0.3500	214.40	0.700%	0.1500	166.10	48.20
MCWC	Qualified	9	1,815.20	0.790%	0.3500	17.40	0.700%	0.1500	14.00	3.40
MWEL	Qualified	86	11,593.20	0.790%	0.3500	121.60	0.700%	0.1500	94.00	27.60
MCEC	Qualified	2	311.00	0.791%	0.3500	3.10	0.700%	0.1500	2.40	0.68
MCPP	Qualified	1	285.00	0.789%	0.3500	2.60	0.700%	0.1500	2.10	0.48
MCPP	Qualified	11	650.77	0.790%	0.3500	8.90	0.700%	0.1500	6.20	2.70
MCHV	Qualified	6	877.50	0.790%	0.3500	9.00	0.700%	0.1500	7.00	1.90
MBSL	Qualified	1	285.00	0.789%	0.3500	2.60	0.700%	0.1500	2.10	0.48
Fee	GP Fee - Risk Assessment Fee	1,438	203,015.76	0.350%	0.3500	1,213.80	0.150%	0.1500	520.20	693.60
Fee	Settlement Funding Fee	1,438	203,015.76	0.350%	0.3500	1,213.80	0.150%	0.1500	520.20	693.60
AMEX	Auth Fees	51	0.00	0.00%	0.1500	7.60	0.00%	0.0000	0.00	7.60
AMEX	Auth Fees	6	0.00	0.00%	0.1500	0.90	0.00%	0.0000	0.00	0.90
DISC	Auth Fees	71	0.00	0.00%	0.1500	10.60	0.00%	0.0000	0.00	10.60
DISC	Auth Fees	12	0.00	0.00%	0.1500	1.80	0.00%	0.0000	0.00	1.80
VISA	Auth Fees	1,236	0.00	0.00%	0.1500	185.40	0.00%	0.0000	0.00	185.40
VISA	Auth Fees	312	0.00	0.00%	0.1500	46.80	0.00%	0.0000	0.00	46.80
MC	Auth Fees	489	0.00	0.00%	0.1500	73.30	0.00%	0.0000	0.00	73.30
MC	Auth Fees	112	0.00	0.00%	0.1500	16.80	0.00%	0.0000	0.00	16.80
Statement Totals		1,438	203,015.76			7,462.57			5,261.72	

This is a summary of proposed rate and fee charges