



Staff Report April 13, 2021

TO: Honorable Mayor and Members of the Town Council
FROM: Roger Carroll, Finance Director
DATE: April 2, 2021
RE: Bill.com

Recommendation

Adopt resolution and authorize Town Manager to negotiate and sign contract.

Issue Statement and Discussion

The pandemic brought many procedural issues to light in how we run the Town – one was how we process payments to vendors. Some invoices are received by mail. Those are disseminated to the various department heads by the Admin Clerk for their approval. They eventually get to my inbox for account coding. Other invoices are received by email by the various departments. With any luck, those are printed, reviewed, and authorized by the department head and placed in my inbox for account coding. After coding, they are given to the Admin Clerk for entry to the accounting system. I review the entries, print, and sign the checks then give them to the Town Manager for the second signature. The checks are given to the Admin Clerk, who attaches one stub to the invoice, stuffs the checks in envelopes, runs them through the postage machine and takes them to the post office for mailing. The paid invoices are stored in our office and offsite in boxes.

Unfortunately, when staff are not in the office, the system fails. That lead me to consider other options. As the Treasurer for the Town's risk pool, SCORE, I have been an "approver" for their disbursement system through Bill.com. I requested a demo and pricing for their system, and this is how it works:

We are given a "Loomis" email address at Bill.com. Ultimately, all invoices will be sent there directly. Until then, invoices we receive will be scanned from our office to that email address. Bill.com sends a list of invoices to the Admin Clerk with default account coding and recommended department head "approver." The Admin Clerk clicks the box to forward to the recommender approver or re-routes to another approver. The approver gets a list of invoices (with attached pdf's) for review and approval. To approve, they click the box, and it is forwarded to me for final review of account coding. My approval would send the list to the Town Manager, whose approval tells Bill.com to mail a check or direct deposit it to the vendor's bank.

There is no paper. All invoices are stored digitally with all authorizations documented on the PDF.

There is a smart phone app for approvers who are out of the office.

Auditors prefer this for its extra control over disbursement and saves me hours during an audit of retrieving and refiling invoices.

CEQA Requirements

CEQA does not apply to financial reporting.

Financial and/or Policy Implications

I have attached the original quote given to me by Bill.com. I have made some adjustments as follows. I misunderstood the Feature User and decided we only needed two – these are the Finance Director and the Admin Clerk who directs where the invoices are routed to. I added on more approver. Those would be the various employees who have control over budgeted expenses: Town Manager, Finance Director, Town Clerk, Planning Director, Engineer and Public Works Director.

The representative from Bill.com said they usually get half of the vendors converted to ACH in the first year, but I went with a worst-case scenario and budgeted as if very few will convert. Clearly, the more that convert, the cheaper it gets.

They also recommended the Premium support for the first year, only.

The first-year cost would be about \$8,000 and subsequent years around \$6,000.

Attachments

- A. Price quote from Bill.com
- B. Resolution

Attachment A

Bill.com Annual Quote - Great Plains



Date: 3/10/21
Company: Loomis
Contact Name: Roger Carroll
Target Launch Date: 4/10/21

Trinh Ta
 650-621-7796
tta@hq.bill.com

Item	Quantity	Price Per Unit	Annual Total
Users			
Feature User (Admin, Clerk, Payer, Custom Roles)	2	\$ 1,199.00	\$ 3,597.00
Approver User	6	\$ 299.00	\$ 1,495.00
Accounts Payable			
Checks	600 (1200)	\$ 1.69	\$ 1,014.00
ePayments (ACH)	650 (50)	\$ 0.49	\$ 318.50
International Payments	0	\$ 9.99	\$ -
Accounts Receivable			
Mailed Invoices	0	\$ 1.69	\$ -
ePayments (ACH)	0	\$ 0.49	\$ -
Premium Support			
Priority SLA, Schedule Phone Call, 4 Training Sessions	1	\$ 1,799.00	\$ 1,799.00
One Time Fee			
Implementation, Training and Dedicated Support	1	\$ 2,999.00	\$ -
Annual Total:			\$ 8,223.50
First Year Total:			\$ 8,223.50

** Contract value is paid in full due at signing.

** State sales tax may apply.

** Transactions do not roll over beyond contract term.

** All overages will be billed at time of contract renewal.

** Standard support is available through live-chat and mail from 5am - 6pm PST Monday to Friday.

Subsequent years, assuming no
 need for Premium Support and
 that 50% convert to ACH

Attachment A

\$6,424

TOWN OF LOOMIS

RESOLUTION NO. 21 _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND SIGN A CONTRACT WITH
BILL.COM

WHEREAS, it is becoming increasing important to be able to complete daily activities from locations other than Town Hall; and

WHEREAS, digital receipt, approval and processing Town payments can be more secure and efficient in time and storage requirements; and

WHEREAS, Bill.com has an economical and time-tested system for payment processing.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Loomis, that the Town Manager is authorized to negotiate and sign a contract with Bill.com.

PASSED AND ADOPTED this 13th day of April 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

Town Clerk