

JULY TOW BULLETIN

July 2016

Updates to Invoicing and Monthly Reporting

Beginning this month, Invoicing paperwork and Monthly Reports will be sent in two separate mailings. It will be the same information you have received in the past; just the information is being sent in two different mailings. This process update was done after considering recent changes to our billing process; invoice payments go to City Accounting Department and Monthly Reports go to the Towing Coordinator. In addition, payments now have a different due date than the Monthly Reports. The goal is to separate the invoicing from the reporting to encourage timely completion of each. Here's how the mailings will be divided up:

- Invoicing: This will include invoice, activity summary, and vehicle release report for each district.
- Monthly Reports: This will include the Employee and Equipment update report, the Accident/Conviction Update Form, Tow Summary and Unreleased vehicles list. Please note: the Accident/Conviction Update Form has been updated. It looks a bit different but has the same information. The update was designed to make it easier to read and fill out.

Also...

- Reminder: Payment of Invoices is due by the date listed on the invoice (30 days from the date of the invoice). Return of Monthly Reports are due on the 10th of the month unless otherwise stated (same as it has been).
- Please Note: Late Fees will be assessed for late payments of City Invoices and late submission of monthly reports.
- Please include the Invoice number in the memo of your check.

Tow Board Meeting

Wednesday

July 20, 2016

1:30pm-3:00pm

Portland Building
1120 SW 5th Ave
2nd Floor **Auditorium**

In This Bulletin

- Updates to Invoicing and Monthly Reporting
- Tow Contract Workshop Date
- Voting: Tow Board Industry Reps
- Towing Rate Study
- All-Star Performers
- Did You Know?

Did you know...

- Fingernails grow three to four times faster than toenails.
- Banging your head against a wall burns 150 calories an hour
- Galileo first recognized the Milky Way's band of light as individual stars in 1620 but Edwin Hubble, an American astronomer, is said to have discovered the true shape and span of the Milky Way as well as there being more galaxies outside of the Milky Way.

Sources:

- <http://www.cutexnails.com/nail-care-center/nail-facts>
- <http://www.thefactsite.com/2011/07/top-100-random-funny-facts.html>
- <http://www.thefactsite.com/2016/06/milky-way-facts.html>

All-Star Performers



June – No Passes

21st Century Towing D4, D5, D7

Gerlock Towing D4, DC

Loop Hi-Way D6

Overall Pass % for June 4.10% of 1731 calls





Tow Workshop

All workshops will be held at 1120 SW 5th Ave, Suite 1410. Have your drivers check in at the reception desk. **Please email me to register your drivers for the workshops. Include their name and date they are registering for.**

Next Workshop: Thursday July 28th at 10am

Voting:

Tow Board Industry Representatives

The nominations are in and it is time to vote for your Towing Board of Review Representatives. The nominees are: Eric Benson, Donny Callahan and Clark Tenney. To cast your vote: Email your ballot to Regulatory@portlandoregon.gov or fax to 503.865.3022.

Be sure to cast your vote by July 15, 2016.

Towing Rate Study

As discussed at our previous Tow Board Meeting, a consultant will be hired to perform an analysis of towing rates and provide recommended towing rates for the Tow Board's consideration. We have identified a consultant and are on schedule to have an executed contract with a consultant by the end of the week. Updates will be provided at the next Tow Board Meeting

Contact Us

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PORTLAND BUREAU OF TRANSPORTATION

