

# TOWING BOARD OF REVIEW MEETING

via  
GoToMeeting

Wednesday January 20, 2021

1:30pm to 2:00pm

**You have two options to join the meeting:**

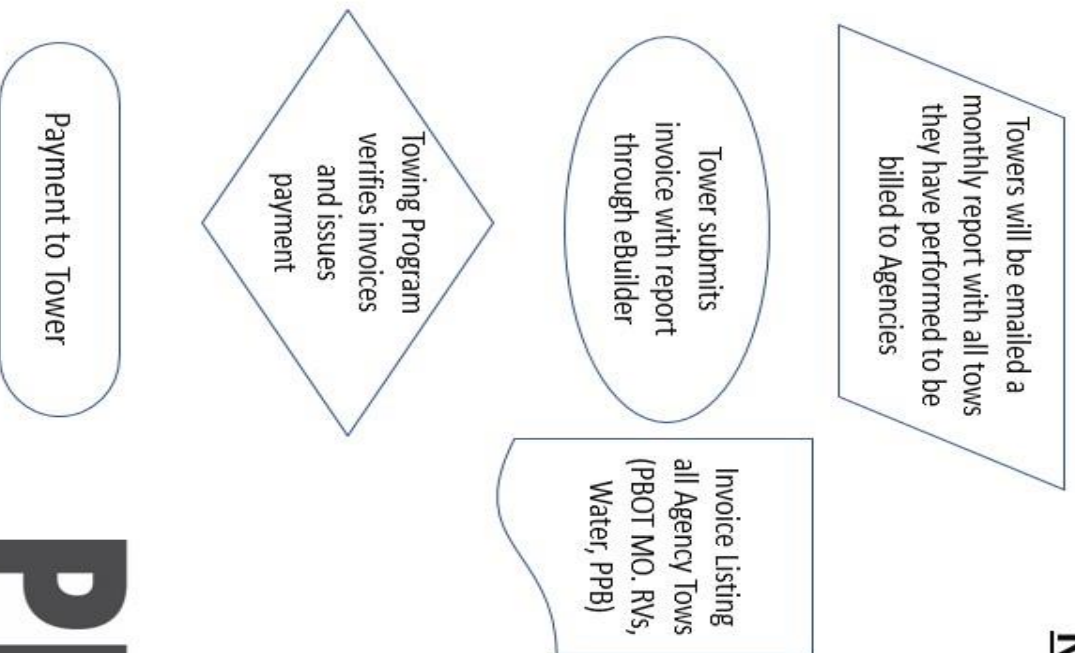
1. From your computer, tablet or smartphone:  
<https://global.gotomeeting.com/join/150416045>
2. **Dial in using your phone:**  
**United States: +1 (872) 240-3212**

**Access Code:** 150-416-045

## AGENDA

1. Call to Order
2. Board Action: Approval of Agenda (2 minutes)
3. Public Comment (3 minutes)
4. Discussion: Invoicing to Agencies (15 minutes)
5. Discussion: Program Updates (10 minutes)
6. Adjourn

## New Invoicing Process



- 1-5<sup>th</sup> of each month: Tower to review reports and submit request to Towing Program for adjustments if necessary.
- 10-15<sup>th</sup> of each month: PBOT Issues Monthly Invoice for City Service and Dispatch Fees by the 10<sup>th</sup> of the month (est.)
- All invoices go through new eBuilder online portal
- Towing Program will provide reports to Agencies and invoice agencies for tow costs they are responsible for.
- Towing Program will be towers' point of contact for all questions regarding billing.
- Towing Program will be Agency's point of contact for billing questions.