

DEPARTMENT OF PARKING

Parking Violations Bureau

Division #14-1075

Mission Statement

"The City of Buffalo Parking Enforcement Division is committed to providing affordable, accessible, and safe public parking citywide by enforcing City and State laws and Ordinances".

Summary

| | |
|----------------------|-----------------------------------|
| Revenue | \$11,476,160 |
| Appropriations | 907,775 |
| Fringes | 397,740 |
| Total Appropriations | <u>1,305,515</u> |
| Net | <u><u>\$10,170,645</u></u> |

Goals

1. To provide for the fair and equitable disposition of summonses written for parking violations.

Activities

1. Distribute summonses to Police and other agencies.
2. Accept pleas and to hear and determine charges of parking violations.
3. Answer, within a reasonable period of time, all relevant reasonable inquires by a person.
4. Set up and conduct appeals and motions to vacate judgment.
5. Maintain complete and accurate records relating to all charges, dispositions and associated activities.
6. Process releases for towed and/or booted vehicles.
7. Process releases for registration suspensions.
8. Data entry and imaging of all summonses issued by police and other agencies.
9. Send weekly notices on unpaid summonses.
10. Research payments sent in with insufficient information to process.
11. Reconcile payment errors from Treasury and the Lock Box.
12. Reconcile data entry errors.
13. Respond to the Mayor's complaint line.
14. Send monthly tapes to Albany for registration suspensions.
15. Scan and verify all late payments.

DEPARTMENT OF PARKING

Parking Violations Bureau

Division #14-1075

Work Program Statistics

| | Actual 2017-2018 | Projection 2018-2019 | Estimate 2019-2020 |
|---|-----------------------------|---------------------------------|-------------------------------|
| Total number of parking summonses written | 189,486 | 188,092 | 190,000 |
| Notices generated: | | | |
| First | 62,305 | 60,000 | 60,000 |
| Courtesy | 29,717 | 26,000 | 26,000 |
| Alertogram | 28,159 | 26,000 | 26,000 |
| Suspension | 17,615 | 19,000 | 19,000 |
| Number of plates suspended | 8,314 | 11,000 | 11,000 |
| Number of suspended plates released | 6,170 | 6,500 | 6,500 |
| Mayor's Complaint responses | 4,409 | 4,500 | 4,500 |
| Walk-in customers | 40,843 | 39,000 | 39,000 |
| Number of summonses adjudicated (does not include failure to appear): | 12,442 | 15,000 | 15,000 |
| Regular/Suspension | 61 | 100 | 100 |
| Appeals | | | |



City of Buffalo
Recommended Budget 2019-2020
General Fund

| | 2017-2018 Actual Amount | 2018-2019 Adopted Budget | 2018-2019 Revised Budget | 2018-2019 Year To Date 4/30/2019 | 2019-2020 Recommended Budget |
|--|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1075 PARKING VIOLATIONS BUREAU TOTAL | 766,830.80 | 855,283.00 | 855,283.00 | 592,474.34 | 907,775.00 |
| 11475001 PARKING VIOLATIONS BUREAU PS | 748,183.35 | 836,783.00 | 836,463.00 | 576,155.38 | 896,175.00 |
| 411001 ANNUAL SALARY | 543,974.89 | 681,633.00 | 681,633.00 | 428,377.07 | 715,600.00 |
| 412002 HOURLY SALARY | 49,695.30 | 42,000.00 | 42,000.00 | 49,050.00 | 50,000.00 |
| 413001 OVERTIME | 139,487.49 | 90,000.00 | 90,000.00 | 80,964.46 | 100,000.00 |
| 413002 HOLIDAY | 0.00 | 1,500.00 | 1,180.00 | 0.00 | 2,800.00 |
| 413003 ACTING TIME | 3,324.66 | 5,000.00 | 5,000.00 | 12,435.84 | 15,000.00 |
| 414001 LONGEVITY | 8,008.88 | 8,650.00 | 8,650.00 | 4,790.27 | 6,775.00 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 3,692.13 | 4,000.00 | 4,000.00 | 537.74 | 4,000.00 |
| 414028 VACATION BUYOUT | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 2,000.00 |
| 11475005 PARKING VIOLATIONS BUREAU SP | 3,025.22 | 2,550.00 | 2,463.72 | 2,322.68 | 1,400.00 |
| 461001 OFFICE SUPPLIES | 1,970.72 | 2,000.00 | 1,913.72 | 1,795.18 | 0.00 |
| 461006 FURNITURE & EQUIP (NON CAPITAL) | 447.00 | 0.00 | 0.00 | 0.00 | 750.00 |
| 464000 PERIODICALS | 607.50 | 550.00 | 550.00 | 527.50 | 650.00 |
| 11475006 PARKING VIOLATIONS BUREAU SV | 15,622.23 | 15,950.00 | 16,356.28 | 13,996.28 | 10,200.00 |
| 432004 ENGINEER & TECHNICAL SERVICES | 0.00 | 250.00 | 390.00 | 0.00 | 250.00 |
| 443301 MACHINERY & EQUIP REPAIRS | 0.00 | 200.00 | 300.00 | 300.00 | 350.00 |
| 443400 EQUIP MAINTENANCE CONTRACTS | 6,405.00 | 6,500.00 | 6,405.00 | 6,405.00 | 0.00 |
| 455000 PRINTING & BINDING | 8,162.50 | 8,100.00 | 8,580.00 | 6,610.00 | 8,500.00 |
| 455100 INTERNAL PRINT SHOP | 695.85 | 500.00 | 681.28 | 681.28 | 700.00 |
| 456000 OTHER SERVICES | 358.88 | 400.00 | 0.00 | 0.00 | 400.00 |



City of Buffalo
Recommended Budget 2019-2020
General Fund

**Parking Violations Bureau
Budgeted Salaries**

| Org | Object | Description | Quantity | Unit Cost | Total |
|------------|---------------|--|-----------------|------------------|----------------|
| 11475001 | 411001 | Junior Traffic Clerk - 0179 Grade A002 - Step 5 | 2 | 39,666 | 79,332 |
| 11475001 | 411001 | Junior Traffic Clerk - 0179 Grade A002 - Step 16 | 1 | 39,066 | 39,066 |
| 11475001 | 411001 | Junior Data Control Clerk- 969 Grade A004 - Step 13 | 1 | 38,029 | 38,029 |
| 11475001 | 411001 | Junior Data Control Clerk - 0969 Grade A004 - Step 15 | 1 | 39,273 | 39,273 |
| 11475001 | 411001 | Data Control Clerk - 0970 Grade A013 - Step 5 | 1 | 44,071 | 44,071 |
| 11475001 | 411001 | Traffic Clerk - 0180 Grade A023 - Step 11 | 1 | 42,993 | 42,993 |
| 11475001 | 411001 | Supervisor Hearing Examiner PT - 2010 Grade I46 - Step 5 | 1 | 70,000 | 70,000 |
| 11475001 | 411001 | Impound Coordinator Grade A051 - Step 1 | 1 | 49,835 | 49,835 |
| 11475001 | 411001 | Senior Administrative Assistant - 1390 Grade A063 - Step 5 | 1 | 63,594 | 63,594 |
| 11475001 | 411001 | Commissioner of Parking (Schedule I) Grade I065 | 1 | 118,856 | 118,856 |
| 11475001 | 411001 | Junior Data Control Clerk - 0969 Grade A004 - step 17 | 2 | 40,529 | 81,058 |
| 11475001 | 411001 | Administrative Assistant - 1380 Grade A041 - Step 13 | 1 | 49,493 | 49,493 |
| | | Total | 13 | | 715,600 |

DEPARTMENT OF PARKING

Towing & Storage Operations

Division #14-1112

| | <u>Summary</u> | |
|----------------------|-----------------------|--------------------------------|
| Revenue | | \$1,610,000 |
| Appropriations | | 711,329 |
| Fringes | | 155,692 |
| Total Appropriations | | <u>867,021</u> |
| Net | | <u><u>\$742,979</u></u> |

Goals

1. To tow and store vehicles parked illegally, suspended or abandoned.
2. To develop and implement procedures, policies and ordinance amendments designed to expedite the towing, release, auction and transfer of junk cars to scrap processors.

Activities

1. Tow and store illegally parked and police impounded vehicles.
2. Maintain complete and accurate records related to towed vehicles.
3. Hold weekly auctions of unclaimed vehicles.
4. Prepare an MV907A for each vehicle, 1973 or newer, sold at auction.
5. Data entry and scanning of all notices and mailings that pertain to each tow.
6. Answer all phone inquiries from the public with regard to impounded vehicles.
7. Act as dispatcher and liaison between towing companies and officers on the street.
8. Prepare a release for all vehicles that are claimed by the owner.

DEPARTMENT OF PARKING

**Towing & Storage Operations
Division #14-1112**

Work Program Statistics

| | Actual 2017-2018 | Projection 2018-2019 | Estimate 2019-2020 |
|---------------------------------|-----------------------------|---------------------------------|-------------------------------|
| Vehicles towed | 8,551 | 8,160 | 8,160 |
| Vehicles mini-towed | 1,093 | 1,552 | 1,600 |
| Towing notices mailed and filed | 7,050 | 7,000 | 7,000 |
| Auctioned vehicles | 1,507 | 1,250 | 1,250 |



City of Buffalo
Recommended Budget 2019-2020
General Fund

| | 2017-2018 Actual Amount | 2018-2019 Adopted Budget | 2018-2019 Revised Budget | 2018-2019 Year To Date 4/30/2019 | 2019-2020 Recommended Budget |
|--|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1112 TOWING & STORAGE OPERATIONS TOTAL | 725,934.20 | 785,195.00 | 786,983.86 | 470,013.91 | 711,328.80 |
| 11412001 TOWING & STORAGE OPERATIONS PS | 288,783.11 | 344,235.00 | 344,235.00 | 184,309.06 | 303,153.80 |
| 411001 ANNUAL SALARY | 218,511.26 | 261,535.00 | 261,535.00 | 129,978.22 | 199,323.00 |
| 412002 HOURLY SALARY | 0.00 | 15,000.00 | 15,000.00 | 0.00 | 27,580.80 |
| 413001 OVERTIME | 56,171.58 | 50,000.00 | 50,000.00 | 48,604.43 | 55,000.00 |
| 413002 HOLIDAY | 6,204.51 | 6,000.00 | 6,000.00 | 0.00 | 6,000.00 |
| 413003 ACTING TIME | 703.92 | 1,200.00 | 1,200.00 | 900.25 | 3,500.00 |
| 413004 SHIFT DIFFERENTIAL | 772.20 | 1,200.00 | 1,200.00 | 305.00 | 2,000.00 |
| 414001 LONGEVITY | 5,650.00 | 5,650.00 | 5,650.00 | 3,921.16 | 5,250.00 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 19.64 | 900.00 | 900.00 | 0.00 | 1,500.00 |
| 414028 VACATION BUYOUT | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 |
| 415002 CLOTHING ALLOWANCE | 750.00 | 750.00 | 750.00 | 600.00 | 1,000.00 |
| 11412005 TOWING & STORAGE OPERATIONS SP | 4,935.36 | 4,210.00 | 4,729.39 | 4,585.80 | 3,175.00 |
| 461001 OFFICE SUPPLIES | 1,202.05 | 1,000.00 | 1,000.00 | 981.07 | 0.00 |
| 461105 JANITORIAL SUPPLIES | 377.73 | 400.00 | 400.00 | 400.00 | 0.00 |
| 461201 CLOTHING & UNIFORMS | 2,262.44 | 1,960.00 | 2,120.70 | 2,117.19 | 2,200.00 |
| 465001 AUTOMOTIVE SUPPLIES | 948.09 | 450.00 | 838.69 | 838.52 | 600.00 |
| 466100 ELEC PLUMB HVAC EQUIP SUPPLIES | 0.00 | 100.00 | 70.00 | 49.98 | 75.00 |
| 467000 MISCELLANEOUS SUPPLIES | 145.05 | 300.00 | 300.00 | 199.04 | 300.00 |
| 11412006 TOWING & STORAGE OPERATIONS SV | 432,215.73 | 436,750.00 | 438,019.47 | 281,119.05 | 315,000.00 |
| 443302 VEHICLE BODY REPAIRS | 3,741.49 | 3,200.00 | 5,234.50 | 5,234.50 | 4,000.00 |
| 443303 VEHICLE DRIVETRAIN REPAIRS | 13,844.82 | 7,500.00 | 9,220.30 | 9,107.50 | 10,000.00 |
| 455100 INTERNAL PRINT SHOP | 580.00 | 400.00 | 400.00 | 400.00 | 500.00 |
| 456000 OTHER SERVICES | 414,049.42 | 425,650.00 | 423,164.67 | 266,377.05 | 300,500.00 |
| 11412007 TOWING & STORAGE OPERATIONS CO | 0.00 | 0.00 | 0.00 | 0.00 | 90,000.00 |
| 474200 VEHICLES | 0.00 | 0.00 | 0.00 | 0.00 | 90,000.00 |



City of Buffalo
Recommended Budget 2019-2020
General Fund

**Towing & Storage Operations
Budgeted Salaries**

| Org | Object | Description | Quantity | Unit Cost | Total |
|------------|---------------|--|-----------------|------------------|----------------|
| 11412001 | 411001 | Dispatcher - 5320 Grade B014 - Step 5 | 1 | 45,687 | 45,687 |
| 11412001 | 411001 | Laborer II - 9622 Grade B025 - Step 5 | 1 | 40,391 | 40,391 |
| 11412001 | 411001 | Tow Truck Operator - 6011 Grade B010 - Step 5 | 1 | 42,734 | 42,734 |
| 11412001 | 411001 | Tow Truck Operator - 6011 Grade B010 - Step 17 | 1 | 42,734 | 42,734 |
| 11412001 | 411001 | Tow Truck Operator - 6011 Grade B010 - Step 11 | 1 | 27,777 | 27,777 |
| | | Total | 5 | | 199,323 |

DEPARTMENT OF PARKING

Parking Meters & Enforcement

Division #14-1113

| | <u>Summary</u> | |
|----------------------|-----------------------|---------------------------|
| Revenue | | \$4,000,000 |
| Appropriations | | 1,579,587 |
| Fringes | | 639,197 |
| Total Appropriations | | <u>2,218,784</u> |
| Net | | <u>\$1,781,216</u> |

Goals

1. To install, reinstall, remove and provide daily maintenance of parking meters to ensure proper operation and turn over parking.
2. To equitable and thoroughly enforce all parking regulations daily throughout the entire city.

Activities

3. Install, maintain and repair parking meters (approx. 1,400 meters and 135 pay and display units).
4. Issue parking violation summonses for violations of "parking" "stopping" and "standing" pursuant to the State of New York Vehicle and Traffic Law and the Ordinances of the City of Buffalo.
5. Download computerized hand held ticket writers to the Gtechna software system daily.
6. Rectify any maintenance problems that occur to the handhelds
7. Receive and dispatch 911 and citizen complaints of illegal parking to Parking Enforcement personnel.
8. Compile, maintain and report complete and accurate records pertaining to parking meter work, summonses issued, abandoned, and suspended vehicles impounded and complaints answered.
9. Assisting private contractors with street paving and construction projects and also posting when needed.
10. Assist the Streets Department on a year round basis for street cleaning, trash pick-up and snow plowing.
11. Immobilization of vehicles that have outstanding summonses owed.
- 12.

DEPARTMENT OF PARKING

Parking Meters & Enforcement

Division #14-1113

Work Program Statistics

| | Actual 2017-2018 | Projection 2018-2019 | Estimate 2019-2020 |
|---|-----------------------------|---------------------------------|-------------------------------|
| Single Space Parking meters | 1,400 | 1,400 | 1,400 |
| Repaired | 200 | 200 | 200 |
| Maintained, Oiled, Greased (each meter done twice a year) | 3,000 | 3,000 | 3,000 |
| Installed (we are converting to pay by mobile for space instead of pay at physical machine on a trial basis) | 50 | 100 | 0 |
| Reinstalled | 100 | 100 | 100 |
| Buffalo Roam transactions (meter spaces paid for with the pay by mobile) | 270,427 | 428,328 | 475,000 |
| Pay & Display Machines | 138 | 138 | 138 |
| Reinstalled/Relocated | 0 | 4 | 0 |
| Installed | 0 | 10 | 0 |
| Summonses issued | 189,483 | 188,092 | 188,092 |
| Sign and Meter complaints received and investigated (mobile app use reduces meter complaints) | 500 | 500 | 500 |
| Vehicles booted (License plate reader will be used to increase number of vehicles booted). | 150 | 200 | 300 |



City of Buffalo
Recommended Budget 2019-2020
General Fund

| | 2017-2018 Actual Amount | 2018-2019 Adopted Budget | 2018-2019 Revised Budget | 2018-2019 Year To Date 4/30/2019 | 2019-2020 Recommended Budget |
|--|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1113 PARKING METER & ENFORCEMENT TOTAL | 1,336,137.31 | 1,503,579.00 | 1,552,142.80 | 1,219,085.85 | 1,579,587.20 |
| 11413001 PARKING METER & ENFORCEMENT PS | 1,128,125.31 | 1,158,222.00 | 1,158,222.00 | 942,361.28 | 1,277,467.20 |
| 411001 ANNUAL SALARY | 675,537.70 | 762,217.00 | 762,217.00 | 595,696.55 | 785,890.00 |
| 412002 HOURLY SALARY | 153,472.57 | 158,880.00 | 158,880.00 | 134,282.28 | 248,227.20 |
| 413001 OVERTIME | 253,344.53 | 200,000.00 | 200,000.00 | 188,585.83 | 200,000.00 |
| 413002 HOLIDAY | 14,000.92 | 12,000.00 | 12,000.00 | 0.00 | 14,000.00 |
| 413003 ACTING TIME | 12,288.49 | 5,000.00 | 5,000.00 | 5,956.63 | 8,000.00 |
| 413004 SHIFT DIFFERENTIAL | 2,381.10 | 2,000.00 | 2,000.00 | 2,460.00 | 2,750.00 |
| 414001 LONGEVITY | 13,250.00 | 13,575.00 | 13,575.00 | 11,529.99 | 14,050.00 |
| 415002 CLOTHING ALLOWANCE | 2,850.00 | 3,300.00 | 3,300.00 | 2,850.00 | 3,300.00 |
| 415003 TOOL ALLOWANCE | 1,000.00 | 1,250.00 | 1,250.00 | 1,000.00 | 1,250.00 |
| 11413005 PARKING METER & ENFORCEMENT SP | 45,976.23 | 118,850.00 | 113,799.62 | 77,966.81 | 68,300.00 |
| 461001 OFFICE SUPPLIES | 497.22 | 500.00 | 500.00 | 496.00 | 0.00 |
| 461105 JANITORIAL SUPPLIES | 393.06 | 400.00 | 400.00 | 121.86 | 0.00 |
| 461201 CLOTHING & UNIFORMS | 5,821.47 | 5,750.00 | 5,910.92 | 5,796.94 | 6,000.00 |
| 466100 ELEC PLUMB HVAC EQUIP SUPPLIES | 1,993.93 | 2,000.00 | 2,000.00 | 1,668.75 | 2,000.00 |
| 466200 ROAD SUPPLIES | 36,991.21 | 110,000.00 | 104,788.70 | 69,772.51 | 60,000.00 |
| 467000 MISCELLANEOUS SUPPLIES | 279.34 | 200.00 | 200.00 | 110.75 | 300.00 |
| 11413006 PARKING METER & ENFORCEMENT SV | 97,274.92 | 194,007.00 | 247,621.18 | 178,431.76 | 202,820.00 |
| 443301 MACHINERY & EQUIP REPAIRS | 2,887.12 | 2,700.00 | 2,700.00 | 906.00 | 3,000.00 |
| 444201 RENTAL EQUIPMENT & VEHICLES | 93,754.64 | 190,832.00 | 243,070.58 | 176,132.18 | 199,320.00 |
| 455000 PRINTING & BINDING | 0.00 | 200.00 | 200.00 | 6.60 | 200.00 |
| 455100 INTERNAL PRINT SHOP | 237.16 | 275.00 | 275.00 | 54.50 | 300.00 |
| 456000 OTHER SERVICES | 396.00 | 0.00 | 1,375.60 | 1,332.48 | 0.00 |
| 11413007 PARKING METER & ENFORCEMENT CO | 64,760.85 | 32,500.00 | 32,500.00 | 20,326.00 | 31,000.00 |
| 473010 ROAD IMPROVEMENTS | 0.00 | 6,500.00 | 6,500.00 | 0.00 | 5,000.00 |
| 474100 EQUIPMENT | 5,274.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 474200 VEHICLES | 59,486.85 | 26,000.00 | 26,000.00 | 20,326.00 | 26,000.00 |



City of Buffalo
Recommended Budget 2019-2020
General Fund

**Parking Meter & Enforcement
Budgeted Salaries**

| Org | Object | Description | Quantity | Unit Cost | Total |
|------------|---------------|---|-----------------|------------------|----------------|
| 11413001 | 411001 | Parking Enforcement Officer - 5330 Grade B008 - Step 17 | 2 | 41,521 | 83,042 |
| 11413001 | 411001 | Parking Enforcement Officer - 5330 Grade B008 - Step 5 | 6 | 41,521 | 249,126 |
| 11413001 | 411001 | Parking Enforcement Officer - 5330 Grade b008 - Step 15 | 1 | 33,217 | 33,217 |
| 11413001 | 411001 | Parking Meter Mechanic - 5200 Grade B010 - Step 14 | 2 | 32,051 | 64,102 |
| 11413001 | 411001 | Parking Meter Mechanic - 5200 Grade B010 - Step 17 | 2 | 42,734 | 85,468 |
| 11413001 | 411001 | Laborer II - 9622 Grade B025 - Step 17 | 3 | 40,391 | 121,173 |
| 11413001 | 411001 | Laborer II - 9622 Grade B025 - Step 5 | 1 | 40,391 | 40,391 |
| 11413001 | 411001 | Parking Enforcement Supervisor - 5331 Grade B018 - Step 5 | 1 | 53,317 | 53,317 |
| 11413001 | 411001 | Parking Enforcement Officer - 5330 Grade B008 - Step 13 | 1 | 29,065 | 29,065 |
| 11413001 | 411001 | Parking Enforcement Officer - 5330 Grade b008 - Step 12 | 1 | 26,989 | 26,989 |
| | | Total | 20 | | 785,890 |