



DEPARTMENT OF PARKING

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PARKING VIOLATIONS BUREAU

Division #14-1075

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TOWING & STORAGE OPERATIONS

Division #14-1112

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PARKING METERS & ENFORCEMENT

Division #14-1113

DEPARTMENT OF PARKING

Parking Violations Bureau Division #14-1075

Mission Statement

The Parking Violations Bureau (PVB) is committed to providing affordable, accessible, and safe public parking citywide by enforcing City and State Laws and Ordinances.

Goal

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

Activities

1. Distribute summonses to the Police Department and other Agencies.
2. Accept pleas and conduct hearings for parking violations.
3. Respond within a reasonable period of time to all relevant and reasonable public inquiries.
4. Schedule and conduct appeals and motions to vacate judgment.
5. Maintain complete and accurate records relating to all charges, dispositions and associated activities.
6. Process vehicle releases for towed and/or booted vehicles.
7. Process registration releases for registration suspensions.
8. Perform data entry and image all summonses issued by the Police Department and other Agencies.
9. Send weekly notices on unpaid summonses.
10. Research payments received with insufficient information to process.
11. Reconcile in-house and lockbox payment errors.
12. Reconcile data entry errors.
13. Respond to complains referred by the Mayor's 311 Call & Resolution Center.
14. Send registration suspensions month to the New York State Department of Motor Vehicles.
15. Scan and verify all late payments.
16. Manage the New York State Archives and Record Administration (SARA) records retention program for all PVB documents.

DEPARTMENT OF PARKING

Parking Violations Bureau Division #14-1075

Work Program Statistics

	Actual 2020-2021	Projection 2021-2022	Estimate 2022-2023
Total number of parking summonses written	108,101	132,500	130,000
Notices generated:			
First	12,000	17,000	30,000
Courtesy	7,000	12,500	12,500
Alertogram	7,000	20,000	20,000
Suspension	13,000	19,000	19,000
Number of registrations suspended	2,500	5,000	5,000
Number of suspended registrations released	4,000	4,000	4,000
Mayor's 311 responses	3,040	3,040	4,000
Walk-in customers	12,000	20,000	15,000
Number of summonses adjudicated (does not include failure to appear):			
Regular/Suspension	3,500	24,800	10,000
Appeals	70	80	25



City of Buffalo
 Recommended Budget 2022-2023
 General Fund

	2020-2021 Actual Amount	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 Year To Date 4/28/2022	2022-2023 Recommended Budget
1075 PARKING VIOLATIONS BUREAU TOTAL	961,702	903,295	903,295	711,793	1,077,813
11475001 PARKING VIOLATIONS BUREAU PS	955,824	892,645	891,995	702,404	1,065,713
411001 ANNUAL SALARY	751,780	691,270	690,620	556,215	862,813
412002 HOURLY SALARY	51,666	65,000	65,000	31,538	65,000
413001 OVERTIME	123,985	100,000	100,000	92,721	100,000
413003 ACTING TIME	6,004	14,000	14,000	9,478	14,000
414001 LONGEVITY	11,424	9,875	9,875	7,850	10,900
414007 PERFECT ATTENDANCE INCENTIVE	6,225	6,000	6,000	0	6,500
414028 VACATION BUYOUT	0	2,000	2,000	1,293	2,000
415001 AUTOMOBILE ALLOWANCE	4,590	4,500	4,500	3,159	4,500
415002 CLOTHING ALLOWANCE	150	0	0	150	0
11475005 PARKING VIOLATIONS BUREAU SP	0	650	1,250	530	1,450
461006 FURNITURE & EQUIP (NON CAPITAL)	0	0	600	506	800
464000 PERIODICALS	0	650	576	0	650
467000 MISCELLANEOUS SUPPLIES	0	0	74	24	0
11475006 PARKING VIOLATIONS BUREAU SV	5,879	10,000	10,050	8,859	10,650
432003 LEGAL SERVICES	2,563	0	0	0	0
432004 ENGINEER & TECHNICAL SERVICES	0	450	450	0	0
443301 MACHINERY & EQUIP REPAIRS	0	400	472	472	400
455000 PRINTING & BINDING	2,850	8,000	7,995	7,995	9,500
455100 INTERNAL PRINT SHOP	466	750	733	392	750
456000 OTHER SERVICES	0	400	400	0	0



City of Buffalo
Recommended Budget 2022-2023
General Fund

Parking Violations Bureau
11475001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Administrative Assistant	16	A041	1	\$ 57,181	57,181
Assistant Administrator Of Parking	11	A074	1	66,324	66,324
Commissioner Of Parking			1	141,841	141,841
Data Control Clerk	11	A013	1	42,650	42,650
Director Of Parking			1	102,454	102,454
Junior Data Control Clerk	11	A004	4	39,809	159,236
Junior Traffic Clerk	11	A002	3	39,070	117,210
Junior Traffic Clerk	17	A063	1	42,936	42,936
Junior Traffic Clerk	5	A002	1	42,936	42,936
Senior Administrative Assistant	5	A063	1	68,836	68,836
Supervisor Hearing Examiner			1	77,999	77,999
Traffic Clerk	5	A023	1	52,184	52,184
Attrition					(108,974)
Total			17		\$ 862,813

DEPARTMENT OF PARKING

Towing & Storage Operations Division #14-1112

Goals

1. To tow and store vehicles parked illegally, suspended, uninsured 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 impounded vehicles.
3. Hold weekly auctions of unclaimed vehicles.
4. Prepare an MV907A for each vehicle, 1973 or newer, sold at auction.
5. Perform data entry and scanning of all notices and mailings that pertain to each vehicle towed.
6. Answer all phone inquiries from the public with regard to impounded vehicles.
7. Act as dispatcher and liaison between towing companies and Parking Enforcement Officers.
8. Prepare vehicle releases for all vehicles that are claimed by registered owners.

Work Program Statistics

	Actual 2020-2021	Projection 2021-2022	Estimate 2022-2023
Vehicles towed	8,049	8,300	8,350
Vehicles mini-towed	885	1,600	1,900
Towing notices mailed and filed	7,800	7,000	10,000
Auctioned vehicles	1,500	1,300	1,800



City of Buffalo
 Recommended Budget 2022-2023
 General Fund

	2020-2021 Actual Amount	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 Year To Date 4/28/2022	2022-2023 Recommended Budget
1112 TOWING & STORAGE OPERATIONS TOTAL	585,852	959,283	1,072,501	715,697	973,803
11412001 TOWING & STORAGE OPERATIONS PS	205,082	332,560	332,560	181,687	336,078
411001 ANNUAL SALARY	128,569	220,263	220,263	109,421	240,128
412002 HOURLY SALARY	0	32,947	32,947	0	0
413001 OVERTIME	68,121	65,000	65,000	63,880	80,000
413003 ACTING TIME	4,792	4,500	4,500	6,237	6,000
413004 SHIFT DIFFERENTIAL	0	1,000	1,000	0	1,000
414001 LONGEVITY	3,150	4,850	4,850	1,700	4,850
414028 VACATION BUYOUT	0	3,400	3,400	0	3,500
415002 CLOTHING ALLOWANCE	450	600	600	450	600
11412005 TOWING & STORAGE OPERATIONS SP	1,041	5,975	6,483	971	5,975
461006 FURNITURE & EQUIP (NON CAPITAL)	270	1,500	1,500	0	1,500
461201 CLOTHING & UNIFORMS	145	3,500	3,984	570	3,500
465001 AUTOMOTIVE SUPPLIES	313	400	400	180	400
466100 ELEC PLUMB HVAC EQUIP SUPPLIES	0	75	75	0	75
467000 MISCELLANEOUS SUPPLIES	312	500	524	221	500
11412006 TOWING & STORAGE OPERATIONS SV	379,729	620,748	733,458	533,039	631,750
443302 VEHICLE BODY REPAIRS	1,746	5,500	8,901	4,144	6,500
443303 VEHICLE DRIVETRAIN REPAIRS	372	14,000	14,397	4,918	14,000
444101 RENTAL LAND & BUILDINGS	0	100,000	100,000	0	100,000
455100 INTERNAL PRINT SHOP	390	650	770	595	650
456000 OTHER SERVICES	377,220	500,598	609,389	523,382	510,600



City of Buffalo
Recommended Budget 2022-
2023

Towing & Storage Operations
11412001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Dispatcher	5	B014	1	\$ 53,059	\$ 53,059
Impound Coordinator	14	B045	1	59,951	59,951
Laborer II	5	B025	1	44,150	44,150
Tow Truck Operator	11	B010	2	34,682	69,364
Tow Truck Operator	17	B010	1	48,286	48,286
Attrition					(34,682)
Total			6		\$ 240,128

DEPARTMENT OF PARKING

Parking Meters & Enforcement Division #14-1113

Goals

1. To install, reinstall, remove and provide daily maintenance of parking meters to ensure proper operation and turnover parking.
2. To equitably and thoroughly enforce all parking regulations on a daily basis throughout the entire City.

Activities

1. Install, maintain and repair parking meters (approx. 1,200 meters and 135 pay-and-display units).
2. Issue parking violation summonses for violations of “parking” “stopping” and “standing” pursuant to the New York State Vehicle and Traffic Law and City Ordinances.
3. Download computerized handheld tickets written using the Gtechna software system on a daily basis.
4. Rectify any maintenance problems that occur to the handheld devices.
5. Receive and dispatch 911 and citizen complaints of illegal parking to Parking Enforcement personnel.
6. Compile, maintain and report complete and accurate records pertaining to: parking meter work, summonses issued; abandoned, suspended and impounded vehicles; and, complaints answered.
7. Assist private contractors with street paving and construction projects and post signage when needed.
8. Assist the Streets Department on a year-round basis for street cleaning, trash pick-up and snow plowing.
9. Immobilize vehicles that have outstanding summonses in arrears.

DEPARTMENT OF PARKING

Parking Meters & Enforcement Division #14-1113

Work Program Statistics

	Actual 2020-2021	Projection 2021-2022	Estimate 2022-2023
Single Space Parking Meters	1,000	1,000	1,000
Repaired	175	175	175
Maintained, Oiled, Greased (twice a year each meter)	2,400	2,000	2,000
Reinstalled	45	45	45
Buffalo Roam Transactions (metered spaces paid by mobile app)	427,448	800,000	630,000
Pay-And-Display Machines	95	90	90
Reinstalled/Relocated	4	-	10
Installed	10	10	-
Summonses Issued	108,101	145,000	130,000
Sign and Meter Complaints Received and Investigated	500	500	500
Vehicles Booted	300	400	400



City of Buffalo
 Recommended Budget 2022-2023
 General Fund

	2020-2021 Actual Amount	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 Year To Date 4/28/2022	2022-2023 Recommended Budget
1113 PARKING METER & ENFORCEMENT TOTAL	1,257,478	1,313,369	1,335,344	1,034,658	1,805,002
11413001 PARKING METER & ENFORCEMENT PS	1,034,158	1,043,057	1,043,057	776,676	1,201,639
411001 ANNUAL SALARY	646,400	654,297	654,297	425,026	798,089
412002 HOURLY SALARY	137,967	164,735	164,735	166,547	180,000
413001 OVERTIME	226,023	200,000	200,000	167,024	200,000
413003 ACTING TIME	6,539	3,000	3,000	3,754	6,000
413004 SHIFT DIFFERENTIAL	1,355	2,750	2,750	676	2,750
414001 LONGEVITY	12,325	13,725	13,725	10,949	10,250
415002 CLOTHING ALLOWANCE	2,550	3,300	3,300	1,950	3,300
415003 TOOL ALLOWANCE	1,000	1,250	1,250	750	1,250
11413005 PARKING METER & ENFORCEMENT SP	37,928	79,850	97,096	73,077	88,950
461201 CLOTHING & UNIFORMS	512	10,000	13,428	5,048	7,000
466100 ELEC PLUMB HVAC EQUIP SUPPLIES	37	1,750	1,750	14	1,750
466200 ROAD SUPPLIES	37,369	67,000	80,818	68,015	80,000
467000 MISCELLANEOUS SUPPLIES	10	1,100	1,100	0	200
11413006 PARKING METER & ENFORCEMENT SV	185,392	190,462	195,191	184,905	442,413
443301 MACHINERY & EQUIP REPAIRS	10	4,000	4,000	0	4,000
444201 RENTAL EQUIPMENT & VEHICLES	184,927	185,712	190,441	184,395	437,663
455000 PRINTING & BINDING	68	200	200	0	200
455100 INTERNAL PRINT SHOP	388	550	550	510	550
11413007 PARKING METER & ENFORCEMENT CO	0	0	0	0	72,000
474200 VEHICLES	0	0	0	0	72,000



City of Buffalo
Recommended Budget 2022-2023
General Fund

Parking Meters & Enforcement
11413001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Laborer II	13	B025	1	\$ 34,682	\$ 34,682
Laborer II	17	B025	1	44,150	44,150
Laborer II	5	B025	1	44,150	44,150
Parking Enforcement Officer	11	B008	4	34,682	138,728
Parking Enforcement Officer	17	B008	3	45,385	136,155
Parking Enforcement Officer	5	B008	4	45,385	181,540
Parking Enforcement Supervisor	5	B018	1	52,748	52,748
Parking Meter Mechanic	11	B010	3	34,682	104,046
Parking Meter Mechanic	17	B010	3	48,286	144,858
Supt of Parking Meters, Enforcement & Fleet Operations	11	B021	1	40,903	40,903
Attrition					(123,871)
Total			22		\$ 798,089