



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

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 inquires.
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.

Work Program Statistics

	Actual 2021-2022	Projection 2022-2023	Estimate 2023-2024
Total number of parking summonses written	147,016	150,000	150,000
Notices generated:			
First	52,156	145,000	145,000
Courtesy	24,492	35,000	35,000
Alertogram	38,259	35,000	35,000
Suspension	30,957	28,000	28,000
Number of registrations suspended	4111	2,000	4,000
Number of suspended registrations released	1,579	3,000	3,000
Mayor's 311 responses	5,682	5,900	5,900
Walk-in customers	16,410	20,000	15,000
Number of summonses adjudicated (does not include failure to appear):			
Regular/Suspension	4,336	6,000	6,000
Appeals	53	50	50



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

	2021-2022 Actual Amount	2022-2023 Adopted Budget	2022-2023 Revised Budget	2022-2023 Year To Date 4/28/2023	2023-2024 Recommended Budget
1075 PARKING VIOLATIONS BUREAU TOTAL	878,907	1,072,556	1,076,941	706,425	1,309,137
11475001 PARKING VIOLATIONS BUREAU PS	874,219	1,060,456	1,060,456	699,913	1,297,187
411001 ANNUAL SALARY	680,386	857,556	857,556	509,349	1,015,712
412002 HOURLY SALARY	41,278	65,000	65,000	37,235	130,000
413001 OVERTIME	123,102	100,000	100,000	132,749	115,000
413003 ACTING TIME	11,647	14,000	14,000	12,008	15,000
414001 LONGEVITY	12,705	10,900	10,900	5,345	8,475
414007 PERFECT ATTENDANCE INCENTIVE	0	6,500	6,500	0	6,500
414028 VACATION BUYOUT	1,293	2,000	2,000	1,319	2,000
415001 AUTOMOBILE ALLOWANCE	3,659	4,500	4,500	1,759	4,500
415002 CLOTHING ALLOWANCE	150	0	0	150	0
11475004 PARKING VIOLATIONS BUREAU TR	0	0	450	450	0
458003 REGISTRATION & MEMBERSHIP FEES	0	0	450	450	0
11475005 PARKING VIOLATIONS BUREAU SP	24	1,450	1,450	641	1,300
461006 FURNITURE & EQUIP (NON CAPITAL)	0	800	800	641	800
464000 PERIODICALS	0	650	650	0	500
467000 MISCELLANEOUS SUPPLIES	24	0	0	0	0
11475006 PARKING VIOLATIONS BUREAU SV	4,664	10,650	14,585	5,420	10,650
443301 MACHINERY & EQUIP REPAIRS	472	400	400	0	400
455000 PRINTING & BINDING	3,800	9,500	13,214	4,982	9,500
455100 INTERNAL PRINT SHOP	392	750	971	438	750



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

Parking Violations Bureau
11475001-411001
Budgeted Salaries

DESCRIPTION	QTY	SALARY	TOTAL
Administrative Assistant - 1380 Grade A041 - Step 17	1	60,168	60,168
Assistant Administrator of Parking - 1398 Grade A074 - Step 11	1	68,313	68,313
Commissioner of Parking (Schedule I) Grade I J065-5	1	137,060	137,060
Data Control Clerk - 0970 Grade A013 - Step 11	1	43,930	43,930
Director of Parking I119-5	1	109,148	109,148
Junior Data Control Clerk - 0969 Grade A004 - Step 11	1	41,033	41,033
Junior Data Control Clerk - 0969 Grade A004 - step 17	3	45,186	135,558
Junior Traffic Clerk - 0179 Grade A002 - Step 12	1	40,904	40,904
Junior Traffic Clerk - 0179 Grade A002 - Step 15	2	42,889	85,778
Junior Traffic Clerk - 0179 Grade A002 - Step 17	1	44,224	44,224
Junior Traffic Clerk - 0179 Grade A002 - Step 5	1	44,224	44,224
Senior Administrative Assistant - 1390 Grade A063 - Step 5	1	70,901	70,901
Supervisor Hearing Examiner FT - 5720 Grade I - Step 5	1	80,722	80,722
Traffic Clerk - 0180 Grade A023 - Step 5	1	53,749	53,749
	17		1,015,712

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.

Work Program Statistics

	Actual 2021-2022	Projection 2022-2023	Estimate 2023-2024
Vehicles towed	8,395	8,400	8,425
Vehicles mini-towed	1,793	1,200	1,300
Towing notices mailed and filed	14,659	15,000	15,000
Auctioned vehicles	1,560	1,600	1,600



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

	2021-2022 Actual Amount	2022-2023 Adopted Budget	2022-2023 Revised Budget	2022-2023 Year To Date 4/28/2023	2023-2024 Recommended Budget
1112 TOWING & STORAGE OPERATIONS TOTAL	885,108	939,121	940,490	743,860	1,053,383
11412001 TOWING & STORAGE OPERATIONS PS	260,572	301,396	301,396	222,436	408,558
411001 ANNUAL SALARY	159,882	205,446	205,446	162,618	267,739
412002 HOURLY SALARY	0	0	0	0	37,294
413001 OVERTIME	88,829	80,000	80,000	53,210	90,000
413002 HOLIDAY	0	0	0	0	2,000
413003 ACTING TIME	7,936	6,000	6,000	3,577	0
413004 SHIFT DIFFERENTIAL	0	1,000	1,000	0	1,000
414001 LONGEVITY	3,475	4,850	4,850	2,581	6,375
414028 VACATION BUYOUT	0	3,500	3,500	0	3,500
415002 CLOTHING ALLOWANCE	450	600	600	450	650
11412005 TOWING & STORAGE OPERATIONS SP	1,313	5,975	7,083	3,742	8,025
461006 FURNITURE & EQUIP (NON CAPITAL)	0	1,500	2,121	1,850	3,500
461201 CLOTHING & UNIFORMS	570	3,500	3,090	264	3,500
465001 AUTOMOTIVE SUPPLIES	475	400	1,097	1,051	450
466100 ELEC PLUMB HVAC EQUIP SUPPLIES	0	75	75	0	75
467000 MISCELLANEOUS SUPPLIES	268	500	700	577	500
11412006 TOWING & STORAGE OPERATIONS SV	623,223	631,750	632,011	517,682	631,800
443302 VEHICLE BODY REPAIRS	1,149	6,500	6,668	1,405	6,500
443303 VEHICLE DRIVETRAIN REPAIRS	4,521	14,000	14,000	6,339	14,000
444101 RENTAL LAND & BUILDINGS	0	100,000	100,000	0	100,000
455100 INTERNAL PRINT SHOP	700	650	718	703	650
456000 OTHER SERVICES	616,853	510,600	510,625	509,235	510,650
11412007 TOWING & STORAGE OPERATIONS CO	0	0	0	0	5,000
474100 EQUIPMENT	0	0	0	0	5,000



City of Buffalo
Recommended Budget 2023-2024
General Fund

Towing & Storage Operations
11412001-411001
Budgeted Salaries

DESCRIPTION	QTY	SALARY	TOTAL
Dispatcher - 5320 Grade B014 - Step 5	1	53,059	53,059
Impound Coordinator 264 #2162 B045 - Step 5	1	82,033	82,033
Laborer II - 9622 Grade B025 - Step 5.	1	45,474	45,474
Tow Truck Operator - 6011 Grade B010 - Step 11	1	37,438	37,438
Tow Truck Operator - 6011 Grade B010 - Step 17	1	49,735	49,735
	5		267,739

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. 1,200 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.

Work Program Statistics

	Actual 2021-2022	Projectio n2022- 2023	Estimate 2023-2024
Single Space Parking meters	1,000	1,000	1,000
Repaired	175	175	175
Maintained, Oiled, Greased (each meter done twice a year)	2,000	2,000	2000
Installed (we are piloting a pay-by-mobile program for parking meters instead of paying at a physical machine, on a trial basis)	0	0	0
Reinstalled	10	20	45

Buffalo Roam transactions (meter spaces paid for with the pay by mobile)	637,310	642,255	647,200
Pay & Display Machines	212	212	150
Reinstalled/Relocated	10	10	10
Installed	0	0	0
Summonses issued	147,016	138,868	140,000
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).	250	300	400



City of Buffalo
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1113 PARKING METER & ENFORCEMENT TOTAL	1,343,944	1,805,002	1,812,895	1,452,275	1,862,926
11413001 PARKING METER & ENFORCEMENT PS	1,067,354	1,201,639	1,145,539	833,940	1,272,363
411001 ANNUAL SALARY	594,892	798,089	741,989	475,528	805,849
412002 HOURLY SALARY	226,677	180,000	180,000	170,714	242,414
413001 OVERTIME	226,665	200,000	200,000	170,722	200,000
413003 ACTING TIME	3,772	6,000	6,000	346	6,100
413004 SHIFT DIFFERENTIAL	900	2,750	2,750	3,007	3,000
414001 LONGEVITY	11,749	10,250	10,250	10,875	10,200
415002 CLOTHING ALLOWANCE	1,950	3,300	3,300	2,250	3,300
415003 TOOL ALLOWANCE	750	1,250	1,250	500	1,500
11413005 PARKING METER & ENFORCEMENT SP	70,117	88,950	124,758	99,432	90,950
461201 CLOTHING & UNIFORMS	4,830	7,000	6,027	2,729	9,000
466100 ELEC PLUMB HVAC EQUIP SUPPLIES	14	1,750	572	0	1,750
466200 ROAD SUPPLIES	65,273	80,000	117,958	96,659	80,000
467000 MISCELLANEOUS SUPPLIES	0	200	200	44	200
11413006 PARKING METER & ENFORCEMENT SV	206,473	442,413	470,598	460,960	499,613
443301 MACHINERY & EQUIP REPAIRS	0	4,000	4,000	710	4,000
444201 RENTAL EQUIPMENT & VEHICLES	205,963	437,663	465,810	460,113	494,863
455000 PRINTING & BINDING	0	200	200	0	200
455100 INTERNAL PRINT SHOP	510	550	588	137	550
11413007 PARKING METER & ENFORCEMENT CO	0	72,000	72,000	57,944	0
474200 VEHICLES	0	72,000	72,000	57,944	0



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

Parking Meters & Enforcement
11413001-411001
Budgeted Salaries

DESCRIPTION	QTY	SALARY	TOTAL
Laborer II - 9622 Grade B025 - Step 14	1	37,438	37,438
Laborer II - 9622 Grade B025 - Step 17	1	45,474	45,474
Laborer II - 9622 Grade B025 - Step 5	1	45,474	45,474
Parking Enforcement Officer - 5330 Grade B008 - Step 11	2	37,438	74,876
Parking Enforcement Officer - 5330 Grade B008 - Step 16	1	42,072	42,072
Parking Enforcement Officer - 5330 Grade B008 - Step 13	3	37,438	112,314
Parking Enforcement Officer - 5330 Grade B008 - Step 17	3	46,746	140,238
Parking Enforcement Officer - 5330 Grade B008 - Step 5	2	46,746	93,492
Parking Enforcement Supervisor - 5331 Grade B018 - Step 5	1	60,027	60,027
Parking Meter Mechanic - 5200 Grade B010 - Step 11	3	37,438	112,314
Superintendent of Parking Meters & Enforcement & Fleet Operations - 6292 B021 STEP 11	1	42,130	42,130
	19		805,849