



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 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.

DEPARTMENT OF PARKING

Parking Violations Bureau Division #14-1075

Work Program Statistics

	Actual 2019-2020	Projection 2020-2021	Estimate 2021-2022
Total number of parking summonses written	143,308	108,101	132,500
Notices generated:			
First	17,560	12,000	17,000
Courtesy	12,326	7,000	12,500
Alertogram	21,486	7,000	20,000
Suspension	43,101	13,000	19,000
Number of registrations suspended	5,629	2,500	5,000
Number of suspended registrations released	4,126	4,000	4,000
Mayor's 311 responses	3,931	3,040	3,040
Walk-in customers	22,549	12,000	20,000
Number of summonses adjudicated (does not include failure to appear):			
Regular/Suspension	8,250	3,500	24,800
Appeals	116	70	80



City of Buffalo
 Adopted Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 6/1/2021	2021-2022 Adopted Budget
1075 PARKING VIOLATIONS BUREAU TOTAL	845,114	1,004,252	1,004,252	832,501	903,295
11475001 PARKING VIOLATIONS BUREAU PS	836,783	986,852	986,852	827,872	892,645
411001 ANNUAL SALARY	635,253	763,652	763,652	655,579	691,270
412002 HOURLY SALARY	48,528	85,000	85,000	42,666	65,000
413001 OVERTIME	124,304	100,000	100,000	110,418	100,000
413003 ACTING TIME	13,607	20,000	20,000	5,493	14,000
413004 SHIFT DIFFERENTIAL	13	-	-	-	-
414001 LONGEVITY	7,750	10,200	10,200	9,049	9,875
414007 PERFECT ATTENDANCE INCENTIVE	5,451	6,000	6,000	584	6,000
414028 VACATION BUYOUT	-	2,000	2,000	-	2,000
415001 AUTOMOBILE ALLOWANCE	1,728	-	-	3,933	4,500
415002 CLOTHING ALLOWANCE	150	-	-	150	-
11475005 PARKING VIOLATIONS BUREAU SP	-	1,400	1,400	-	650
461006 FURNITURE & EQUIP (NON CAPITAL)	-	750	750	-	-
464000 PERIODICALS	-	650	650	-	650
11475006 PARKING VIOLATIONS BUREAU SV	8,331	11,000	11,000	4,629	10,000
432003 LEGAL SERVICES	-	-	-	1,313	-
432004 ENGINEER & TECHNICAL SERVICES	390	450	450	-	450
443301 MACHINERY & EQUIP REPAIRS	58	400	400	-	400
455000 PRINTING & BINDING	7,244	9,000	9,000	2,850	8,000
455100 INTERNAL PRINT SHOP	639	750	750	466	750
456000 OTHER SERVICES	-	400	400	-	400
11475007 PARKING VIOLATIONS BUREAU CO	-	5,000	5,000	-	-
474100 EQUIPMENT	-	5,000	-	-	-
490000 FREEZE FUNDS	-	-	5,000	-	-



City of Buffalo
Adopted Budget 2021-2022
General Fund

Parking Violations Bureau
11475001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Commissioner of Parking	5	I065	1	\$ 126,131	\$ 126,131
Junior Data Control Clerk	17	A004	3	43,009	129,027
Junior Data Control Clerk	15	A004	1	41,677	41,677
Junior Traffic Clerk	17	A002	1	42,094	42,094
Junior Traffic Clerk	5	A002	1	42,094	42,094
Junior Traffic Clerk	13	A002	3	39,567	118,701
Senior Administrative Assistant	5	A063	1	67,487	67,487
Supervisor Hearing Examiner PT	5	I046	1	74,285	74,285
Traffic Clerk	4	A023	1	49,774	49,774
Total			13		\$ 691,270

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 2019-2020	Projection 2020-2021	Estimate 2021-2022
Vehicles towed	7,105	8,049	8,300
Vehicles mini-towed	826	885	1,600
Towing notices mailed and filed	6,393	7,800	7,000
Auctioned vehicles	1,342	1,500	1,300



City of Buffalo
 Adopted Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 6/1/2021	2021-2022 Adopted Budget
1112 TOWING & STORAGE OPERATIONS TOTAL	767,745	907,682	927,454	656,418	959,283
11412001 TOWING & STORAGE OPERATIONS PS	241,917	281,680	281,680	178,369	332,560
411001 ANNUAL SALARY	160,384	176,347	176,347	112,523	220,263
412002 HOURLY SALARY	-	28,808	28,808	-	32,947
413001 OVERTIME	71,521	65,000	65,000	58,364	65,000
413003 ACTING TIME	5,709	4,000	4,000	3,882	4,500
413004 SHIFT DIFFERENTIAL	552	1,000	1,000	-	1,000
414001 LONGEVITY	3,150	4,925	4,925	3,150	4,850
414028 VACATION BUYOUT	-	1,000	1,000	-	3,400
415002 CLOTHING ALLOWANCE	600	600	600	450	600
11412005 TOWING & STORAGE OPERATIONS SP	9,633	5,950	5,950	1,267	5,975
461006 FURNITURE & EQUIP (NON CAPITAL)	-	1,500	1,500	270	1,500
461201 CLOTHING & UNIFORMS	2,911	3,500	3,500	629	3,500
465001 AUTOMOTIVE SUPPLIES	567	400	400	56	400
466100 ELEC PLUMB HVAC EQUIP SUPPLIES	-	50	50	-	75
467000 MISCELLANEOUS SUPPLIES	6,154	500	500	312	500
11412006 TOWING & STORAGE OPERATIONS SV	434,300	620,052	639,824	476,781	620,748
443302 VEHICLE BODY REPAIRS	6,317	5,000	5,358	5,358	5,500
443303 VEHICLE DRIVETRAIN REPAIRS	12,454	14,000	13,992	919	14,000
444101 RENTAL LAND & BUILDINGS	-	100,002	67,002	-	100,000
455100 INTERNAL PRINT SHOP	239	500	510	510	650
456000 OTHER SERVICES	415,290	500,550	519,962	469,993	500,598
490000 FREEZE FUNDS	-	-	33,000	-	-
11412007 TOWING & STORAGE OPERATIONS CO	81,896	-	-	-	-
474200 VEHICLES	81,896	-	-	-	-



City of Buffalo
Adopted Budget 2021-2022
General Fund

Towing & Storage Operations
11412001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Dispatcher	5	B014	1	\$ 45,687	\$ 45,687
Impound Coordinator	15	B045	1	58,504	58,504
Laborer II	5	B025	1	40,391	40,391
Tow Truck Operator	17	B010	1	42,734	42,734
Tow Truck Operator	11	B010	1	32,947	32,947
Total			5		\$ 220,263

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 2019-2020	Projection 2020-2021	Estimated 2021-2022
Single Space Parking Meters	1,200	1,000	1,000
Repaired	175	175	175
Maintained, Oiled, Greased (twice a year each meter)	2,400	2,400	2000
Reinstalled	55	45	45
Buffalo Roam Transactions (metered spaces paid by mobile app)	521,998	427,448	800,000
Pay-And-Display Machines	138	95	90
Reinstalled/Relocated	10	4	-
Installed	-	10	10
Summonses Issued	143,242	108,101	145,000
Sign and Meter Complaints Received and Investigated	500	500	500
Vehicles Booted	250	300	400



City of Buffalo
 Adopted Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 6/1/2021	2021-2022 Adopted Budget
1113 PARKING METER & ENFORCEMENT TOTAL	1,266,482	1,490,521	1,509,885	1,142,377	1,313,369
11413001 PARKING METER & ENFORCEMENT PS	976,115	1,173,737	1,173,737	901,686	1,043,057
411001 ANNUAL SALARY	604,370	747,306	747,306	565,332	654,297
412002 HOURLY SALARY	178,042	201,656	201,656	116,849	164,735
413001 OVERTIME	175,477	200,000	200,000	198,481	200,000
413003 ACTING TIME	2,100	4,000	4,000	5,169	3,000
413004 SHIFT DIFFERENTIAL	1,902	2,750	2,750	1,355	2,750
414001 LONGEVITY	11,175	13,475	13,475	10,950	13,725
415002 CLOTHING ALLOWANCE	2,550	3,300	3,300	2,550	3,300
415003 TOOL ALLOWANCE	500	1,250	1,250	1,000	1,250
11413005 PARKING METER & ENFORCEMENT SP	62,843	73,300	82,264	54,484	79,850
461201 CLOTHING & UNIFORMS	7,843	10,000	10,000	3,937	10,000
466100 ELEC PLUMB HVAC EQUIP SUPPLIES	2,231	2,000	2,000	37	1,750
466200 ROAD SUPPLIES	51,625	60,000	58,964	50,500	67,000
467000 MISCELLANEOUS SUPPLIES	1,145	1,300	1,300	10	1,100
490000 FREEZE FUNDS	-	-	10,000	-	-
11413006 PARKING METER & ENFORCEMENT SV	203,882	243,484	253,884	186,207	190,462
443301 MACHINERY & EQUIP REPAIRS	1,804	4,000	4,000	10	4,000
444201 RENTAL EQUIPMENT & VEHICLES	201,243	238,784	249,110	185,742	185,712
455000 PRINTING & BINDING	590	200	200	68	200
455100 INTERNAL PRINT SHOP	245	500	574	388	550
11413007 PARKING METER & ENFORCEMENT CO	23,642	-	-	-	-
474200 VEHICLES	23,642	-	-	-	-



City of Buffalo
Adopted Budget 2021-2022
General Fund

Parking Meters & Enforcement
11413001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Laborer II	17	B025	2	\$ 40,391	\$ 80,782
Laborer II	5	B025	1	40,391	40,391
Parking Enforcement Officer	17	B008	2	41,521	83,042
Parking Enforcement Officer	14	B008	1	32,947	32,947
Parking Enforcement Officer	13	B008	1	32,947	32,947
Parking Enforcement Officer	11	B008	2	32,947	65,894
Parking Enforcement Officer	5	B008	5	41,521	207,605
Parking Enforcement Supervisor	5	B018	1	53,317	53,317
Parking Meter Mechanic	17	B010	2	42,734	85,468
Parking Meter Mechanic	15	B010	1	34,187	34,187
Attrition					(62,283)
Total			18		\$ 654,297