



**Period Ending: December 31, 2016**

**Issued By: Administration & Finance**

# **City of South Bend**

## **Annual Licensing & Fee Report**

On or before November 1st of each year, the City Controller shall provide a written "Annual Licensing & Fee Report" to the City of South Bend Common Council. Attached is the report for the year ended December 31, 2016. The report provides a listing of each licensing fee charged and includes a summary of revenue and number of licenses sold trends for the years 2007 through 2016.

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### **Distribution**

Mayor	Pete Buttigieg
Chief of Staff	Laura O'Sullivan
Deputy Chief of Staff	Suzanna Fritzberg
Common Council	
Department Heads	
Fiscal Officers	
Business License Administrator	Michelle Adams

**City of South Bend, Indiana**  
**Annual Licensing & Fee Report**  
**For Year Ended December 31, 2016**

License Type	2007 Actual \$ Revenue	2008 Actual \$ Revenue	2009 Actual \$ Revenue	2010 Actual \$ Revenue	2011 Actual \$ Revenue	2012 Actual \$ Revenue	2013 Actual \$ Revenue	2014 Actual \$ Revenue	2015 Actual \$ Revenue	2016 Actual \$ Revenue
Adoption Fee (Animal Control)	22,299	32,996	24,819	21,958	16,209	11,164	11,583	11,982	13,910	16,924
Adult Business	3,335	2,525	3,590	1,560	2,020	2,525	2,525	2,020	2,020	2,020
Alarm Agents	1,848	1,815	3,005	2,363	2,985	4,523	5,341	5,711	5,906	5,775
Animal Surrenders (Animal Control)	733	305	3,682	1,677	1,760	2,365	5,060	6,647	8,749	8,895
Arborist/Tree Service	2,293	2,541	2,738	3,479	2,769	3,394	3,634	3,423	3,628	3,838
Automotive Repair/Service Center	17,740	17,765	23,685	19,870	14,360	19,535	19,280	18,410	19,055	17,950
Busker or Sidewalk Performer	-	-	-	-	-	-	-	275	-	-
Charitable Solicitation	750	610	455	560	583	765	460	610	660	700
Dangerous Dog License Fees (Animal Control)	3,425	2,577	3,430	3,560	2,196	2,640	1,215	615	-	-
Euthanasia Fee for Pets (Animal Control)	2,150	1,870	740	2,164	2,420	3,343	2,289	1,140	980	1,186
Food Vending Machines (per location)	-	-	-	-	-	-	-	-	5,100	5,584
Food Vending Vehicle (per vehicle)	665	103	943	1,282	835	647	707	717	647	712
Hotel & Motel (per establishment)	1,653	1,587	2,485	1,762	1,342	1,729	1,629	1,805	1,710	1,662
Itinerant Restaurant	-	15	-	-	-	-	-	-	5	-
Lawn Parking (10 or more cars) flat rate	2,254	2,730	3,864	6,445	6,730	7,779	7,865	6,820	7,333	7,578
Lawn Parking (under 10 cars) per parking space	754	1,894	2,185	3,171	4,549	3,829	2,455	3,215	3,586	2,842
Massage Establishment	375	565	1,531	1,279	1,685	1,911	1,605	1,865	2,365	1,635
Massage Technician	911	1,063	1,396	1,150	1,141	1,239	1,120	1,048	1,483	1,478
Micro Chipping for Pets (Animal Control)	3,851	2,944	3,445	3,829	3,386	3,048	2,156	3,660	4,161	3,255
Mobile Food Truck	-	-	-	-	-	-	-	-	-	2,120
Open Air Business (per location)	520	510	520	634	403	543	713	2,840	2,405	1,670
Outdoor Motion Picture Theatre	-	-	-	-	-	-	5	-	-	-
Peddlers/Canvassers	1,855	1,998	1,835	2,770	4,425	4,305	2,671	2,745	2,325	910
Performing Animal Exhibitions	-	-	-	-	-	-	-	48	-	-
Pet Licenses (Animal Control)	12,079	9,561	17,830	16,819	17,668	17,792	17,244	15,993	22,035	19,545
Pet Shops	430	435	753	440	145	580	580	580	580	290
Pick Up Fees (unwanted pets) Animal Control	750	408	260	505	260	80	2,347	2,682	460	690
Pool Halls	110	105	105	110	100	-	-	-	-	-
Precious Metal Dealer	325	648	650	686	330	1,183	973	1,048	568	568
Public Parking Facility (per facility)	1,363	1,360	1,456	1,363	1,715	991	690	680	709	781
Reclaim Fee for Impounded Pets (Animal Control)	11,648	6,872	10,931	9,659	10,230	5,337	2,805	4,778	3,934	4,750
Restaurant	32,812	32,506	39,629	39,588	40,482	41,249	39,624	39,509	39,793	40,298
Rubbish/Garbage Removal	6,996	6,542	8,240	3,277	9,764	6,540	6,087	6,725	6,868	7,206
Scrap Metal/Junk Dealers	2,935	4,088	4,795	4,380	4,443	4,085	4,070	3,065	3,300	2,810
Second Hand Dealers (per year)	2,382	2,434	3,837	4,113	2,032	3,893	4,690	4,852	4,456	3,897
Self Service Laundry	1,726	1,723	1,984	1,770	1,711	1,836	1,907	1,854	2,048	1,920
Tattoo Establishments	-	-	-	-	-	-	255	155	155	155
Tattoo Artists	-	-	-	-	-	-	520	495	468	480
Taxicab - Companies (Central Services)	275	250	250	300	350	800	1,100	800	800	700
Taxicab - Drivers (Central Services)	2,369	2,634	3,119	2,814	2,720	3,205	3,347	2,481	2,557	2,176
Taxicab - Vehicles (Central Services)	6,600	7,480	8,085	7,865	8,920	9,350	9,350	7,915	9,110	8,130
Transient Merchant	1,320	625	910	1,180	905	1,325	1,310	750	895	625
Vehicle Removal Service	910	780	663	1,055	730	923	663	923	935	990
<b>Total</b>	<b>\$ 152,441</b>	<b>\$ 154,864</b>	<b>\$ 187,845</b>	<b>\$ 175,437</b>	<b>\$ 172,303</b>	<b>\$ 174,453</b>	<b>\$ 169,875</b>	<b>\$ 170,880</b>	<b>\$ 185,696</b>	<b>\$ 182,743</b>
General Fund	86,262	86,967	111,254	104,287	106,184	115,329	111,379	112,188	119,000	116,492
Animal Care and Control (Consolidated Bldg Fund)	56,935	57,533	65,137	60,171	54,129	45,769	44,699	47,497	54,229	55,245
Central Services Fund	9,244	10,364	11,454	10,979	11,990	13,355	13,797	11,196	12,467	11,006
<b>Total</b>	<b>\$ 152,441</b>	<b>\$ 154,864</b>	<b>\$ 187,845</b>	<b>\$ 175,437</b>	<b>\$ 172,303</b>	<b>\$ 174,453</b>	<b>\$ 169,875</b>	<b>\$ 170,880</b>	<b>\$ 185,696</b>	<b>\$ 182,743</b>

Note: Business license actual revenue includes application fee transactions and late charges if applicable.  
\* Pet Licensing Fees: Residential Altered annual fee: 1 pet \$15 / 2-4 pets \$25 / 5-8 pets \$50 / 9-12 pets \$100 / 13-16 pets \$125 / 17-19 pets \$150,  
Residential Non-altered annual fee: 1 pet \$50 / up to 3 pets \$300  
\*\* Return to Owner Fees: 1st redemption \$15 / 2nd \$50 / 3rd \$75 / 4th and subsequent \$100

**City of South Bend, Indiana  
Annual Licensing & Fee Report  
For Year Ended December 31, 2016**

<b>License Type</b>	<b>2007 Actual No. Sold</b>	<b>2008 Actual No. Sold</b>	<b>2009 Actual No. Sold</b>	<b>2010 Actual No. Sold</b>	<b>2011 Actual No. Sold</b>	<b>2012 Actual No. Sold</b>	<b>2013 Actual No. Sold</b>	<b>2014 Actual No. Sold</b>	<b>2015 Actual No. Sold</b>	<b>2016 Actual No. Sold</b>
Adoption Fee (Animal Control)	330	437	357	332	247	195	257	296	284	261
Adult Business	6	5	5	5	5	5	5	4	4	4
Alarm Agents	25	25	28	28	45	58	64	70	73	71
Animal Surrenders (Animal Control)	1,512	1,210	888	930	847	685	563	332	414	428
Arborist/Tree Service	29	35	34	36	40	46	47	42	43	47
Automotive Repair/Service Center	95	92	108	94	95	99	93	94	95	89
Busker or Sidewalk Performer	-	-	-	-	-	-	-	12	-	-
Charitable Solicitation	12	13	10	11	16	16	11	13	14	14
Dangerous Dog License Fees (Animal Control)	68	42	47	53	36	38	18	8	-	-
Euthanasia Fee for Pets (Animal Control)	108	94	37	108	166	167	87	57	46	27
Food Vending Machines (per location)	-	-	-	-	-	-	-	-	4	4
Food Vending Vehicle (per vehicle)	3	1	5	6	6	2	2	2	2	2
Hotel & Motel (per establishment)	19	18	17	19	19	17	18	18	17	17
Itinerant Restaurant	3	3	2	2	2	1	1	1	1	1
Lawn Parking (10 or more cars) flat rate	87	110	148	83	70	65	83	40	160	146
Lawn Parking (under 10 cars) per parking space	99	197	235	72	46	34	28	30	105	131
Massage Establishment	3	5	11	10	16	15	9	9	13	8
Massage Technician	16	18	25	18	22	21	15	13	21	19
Micro Chipping for Pets (Animal Control)	193	147	172	191	924	702	118	183	203	163
Mobile Food Truck	-	-	-	-	-	-	-	-	-	4
Open Air Business (per location)	17	16	15	24	15	17	19	85	66	48
Outdoor Motion Picture Theatre	-	-	-	-	-	-	1	-	-	-
Peddlers/Canvassers	50	41	56	69	83	87	63	59	54	26
Performing Animal Exhibitions	-	-	-	-	-	-	-	1	-	-
Pet Licenses (Animal Control)	2,109	1,212	1,485	1,381	1,390	1,426	1,296	1,202	816	700
Pet Shops	3	3	3	4	3	4	4	4	4	2
Pick Up Fees (unwanted pets) Animal Control	-	-	-	-	-	-	-	-	12	18
Pool Halls	2	1	1	1	1	-	-	-	-	-
Precious Metal Dealer	5	7	7	7	11	16	15	13	7	7
Public Parking Facility (per facility)	15	16	16	15	15	11	10	9	9	9
Reclaim Fee for Impounded Pets (Animal Control)	500	300	413	418	405	316	342	148	202	215
Restaurant	466	428	494	487	517	518	502	517	505	510
Rubbish/Garbage Removal	-	17	23	18	19	19	15	13	11	12
Scrap Metal/Junk Dealers	16	23	18	17	17	17	15	13	13	12
Second Hand Dealers (per year)	21	18	29	25	32	31	33	37	34	29
Self Service Laundry	8	8	10	9	9	9	9	9	9	9
Tattoo Establishments	-	-	-	-	-	-	1	1	1	1
Tattoo Artists	-	-	-	-	-	-	4	6	6	6
Taxicab - Companies (Central Services)	11	11	11	12	12	8	11	8	8	7
Taxicab - Drivers (Central Services)	155	173	205	184	175	158	165	124	126	104
Taxicab - Vehicles (Central Services)	120	136	147	142	180	170	180	168	165	147
Transient Merchant	9	9	10	9	9	12	8	6	7	7
Vehicle Removal Service	8	6	5	8	7	7	5	7	7	8
<b>Total</b>	<b>6,123</b>	<b>4,877</b>	<b>5,077</b>	<b>4,828</b>	<b>5,502</b>	<b>4,992</b>	<b>4,117</b>	<b>3,654</b>	<b>3,561</b>	<b>3,313</b>
General Fund	1,017	1,115	1,315	1,077	1,120	1,127	1,080	1,128	1,285	1,243
Animal Care and Control (Consolidated Bldg Fund)	4,820	3,442	3,399	3,413	4,015	3,529	2,681	2,226	1,977	1,812
Central Services Fund	286	320	363	338	367	336	356	300	299	258
<b>Total</b>	<b>6,123</b>	<b>4,877</b>	<b>5,077</b>	<b>4,828</b>	<b>5,502</b>	<b>4,992</b>	<b>4,117</b>	<b>3,654</b>	<b>3,561</b>	<b>3,313</b>

Note: Business license actual revenue includes application fee transactions and late charges if applicable.  
 \* Pet Licensing Fees: Residential Altered annual fee: 1 pet \$15 / 2-4 pets \$25 / 5-8 pets \$50 / 9-12 pets \$100 / 13-16 pets \$125 / 17-19 pets \$150,  
 Residential Non-altered annual fee: 1 pet \$50 / up to 3 pets \$300  
 \*\* Return to Owner Fees: 1st redemption \$15 / 2nd \$50 / 3rd \$75 / 4th and subsequent \$100

**City of South Bend, Indiana  
Annual Licensing & Fee Report  
For Year Ended December 31, 2016**

<b>License Type</b>	<b>Current License Fee</b>	<b>Estimate Revenue Per License</b>	<b>Estimated Cost Per License</b>
Adoption Fee (Animal Control)	Pre 8-1-14: \$75/Dogs, \$60/Cats --- Post 8-1-14: \$85/Dogs, \$100/Puppies, \$65/Cats	\$ 65	\$ 36
Adult Business	\$500.00	\$ 505	\$ 98
Alarm Agents	\$75.00	\$ 81	\$ 38
Animal Surrenders (Animal Control)	\$20.00 (Pre 8-1-14: \$10.00)	\$ 21	\$ 6
Arborist/Tree Service	\$60.00/yr, \$3.50 vehicle	\$ 82	\$ 158
Automotive Repair/Service Center	\$200.00	\$ 202	\$ 308
Busker or Sidewalk Performer	\$20 in 2014; no longer in existence	n/a	n/a
Charitable Solicitation	\$45.00	\$ 50	\$ 38
Dangerous Dog License Fees (Animal Control)	Dangerous Dog License eliminated in 2015	n/a	n/a
Euthanasia Fee for Pets (Animal Control)	\$20.00 per pet	\$ 44	\$ 36
Food Vending Machines (per location)	\$40.00 per machine (4 businesses with machines in various locations)	\$ 1,396	\$ 38
Food Vending Vehicle (per vehicle)	\$65 per vehicle (2 companies with multiple vehicles)	\$ 356	\$ 38
Hotel & Motel (per establishment)	\$95.00	\$ 98	\$ 232
Itinerant Restaurant	\$75.00, \$30 entertainment	\$ -	\$ 38
Lawn Parking (10 or more cars) flat rate	\$50 per game (10% discount for season)	\$ 52	\$ 29
Lawn Parking (under 10 cars) per parking space	\$3.00 per space (10% discount for season)	\$ 22	\$ 29
Massage Establishment	\$200.00	\$ 204	\$ 38
Massage Technician	\$75.00	\$ 78	\$ 38
Micro Chipping for Pets (Animal Control)	\$20.00 per pet	\$ 20	\$ 3
Mobile Food Truck	\$525/1 year, \$50/1 day, \$130/30 days, \$200/90 days	\$ 530	\$ 38
Open Air Business (per location)	\$45.00 private property, \$40.00 public (Open air businesses are donation boxes or an individual or business setting up a stand or tent to sell goods outdoors)	\$ 35	\$ 38
Outdoor Motion Picture Theatre	\$85.00	n/a	n/a
Peddlers/Canvassers	\$50.00	\$ 35	\$ 38
Performing Animal Exhibitions	\$85.00	n/a	n/a
Pet Licenses (Animal Control)	*See fee structure below (Pre 8-1-14: \$10 - \$25 per pet)	\$ 28	\$ 3
Pet Shops	\$140.00	\$ 145	\$ 38
Pick Up Fees (unwanted pets) Animal Control	\$40.00 per pet (Pre 2015: \$20.00 per pet)	\$ 38	\$ 36
Pool Halls	\$100.00	n/a	n/a
Precious Metal Dealer	\$75.00	\$ 81	\$ 278
Public Parking Facility (per facility)	\$80.00	\$ 87	\$ 38
Reclaim Fee for Impounded Pets (Animal Control)	**See fee structure below (Pre 8-1-14: \$20 licensed, \$30 unlicensed, \$50 subsequent)	\$ 22	\$ 9
Restaurant	\$90/to 150 guests, \$110/more than 150, \$30 entertain.	\$ 79	\$ 1,063
Rubbish/Garbage Removal	\$60.00 per vehicle & \$10.00 inspection (12 companies with multiple vehicles)	\$ 601	\$ 38
Scrap Metal/Junk Dealers	\$250.00	\$ 234	\$ 38
Second Hand Dealers (per year)	\$115.00 per year, \$40.00 outdoor display adder	\$ 134	\$ 488
Self Service Laundry	\$3.00 per machine, \$45.00/ per establishment	\$ 213	\$ 53
Tattoo Establishments	\$250.00 initial, \$150.00 renew	\$ 155	\$ 38
Tattoo Artists	\$125.00 initial, \$75.00 renew	\$ 80	\$ 38
Taxicab - Companies (Central Services)	\$100.00 per company	\$ 100	\$ 200
Taxicab - Drivers (Central Services)	\$21.00 per driver	\$ 21	\$ 190
Taxicab - Vehicles (Central Services)	1st inspection \$55.00 per vehicle, re-inspection for vehicles failing 1st inspection \$25.00 per vehicle	\$ 55	\$ 200
Transient Merchant	\$135.00 single location, \$50.00 Christmas trees/wreaths	\$ 89	\$ 68
Vehicle Removal Service	\$125.00	\$ 124	\$ 38
<b>Total</b>			
General Fund			
Animal Care and Control (Consolidated Bldg Fund)			
Central Services Fund			
<b>Total</b>			

Note: Business license actual revenue includes application fee transactions and late charges if applicable.  
 \* Pet Licensing Fees: Residential Altered annual fee: 1 pet \$15 / 2-4 pets \$25 / 5-8 pets \$50 / 9-12 pets \$100 / 13-16 pets \$125 / 17-19 pets \$150, Residential Non-altered annual fee: 1 pet \$50 / up to 3 pets \$300  
 \*\* Return to Owner Fees: 1st redemption \$15 / 2nd \$50 / 3rd \$75 / 4th and subsequent \$100

**City of South Bend, Indiana**  
**Annual Licensing & Fee Report**  
**For Year Ended December 31, 2016**

**Licensing:** The City of South Bend collects revenue from the issuance of various licenses including business licenses, lawn parking licenses, taxicab licenses, and pet licenses.

**Fees:** The City also collects various fees for services performed by the Animal Care & Control Division, such as animal surrender fees, unwanted pet pick-up fees, euthanasia fees, and more.

**Revenue:** The majority of licensing revenue is deposited into the General Fund (101). Taxicab licensing revenue is deposited into the Central Services Fund (222). Animal Care & Control fee revenue is deposited into the Consolidated Building Department Fund (600).

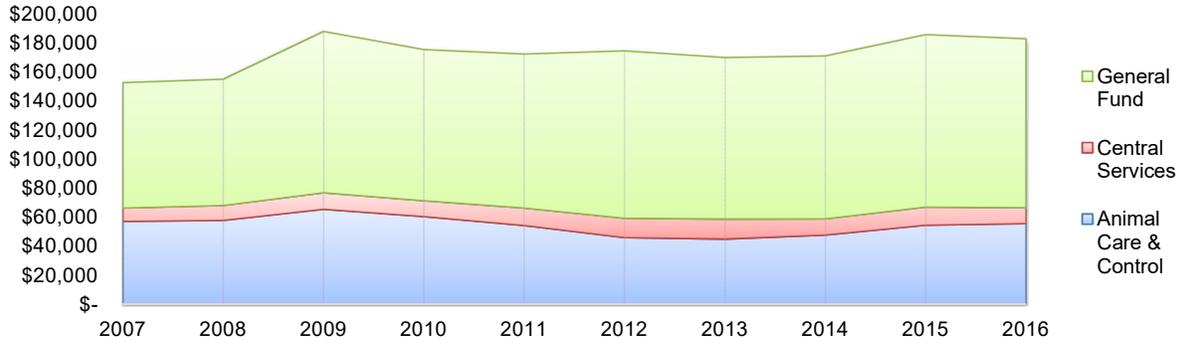
**Factors:** There are several factors that can cause variances from year to year.

- When a business closes or moves out of South Bend
- New applicants
- When a licensed business changes ownership, the new owner has to apply for their own license. The following year, that location will only generate half the licensing revenue.
- There can be the same number of licenses issued for a specific category but a difference in revenue due to late fees or the number of decals/plates issued
- Lawn parking is directly related to the success of the Notre Dame Football team. Lawn parking licensing revenue typically increases when the team is having a good season.

**Explanation of Significant Changes:**

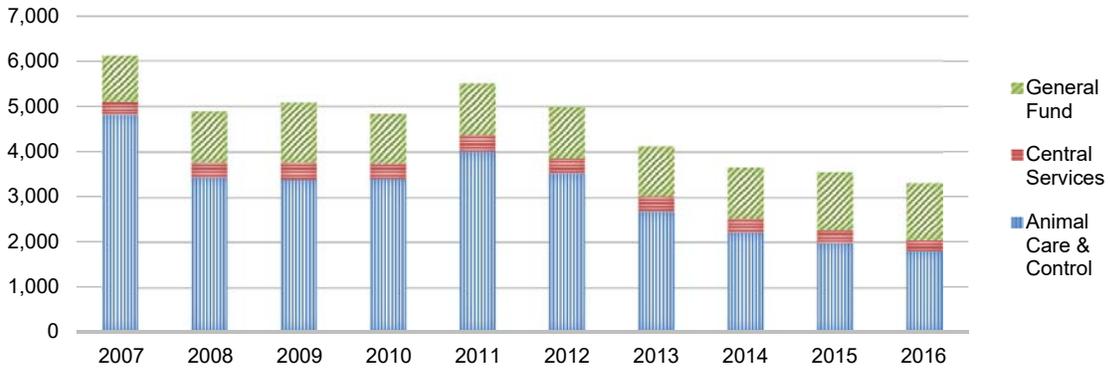
- Licensing & fee revenue increased during 2009 due to the efforts of the new Business License Administrator, increases in pet licenses and pet reclaim revenue by Animal Care & Control, and greater lawn parking revenue during Notre Dame football games.
- Licensing & fee revenue declined in from 2009 to 2010 as a result of lower of animal adoption fees, automobile repair licenses and garbage removal license revenue. Another reason for this decline was the advance billing and prepayment of certain licenses (e.g. automotive repair and alarm agent licenses) in December 2009 for the 2010 fiscal year.
- General Fund licensing revenue increased significantly in 2015. The addition of vending machine licensing fees brought in \$5,100. Increased lawn parking permits, massage establishment and massage technician licenses, and scrap metal/junk dealer licenses contributed \$3,000.
- General Fund licensing revenue declined in 2016 due to several factors. The number of automotive repair licenses decrease by 6 from 2015 to 2016. Open-air increased in 2014 due to a new ordinance for donation boxes. Many of the boxes were pulled from South Bend at the end of 2015, reducing 2016 revenues. In 2015, a security alarm company from Orem, Utah had 25-30 peddlers in South Bend that did not return in 2016.
- Taxicab licensing revenue declined by \$1,461 from 2015 to 2016. The number of taxicab driver licenses decreased by 22 from 2015 to 2016. The increased popularity of Uber and Lyft, alternatives to the traditional taxi service, could be directly related to this decrease.
- Animal Care & Control: The number of licenses sold decreased from 2015 to 2016 due to turnover in the department and changes in management. With insufficient staffing, enforcement was not as aggressive. During 2017, the department is increasing enforcement of pet licenses and expects to significantly exceed 2016's numbers.  
Note: Pet licenses are no longer counted by pet; they are now counted by household. Also, the dangerous dog license was eliminated in 2015.

**City of South Bend, Indiana  
Licensing & Fee Revenue  
2007 thru 2016**



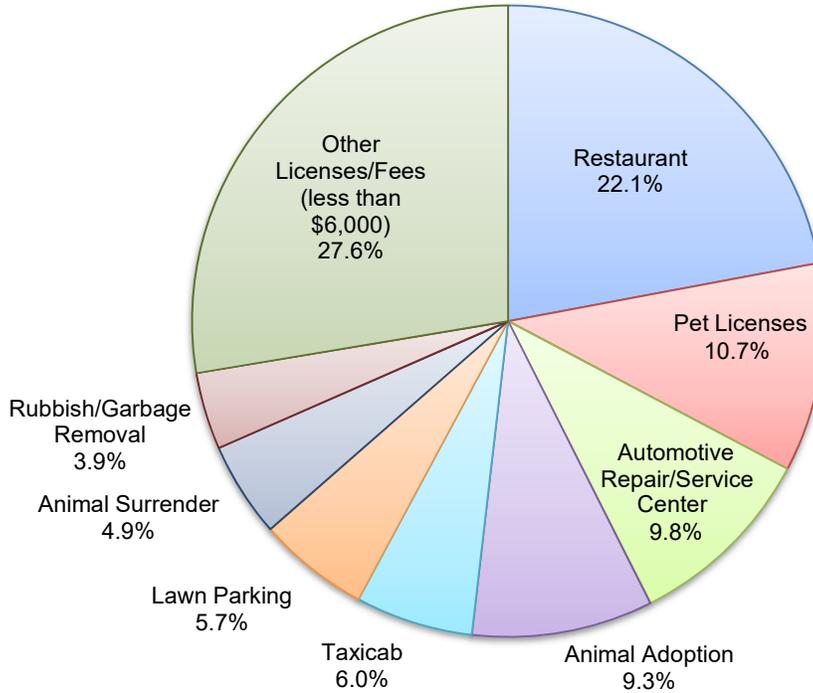
	<b>Animal Care &amp; Control</b>	<b>Central Services</b>	<b>General Fund</b>	<b>Grand Total</b>
<b>2007</b>	\$ 56,935	\$ 9,244	\$ 86,262	\$ 152,441
<b>2008</b>	\$ 57,533	\$ 10,364	\$ 86,967	\$ 154,864
<b>2009</b>	\$ 65,137	\$ 11,454	\$ 111,254	\$ 187,845
<b>2010</b>	\$ 60,171	\$ 10,979	\$ 104,287	\$ 175,437
<b>2011</b>	\$ 54,129	\$ 11,990	\$ 106,184	\$ 172,303
<b>2012</b>	\$ 45,769	\$ 13,355	\$ 115,329	\$ 174,453
<b>2013</b>	\$ 44,699	\$ 13,797	\$ 111,379	\$ 169,875
<b>2014</b>	\$ 47,497	\$ 11,196	\$ 112,188	\$ 170,880
<b>2015</b>	\$ 54,229	\$ 12,467	\$ 119,000	\$ 185,696
<b>2016</b>	\$ 55,245	\$ 11,006	\$ 116,492	\$ 182,743

**Number of Licenses/Fees  
2007 thru 2016**



	<b>Animal Care &amp; Control</b>	<b>Central Services</b>	<b>General Fund</b>	<b>Grand Total</b>
<b>2007</b>	4,820	286	1,017	6,123
<b>2008</b>	3,442	320	1,115	4,877
<b>2009</b>	3,399	363	1,315	5,077
<b>2010</b>	3,413	338	1,077	4,828
<b>2011</b>	4,015	367	1,120	5,502
<b>2012</b>	3,529	336	1,127	4,992
<b>2013</b>	2,681	356	1,080	4,117
<b>2014</b>	2,226	300	1,128	3,654
<b>2015</b>	1,977	299	1,285	3,561
<b>2016</b>	1,812	258	1,243	3,313

**City of South Bend, Indiana  
2016 Licensing & Fee Revenue by Type**



	<b>Amount</b>	<b>Percent</b>
Restaurant	\$ 40,298	22.1%
Pet Licenses	\$ 19,545	10.7%
Automotive Repair/Service Center	\$ 17,950	9.8%
Animal Adoption	\$ 16,924	9.3%
Taxicab	\$ 11,006	6.0%
Lawn Parking	\$ 10,420	5.7%
Animal Surrender	\$ 8,895	4.9%
Rubbish/Garbage Removal	\$ 7,206	3.9%
Other Licenses/Fees (less than \$6,000)	\$ 50,499	27.6%
<b>Grand Total</b>	<b>\$ 182,743</b>	<b>100.0%</b>