Period Ending: December 31, 2018



Issued By: Administration & Finance

# **City of South Bend**

# **Annual Licensing & Fee Report**

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, 2018. 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 2009 through 2018.

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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

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
	Actual \$	Actual \$	Actual \$	Actual \$	Actual \$	Actual \$	Actual \$	Actual \$	Actual \$	Actual \$
License Type	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
Adult Business Alarm Agents	3,590 3,005	1,560 2,363	2,020 2,985	2,525 4,523	2,525 5,341	2,020 5,711	2,020 5,906	2,020 5,775	2,020 5,486	2,070 5,558
Animal Adoption Fee (Animal Control)	24,819	21,958	16,209	11,164	11,583	11,982	13,910	16,924	25,236	32,835
Animal Surrenders/Euthanasia Fee (Animal Control)	4,422	3,841	4,180	5,708	7,349	7,787	9,729	10.081	7,785	8,130
Arborist/Tree Service	2,738	3,479	2,769	3,394	3,634	3,423	3,628	3,838	3,684	3,810
Automotive Repair/Service Center	23,685	19,870	14,360	19,535	19,280	18,410	19,055	17,950	17,700	17,500
Busker or Sidewalk Performer	-	-	-	-	-	275	-	-	-	-
Carnivals & Circuses	-	-	-	-	-	-	-	-	115	115
Charitable Solicitation	455	560	583	765	460	610	660	700	310	200
Dangerous Dog License Fees (Animal Control)	3,430	3,560	2,196	2,640	1,215	615	-	-	-	-
Food Vending Machines (per location)	-	-	-	-	-	-	5,100	5,584	5,780	4,916
Food Vending Vehicle (per vehicle)	943	1,282	835	647	707	717	647	712	433	222
Hotel & Motel (per establishment)	2,485	1,762	1,342	1,729	1,629	1,805	1,710	1,662	1,810	2,010
Itinerant Restaurant	10	10	10	5	5	5	5	5	5	5
Lawn Parking (10 or more cars) flat rate	3,864	6,445	6,730	7,779	7,865	6,820	7,333	7,578	9,308	9,059
Lawn Parking (Inder 10 cars) per parking space	2,185	3,171	4,549	3,829	2,455	3,215	3,586	2,842	2,661	3,366
Massage Establishment	1,531	1,279	1,685	1,911	1,605	1,865	2,365	1,635	1,440	2,075
Massage Technician	1,396	1,150	1,141	1,239	1,120	1,048	1,483	1,478	1,685	1,688
Micro Chipping for Pets (Animal Control)	3,445	3,829	3,386	3,048	2,156	3,660	4,161	3,255	4,100	3,670
Mobile Food Truck	-	-	-	-	-	-	-	2,120	3,655	3,993
Open Air Business (per location)	520	634	403	543	713	2,840	2,405	1,670	1,783	645
Peddlers/Canvassers	1,835	2,770	4,425	4,305	2,671	2,745	2,325	910	780	540
Performing Animal Exhibitions	-	-	-	-	-	48	-	-	-	-
Pet Licenses (Animal Control)	17,830	16,819	17,668	17,792	17,244	15,993	22,035	19,545	25,178	29,607
Pet Shops	753	440	145	580	580	580	580	290	159	280
Pick Up Fees (unwanted pets) Animal Control	260	505	260	80	2,347	2,682	460	690	480	560
Pool Halls	105	110	100	-	-	-	-	-	-	-
Precious Metal Dealer	650	686	330	1,183	973	1,048	568	568	568	568
Public Parking Facility (per facility)	1,456	1,363	1,715	991	690	680	709	781	704	595
Reclaim Fee for Impounded Pets (Animal Control)	10,931	9,659	10,230	5,337	2,805	4,778	3,934	4,750	6,375	6,315
Restaurant	39,629	39,588	40,482	41,249	39,624	39,509	39,793	40,298	41,991	43,519
Rubbish/Garbage Removal	8,240	3,277	9,764	6,540	6,087	6,725	6,868	7,206	7,456	7,621
Scrap Metal/Junk Dealers	4,795	4,380	4,443	4,085	4,070	3,065	3,300	2,810	2,560	2,800
Second Hand Dealers (per year)	3,837	4,380	2,032	3,893	4,690	4,852	4,456	3,897	3,700	3,360
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Self Service Laundry	1,984	1,770	1,711	1,836	1,907	1,854	2,048	1,920	2,078	1,660
Tattoo & Piercing Artists	-	-	-	-	520	495	468	480	965	763
Tattoo & Piercing Establishments	-	-	-	-	255	155	155	155	410	310
Taxicab - Companies (Central Services) Taxicab - Drivers (Central Services)	250	300	350	800	1,100	800	800	700	490	200
Taxicab - Univers (Central Services)	<u>3,119</u> 8,085	2,814 7,865	2,720 8,920	3,205 9,350	<u>3,347</u> 9,350	2,481 7,915	2,557 9,110	2,176 8,130	1,366 3,750	714 1,315
Transient Merchant	910	1,180	905	1,325	1,310	750	895	625	755	895
Vehicle Removal Service	663	1,055	730	923	663	923	935	990	780	533
Total	\$ 187,855	\$ 175,447	\$ 172,313		\$ 169,875	\$170,885	\$ 185,696	\$ 182,748	\$ 195,539	
General Fund	111,264	104,297	106,194	115,334	111,379	112,193	119,000	116,497	120,779	120,672
Animal Care and Control (Consolidated Bldg Fund)	65,137	60,171	54,129	45,769	44,699	47,497	54,229	55,245	69,154	81,117
Central Services Fund	11,454	10,979	11,990	13,355	13,797	11,196	12,467	11,006	5,606	2,229
Total	\$ 187,855	\$ 175,447	\$ 172,313	\$ 174,458	\$ 169,875	\$170,885	\$ 185,696	\$ 182,748	\$ 195,539	\$ 204,019

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

Residential Non-Patiened annual rec. 1 per cov / ap a
3 pets \$300
\*\* Return to Owner Fees: 1st redemption \$15 / 2nd
\$50 / 3rd \$75 / 4th and subsequent \$100

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
	Actual									
License Type	No. Sold									
Adult Business	5	5	5	5	5	4	4	4	4	4
Alarm Agents	28	28	45	58	64	70	73	71	67	69
Animal Adoption Fee (Animal Control)	357	332	247	195	257	296	284	261	383	532
Animal Surrenders/Euthanasia Fee (Animal Control)	925	1,038	1,013	852	650	389	460	455	390	403
Arborist/Tree Service	34	36	40	46	47	42	43	47	44	44
Automotive Repair/Service Center	108	94	95	99	93	94	95	89	85	85
Busker or Sidewalk Performer	-	-	-	-	-	12	-	-	-	-
Carnivals & Circuses	-	-	-	-	-	-	-	-	1	1
Charitable Solicitation	10	11	16	16	11	13	14	14	8	4
Dangerous Dog License Fees (Animal Control)	47	53	36	38	18	8	-	-	-	-
Food Vending Machines (per location)	-	-	-	-	-	-	4	4	4	4
Food Vending Vehicle (per vehicle)	5	6	6	2	2	2	2	2	2	4
Hotel & Motel (per establishment)	17	19	19	17	18	18	17	17	19	20
Itinerant Restaurant	2	2	2	1	1	1	1	1	1	1
Lawn Parking (10 or more cars) flat rate	148	83	70	65	83	40	70	71	62	90
Lawn Parking (10 of more cars) hat rate Lawn Parking (under 10 cars) per parking space	235	72	46	34	28	30	31	28	21	33
Massage Establishment	235	10	40	15	20		13	20	21	10
Massage Establishment Massage Technician	25	10	22	21	15	13	21	19	22	21
Micro Chipping for Pets (Animal Control)	172	10	924	702	118	183	203	163	226	180
Mobile Food Truck	-	-	- 924	-	-	-	-	4	11	10
Open Air Business (per location)	15	24	15	17	19	85	66	48	44	13
Peddlers/Canvassers	56	69	83	87	63	59	54	26	21	18
Performing Animal Exhibitions	-	-	-	-	-	1	-	-	-	-
Pet Licenses (Animal Control)	1,485	1,381	1,390	1,426	1,296	1,202	816	700	769	1,183
Pet Shops	3	4	3	4	4	4	4	2	1	2
Pick Up Fees (unwanted pets) Animal Control	-	-	-	-	-	-	12	18	12	14
Pool Halls	1	1	1	-	-	-	-	-	-	-
Precious Metal Dealer	7	7	11	16	15	13	7	7	7	7
Public Parking Facility (per facility)	16	15	15	11	10	9	9	9	8	7
Reclaim Fee for Impounded Pets (Animal Control)	413	418	405	316	342	148	202	215	275	257
Restaurant	494	487	517	518	502	517	505	510	521	536
Rubbish/Garbage Removal	23	18	19	19	15	13	11	12	10	11
Scrap Metal/Junk Dealers	18	17	17	17	15	13	13	12	11	12
Second Hand Dealers (per year)	29	25	32	31	33	37	34	29	28	26
Self Service Laundry	10	9	9	9	9	9	9	9	10	8
Tattoo & Piercing Artists	-	-	-	-	4	6	6	6	9	
Tattoo & Piercing Establishments	-	-	-	-	1	1	1	1	2	3
Taxicab - Companies (Central Services)	11	12	12	8	11	8	8	7	6	2
Taxicab - Drivers (Central Services)	205	184	175	158	165	124	126	104	65	37
Taxicab - Vehicles (Central Services)	147	142	180	170	180	168	165	147	68	16
Transient Merchant	10	9	9	12	8	6	7	7	7	7
Vehicle Removal Service	5	8	7	7	5	7	7	8	6	4
Total	5,077	4,828	5,502	4,992	4,116	3,654	3,397	3,135	3,238	3,688
General Fund	1,315	1,077	1,120	1,127	1,079	1,128	1,121	1,065	1,044	1,064
Animal Care and Control (Consolidated Bldg Fund)	3,399	3,413	4,015	3,529	2,681	2,226	1,977	1,812	2,055	2,569
Central Services Fund	363	338	367	336	356	300	299	258	139	55

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

Residential Non-Patience annual rec. 1 per cov / ap a
3 pets \$300
\*\* Return to Owner Fees: 1st redemption \$15 / 2nd \$50 / 3rd \$75 / 4th and subsequent \$100

License Type	Current License Fee	Estimate Revenue Per License		Estimated Cost Per License	
Adult Business	\$500 per year	\$	505	\$	98
Addit Business Alarm Agents	\$75 per year	φ \$	82	Ψ \$	38
Animal Adoption Fee (Animal Control)	\$85/Dogs, \$100/Puppies, \$65/Cats	\$	66	\$	38
Animal Adoption Tee (Animal Control)	(Pre 8-1-14: \$75/Dogs, \$60/Cats)	Ψ	00	Ψ	50
Animal Surrenders/Euthanasia Fee (Animal Control)		\$	20	\$	6
Arborist/Tree Service	\$60 per year, \$3.50 vehicle	Ψ \$	84	\$	158
Automotive Repair/Service Center	\$200 per year	\$	208		308
Busker or Sidewalk Performer	\$20 in 2014; no longer in existence	n/a	200	n/a	
Carnivals & Circuses	\$105 per year	\$	115	\$	38
Charitable Solicitation	\$45 per year	\$	39	\$	38
Dangerous Dog License Fees (Animal Control)	Dangerous Dog License eliminated in 2015	Ψ n/a	00	v n/a	00
Food Vending Machines (per location)	\$40 per machine (4 businesses with machines in various locations)	\$	1,445	\$	38
Food Vending Vehicle (per vehicle)	\$65 per vehicle (2 companies with multiple vehicles)	\$	216	\$	38
Hotel & Motel (per establishment)	\$95 per year	\$	95	\$	232
Itinerant Restaurant	\$5 application fee, license cost recorded with	\$	5	\$	38
	restaurant fee revenue				
Lawn Parking (10 or more cars) flat rate	\$50 per game (10% discount for season)	\$	150	\$	29
Lawn Parking (under 10 cars) per parking space	\$3 per space (10% discount for season)	\$	127	\$	29
Massage Establishment	\$200 per year	\$	180		38
Massage Technician	\$75 per year	\$	77	\$	38
Micro Chipping for Pets (Animal Control)	\$20 per pet	\$	18	\$	3
Mobile Food Truck	\$525/1 year, \$50/1 day, \$130/30 days, \$200/90	\$	332	\$	38
	days	Ŧ		Ŧ	
Open Air Business (per location)	\$45 private property, \$40 public (Open air	\$	41	\$	38
	businesses are donation boxes or an individual	Ŷ		Ŷ	
	or business setting up a stand or tent to sell				
	goods outdoors)				
Peddlers/Canvassers	\$50 general, \$5 for veterans	\$	37	\$	38
Performing Animal Exhibitions	\$85 per year	φ n/a	57	φ n/a	30
Pet Licenses (Animal Control)	*See fee structure below (Pre 8-1-14: \$10 - \$25	11/a \$	33	11/a	3
rei Licenses (Animai Contiol)	per pet)	φ	55	φ	5
Pot Shono		\$	159	\$	20
Pet Shops	\$140 per year	э \$			38
Pick Up Fees (unwanted pets) Animal Control	\$40 per pet (Pre 2015: \$20 per pet)		40		36
Pool Halls	\$100 per year	n/a	04	n/a	070
Precious Metal Dealer	\$75 per year	\$	81	\$	278
Public Parking Facility (per facility)	\$80 per year	\$	88	\$	38
Reclaim Fee for Impounded Pets (Animal Control)	**See fee structure below (Pre 8-1-14: \$20 licensed, \$30 unlicensed, \$50 subsequent)	\$	23	\$	9
Restaurant	\$90/up to 150 guests, \$110/more than 150,	\$	81	\$	1,063
	\$5/not-for-profits (schools, churches, VFW), \$30				
	for live entertainment	•		•	
Rubbish/Garbage Removal	\$60 per vehicle & \$10 inspection (10 companies	\$	746	\$	38
	with multiple vehicles)				
Scrap Metal/Junk Dealers	\$250 per year	\$	233	\$	38
Second Hand Dealers (per year)	\$115 per year, additional \$40.00 for outdoor display	\$	132	\$	488
Self Service Laundry	\$3 per machine, \$45 per establishment	\$	208	\$	53
Tattoo & Piercing Artists	\$125 initial, \$75 renew	\$	107	\$	38
Tattoo & Piercing Establishments	\$250 initial, \$150 renew	\$	205	\$	38
Taxicab - Companies (Central Services)	\$100 per company	\$	82	\$	200
Taxicab - Drivers (Central Services)	\$21 per driver	\$	21	\$	190
Taxicab - Vehicles (Central Services)	1st inspection \$55 per vehicle, re-inspection for vehicles failing 1st inspection \$25 per vehicle	\$	55	\$	200
Transient Merchant	\$135 single location, \$50 Christmas	\$	108	\$	68
	lrees/wrealns				
Vehicle Removal Service	trees/wreaths \$125 per year	\$	130	\$	38

General Fund Animal Care and Control (Consolidated Bldg Fund) Central Services Fund Total

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

**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 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 remained constant between 2017 and 2018, decreasing by just \$106. The addition of 7 mobile food truck licenses brought in \$1,535. Restaurant licenses increased by 15 from 2017 to 2018, increasing revenue by \$1,528. The number of lawn parking permits increased by 40 due to the winning season of Notre Dame Football. Lawn parking permits tend to rise an fall with the success of the Notre Dame Football program. Open air business licenses decreased from 44 to 13 from 2017 to 2018, decreasing revenue by \$1,138. Open air businesses are donation boxes or an individual or business setting up a stand or tent to sell goods outdoors. Many donation boxes were removed between 2017 and 2018, explaining the decrease in revenue and licenses.

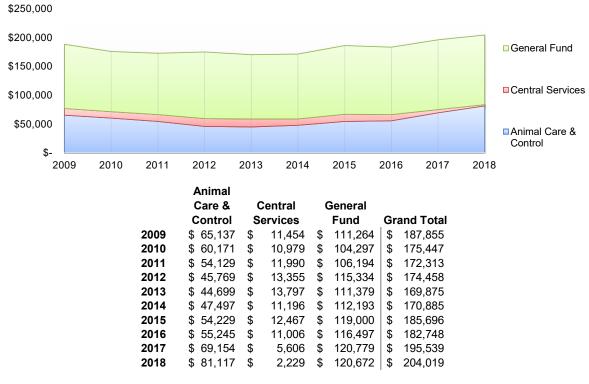
-- Taxicab licensing revenue declined from \$13,797 in 2013 to \$2,229 in 2018, a decrease of \$11,568 over six years. The number of taxicab companies declined from 11 in 2013 to 2 in 2018. The increased popularity of Uber and Lyft, alternatives to the traditional taxi service, is directly related to this decrease.

-- Animal Care & Control: Thanks to the increased promotion of adoption, animal adoptions increased by 149 from 2017 to 2018, increasing revenue by \$7,599.

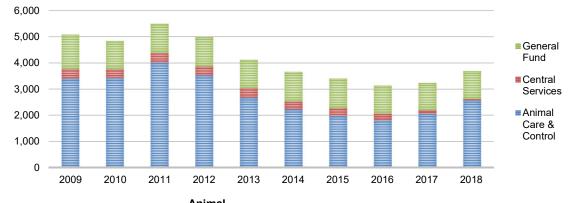
Animal Care & Control continues to increase enforcement of pet licenses, increasing pet license revenue by \$4,429 from 2017 to 2018.

Note: Pet licenses are no longer counted by pet; they are now counted by household. Also, the dangerous dog license was eliminated in 2015.

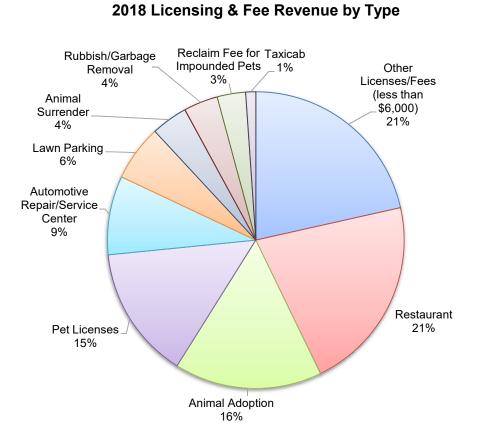
### City of South Bend, Indiana Licensing & Fee Revenue Summary 2009 thru 2018



Number of Licenses/Fees Summary 2009 thru 2018



	Animal			
	Care &	Central	General	
	Control	Services	Fund	Grand Total
2009	3,399	363	1,315	5,077
2010	3,413	338	1,077	4,828
2011	4,015	367	1,120	5,502
2012	3,529	336	1,127	4,992
2013	2,681	356	1,079	4,116
2014	2,226	300	1,128	3,654
2015	1,977	299	1,121	3,397
2016	1,812	258	1,065	3,135
2017	2,055	139	1,044	3,238
2018	2,569	55	1,064	3,688



City of South Bend, Indiana

#### <u>Amount</u> Percent Other Licenses/Fees (less than \$6,000) \$ 43,838 21.49% Restaurant 43,519 21.33% Animal Adoption 32,835 16.09% Pet Licenses 29,607 14.51% Automotive Repair/Service Center 17,500 8.58% Lawn Parking 12,425 6.09% Animal Surrender 8,130 3.98% Rubbish/Garbage Removal 7,621 3.74% Reclaim Fee for Impounded Pets 6,315 3.10% Taxicab 2,229 1.09% Grand Total \$ 204,019 100.00%