

# City of South Bend, Indiana



## Annual Licensing Fee Report

**For the Year Ended December 31, 2013**

**Prepared - August 29, 2014**

**Department of Administration & Finance**

**John H. Murphy, City Controller**

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, 2013. 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 2013.

### Distribution

Mayor	Pete Buttigieg
Deputy Mayor	Mark Neal
Common Council	T. Scott, V. Schey, D. Varner, D. Dieter, K. White H. Davis, F. Ferlic, O. Davis, G. Ferlic
City Clerk	John Voorde
Council Attorney	Kathy Cekanski-Farrand
Chief of Staff	Kathryn Roos
Deputy Chief of Staff	Brian Pawlowski
Controller	John Murphy
Deputy City Controller	Jennifer Hockenhull
City Finance Director	Rahman Johnson
Business License Administrator	Michelle Adams
Department Heads	
Fiscal Officers	

**City of South Bend**  
**Annual Licensing Fee Report**  
**For Year Ended December 31, 2013**  
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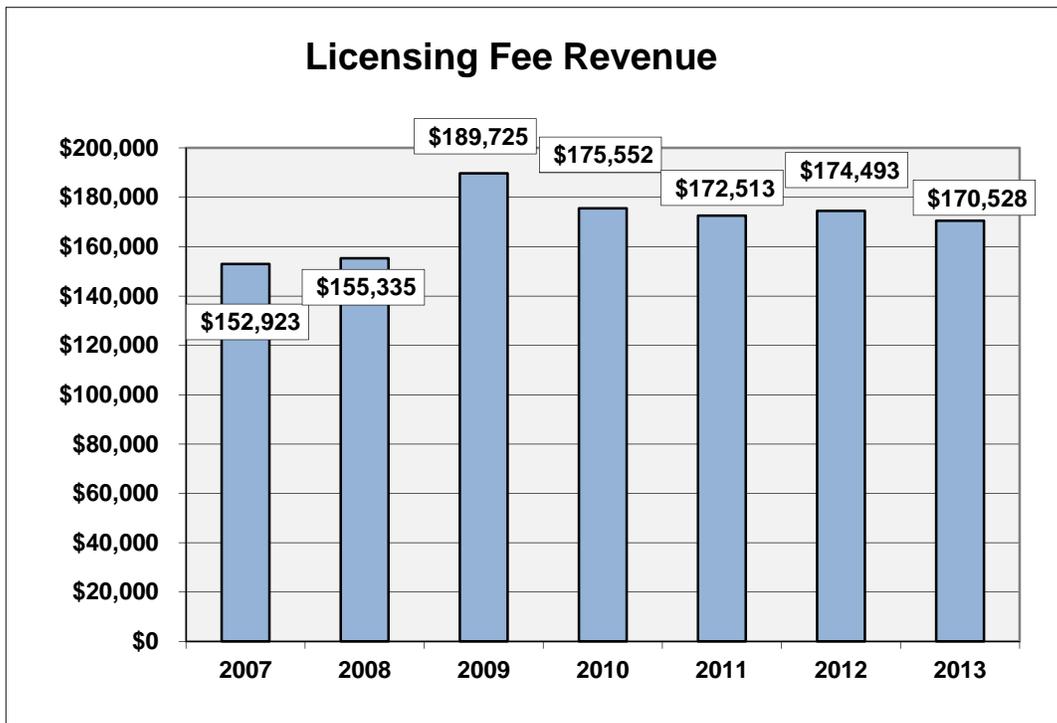
License Type	2007 Actual \$ Revenue *	2008 Actual \$ Revenue *	2009 Actual \$ Revenue *	2010 Actual \$ Revenue *	2011 Actual \$ Revenue *	2012 Actual \$ Revenue *	2013 Actual \$ Revenue *	2007 Actual No. Sold	2008 Actual No. Sold	2009 Actual No. Sold	2010 Actual No. Sold	2011 Actual No. Sold	2012 Actual No. Sold	2013 Actual No. Sold
Adoption Fee (Animal Control)	22,299	32,996	24,819	21,958	16,209	11,164	11,583	330	437	357	332	247	195	257
Adult Business	3,335	2,525	3,590	1,560	2,020	2,525	2,525	6	5	5	5	5	5	5
Alarm Agents	1,848	1,815	3,005	2,363	2,985	4,523	5,341	25	25	28	28	45	58	64
Animal Surrenders (Animal Control)	733	305	3,682	1,677	1,760	2,365	5,060	1,512	1,210	888	930	847	685	563
Arborist/Tree Service	2,293	2,541	2,738	3,479	2,769	3,394	3,634	29	35	34	36	40	46	47
Automotive Repair/Service Center	17,740	17,765	23,685	19,870	14,360	19,535	19,280	95	92	108	94	95	99	93
Carnivals & Circuses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charitable Solicitation	750	610	455	560	583	765	460	12	13	10	11	16	16	11
Dangerous Dog License Fees	3,425	2,577	3,430	3,560	2,196	2,640	1,215	68	42	47	53	36	38	18
Euthanasia Fee for Pets (Animal Control)	2,150	1,870	740	2,164	2,420	3,343	2,289	108	94	37	108	166	167	87
Fertilizer Manufacturing Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Food Vending Machines (per location)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Food Vending Vehicle (per vehicle)	665	103	943	1,282	835	647	707	3	1	5	6	6	2	2
Hotel & Motel (per establishment)	1,653	1,587	2,485	1,762	1,342	1,729	1,629	19	18	17	19	19	17	18
Itinerant Restaurant	-	15	-	-	-	-	-	3	3	2	2	2	1	1
Lawn Parking (10 or more cars) flat rate	2,254	2,730	3,864	6,445	6,730	7,779	7,865	87	110	148	83	70	65	83
Lawn Parking (under 10 cars) per parking space	754	1,894	2,185	3,171	4,549	3,829	2,455	99	197	235	72	46	34	28
Massage Establishment	375	565	1,531	1,279	1,685	1,911	1,605	3	5	11	10	16	15	9
Massage Technician	911	1,063	1,396	1,150	1,141	1,239	1,120	16	18	25	18	22	21	15
Micro Chipping for Pets (Animal Control)	3,851	2,944	3,445	3,829	3,386	3,048	2,156	193	147	172	191	924	702	118
Open Air Business (per location)	520	510	520	634	403	543	713	17	16	15	24	15	17	19
Outdoor Motion Picture Theatre	-	-	-	-	-	-	5	-	-	-	-	-	-	1
Peddlers/Canvassers	1,855	1,998	1,835	2,770	4,425	4,305	2,671	50	41	56	69	83	87	63
Performing Animal Exhibitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pet Licenses (Animal Control)	12,079	9,561	17,830	16,819	17,668	17,792	17,244	2,109	1,212	1,485	1,381	1,390	1,426	1,296
Pet Shops	430	435	753	440	145	580	580	3	3	3	4	3	4	4
Pick Up Fees (unwanted pets) Animal Control	750	408	260	505	260	80	2,347	-	-	-	-	-	-	-
Pool Halls	110	105	105	110	100	-	-	2	1	1	1	1	-	-
Precious Metal Dealer	325	648	650	686	330	1,183	973	5	7	7	7	11	16	15
Public Parking Facility (per facility)	1,363	1,360	1,456	1,363	1,715	991	690	15	16	16	15	15	11	10
Reclaim Fee for Impounded Pets	11,648	6,872	10,931	9,659	10,230	5,337	2,805	500	300	413	418	405	316	342
Recycling Drop Off Centers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restaurant	32,812	32,506	39,629	39,588	40,482	41,249	39,624	466	428	494	487	517	518	502
Rubbish/Garbage Removal	6,996	6,542	8,240	3,277	9,764	6,540	6,087	-	17	23	18	19	19	15
Scrap Metal Dealers, Transfer Stations	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scrap Metal/Junk Dealers	2,935	4,088	4,795	4,380	4,443	4,085	4,070	16	23	18	17	17	17	15
Second Hand Dealers (per year)	2,382	2,434	3,837	4,113	2,032	3,893	4,690	21	18	29	25	32	31	33
Self Service Laundry	1,726	1,723	1,984	1,770	1,711	1,836	1,907	8	8	10	9	9	9	9
Special Event at Boarding House	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Taxicab - Companies (Central Services)	275	250	250	300	350	800	1,100	11	11	11	12	12	8	11
Taxicab - Drivers (Central Services)	2,369	2,634	3,119	2,814	2,720	3,205	3,347	155	173	205	184	175	158	165
Taxicab - Vehicles (Central Services)	6,600	7,480	8,085	7,865	8,920	9,350	9,350	120	136	147	142	180	170	180
Tattoo Establishments	-	-	-	-	-	-	255	-	-	-	-	-	-	1
Tattoo Artists	-	-	-	-	-	-	520	-	-	-	-	-	-	4
Transient Merchant	1,320	625	910	1,180	905	1,325	1,310	9	9	10	9	9	12	8
Vehicle Removal Service	910	780	663	1,055	730	923	663	8	6	5	8	7	7	5
Veterinarian Expenses (Animal Control)	482	471	1,880	115	210	40	653	-	-	-	-	-	-	-
<b>Total</b>	<b>152,923</b>	<b>155,335</b>	<b>189,725</b>	<b>175,552</b>	<b>172,513</b>	<b>174,493</b>	<b>170,528</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>
General Fund Revenue	143,679	144,971	178,271	164,573	160,523	161,138	156,731	5,837	4,557	4,714	4,490	5,135	4,656	3,761
Central Services Fund Revenue	9,244	10,364	11,454	10,979	11,990	13,355	13,797	286	320	363	338	367	336	356
<b>Total</b>	<b>152,923</b>	<b>155,335</b>	<b>189,725</b>	<b>175,552</b>	<b>172,513</b>	<b>174,493</b>	<b>170,528</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>

\* Includes application fee transactions and late charges if applicable not just sold licenses

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**For Year Ended December 31, 2013**  
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License Type	Current License Fee	Estimate Revenue Per License	Estimated Cost Per License	Code	Enforce/Animal Cont.	Building Department	Fire Department	Police Department	Public Works	Health Department	City Controller	Parks Board	City Attorney	Mayor's Office	Common Council / Clerk	Central Services
Adoption Fee (Animal Control)	\$75.00/dog, \$60.00/cat	45.07	66.00	x												
Adult Business	\$500.00	505.00	538.00		x	x	x				x		x	x		
Alarm Agents	\$75.00	83.45	134.00			x	x				x					
Animal Surrenders (Animal Control)	\$10.00 per pet	8.99	97.00	x												
Arborist/Tree Service	\$60.00/yr, \$3.50 vehicle	77.32	99.00								x	x				
Automotive Repair/Service Center	\$200.00	207.31	177.00	x	x	x					x					
Carnivals & Circuses	\$105.00	-	257.00						x							
Charitable Solicitation	\$45.00	41.82	95.00					x			x					
Dangerous Dog License Fees	\$75.00 per dog	67.50	65.00	x												
Euthanasia Fee for Pets (Animal Control)	\$20.00 per pet	26.31	100.00	x												
Fertilizer Manufacturing Facilities	\$200.00	-	280.00						x		x					x
Food Vending Machines (per location)	\$40.00	-	128.00					x			x	x				
Food Vending Vehicle (per vehicle)	\$65 per vehicle (2 licenses is actually 2 companies with several vehicles)	353.50	105.00							x	x					x
Hotel & Motel (per establishment)	\$95.00	90.50	228.00		x	x					x					
Itinerant Restaurant	\$75.00, \$30 entertainment	-	145.00		x	x				x	x					
Lawn Parking (10 or more cars) flat rate	\$50 per game (10% discount for season)	94.76	33.00													x
Lawn Parking (under 10 cars) per parking space	\$3.00 per space	87.68	33.00													x
Massage Establishment	\$200.00	178.33	276.00						x		x					
Massage Technician	\$75.00	74.67	177.00					x			x	x				
Micro Chipping for Pets (Animal Control)	\$20.00 per pet	18.27	65.00	x												
Open Air Business (per location)	\$45.00/private property, \$40.00 public	37.53	287.00	x	x				x		x					
Outdoor Motion Picture Theatre	\$85.00	5.00	257.00						x		x					
Peddlers/Canvassers	\$50.00	42.40	71.00					x			x					
Performing Animal Exhibitions	\$85.00	-	75.00	x	x							x				
Pet Licenses (Animal Control)	\$10.00 - \$25.00	13.31	31.00	x												
Pet Shops	\$140.00	145.00	25.00	x	x	x	x				x					
Pick Up Fees (unwanted pets) Animal Control	\$20.00 per pet	n/a	179.00	x	x	x	x									
Pool Halls	\$100.00	-	198.00		x	x	x				x					
Precious Metal Dealer	\$75.00	64.87	135.00		x		x					x				
Public Parking Facility (per facility)	\$80.00	69.00	197.00						x		x					
Reclaim Fee for Impounded Pets	\$20.00 if licensed, \$30.00 if unlicensed, \$50 subsequent	8.20	62.00	x												
Recycling Drop Off Centers	\$50.00	-	25.00								x					
Restaurant	\$90/to 150 guests, \$110/more than 150, \$30 entertain.	78.93	184.00		x	x				x	x					
Rubbish/Garbage Removal	\$60.00 & \$10.00 inspection	405.80	154.00	x							x					x
Scrap Metal Dealers, Transfer Stations	\$250.00	-	99.00								x					x
Scrap Metal/Junk Dealers	\$250.00	271.33	99.00								x					x
Second Hand Dealers (per year)	\$115.00 per year, \$40.00 outdoor display adder	142.12	223.00	x	x	x	x				x					
Self Service Laundry	\$3.00 per machine, \$45.00/ per establishment	211.89	152.00		x	x					x					
Special Event at Boarding House	\$15.00	-	-								x					
Taxicab - Companies (Central Services)	\$100.00 per company (effective 9/5/11)	100.00	39.00													x
Taxicab - Drivers (Central Services)	\$20.25 per driver (effective 9/5/11)	20.28	39.00													x
Taxicab - Vehicles (Central Services)	\$55.00 per vehicle (not changed)	51.94	80.00													x
Tattoo Establishments	\$250.00 initial, \$150.00 renew	255.00	255.00		x	x	x			x	x					
Tattoo Artists	\$125.00 initial, \$75.00 renew	130.00	103.00					x		x	x					
Transient Merchant	\$135.00 single location, \$50.00 Christmas trees/wreaths	163.75	276.00						x		x					
Vehicle Removal Service	\$125.00	132.60	158.00	x		x	x				x					
Veterinarian Expenses (Animal Control)	Medical expenses billed to owner	n/a	65.00	x												
<b>Total</b>																
General Fund Revenue																
Central Services Fund Revenue																
<b>Total</b>																

\* Includes application fee transactions and late charge



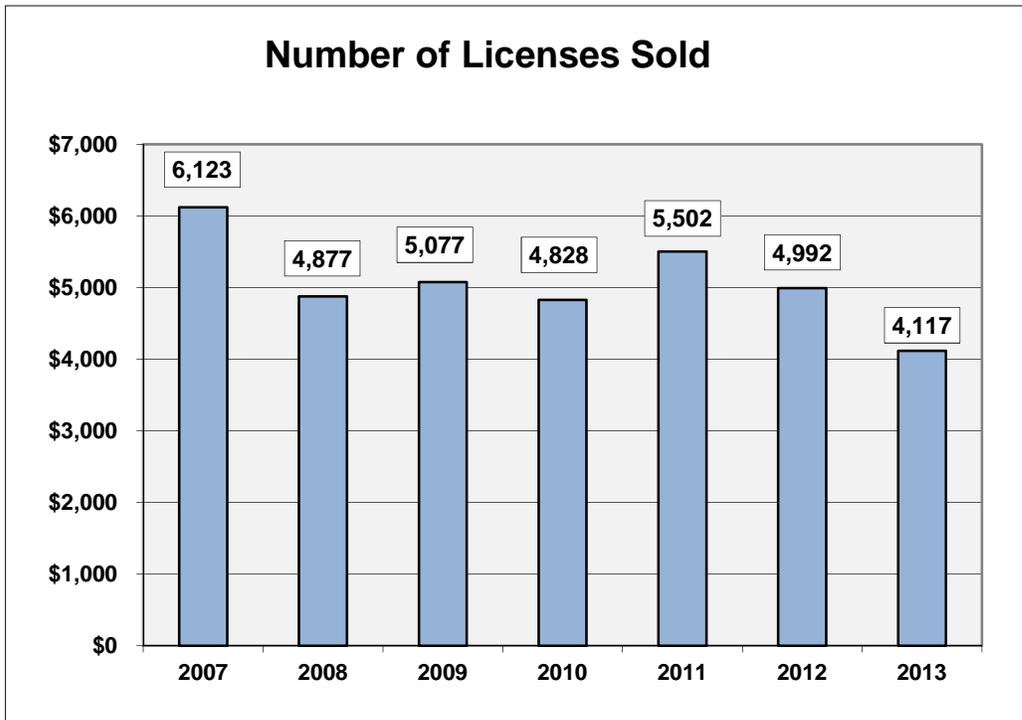
**Actual Revenue Received**

2007	\$	152,923
2008	\$	155,335
2009	\$	189,725
2010	\$	175,552
2011	\$	172,513
2012	\$	174,493
2013	\$	170,528

Licensing fee revenue increased significantly 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 2010 vs 2009 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 (i.e. automotive repair and alarm agent licenses) in December 2009 for the 2010 fiscal year.

Licensing fee revenue during 2010 through 2013 has remained consistent and is significantly higher than 2007/2008 revenue levels.



#### Number of Licenses Sold

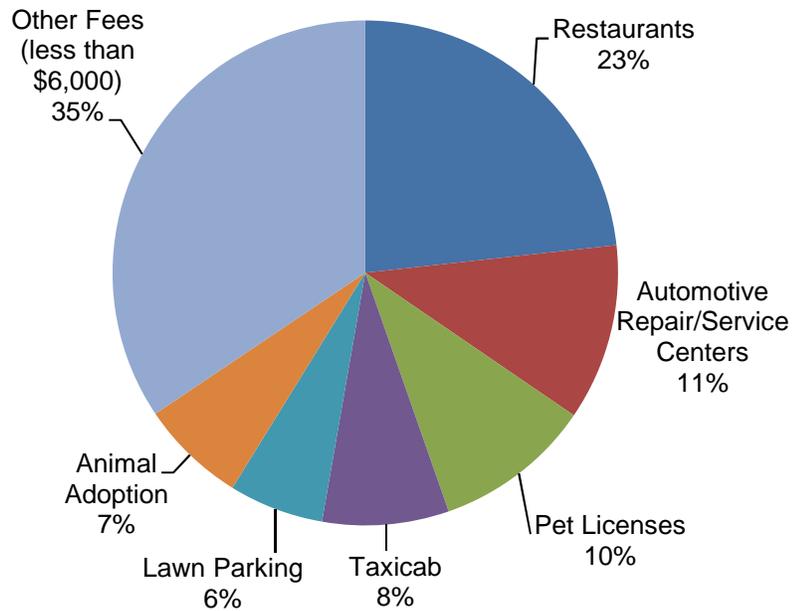
	<u>Total</u>	<u>Civil City</u>	<u>Central Services</u>	<u>Animal Control</u>
<b>2007</b>	6,123	1,085	286	4,752
<b>2008</b>	4,877	1,157	320	3,400
<b>2009</b>	5,077	1,362	363	3,352
<b>2010</b>	4,828	1,130	338	3,360
<b>2011</b>	5,502	1,117	367	4,018
<b>2012</b>	4,992	1,123	336	3,533
<b>2013</b>	4,117	1,080	356	2,681

The number of licenses sold decreased by Animal Care and Control due primarily to fewer animal surrenders during the five-year period. A lower number of animal surrenders is a positive trend for the community. Pet license renewals have been fairly consistent. Adoption fee licenses increased in 2013 while micro chipping licenses decreased significantly compared 2011 and 2012; however, they are more in line with 2007-2010.

The number of licenses sold for the "Civil City" operations (Administration/Finance and the City Clerk) decreased primarily due to fewer lawn parking licenses sold with the implementation of a full season license option in lieu of a per game license. Lawn parking revenue has increased each year.

The number of licenses sold by Central Services were for taxicab license and has remained fairly consistent from 2007 to 2013.

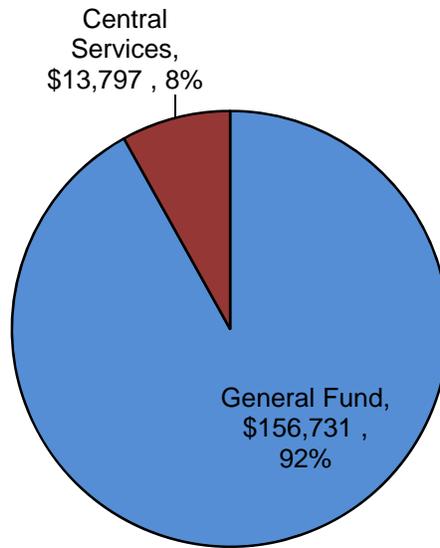
## 2013 Licensing Revenue



### 2013 Revenue

	<u>Amount</u>	<u>Percent</u>
Restaurants	\$ 39,624	23.24%
Automotive Repair/Service Centers	19,280	11.31%
Pet Licenses	17,244	10.11%
Taxicab	13,797	8.09%
Lawn Parking	10,320	6.05%
Animal Adoption	11,583	6.79%
Other Fees (less than \$6,000)	<u>58,680</u>	<u>34.41%</u>
<b>Total</b>	<b>\$ 170,528</b>	<b>100.00%</b>

## 2013 Revenue By Fund



<u>2013 Revenue by Fund</u>	<u>Amount</u>	<u>Percent</u>
General Fund	\$ 156,731	91.91%
Central Services	\$ 13,797	8.09%
<b>Total</b>	<b>\$ 170,528</b>	<b>100.00%</b>

The majority of licensing revenue is deposited into the General Fund.  
Taxicab licensing revenue is deposited into the Central Services Fund.