

Account Number	Account Description	Actual Year Before Last: FY21	Actual Last Year FY22	Budgeted This Year FY23	Estimated This Year FY23	Requested Next Year FY24	Requested Budget Change From Estimate	Budget
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65 FUND BALANCE - Cruise Ship Reserve Fund

Starting Fund Balance	398,569	96,122	19,048	108,860	718,880	560.4%	3674.0%
Revenues & Other Sources	1,820	209,791	912,925	1,256,485	966,592	-23.1%	5.9%
Expenditures & Other Uses	304,267	197,053	224,063	646,465	896,751	38.7%	300.2%
Ending Fund Balance	96,122	108,860	707,910	718,880	788,721		

Notes:

- A. Money may not be expended from reserve funds (Fund Balance) without Town Meeting approval. Reserve funds may be encumbered or designated by Town Council action.
- B. New cruise ship port fees were implemented July 1, 2009. All cruise ships disembarking are required to pay a Passenger Service Fee and a Port Development Fee. As required by law, these fees can be used only for facilities and services directly benefitting cruise ship passengers, although the general public may also derive some benefit from them.
- C. This budget reflects revenues from the expected level of visitation under the Cruise Ship disembarkations LUO amendment approved by the voters in November of 2022 as well as associated expenses.

65 REVENUES - Cruise Ship Fund

(* = See Page CS-5)

Operating Revenues								
65-4363	Passenger Service Fees *	1,020	120,131	500,574	646,378	511,195	-20.9%	2.1%
Capital Revenues								
65-4364	Port Development Fees *	800	89,660	412,350	610,107	455,395	-25.4%	10.4%
65-4366	Grant Income							
65-4367	Ferry Terminal Reimbursements							
Total Non-Tax Revenue		1,820	209,791	912,925	1,256,485	966,592	-23.1%	5.9%
Total Revenues & Other Sources		1,820	209,791	912,925	1,256,485	966,592	-23.1%	5.9%

FY22 - TC Action 1/26/21 - raise rate by COLA to:	\$	4.68
FY23 3% COLA increase	\$	5.21
FY24 6% COLA increase	\$	5.37

EXPENDITURES - Cruise Ship Fund

#6510

DIRECT EXPENSES

(* = See Page CS-6)

Contract Services		
5105	Wages - Harbormaster	24,979
5115	Wages PT (2)	17,330
5150	Wages - Holiday pay	1,153
5200	Benefits FICA	3,325
5210	Benefits MPERS (11.3%)	2,823

Account Number	Account Description	Actual Year Before Last: FY21	Actual Last Year FY22	Budgeted This Year FY23	Estimated This Year FY23	Requested Next Year FY24	Requested Budget Change From Estimate	Budget
5230	Benefits health Insurnace					6,300		
5230	Benefits Wcomp&Unemployment					1,469		
5334	Environmental Monitoring *	0	0	9,000	9,000	9,000	0.0%	0.0%
5337	Cottage St. Landscape Design	0	0	0	0	0		
5340	Legal Fees	0	0	2,000	2,000	2,000	0.0%	0.0%
5356	Ferry Terminal Study	0	0	0	0	0		
5358	Visitor Wayfinding Services *	0	7,000	42,600	42,600	0		
5359	Industry Relations *	0	0	1,000	1,000	1,000	0.0%	0.0%
Other								
5448	Supplies - Cones, Trsh Lids, Misc.	1,000	1,000	2,500	1,000	3,000	200.0%	20.0%
5459	Supplies - Patrol Boat	13	58	1,000	1,000	1,000	0.0%	0.0%
5512	Util-Inet/WIFI Park access	720	795	1,000	1,000	1,000	0.0%	0.0%
5517	Fuel - Patrol Boat	327	997	500	500	500	0.0%	0.0%
5659	Repairs/Service - Patrol Boat	2,028	3,150	2,000	2,000	2,000	0.0%	0.0%
5808	Cruise Maine Dues *	0	0	8,000	0	0		
5810	CLIA/Other Dues	731	368	0	0	0		
5822	Insurance: Marina Landing + 1/2 FT	5,894	6,000	6,000	6,450	6,700	3.9%	11.7%
5824	Insurance: Patrol Boat	3,050	3,115	3,100	4,130	4,300	4.1%	38.7%
5844	Workshop Reg/Conferences-Admin	0	500	1,000	1,000	1,000	0.0%	0.0%
5845	Training - Security Boat	0	0	0	0	0		
5846	Travel - Rooms & Meals-(1/2 PBoat)	0	0	1,400	1,400	1,400	0.0%	0.0%
5906	Contingency	3,985	0	3,000	3,000	3,000	0.0%	0.0%
5924	Island Explorer Contribution-	0	0	94,106	94,106	94,106	0.0%	0.0%
5924	Lifeflight Foundation Contribution	0	0	1,400	1,328	1,400	5.4%	0.0%
5926	Commercial Fishing Service					25,000		
Total Direct Expenses		17,748	22,983	179,606	171,514	213,784	24.6%	19.0%

#6520 ALLOCATED EXPENSES: OPERATIONS

(* = See Chart CS-7 to 9)

4816	Administrative Services *	25,659	10,453	10,166	10,166	30,445	199.5%	199.5%
4845	Port Security Services *	146,882	41,502	87,754	87,754	160,940	83.4%	83.4%
4853	Harbor Management Services *	63,772	15,742	39,175	39,175	4,890	-87.5%	-87.5%
4870	Comfort Station Services *	47,901	7,020	21,866	21,866	34,514	57.8%	57.8%
4877	Public Works Services *	85,608	22,852	79,696	79,696	120,628	51.4%	51.4%
Total Operating Expense Allocations		369,822	97,569	238,657	238,657	351,417	47.2%	47.2%
Total Passenger Services Expenses		387,570	120,552	418,263	410,171	565,201	37.8%	35.1%

155,030 146,938

How The Department Operation Expense Allocation Works:

Estimates are made each year as to the required resources from each of the above departments (labor, equipment, outsourced contracts, etc.) For labor, we add an estimated payroll benefit percentage. Number of cruise ship days, two cruise days, etc., are calculated based upon known reservations and various estimates are made to document the impact on each department. This is done once per year at budget time, approved by the Cruise Ship Committee and eventually by Town Meeting to transfer these \$ to the General Fund to cover said costs.

~~ Cruise Ship Fund Continued on Next Page ~~

Account Number	Account Description	Actual Year Before Last: FY21	Actual Last Year FY22	Budgeted This Year FY23	Estimated This Year FY23	Requested Next Year FY24	Requested Budget Change From Estimate	Budget
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ALLOCATED EXPENSES: CAPITAL

(* = See Page CS-9)

These accounts utilize cruise ship Port Development Fees to compensate the Capital Improvement Program (CIP) Fund for the following capital improvements provided for the enjoyment & safety of cruise ship passengers. More detail on projects is in the CIP narratives of the CIP budget.

Transfer to the CIP Fund

6120	WiFi in the Parks Improvements	6,000	0	2,500	2,500	2,500		
6130	Municipal Bldg Renovations	5,000	0	5,000	5,000	5,000	0.0%	0.0%
6162	Comprehensive Plan	5,000	0	5,000	5,000	5,000	0.0%	0.0%
6164	Lower Main St. Streetscape	110,000	0	20,000	20,000	30,000	50.0%	50.0%
6166	Cottage St. Streetscape	110,000	0	20,000	20,000	30,000	50.0%	50.0%
6200	Ambulance Replacement	15,000	0	15,000	15,000	15,000	0.0%	0.0%
6220	Fire Engine Replacement	5,000	0	5,000	5,000	5,000	0.0%	0.0%
6232	Radio Command Console (in Disp)	0	0	0	0	0		
6233	Port Security/HrbMstr Boat Resrv	12,870	0	2,500	2,500	2,000	-20.0%	-20.0%
6234	Police Cruiser Replacement	10,000	0	10,000	10,000	10,000	0.0%	0.0%
6246	Public Safety Bldg PD Renovations	50,000	0	5,000	5,000	5,000		
6258	Ferry Terminal Improvements	30,000	0	0	0	5,000		
6264	Breakwater Repairs	0	0	0	0	0		
6266	Town Pier & Fencing Reserve	12,894	0	12,894	12,894	13,000	0.8%	0.8%
6269	Harbor Committee F.Term-to #6258	10,000	0	0	0	0		
6300	Benches, Lights, etc. -Parks	15,000	0	5,000	5,000	5,000	0.0%	0.0%
5448	Museum in the Streets Reserve	1,900	0	1,900	1,900	1,900	0.0%	0.0%
6302	Grant Park Reserve	5,000	0	5,000	5,000	1,000	-80.0%	-80.0%
6318	Village Green Bandstand Resv.	1,467	0	5,000	5,000	5,000	0.0%	0.0%
6334	Harborview Park Renovations	5,000	0	5,000	5,000	5,000	0.0%	0.0%
6336	Downtown Signage Reserve	10,000	0	10,000	10,000	10,000	0.0%	0.0%
6338	Park Fountains					30,000		
6342	Village Green Water fill station					5,000		
6350	Restroom Renovations Reserve	15,000	0	5,000	5,000	32,000	540.0%	540.0%
6426	Sidewalk Reconstruction	90,000	0	20,000	20,000	20,000	0.0%	0.0%
6436	Street Sweeper					10,000		
6508	Downtown Signs Debt Service	21,350	21,000	21,000	21,000	23,650	12.6%	12.6%
6510	Barker Park Debt Service-'10	6,300	5,500	5,500	5,500	5,500	0.0%	0.0%
6510	Harborview Park Debt Service-'10	1,911	1,000	1,000	1,000	1,000	0.0%	0.0%
6510	Restroom Const. Debt Service-'10	25,800	24,000	24,000	24,000	24,000	0.0%	0.0%
6518	Ferry Terminal Debt Service	25,000	25,000	25,000	25,000	25,000	0.0%	0.0%
Total Capital Expense Allocations		605,492	76,500	236,294	236,294	331,550	40.3%	40.3%

Expended Encumbered Items

Total Expenditures & Other Uses	993,062	197,052	654,557	646,465	896,751	38.7%	37.0%
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Cruise Ship Fund

Cruise Ship Fund Details

New cruise ship port fees were implemented July 1, 2009. By law, these fees can be used only for facilities and services directly benefitting cruise ship passengers, although the general public can also use these facilities and some of the services. The Cruise Ship Fund was established as a component of the General Fund to better track these revenues and expenses, while assuring that fees unspent in one year are carried forward to the next year as fund balance within the Cruise Ship Fund. Expenditures from Fund Balance are approved via the annual Town Meeting budget process. All cruise ship fees and related revenues are recorded directly in the Cruise Ship Fund. However, cruise ship expenses are incurred for both capital and operating purposes and are incurred by numerous departments, making expense budgeting more complicated and difficult. In order to maintain budgetary control and accountability, cruise ship expenses are primarily recorded in the appropriate department and/or fund, and inter-fund transfers are made in amounts equal to the expense. However, direct cruise ship expenses are charged directly to the Cruise Ship fund (e.g. Dues, Wayfinding services, Island Explorer, travel, marina insurance & patrol boat expenses, etc.). Cruise Ship Fund is a component of the General Fund.

Cruise Ship Visit History & Projections

Projections

FY23 -	This Fiscal Year				Ships			Passengers *			source
	Month	Anchored	Small Ships	<200	Totals	Anchored	Small Ships	Totals			
	July-Nov-'22	97		15	112	215,781	1,668	217,449	< Actual		
	Apr-Jun-'23	26		5	31	25,778	500	26,278	Estimated		
	Cancels					(2,578)		(2,578)	10% cut**		
	Total	123		20	143	238,981	2,168	241,149	< This Fiscal Year		

FY24 -	Next Fiscal Year				Ships			Passengers *			source
	Month	Anchored	Small Ships	<200	Totals	Anchored	Small Ships	Totals			
	July-Nov-'23					168,876		168,876	< Reservations		
	May-June-'24					31,122	0	31,122	< Reservations		
	Cancels					(16,888)	0	(16,888)	10% cut on July-Nov**		
						(3,112)	0	(3,112)	10% cut on April-Jun**		
	Total	0		0	0	179,998	0	179,998	< Next Fiscal Year		

* Passengers are recorded at the vessel's "lower berth" capacity, not the actual number boarding.

** Adjustment for No Shows (cancelled reservations) is made at historical averages. **Small Ships = <200 pass**

Cruise Ship Fund Details

4363 Passenger Service Fee

These fees are used to pay for such services as bus parking control by police officers, wayfinding services by the Chamber of Commerce, extra restroom cleaning on cruise ship days, cruise industry networking and business development, etc. COLA increases implemented @ 7/1/19; Use 6% for FY24

All cruise ships which anchor in Federal Designated Anchorages will pay a per passenger fee of: eff. 7/1/24

	Number	Per Passenger	Rate	Total	Estimated	
					This Year	Requested Next Year
This Fiscal Year						
FY23 - Ships Anchored Out	241,149		\$2.68		\$646,279	\$2.84
Next Fiscal Year						
FY24 - Ships Anchored Out	179,998		\$2.84			\$511,195
						0
Total Cruise Ship Passenger Service Fee Revenue					\$646,279	\$511,195

Passenger Service Expense

Total Direct Expenses					171,514	256,384
Total Operating Expense Allocations (Amount Transferred to General Fund)					238,657	351,417
Total Cruise Ship Passenger Service Expense					\$410,171	\$607,801
Fund Surplus or (Loss) from Service Operations					\$236,108	(\$96,606)

4364 Port Development Fee

These fees are used to pay for capital improvements and/or debt service for projects such as the renovation of Harborview Park, the Village Green Bandstand, the Newport Comfort Station, Grant Park, Agamont Park, creating accessibility improvements to our sidewalks as well as other infrastructure improvements.

All ships, large and small, will pay a per passenger fee of: **\$2.53**

	Passengers	Per Passenger	Rate	Total	Estimated	
					This Year	Requested Next Year
This Fiscal Year						
FY23 - All Ships	241,149		\$2.53		\$610,107	
Next Fiscal Year						
FY24 - All Ships	179,998		\$2.53			\$455,395
						0
Total Cruise Ship Port Development Fee Revenue					\$610,107	\$455,395

Port Development Expense

Cruise Ship Capital Expense Allocations (Transferred to CIP Fund)					\$236,294	\$331,550
Capital Fund Surplus or (Loss)					\$373,813	\$123,845

Calculation of Anchored Ship (>200) Days:

(based on Oct. '22 reservations)

FY23	156	visits;	less 2nd/3rd ships:	(47)	109	Anchored "Ship" Days
FY23	109	Tot Anch. Ship Days;	less May-June	0	109	Fall Anchored Ship Days

Cruise Ship Fund Details

Direct Expenditures

The following expenses are billed directly to Cruise Ship Fund accounts and paid from Passenger Service Fees.

	<i>Budget</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
5334 Environmental Monitoring		
FRENCHMAN BAY WATER QUALITY TESTING		
In order to track any pollution in the bay, reduce the likelihood of contamination and to assure the public that clean water remains a focus, water testing of the bay area will be done every other year to check for the level of quality to add to the data gathered over the years. From previous testing, most of the measured pollution has been traced to stream runoff after storm events.		
Perform Testing every two years	9,000	
Total Marine Environmental Monitoring	\$9,000	\$9,000

5358 Visitor Wayfinding Services

The 2007 Cruise Ship Study highlighted the difficulty that cruise ship passengers have finding their way around our community and recommended that the Town improve signage, increase the visibility of our downtown Visitor Center and provide roving Information Specialists to answer visitor questions and encourage a return visit. Since 2009, the Town has partnered with the Bar Harbor Chamber of Commerce, which now rents downtown office space, hires and trains staff and oversees the entire operation. In return, the Town shares the cost of these services.

FY14 - The Cruise Ship Committee requested additional funding to offset the cost of providing visitor information staff aboard the cruise ship during their visits. The Chamber provided staff to over a dozen requests by the cruise ship industry that year and predicted that such requests would increase significantly in the future.

FY15 - The Chamber agreed to accept ownership of the visitor information kiosk.

	<i>Prior Year</i>	<i>Town Share</i>	<i>FY24 COLA</i>	
	<i>50%</i>	<i>w/COLA</i>	<i>0.0%</i>	
FY24 Wayfinding Budget				
Downtown Visitor Center - Rent & Maintenance	23,629	23,629	23,629	
- Elec./Phone/Internet/Supplies/Cleaning				
Visitor Information Staff:				
Downtown Visitor Center Staff (most cruise ship days)	11,236	11,236	11,236	
	2,247	0	0	
Waterfront Information Booth	11,236	11,236	11,236	
Downtown Bus Drop-off Staff (most cruise ship days)	8,427	8,427	8,427	
	1,685	0	0	<i>Requested</i>
On-board Ships	1,405	1,405	1,405	<i>Next Year</i>
Total Wayfinding Expenses	59,866	55,933	55,933	55,933
Waterfront Information Booth - Moving & Maintenance	1,000	1,000	1,000	1,000
Total Visitor Wayfinding Services (Town Share)				\$56,933
Reduced to this amount over last (3) years due to COVID	CUT at TM			\$ -
Service Enhancement Request - not funded FY24	Not funded at TM			\$ -

5360 Industry Relations

	<i>Requested</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
PROMOTIONAL MATERIALS	0	500
HOSTING CRUISE SHIP AGENTS AND INDUSTRY REPRESENTATIVES	0	0
SPONSORSHIP OF CRUISE EVENTS AND CONFERENCES	0	500
Total Industry Relations	\$1,000	\$1,000

5448 Miscellaneous Supplies/Exps

	<i>Requested</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
Includes all cones, barriers, recycle bins, signs, unexpected purchases directly chargeable to CrShips	2,500	2,500

5808 Cruise Maine Dues

CRUISEMAINE - Maine Office of Tourism (dues payable to Treasurer State of Maine) (when passenger count exceeds 100,000)	8,000	\$ -
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Cruise Ship Fund Details

Allocated Expenses: Operating

The following expenses are charged to General Fund accounts, but are shown as allocated to the Cruise Ship Fund in recognition of those expenses incurred for cruise ship related services. An equal amount of revenues from Passenger Service Fees are then transferred to the General Fund in payment for services rendered.

4816 Administrative Services

The purpose of this account is to compensate the General Fund for the expense of budgets, bookkeeping, billing, accounting and otherwise administering the cruise ship visits, activities and fees. This is the same method used for the Water Fund and Sewer Fund. See Chart in the General Fund budget for further explanation and background.							<i>Requested</i>
							<i>Next Year</i>
Cruise Ship Fund's Share of Normal Finance Department Expenses (See Admin Chart)						(based on FY22/23 bud)	18,343
Free Wi-Fi in the Parks Lic & cap costs							1,000
Paper & Supplies						Current	300
Cruise Ship Fund's Share of Management Expenses							
			Days	Salary			
			Per Year	Per Day		Total	
Technical Systems Admin. (WiFi in Parks) -allocation	FY23-Bud		2	\$392.00		784	
Finance Director -Budgets	FY23-Bud		6	\$402.00		2,412	
Town Manager (Budget, Meetings, Etc.)	FY23-Bud		10	\$452.00		4,520	
Total Wages and Salaries						7,716	
Benefits						Rate	40.0%
						3,086	
Cruise Ship Fund's Share of Management Expenses						10,802	
Total - Administrative Services						\$30,445	

4845 Port Security Services

Police Department	<i>Hours/</i>	<i>Times per</i>	<i>Hours/</i>	<i>Hours/Days</i>	<i>Current</i>		
					<i>Ship Day</i>	<i>Year</i>	<i>Meeting</i>
<i>Details</i>						<i>Rate</i>	<i>Total</i>
1045 5334 Portion of Police Chief's salary/benefits dedicated to cruise operations							
Police Chief Attending meetings			3	9		\$80.00	720
Chief- Cruise Operations Supervision @ 1 hour/visit	1	(CS days)	0.5	109		\$80.00	4,360
1045 5105 Portion of Police Officer's wages dedicated to cruise operations							
Capt. Supervision/Scheduling @ 1 hour/visit	1	(CS days)	0.5	109		\$42.26	2,303
Security Details: 3 officer @ 8 hours/visit	24		109	CrShip days	2,616	\$26.50	69,324
Security Boat Patrol: 2 officers *2 hrs.* ships/2 OT	4	24		2 ship days	96	\$46.44	4,458
Backfill 2 Sec.Boat officers for 1 week of Training	1			OT Shift	7	\$360.00	2,520
P.T. Patrol Officers Field Training (2) -(prior to patrol assignment)		1		800	800	\$28.07	22,456
Total Salaries & Wages							106,141
Benefits						40.0%	40,425
1045 5410 PD Uniforms for 1 Part Time Officers							2,800
1045 5704 PD Equipment for 1 Part Time Officers							9,400
Fire/Emergency Management / EMS:							
1042 5110 Paramedic and EMT-Pier Waiting Time 11 hrs x 2 x \$31.54							694
Related ambulance equipment time 11 hrs @ \$50							550
Supplies, Training & Travel							930
Total - Port Security Services							\$160,940
						\$	-
Net Transfer to General Fund:							160,940

Cruise Ship Fund Details

Allocated Expenses (Cont'd)

						<i>Requested</i>
						<i>Next Year</i>
4853 Harbor Management Services						
109	Cruise Ship Days Next Year -					
<i>Details</i>						
						<i>Hourly</i>
						<i>Rate</i>
						<i>Annual</i>
						<i>Total</i>
Wages - 1053-5105	Portion of Harbor Master's time dedicated to cruise ships		FY24 see direct expense			
Cruise ship scheduling and related administration	Harbormaster					0
Cruise ship scheduling and related administration	Admin Harbormaster		0	0	\$0.00	0
						0
Total Harbor Master's time dedicated to cruise ships						\$0
Benefits	Town's Overall Benefits Rate		40.0%			0
Port Security Building Operating Expenses (<i>dedicated Hmaster/Customs use</i>)						
FY23Bud	1053 5602 & 5618	Building & Eqpt repairs				1,900
	1053 5504	Electricity				11,000
	1053 5530	Water & Sewer				3,400
Total Port Security Building Operating Expenses						16,300
Share Allocated to Cruise Ships (Same as HM time)						30.0%
Cost Allocated to Cruise Ships						4,890
Total - Harbor Management Services						\$4,890
						\$4,890

						<i>Next Year</i>
4870 Comfort Station Services						
<i>Newport Drive and Pier Comfort Stations</i>						Total contract
1070-5310	Cleaning:	Two cleanings per day are added on cruise ship days at 3 locations				\$ 80,000
		2 cleanings	3 comfort stations	@ \$30 each	180	109 days
						\$ 19,620
1070-5408	Cleaning Supplies	20% of annual exp				4,000
	Utilities (1 Sum. Qtr):	Electric-2 accts	6 bills			950
	(FY23 act)	Sewer	2 bills			5,944
		Water	2 bills			4,000
Total - Comfort Station Services						\$45,885
						\$34,514
						\$34,514

						<i>Next Year</i>
4877 Public Works Services						
<i>Details</i>						
						<i>Annual</i>
						<i>Total</i>
		<i>Workers</i>	<i>Hours/ Ship Day</i>	<i>Average O.T. Rate Next Yr.</i>	<i>Cost/ Ship Day</i>	<i>Ship Days Next Year</i>
Superintendent - scheduling			20	\$41.97		839
Sweeping Equipment Operator	1		2	\$39.90	\$79.80	109
Sweeper			2	\$142.00	\$284.00	109
Sidewalk Washing-Labor	2		2	\$39.90	\$159.60	109
Water Truck			2	\$98.00	\$196.00	109
Trash Pick Up -	1		2	\$39.90	\$79.80	109
Truck	1		2	\$80.38	\$160.76	109
1077-5454	Trash liners (10% of annual cost)					900
Subtotal - wages and added benefits @						35,632
Total - Public Works Services						14,253
						\$120,628
						\$120,628