

Account Number	Account Description	Actual Year Before Last: FY22	Actual Last Year FY23	Budgeted This Year FY24	Estimated This Year FY24	Requested Next Year FY25	Requested Budget Change From Estimate	Requested Budget
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65 FUND BALANCE - Cruise Ship Reserve Fund

Starting Fund Balance	96,122	108,860	718,880	706,193	1,101,695	56.0%	53.3%
Revenues & Other Sources	209,791	1,278,060	966,591	1,281,389	750,904	-41.4%	-22.3%
Expenditures & Other Uses	197,053	680,727	896,752	885,887	1,162,913	31.3%	29.7%
Ending Fund Balance	108,860	706,193	788,719	1,101,695	689,686		

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 *	120,131	657,428	511,195	677,680	397,125	-41.4%	-22.3%
Capital Revenues								
65-4364	Port Development Fees *	89,660	620,632	455,395	603,709	353,777	-41.4%	-22.3%
65-4366	Grant Income							
65-4367	Ferry Terminal Reimbursements							
Total Non-Tax Revenue		209,791	1,278,060	966,591	1,281,389	750,904	-41.4%	-22.3%
Total Revenues & Other Sources		209,791	1,278,060	966,591	1,281,389	750,904	-41.4%	-22.3%

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
FY25 3.2% COLA increase	\$	5.54

EXPENDITURES - Cruise Ship Fund

#6510

DIRECT EXPENSES

(* = See Page CS-6)

Contract Services					
5105	Wages - Harbormaster/Asst/Park Mgr	30,545	24,979	19,344	82,308
5115	Wages PT (2)	907	17,330	15,500	18,350
5150	Wages - Holiday pay		1,153	1,153	3,930
5200	Benefits FICA		3,325	3,325	8,001

Account Number	Account Description	Actual Year Before Last: FY22	Actual Last Year FY23	Budgeted This Year FY24	Estimated This Year FY24	Requested Next Year FY25	Requested Budget Change From Estimate	Budget
5210	Benefits MPERS (11.3%)			2,823	2,823	9,301		
5215	Benefits Wcomp&Unemployment			1,469	1,469	4,644	216.1%	216.1%
5225	Benefits health Insurnace					20,000		
5230	Benefits Opt Out			6,300	6,300	7,800	23.8%	23.8%
5290	Benfits HRA					6,800		
5298	Benefits ME Paid Family Med Leave					523		
5334	Environmental Monitoring *	0	14,041	9,000	9,000	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 *	7,000	42,600	0	0	0		
5359	Industry Relations *	0	0	1,000	0	0		
Other								
5448	Supplies - Cones, Trsh Lids, Misc.	1,000	2,510	3,000	2,400	3,000	25.0%	0.0%
5459	Supplies - Patrol Boat	58	104	1,000	500	1,000	100.0%	0.0%
5512	Util-Inet/WIFI Park access	795	900	1,000	1,000	1,000	0.0%	0.0%
5517	Fuel - Patrol Boat	997	1,374	500	1,300	1,400	7.7%	180.0%
5659	Repairs/Service - Patrol Boat	3,150	1,379	2,000	1,750	2,000	14.3%	0.0%
5808	Cruise Maine Dues *	0	0	0	0	0		
5810	Other Dues	368	830	0	0	0		
5822	Insurance: Marina Landing + 1/2 FT	6,000	6,450	6,700	6,700	6,700	0.0%	0.0%
5824	Insurance: Patrol Boat	3,115	4,795	4,300	4,850	5,000	3.1%	16.3%
5844	Workshop Reg/Conferences-Admin	500	0	1,000	0	0		
5845	Training - Security Boat	0	0	0	0	0		
5846	Travel - Rooms & Meals-(1/2 PBoat)	0	836	1,400	0	0		
5906	Contingency	0	3,000	3,000	3,000	45,600	1420.0%	1420.0%
5924	Island Explorer Contribution-	0	94,106	94,106	94,106	94,106	0.0%	0.0%
5924	Lifeflight Foundation Contribution	0	1,400	1,400	1,400	1,400	0.0%	0.0%
5926	Commercial Fishing Service			25,000	25,000	25,000	0.0%	
Total Direct Expenses		22,983	205,777	213,785	202,920	349,862	72.4%	63.7%
#6520 ALLOCATED EXPENSES: OPERATIONS				(* = See Chart CS-7 to 9)				
4816	Administrative Services *	10,453	10,166	30,445	30,445	60,166	97.6%	97.6%
4845	Port Security Services *	41,502	87,754	160,940	160,940	201,470	25.2%	25.2%
4853	Harbor Management Services *	15,742	39,175	4,890	4,890	4,980	1.8%	1.8%
4870	Comfort Station Services *	7,020	21,866	34,514	34,514	40,359	16.9%	16.9%
4877	Public Works Services *	22,852	79,695	120,628	120,628	99,655	-17.4%	-17.4%
Total Operating Expense Allocations		97,569	238,656	351,417	351,417	406,630	15.7%	15.7%
Total Passenger Services Expenses		120,552	444,433	565,202	554,337	756,493	36.5%	33.8%
							<i>202,156</i>	<i>191,291</i>

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, 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: FY22	Actual Last Year FY23	Budgeted This Year FY24	Estimated This Year FY24	Requested Next Year FY25	Requested Budget Change From Estimate	Budget
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		2,500	2,500	2,500	2,500		
6130	Municipal Bldg Renovations		5,000	5,000	5,000	5,000	0.0%	0.0%
6162	Comprehensive Plan		5,000	5,000	5,000	0		
6164	Lower Main St. Streetscape		20,000	30,000	30,000	30,000	0.0%	0.0%
6166	Cottage St. Streetscape		20,000	30,000	30,000	30,000	0.0%	0.0%
6200	Ambulance Replacement		15,000	15,000	15,000	15,000	0.0%	0.0%
6220	Fire Engine Replacement w/6218		5,000	5,000	5,000	10,000	100.0%	100.0%
6232	Radio Command Console (in Disp)		0	0	0	0		
6235	Port Security/HrbMstr Boat Reserv		2,500	2,000	2,000	10,870	443.5%	443.5%
6234	Police Cruiser Replacement		10,000	10,000	10,000	10,000	0.0%	0.0%
6246	Public Safety Bldg PD Renovations		5,000	5,000	5,000	5,000		
6258	Ferry Terminal Improvements		0	5,000	5,000	5,000	0.0%	0.0%
6264	Breakwater Repairs		0	0	0	0		
6266	Town Pier & Fencing Reserve		12,894	13,000	13,000	13,000	0.0%	0.0%
6269	Harbor Committee F.Term-to #6258		0	0	0	0		
6300	Benches, Lights, etc. -Parks		5,000	5,000	5,000	5,000	0.0%	0.0%
6304	Tree Planting and Pruning					15,000		
5448	Museum in the Streets Reserve		1,900	1,900	1,900	1,900	0.0%	0.0%
6302	Grant Park Reserve		5,000	1,000	1,000	5,000	400.0%	400.0%
6318	Village Green Bandstand Resv.		5,000	5,000	5,000	5,000	0.0%	0.0%
6334	Harborview Park Renovations		5,000	5,000	5,000	5,000	0.0%	0.0%
6336	Downtown Signage Reserve		10,000	10,000	10,000	10,000	0.0%	0.0%
6338	Park Fountains			30,000	30,000	30,000	0.0%	0.0%
6342	Village Green Water fill station			5,000	5,000	0		
6350	Restroom Renovations Reserve		5,000	32,000	32,000	64,000	100.0%	100.0%
6426	Sidewalk Reconstruction		20,000	20,000	20,000	40,000	100.0%	100.0%
6436	Street Sweeper			10,000	10,000	10,000		0.0%
6508	Downtown Signs Debt Service	21,000	21,000	23,650	23,650	23,650	0.0%	0.0%
6510	Barker Park Debt Service-'10	5,500	5,500	5,500	5,500	5,500	0.0%	0.0%
6510	Harborview Park Debt Service-'10	1,000	1,000	1,000	1,000	1,000	0.0%	0.0%
6510	Restroom Const. Debt Service-'10	24,000	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		76,500	236,294	331,550	331,550	406,420	22.6%	22.6%

Expended Encumbered Items

Total Expenditures & Other Uses	197,052	680,727	896,752	885,887	1,162,913	31.3%	29.7%
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, 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

FY24 -	This Fiscal Year				Ships			Passengers *			source
	Month	Anchored	Small Ships <200	Totals	Anchored	Small Ships	Totals				
	July-Nov-'23	97	15	112	167,396	1,450	168,846	< Actual			
	Apr-Jun-'24	26	5	31	25,338	440	25,778	< Estimated			
	Cancels				(20,273)		(20,273)	10% cut**			
	Total	123	20	143	172,461	1,890	174,351	< This Fiscal Year			

FY25 -	Next Fiscal Year				Ships			Passengers *			source
	Month	Anchored	Small Ships <200	Totals	Anchored	Small Ships	Totals				
	July-Nov-'24	80	38	118	146,162	4,390	150,552	< Reservations			
	May-June-'25				0	0	0	< Reservations			
	Cancels				(14,616)	(439)	(15,055)	10% cut for cnx			
	Total	80	38	118	131,546	3,951	135,497	< 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 3.2% for FY25

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

		<i>Per</i>				
	<i>Number</i>	<i>Passenger</i>	<i>Rate</i>	<i>Total</i>	<i>Estimated</i>	<i>Requested</i>
					<i>This Year</i>	<i>Next Year</i>
This Fiscal Year						
FY24 - Ships Anchored Out	174,351		\$2.84		\$495,157	
						\$2.93
Next Fiscal Year						
FY25 - Ships Anchored Out	135,497		\$2.93			\$397,125
						0

Total Cruise Ship Passenger Service Fee Revenue

\$495,157 \$397,125

Passenger Service Expense

Total Direct Expenses		202,920	349,862
Total Operating Expense Allocations (Amount Transferred to General Fund)		351,417	406,630
Total Cruise Ship Passenger Service Expense		\$554,337	\$756,493

Fund Surplus or (Loss) from Service Operations

(\$59,180) (\$359,368)

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

	<i>Passengers</i>	<i>Per</i>	<i>Rate</i>	<i>Total</i>	<i>Estimated</i>	<i>Requested</i>
		<i>Passenger</i>			<i>This Year</i>	<i>Next Year</i>
This Fiscal Year						
FY24 - All Ships	174,351		\$2.53		\$441,108	
Next Fiscal Year						
FY25 - All Ships	135,497		\$2.61			\$353,777
						0

Total Cruise Ship Port Development Fee Revenue

\$441,108 \$353,777

Port Development Expense

Cruise Ship Capital Expense Allocations (Transferred to CIP Fund)		\$331,550	\$406,420
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Capital Fund Surplus or (Loss)

\$109,558 (\$52,643)

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	0
Total Marine Environmental Monitoring	\$9,000	\$0

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>Requested</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
5448 Miscellaneous Supplies/Exps		
Includes all cones, barriers, recycle bins, signs, unexpected purchases directly chargeable to CrShips		
	3,000	3,000

5808 Cruise Maine Dues

CRUISEMAINE - Maine Office of Tourism		
(dues payable to Treasurer State of Maine)		
	8,000 \$	-
<i>(when passenger count exceeds 100,000)</i>		

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 FY23/24 bud)	21,924
Free Wi-Fi in the Parks Lic & cap costs					1,000
Paper & Supplies				Current	476
Cruise Ship Fund's Share of Management Expenses					
	Days	Salary			
	Per Year	Per Day	Total		
Technical Systems Admin. (WiFi in Parks) -allocation	2	\$416.00	832		
Finance Director -Budgets	10	\$437.00	4,370		
Town Manager (Budget, Meetings, Etc.)	15	\$596.00	8,940		
Code Enforcement Officer	10	\$332.00	3,320		
Finance Billing and Accounts Receivable	20	\$440.00	8,800		
Total Wages and Salaries					26,262
	Benefits	Rate	40.0%		10,505
Cruise Ship Fund's Share of Management Expenses					36,767
Total - Administrative Services					\$60,166

4845 Port Security Services

Police Department	<i>Hours/</i>	<i>Times per</i>	<i>Hours/</i>	<i>Hours/Days</i>	<i>Current</i>	<i>Annual</i>
<i>Details</i>	<i>Ship Day</i>	<i>Year</i>	<i>Meeting</i>	<i>Year</i>	<i>Hourly</i>	<i>Total</i>
					<i>Rate</i>	
1045 5100 Portion of Police Chief's salary/benefits dedicated to cruise operations						
Police Chief Attending meetings			2.0	52	\$59.54	3,096
Chief- Cruise Operations Supervision @ 1 hour/visit	1	(CS days)	1.0	80	\$59.54	4,763
1045 5105 Portion of Police Officer's wages dedicated to cruise operations						
Capt. Supervision/Scheduling @ 4 hour/visit	1	(CS days)	4.0	80	\$46.13	14,762
1045 5136 Cruise Ship Attendants						
Security Details: 3 staff @ 10 hr/visit						
		Civilian	20	80	CrShip days	1,600
		Officer	10	80	CrShip days	800
					\$26.50	42,400
					\$51.23	40,980
1045 5110 Wages - OT						
Security Boat Patrol: 2 officers *2 hrs.* ships/2 OT	4	24	2 ship days	96	\$51.23	4,918
Backfill 2 Sec.Boat officers for 1 week of Training	1		OT Sht	7	\$360.00	2,520
1045 5117 Wages - Part Time Training						
P.T. Patrol Officers Field Training (2) -(prior to patrol assignment)		1	800	800	\$28.00	22,400
Total Salaries & Wages						135,838
Benefits					40.0%	51,192
1045 5410	PD Uniforms for 3 Part Time Officers					2,800
1045 5704	PD Equipment for 3 Part Time Officers					9,400
Fire/Emergency Management / EMS:						
1042 5110	Paramedic and EMT-Pier Waiting Time 11 hrs x 2 x \$34.55					760
	Related ambulance equipment time 11 hrs @ \$50					550
	Supplies, Training & Travel					930
Total - Port Security Services						\$201,470
					\$	-
Net Transfer to General Fund:						201,470

Cruise Ship Fund Details

Allocated Expenses (Cont'd)

						<i>Requested</i>
						<i>Next Year</i>
4853 Harbor Management Services						
0	Cruise Ship Days Next Year -					
						<i>Hourly</i>
						<i>Rate</i>
						<i>Annual</i>
						<i>Total</i>
<i>Details</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 (dedicated Hmaster/Customs use)						
1053 5602 & 5618	Building & Eqpt repairs				1,900	
1053 5504	Electricity				11,000	
1053 5530	Water & Sewer				3,700	
Total Port Security Building Operating Expenses						16,600
Share Allocated to Cruise Ships (Same as HM time)						30.0%
Cost Allocated to Cruise Ships						4,980
						4,980
Total - Harbor Management Services						\$4,980
						\$4,980

						<i>Next Year</i>
4870 Comfort Station Services						
<i>Newport Drive and Pier Comfort Stations</i>						<i>Total contract</i>
1070-5310	Cleaning:	Two cleanings per day are added on cruise ship days at 3 locations				\$ 88,000
	2 cleanings	3 comfort stations	@ \$50 each	300	80 days	\$ 24,000
1070-5408	Cleaning Supplies	20% of annual exp				5,600
	Utilities (1 Sum. Qtr):	Electric-2 accts	6 bills			1,475
	(FY24 act)	Sewer	2 bills			5,212
		Water	2 bills			4,072
Total - Comfort Station Services						\$40,359
						\$40,359

						<i>Next Year</i>
4877 Public Works Services						
						<i>Annual</i>
						<i>Total</i>
<i>Details</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		2	\$46.58	\$ 93.16	80.00	7,453
Sweeping Equipment Operator	1	2	\$41.25	\$82.50	80.00	6,600
Sweeper		2	\$142.00	\$284.00	80.00	22,720
Sidewalk Washing-Labor	2	2	\$41.25	\$165.00	80.00	13,200
Water Truck		2	\$98.00	\$196.00	80.00	15,680
Trash Pick Up -	1	2	\$41.25	\$82.50	80.00	6,600
Truck	1	2	\$80.38	\$160.76	80.00	12,861
1077-5454	Trash liners (10% of annual cost)					1,000
Subtotal - wages and added benefits @ 40%						33,853
Total - Public Works Services						\$99,655
						\$99,655