

# **CRUISE SHIP COMMITTEE**

## **PACKET OF MATERIALS**

### **MEETING NOVEMBER 9, 2016**

Cover page with date

Agenda

Minutes for approval

Supporting Documents

# AGENDA

## **Bar Harbor Cruise Ship Committee**

**Wednesday, November 9, 2016**

**2:30 PM**

**Council Chambers**

**Municipal Building**

**93 Cottage Street**

- I. Call to Order
- II. Approval of Minutes
  - A. October 12, 2016
- III. Adoption of agenda
- IV. Staff Reports
- V. Regular Business
  - A. Budget discussion.
  - B. Cruise Ship Survey update.
  - C. 2018 Bar Harbor Cruise Ship Schedule and Passenger Caps  
(possible request for Council reconsideration)
  - D. Cottage Street Streetscape Study update
- VI. Items for the next agenda
- VII. Set next meeting time, date and place for the next meeting.
- VIII. Adjournment

**Minutes**  
**Bar Harbor Cruise Ship Committee**  
**October 12, 2016**  
**2:30 P.M.**  
**Council Chambers – Municipal Building**  
**93 Cottage Street**

**I. CALL TO ORDER**

*Chair Eben Salvatore called the meeting to order at 2:30 P.M.*

*Members present: Eben Salvatore, Chair, Chris Maller, Member; Paul Paradis, Member, Amy Powers, Member; Jeff Dobbs, Member, John Kelly, Member; Charlie Phippen, Member; Jim Willis, Member; Sandy MacFarland, Member, Greg Gordon; and Cornell Knight.*

**II. APPROVAL OF MINUTES**

**A. September 29, 2016**

It was noted to swap the passenger caps from spring and fall to the summer on page 3 of the minutes.

*Mr. Paradis moved to approve the September 29, 2016 minutes as amended. Mr. Phippen seconded the motion, and the Committee voted unanimously to approve the motion.*

**III. ADOPTION OF AGENDA**

*Mr. Paradis moved to adopt the agenda as published. Mr. Dobbs seconded the motion, and the Committee voted unanimously to approve the motion.*

**IV. STAFF REPORTS**

**A. Ferry Terminal Property Update**

*Cornell Knight told the committee the Maine Port Authority representatives and the consultant on the ferry terminal will attend a Planning Board meeting on Friday, October 14 at 3 pm.*

**V. REGULAR BUSINESS**

**A. Budget Discussion**

Mr. Knight distributed the 2018 budget. Revenues are projected to increase by 30%. Stan will attend the next meeting to answer questions. Ms. Powers asked about the condition of the sidewalk at the bus drop off on Mt. Desert Street, Mr. MacFarland will check out.

**B. Local Shop Survey proposal**

*Mr. Dobbs said that he and Martha Searchfield discussed the survey but decided it was not the right time to conduct one.  
Mr. Paradis made a motion to remove this item from future agendas, Mr. Kelly seconded the motion which was approved unanimously.*

**C. 2018 Bar Harbor Cruise Ship Schedule and Passenger Caps**

*The seven dates in 2018 that would exceed the daily passenger caps was discussed at length.*

*Mr. Paradis made a motion to recommend to the Town Council that the passenger caps be exceeded on the 7 dates in 2018 as listed by the Harbormaster and measure the impacts to the town on those days. Vote- Yea- Salvatore, Maller, Paradis, Powers, Dobbs, Phippen, Willis, MacFarland, Gordon. Opposed- Kelly.*

**D. Acadia National Park Transportation Plan Update.**

John Kelly distributed the Park’s newsletter that lists the transportation options under consideration. There will be two public sessions for the Park to receive comments, but Mr. Kelly asked for the committee’s comments once they had a chance to read the newsletter.

**E. Cottage Street Streetscape Study update**

*Mr. Knight reported that LARK Associates had been selected to do the work. No start date is known.*

**VI. ITEMS FOR THE NEXT AGENDA**

*Update on 2018 Passenger Caps and discuss impacts, Acadia National Park Transportation Study comments, 2018 Budget discussion.*

**VII. SET NEXT MEETING TIME, DATE AND PLACE**

*November 9, 2016 at 2:30 pm in the Council Chambers.*

**VIII. ADJOURNMENT**

*Mr.Paradis moved that the meeting be adjourned at 4:15 pm and Mr. Dobbs seconded the motion which passed unanimously.*

*Signed as approved:*

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<b>Cornell Knight</b>	<b>Date</b>
<b>Cruise Ship Committee, Town of Bar Harbor</b>	

11/2/2016

## Cruise Ship Fund

## Fund Balance

	Encumbered	Operations	Capital	Unassigned	Totals
<b>Ending Fund Balances: 6/30/2013</b>	\$ 10,460.00	\$ 47,544.00	\$ (50,228.50)	\$ 65,474.00	\$ 73,249.50
<b>Ending Fund Balances: 6/30/2014</b>	\$ 16,413.00	\$ 58,968.54	\$ (62,880.60)	\$ 37,474.00	\$ 49,974.94
<b>Ending Fund Balances: 6/30/2015</b>	\$ 16,302.00	\$ 37,690.87	\$ 38,095.90	\$ 37,585.24	\$ 129,674.01
FY16 Bud. Expenses- <i>PRE-AUDIT</i>	\$ (16,302.00)	\$ (324,363.38)	\$ (223,001.00)	\$ (37,585.24)	\$ (601,251.62)
FY16 Bud. Revenues- <i>PRE-ADUIT</i>	\$ 6,000.00	\$ 344,329.40	\$ 246,025.10		\$ 590,354.50
Encumbered- <i>UMO Econ Study</i>	\$ 25,000.00		\$ (6,000.00)		\$ -
Encumbered- <i>Cottage St. Landscape</i>	\$ 25,000.00		\$ (25,000.00)		\$ -
Encumbered- <i>Ferry Terminal Study</i>	\$ 56,000.00	\$ (25,000.00)			\$ -
<b>Ending Fund Balances: 6/30/2016</b>	\$ 56,000.00	\$ 32,656.89	\$ 30,120.00	\$ -	\$ 118,776.89
FY17 Bud. Expenses	\$ (56,000.00)	\$ (376,159.00)	\$ (215,821.00)		\$ (647,980.00)
FY17 Bud. Revenues		\$ 434,538.00	\$ 360,696.00		\$ 795,234.00
<b>Ending Fund Balances: 6/30/2017</b>	\$ -	\$ 91,035.89	\$ 174,995.00	\$ -	\$ 266,030.89
FY18 Bud. Expenses		\$ (487,625.00)	\$ (298,142.00)		\$ (785,767.00)
FY18 Bud. Revenues		\$ 477,212.00	\$ 407,644.00		\$ 884,856.00
<b>Ending Fund Balances: 6/30/2018</b>	\$ -	\$ 80,622.89	\$ 284,497.00	\$ -	\$ 365,119.89

Account Number	Account Description	Actual Year Before Last: FY15	Actual Last Year FY16	Budgeted This Year FY17	Estimated This Year FY17	Requested Next Year FY18	Requested Budget Change From Estimate	Requested Budget
<b>65</b>	<b>FUND BALANCE - Cruise Ship Reserve Fund</b>							
	Starting Fund Balance	49,975	129,674	100,015	118,776	266,030	124.0%	166.0%
	Revenues & Other Sources	631,589	590,354	679,327	795,234	884,857	11.3%	30.3%
	Expenditures & Other Uses	551,890	601,252	647,983	647,980	785,766	21.3%	21.3%
	<b>Ending Fund Balance</b>	<b>129,674</b>	<b>118,776</b>	<b>131,359</b>	<b>266,030</b>	<b>365,121</b>		
	Reserved for Encumbrances (Env. Monitoring):	16,302	0	0	0	0		
	Reserved for Encumbrances (Ferry Terminal Study):		25,000	0	0	0		
	Reserved for Encumbrances (Cottage St. Landscape):		25,000	25,000	0	0		
	Reserved for Encumbrances (UMO Econ Study):		6,000		0	0		
	Designated Fund Balance For Future Operations Expense	37,691	32,657	5,401	91,035	80,623	-11.4%	1392.7%
	Designated Fund Balance For Future Capital Expense	38,096	30,120	125,958	174,995	284,498	62.6%	125.9%
	Increase or (Decrease)							
	Unassigned Fund Balance	37,585	(1)	0	0	(0)		
	Change in Fund Balance	79,699	(10,898)	12,583	134,671	99,091	-26.4%	687.5%

**Notes:**

A. Money can be expended from reserve funds without Town Meeting approval as long as it is spent for the purpose intended by the terms of the enabling (State) statute which created the reserve. Therefore, a budget need not be established nor approved by the Town. It is included here only for informational purposes.

B. New cruise ship port fees were implemented July 1, 2009. All cruise ships are now 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.

**65 REVENUES - Cruise Ship Fund**

(\* = See Page CS-5)

<b>Operating Revenues</b>								
65-4363	Passenger Service Fees *	369,325	344,329	369,363	434,538	477,212	9.8%	29.2%
<b>Capital Revenues</b>								
65-4364	Port Development Fees *	262,264	246,025	309,962	360,696	407,644	13.0%	31.5%
65-4366	Grant Income	0	0	1	0	0		
65-4367	Ferry Terminal Reimbursements	0	0	0	0	0		
	<b>Total Non-Tax Revenue</b>	<b>631,589</b>	<b>590,354</b>	<b>679,327</b>	<b>795,234</b>	<b>884,857</b>	<b>11.3%</b>	<b>30.3%</b>
	<b>Total Revenues &amp; Other Sources</b>	<b>631,589</b>	<b>590,354</b>	<b>679,327</b>	<b>795,234</b>	<b>884,857</b>	<b>11.3%</b>	<b>30.3%</b>

Revenues approved by Cruise Ship Committee on \_\_\_\_\_

Account Number	Account Description	Actual Year Before Last: FY15	Actual Last Year FY16	Budgeted This Year FY17	Estimated This Year FY17	Requested Next Year FY18	Requested Budget Estimate	Requested Budget Change From Budget
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**10 EXPENDITURES - Cruise Ship Fund**

DIRECT EXPENSES		(* = See Page CS-6)						
<b>Contract Services</b>								
5334	Environmental Monitoring *	16,413	16,302	4,000	4,000	4,000	0.0%	0.0%
5337	Cottage St. Landscape Design-FB	0	0	25,000	25,000	0		
5356	Ferry Terminal Study- Enc-FY16	0	22,600	25,000	25,400	0		
5358	Visitor Wayfinding Services *	50,100	50,120	52,300	52,300	52,300	0.0%	0.0%
5359	UMO Econ Study- Enc-FY16	0	0	6,000	6,000	0		
5360	Industry Relations *	25,000	0	8,000	7,237	7,000	-3.3%	-12.5%
<b>Other</b>								
5448	Supplies - Cones. Misc.	2,160	1,608	2,200	2,200	10,900	395.5%	395.5%
5459	Supplies - Patrol Boat	0	0		0	384		
5517	Fuel - Patrol Boat	0	0	0	0	4,000		
5620	Storage Trailer	0	2,295	1	0	0		
5622	Aids to Navigation	0	0	1	0	0		
5659	Repairs/Service - Patrol Boat	0	0	0	0	3,277		
5808	Cruise Maine Dues *	6,452	0	8,700	8,463	8,700	2.8%	0.0%
5810	CLIA/Other Dues	1,458	338	0	600	600	0.0%	
5822	Insurance: Marina Landing	6,316	6,316	6,351	6,351	6,351	0.0%	0.0%
5824	Insurance: Patrol Boat	0	0	0	0	2,612		
5844	Workshop Registrations	0	0	1,523	1,523	1,523	0.0%	0.0%
5845	Training - Security Boat	0	0	0	0	5,250		
5846	Travel - Rooms, Miles & Meals	1,460	46	4,000	4,000	6,600	65.0%	65.0%
5847	Downtown Signage Plan	0	0	1	0	0		
5924	Island Explorer Contribution	19,250	19,577	19,864	19,864	19,864	0.0%	0.0%
<b>Total Direct Expenses</b>		<b>128,609</b>	<b>119,202</b>	<b>162,941</b>	<b>162,938</b>	<b>133,361</b>	<b>-18.2%</b>	<b>-18.2%</b>

ALLOCATED EXPENSES: OPERATIONS		(* = See Chart CS-7 to 9)						
4816	Administrative Services *	21,281	21,411	19,497	19,497	23,177	18.9%	18.9%
4834	Cruise Industry Services *	2,939	3,202	2,828	2,828	0		
4845	Port Security Services *	98,905	96,226	80,169	80,169	127,321	58.8%	58.8%
4853	Harbor Management Services *	54,605	58,880	59,854	59,854	64,402	7.6%	7.6%
4870	Comfort Station Services *	25,392	25,212	39,502	39,502	45,885	16.2%	16.2%
4877	Public Works Services *	58,484	54,118	67,371	67,371	93,478	38.8%	38.8%
4879	Technology Services *	388	0	0	0	0		
<b>Total Operating Expense Allocations</b>		<b>261,994</b>	<b>259,049</b>	<b>269,221</b>	<b>269,221</b>	<b>354,264</b>	<b>31.6%</b>	<b>31.6%</b>

<b>Total Passenger Services Expenses</b>		<b>390,603</b>	<b>378,251</b>	<b>432,162</b>	<b>432,159</b>	<b>487,625</b>	<b>12.8%</b>	<b>12.8%</b>
							55,466	55,463

-- Cruise Ship Fund Continued on Next Page --

Account Number	Account Description	Actual Year Before Last: FY15	Actual Last Year FY16	Budgeted This Year FY17	Estimated This Year FY17	Requested Next Year FY18	Requested Budget Estimate	Requested Budget Change From Budget
<b>ALLOCATED EXPENSES: CAPITAL</b>								
<b>Transfer to the CIP Fund</b>								
6164	Lower Main St. Strtscp Engineering	0	0	0	0	25,000		
6235	Port Security Boat Reserve	8,819	10,870	10,870	10,870	10,870	0.0%	0.0%
6238	Cottage St. Design Implementation	0	0	0	0	20,000		
6240	Downtown Signs Debt Service	0	20,480	23,000	23,000	22,400	-2.6%	-2.6%
6245	Pier Comfort Station Constr.	0	16,600	0	0	0		
6266	Town Pier Renovation Reserve	12,894	12,894	12,894	12,894	12,894	0.0%	0.0%
6300	Benches, Lights, etc. -Parks	0	0	0	0	15,000		
6302	Grant Park Reserve	5,741	5,741	5,741	5,741	5,000	-12.9%	-12.9%
6304	Barker Park Debt Service-'10	6,300	6,300	6,300	6,300	6,300	0.0%	0.0%
6318	Village Green Bandstand Resv.	1,233	1,467	1,467	1,467	1,467	0.0%	0.0%
6334	Harborview Park Debt Service-'10	1,911	1,911	1,911	1,911	1,911	0.0%	0.0%
6335	Harborview Park Renovations	0	0	0	0	10,000		
6336	Downtown Signage Reserve	0	0	0	0	10,000		
6352	Restroom Const. Debt Service-'10	25,800	25,800	25,800	25,800	25,800	0.0%	0.0%
6353	Restroom Renovations Reserve	7,438	7,438	7,438	7,438	7,500	0.8%	0.8%
6356	Ferry Terminal Improvements *	0	55,600	28,500	28,500	14,000	-50.9%	-50.9%
6426	Sidewalk Reconstruction	90,621	56,000	90,000	90,000	90,000	0.0%	0.0%
6448	Museum in the Strts Reserve/Phase II	530	1,900	1,900	1,900	20,000	952.6%	952.6%
		0	0	0	0	0		
<b>Total Capital Expense Allocations</b>		<b>161,287</b>	<b>223,001</b>	<b>215,821</b>	<b>215,821</b>	<b>298,142</b>	<b>38.1%</b>	<b>38.1%</b>
<hr/>								
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<b>Total Expenditures &amp; Other Uses</b>		<b>551,890</b>	<b>601,252</b>	<b>647,983</b>	<b>647,980</b>	<b>785,766</b>	<b>21.3%</b>	<b>21.3%</b>
<b>Cruise Ship Fund</b>								

### 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 recorded in the appropriate department and/or fund, and inter-fund transfers are made in amounts equal to the expense.

### Cruise Ship Visit History & Projections

#### Projections

FY17 -	This Fiscal Year			Ships			Passengers *		
	Month	Anchored	Docked	Totals	Anchored	Docked	Totals		
	July-Nov-'16	87	18	105	147,672	1,588	149,260	< Part Act/part est 8/28	
	Apr-Jun-'17	24	7	31	30,388	700	31,088	< Reservations	
	<b>Total</b>	<b>111</b>	<b>25</b>	<b>136</b>	<b>178,060</b>	<b>2,288</b>	<b>180,348</b>	< This Fiscal Year	

  

FY18 -	Next Fiscal Year			Ships			Passengers *		
	Month	Anchored	Docked	Totals	Anchored	Docked	Totals		
	July-Nov-'17	113	12	125	187,486	1,200	188,686	< Reservations	
	Apr-June-'18	22	7	29	25,884	700	26,584	< Reservations	
	Cancels	(7)	(8)	(15)	(10,669)	(779)	(11,448)	< No Shows: Full Year **	
	<b>Total</b>	<b>128</b>	<b>11</b>	<b>139</b>	<b>202,701</b>	<b>1,121</b>	<b>203,822</b>	< Next Fiscal Year	

cancelled-%s      5%      41%      < Change

\* 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

#### Historical Trends

Fiscal Year	Ships			Fiscal Year	Passengers *			
	Anchored	Docked	Totals		Anchored	Docked	Totals	
FY06	62	16	78	FY06	88,648	1,100	89,748	
FY07	54	19	73	FY07	80,496	1,090	81,586	-9.1%
FY08	57	21	78	FY08	114,167	2,096	116,263	42.5%
FY09	76	18	94	FY09	132,119	1,745	133,864	15.1%
FY10	74	22	96	FY10	142,174	1,692	143,866	7.5%
FY11	87	22	109	FY11	176,511	1,894	178,405	24.0%
FY12	79	21	100	FY12	142,060	1,845	143,905	-19.3%
FY13	110	21	131	FY13	138,926	1,800	140,726	-2.2%
FY14	107	18	125	FY14	165,806	1,541	167,347	18.9%
FY15	102	18	120	FY15	152,750	1,533	154,283	9.6%
FY16	89	21	110	FY16	140,578	1,935	142,513	-7.6%
EstFY17	111	25	136	EstFY17	178,060	2,288	180,348	16.9%

Cancelled Reservations			
	Reservations	Cancelled	Rate
Large Ships			
CY13	107	3	3%
CY14	109	5	5%
CY15	109	7	6%
CY16	96	7	7%
Historical Four Year Average			5%

Cruise Ship Days	
Days with at least one ship anchored.	
FY11	66
FY12	61
FY13	85
FY14	81
FY15	80
FY16	62
Est 17	80

**Cruise Ship Fund Details**

Cancelled Reservations			
	<i>Reservations</i>	<i>Cancelled</i>	<i>Rate</i>
Small Ships			
CY13	28	8	29%
CY14	28	14	50%
CY15	36	18	50%
CY16	32	11	34%
Historical Four Year Average			41%

**Cruise Ship Revenues**

**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.

Larger cruise ships, which anchor in Federal Designated Anchorages, will pay a per passenger fee of: \$2.30  
 Small cruise ships docking at the Town Pier are charged a lump sum fee of \$1,000

<b>This Fiscal Year</b>	<i>Number</i>	<i>Per</i>	<i>Rate</i>	<i>Total</i>	<i>Estimated This Year</i>	<i>Requested Next Year</i>
FY17 - Ships Docked at Pier	25	Ship	\$1,000.00	\$25,000		
Ships Anchored Out	178,060	Passenger	\$2.30	\$409,538		
<b>Total</b>				<b>\$434,538</b>	<b>434,538</b>	
<b>Next Fiscal Year</b>	<i>Number</i>	<i>Per</i>	<i>Rate</i>	<i>Total</i>		
FY18 - Ships Docked at Pier	11	Ship	\$1,000.00	\$11,000		
Ships Anchored Out	202,701	Passenger	\$2.30	\$466,212		
<b>Total</b>				<b>\$477,212</b>		<b>477,212</b>
<b>Total Cruise Ship Passenger Service Fee Revenue</b>					<b>\$434,538</b>	<b>\$477,212</b>

**Passenger Service Expense**

Total Direct Expenses					162,938	133,361
Total Operating Expense Allocations		(Amount Transferred to General Fund)			269,221	354,264
<b>Total Cruise Ship Passenger Service Expense</b>					<b>\$432,159</b>	<b>\$487,625</b>
<b>Surplus or (Loss)</b>					<b>\$2,379</b>	<b>(\$10,413)</b>

**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 and the Village Green Bandstand and the construction of the Newport Comfort Stations, establishing a reserve account for the renovation of Grant Park and for accessibility improvements to our sidewalks.

All ships, large and small, will pay a per passenger fee of: \$2.00

<b>This Fiscal Year</b>	<i>Passengers</i>	<i>Per</i>	<i>Rate</i>	<i>Total</i>	<i>Estimated This Year</i>	<i>Requested Next Year</i>
FY17 - All Ships	180,348	Passenger	\$2.00	\$360,696	360,696	
<b>Next Fiscal Year</b>	<i>Passengers</i>	<i>Per</i>	<i>Rate</i>	<i>Total</i>		
FY18 - All Ships	203,822	Passenger	\$2.00	\$407,644		407,644
<b>Total Cruise Ship Port Development Fee Revenue</b>					<b>\$360,696</b>	<b>\$407,644</b>

**Port Development Expense**

Total Cruise Ship Capital Expense Allocations (Transferred to CIP Fund)					\$215,821	\$298,142
<b>Surplus or (Loss)</b>					<b>\$144,875</b>	<b>\$109,502</b>

**Cruise Ship Fund Details**

**Direct Expenditures**

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

	<i>Estimated</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
<b>5334 Environmental Monitoring</b>		
<b>FRENCHMAN BAY WATER QUALITY TESTING</b>	FY17	FY18
In order to determine if cruise ships are polluting the bay, reduce the likelihood of contamination and assure the public that cruise ships are good stewards of the environment, we contract annually with a consulting scientist to conduct a random, scientifically valid water testing program.		
FY17 - Estimate for FY2017; CrShipCom voted taken on 12/10/15	4,000	
FY18 - Estimate for FY2018		4,000
<b>Total Marine Environmental Monitoring</b>	<b>\$4,000</b>	<b>\$4,000</b>

**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 and assume all maintenance.

	<i>Chamber</i>	<i>Town</i>	
	<i>Share</i>	<i>Share</i>	
<b>Wayfinding Budget</b>			
Downtown Visitor Center - Rent & Maintenance	22,050	22,050	
Downtown Visitor Center - Elec./Phone/Internet/Supplies/Cleaning	0	0	
Visitor Information Staff:			
Downtown Visitor Center Staff (most cruise ship days)	9,000	9,000	
Extra Staff on 3 Ship Days or Over 4,000 passengers	1,800	1,800	
Downtown Visitor Center Management	0	0	
Waterfront Information Booth	9,000	9,000	
Downtown Bus Drop-off Staff (most cruise ship days)	6,750	6,750	
Extra Staff on 3 Ship Days or Over 4,000 passengers	1,350	1,350	<i>Requested</i>
On-board Ships	1,350	1,350	<i>Next Year</i>
Total Wayfinding Expenses	51,300	51,300	51,300
Waterfront Information Booth - Moving & Maintenance			1,000
<b>Total Visitor Wayfinding Services (Town Share)</b>			<b>\$52,300</b>

**5359 Industry Relations**

	<i>Estimated</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
<b>PROMOTIONAL MATERIALS</b>	2,000	2,000
<b>HOSTING CRUISE SHIP AGENTS AND INDUSTRY REPRESENTATIVES</b>	2,000	2,000
<b>SPONSORSHIP OF CRUISE EVENTS AND CONFERENCES</b>	4,000	3,000
	0	0
<b>Total Industry Relations</b>	<b>\$8,000</b>	<b>\$7,000</b>

**5808 Cruise Maine Dues**

CRUISEMAINE - Cost split 50/50 with Chamber of Commerce

**Cruise Ship Fund Details**

**Allocated Expenses: Operating**

*The following expenses are billed to General Fund accounts, but are shown as allocated to the Cruise Ship Fund in recognition of substantial expenses incurred for cruise ship passenger 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 budgeting, 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 I for further explanation and background.

Cruise Ship Fund's Share of Normal Finance Department Expenses (See Admin Chart) FY17-bud	Requested Next Year
	13,273
Free Wi-Fi in the Parks Lic & costs	421
Planning Office paper & supplies	100

Cruise Ship Fund's Share of Management Expenses		Days Per Year	Salary Per Day	Total
Technical Systems Admin. (WiFi in Parks) -allocation	FY17-Act	2	\$299.27	599
Finance Director -Budgets	FY17-Act	5	\$364.96	1,825
Planner: Prep. Attend, Minutes	FY17-Act	6	\$253.90	1,523
Town Manager (Budget, Meetings, Etc.)	FY17-Act	7	\$414.62	2,902
Total Wages and Salaries				6,849
	Benefits	Rate	37.0%	2,534

Cruise Ship Fund's Share of Management Expenses	9,383
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<b>Total - Administrative Services</b>	<b>\$23,177</b>
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**4834 Cruise Industry Services**

Planner now included above in "Administrative Services"

**4845 Port Security Services**

Details	Hours/ Ship Day	Times per Year	Hours/ Meeting	Hours/ Year	Hourly Rate	Annual Total
<b>Salary</b>						
1045 5334	<b>Portion of Police Chief's salary dedicated to cruise operations</b>					
Attending meetings		3	3	9	\$41.78	376
Cruise Operations Supervision @ 1 hour/visit	1			98	\$41.78	4,094
1045 5105	<b>Portion of Police Officer's wages dedicated to cruise operations</b>					
Lt. DK Supervision/Scheduling @ 1 hour/visit	1			98	\$30.06	2,946
Security Boat Patrol: 2 officers *2 hrs.* ships/2 OT	4	49 (1/2 of CS days)		196	\$36.00	7,056
Security Details: 2 officers @ 9 hours/visit	18	31		558	\$36.00	20,088
1 officer (Lt. P); mostly OT	9	99		891	\$42.00	37,422
Downtown Drop off coverage	5	26		130	\$65.00	8,450

Total Salaries & Wages						80,432
<b>Benefits</b>	Town's Overall Benefits Rate	37.0%				28,106

**Training Wages, Benefits & Expenses (new item):**

1045	Part Time Officers (3) - wages, benefits & exps (est)	17,280
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**Fire Department**

**Emergency Management / EMS:**

1040 5110	Paramedic and EMT-Pier Waiting Time 11 hrs x 2 x \$24	528
	Related ambulance equipment time 11 hrs @ \$50	550
1063	Wages, Supplies, Training & Travel	425

<b>Total - Port Security Services</b>	<b>\$127,321</b>
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**Cruise Ship Fund Details**

**Allocated Expenses (Cont'd)**

						<i>Requested</i>
						<i>Next Year</i>
<b>4853 Harbor Management Services</b>	80 Cruise Ship Days Next Year - variable between 66 min. & 91 total					
<i>Details</i>	<i>Hours/ Ship Day</i>	<i>Hours Per Week</i>	<i>Hours/ Meeting</i>	<i>Hours/ Year</i>	<i>Hourly Rate</i>	<i>Annual Total</i>
<b>Wages</b>						
1053 5105	<b>Portion of Harbor Master's time dedicated to cruise ships</b>					
Cruise ship scheduling and related administration		10		520	\$26.40	13,728
Prepare for and attend Cruise Ship Cmt meetings			4	12	\$26.40	317
Attending port security meetings			3	9	\$26.40	238
Operations Supervision (Cruise Ship Days)	7			686	\$26.40	18,110
Public relations related to cruise ship visitation		2		104	\$26.40	2,746
Dissemination of printed materials: time and printing		1		52	\$26.40	1,373
Miscellaneous: Comfort station issues, etc.	1			98	\$26.40	2,587
Total Harbor Master's time dedicated to cruise ships				1481		\$39,098
% of Total Hours per Year				71.2%		
<b>Benefits</b>						
Town's Overall Benefits Rate	37.0%					14,466
<b>Work Boat Operating Expenses</b>						
Move lobster gear from vicinity of ship	1			80	\$30.00	2,400
<b>Port Security Building Operating Expenses</b>						
FY17B	1053 5504	Electricity		7,500		
	1053 5528	Telephone & Cellular		950		
	1053 5530	Water & Sewer		3,400		
Total Port Security Building Operating Expenses				11,850		
Share Allocated to Cruise Ships (Same as HM time)				71.2%		
Cost Allocated to Cruise Ships				8,437		8,437
Total - Harbor Management Services						\$64,402

**Calculation of Anchored Ship Days:**

<b>FY18</b>	<b>128</b>	visits; less 2 ship days:	<b>(30)</b>	<b>98</b>	Anch. "Ship" Days
<b>FY18</b>	<b>98</b>	Anch. Ship Days less May-June	<b>(20)</b>	<b>78</b>	Fall Anch. "Ship" Days

						<i>Estimated</i>	<i>Requested</i>
						<i>This Year</i>	<i>Next Year</i>
<b>4870 Comfort Station Services</b>	1070 5311 Extra Restroom Cleaning on Cruise Ship Days						
<b>Newport and Pier Comfort Stations</b>							
<b>Base Contract</b>						22,225	22,225
<b>Extra Cleaning:</b> note: "base & extra" represent 63% of the total cleaning contract							
We add two cleanings per day when large cruise ships call. No additional cleanings are required when the smaller cruise ships tie up at the Town Pier.							
	<i>Ship Days</i>	<i>Ship Days</i>	<i>Cost/Day</i>	<i>Cost/Day</i>			
	<i>This Year</i>	<i>Next Year</i>	<i>This Year</i>	<i>Next Year</i>			
Variable	80	98	\$188	\$188	15,040	18,424	
Utilities (1 Sum. Qtr):	Electric-2 accts		6 bills			714	
(FY16 act)	Sewer		2 bills			2,524	
	Water		2 bills			1,998	
Total - Comfort Station Services						\$37,265	\$45,885

### Cruise Ship Fund Details

						<i>Requested</i>
<b>4877 Public Works Services</b>						<i>Next Year</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 July-Oct.* Next Year</i>	<i>Annual Total</i>
Superintendent - scheduling		12	\$34.70			416
<b>Street Sweeping</b>						
Equipment Operator	1	3	\$31.25	\$93.75	78	7,313
Sweeper		3	\$142.00	\$426.00	78	33,228
<b>Sidewalk Washing</b>						
Labor	2	2	\$31.25	\$125.00	78	9,750
Water Truck		2	\$98.00	\$196.00	78	15,288
<b>Trash Pick Up</b>						
Labor	1	3	\$31.25	\$93.75	78	7,313
1-Ton Truck		3	\$47.00	\$141.00	78	10,998
No additional charge for multiple ship days, when we need to pick up trash more than one extra time.						
Subtotal - wages and added benefits @ 37%						24,791      9,173
<b>Other DPW Expenses</b>						
Annual purchase of Trash Can Lids (\$1300 in direct CS exps)						
Total - Public Works Services						\$93,478

### Allocated Expenses: Capital

*This account uses cruise ship Port Development Fees to compensate the Capital Improvement Program (CIP) Fund for the following capital improvements provided for the enjoyment of cruise ship passengers. A fuller explanation of each CIP project can be found in the CIP section*

Project Name	Estimated This Year FY17	Year One FY18	Year Two FY19	Year Three FY20	Year Four FY21	Year Five FY22
<b>Transfer to CIP Fund</b>						
6164 Lower Main St. Strtscp Engineering	0	25,000	25,000	25,000	25,000	25,000
6235 Port Security Boat Reserve	10,870	10,870	10,870	10,870	10,870	10,870
6238 Cottage St. Design Implementation	0	20,000	30,000	30,000	30,000	30,000
6240 Downtown Signs Debt Service '15	23,000	22,400	21,875	21,350	20,750	20,750
6266 Town Pier Renovation Reserve	12,894	12,894	12,894	12,894	12,894	12,894
6300 Benches, Lights, etc.-Parks	0	15,000	15,000	15,000	15,000	15,000
6302 Grant Park Reserve	5,741	5,000	5,000	5,000	5,000	5,000
6304 Barker Park Debt Service '10	6,300	6,300	6,300	6,300	6,300	6,300
6318 Village Green Bandstand Reserve	1,467	1,467	1,467	1,467	1,467	1,467
6334 Harborview Park - Bond Issue '10	1,911	1,911	1,911	1,911	1,911	1,911
6335 Harborview Park -	0	10,000	30,000	30,000	30,000	30,000
6336 Downtown Signage Reserve	0	10,000	10,000	10,000	10,000	10,000
6352 Newport Comfrt Debt Service '10	25,800	25,800	25,800	25,800	25,800	25,800
6353 Restroom Renovations Reserve	7,438	7,500	7,500	7,500	7,500	7,500
6356 Ferry Terminal Improvements **	28,500	14,000	0	0	0	0
6426 Sidewalk Reconstruction	90,000	90,000	70,000	70,000	70,000	75,000
6448 Museum in the Strs Reserve/Phase II	1,900	20,000	1,900	1,900	1,900	1,900
<b>Total for Transfer to CIP Fund</b>	<b>215,821</b>	<b>298,142</b>	<b>275,517</b>	<b>274,992</b>	<b>274,392</b>	<b>279,392</b>
<b>Total Port Development Expenses</b>	<b>215,821</b>	<b>298,142</b>	<b>275,517</b>	<b>274,992</b>	<b>274,392</b>	<b>279,392</b>

### **6356 Ferry Terminal Improvements \*\***

The *Maine Port Authority* is expected to purchase the Terminal from Marine Atlantic under a capital lease plan. Taxes would still be assessed to the owner (*Marine Atlantic*) to compensate for the tax amount. The Town would contribute an equal amount in project renovation costs. FY17 actual annual tax bill-\$58,380.