

Account Number	Account Description	Actual Year Before Last: FY16	Actual Last Year FY17	Budgeted This Year FY18	Estimated This Year FY18	Requested Next Year FY19	Requested Budget Change From Estimate	Budget
-------------------	---------------------	-------------------------------------	-----------------------------	-------------------------------	--------------------------------	--------------------------------	---	--------

## 65 FUND BALANCE - Cruise Ship Reserve Fund

Starting Fund Balance		129,675	118,777	266,030	276,356	377,098	36.5%	41.7%
Revenues & Other Sources		590,354	765,883	884,858	942,131	900,942	-4.4%	1.8%
Expenditures & Other Uses		601,252	608,304	807,009	841,389	881,503	4.8%	9.2%
Ending Fund Balance		118,777	276,356	343,879	377,098	396,537		
Reserved for Encumbrances (Env. Monitoring):		0	4,000	0	0	0		
Reserved for Encumbrances (Ferry Terminal Study):		25,000	18,200	0	0	0		
Reserved for Encumbrances (Cottage St. Landscape):		25,000	6,181	0	0	0		
Reserved for Encumbrances (UMO Econ Study):		6,000	6,000	0	0	0		
Designated Fund Balance For Future Operations Expense		32,657	75,735	74,381	92,345	95,877	3.8%	28.9%
Designated Fund Balance For Future Capital Expense		30,120	165,425	269,498	284,753	300,660	5.6%	11.6%
	Increase or (Decrease)							
Unassigned Fund Balance		0	0	0	(1)	(0)	-63.5%	
(Use of) / Add to Fund Balance		(10,898)	157,579	67,523	33,219	19,439	-41.5%	-71.2%

### 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.

## 65 REVENUES - Cruise Ship Fund

(\* = See Page CS-5)

<b>Operating Revenues</b>								
65-4363	Passenger Service Fees *	344,329	414,757	477,212	509,661	495,518	-2.8%	3.8%
<b>Capital Revenues</b>								
65-4364	Port Development Fees *	246,025	351,126	407,644	432,470	405,424	-6.3%	-0.5%
65-4366	Grant Income	0	0	1	0	0		
65-4367	Ferry Terminal Reimbursements	0	0	0	0	0		
Total Non-Tax Revenue		590,354	765,883	884,858	942,131	900,942	-4.4%	1.8%
<b>Total Revenues &amp; Other Sources</b>		590,354	765,883	884,858	942,131	<b>900,942</b>	-4.4%	1.8%

Budget recommended by Cruise Ship Committee on 12/13/17

Town Council increased Pass Fees from \$2.30 to \$2.37 as of 7/1/18 (CPI-U-FY18 year's COLA of 1.7%) voted 1/18/18

Account Number	Account Description	Actual Year Before Last: FY16	Actual Last Year FY17	Budgeted This Year FY18	Estimated This Year FY18	Requested Next Year FY19	Requested Budget Estimate	Requested Budget Change From Budget
----------------	---------------------	-------------------------------	-----------------------	-------------------------	--------------------------	--------------------------	---------------------------	-------------------------------------

## 10 EXPENDITURES - Cruise Ship Fund

DIRECT EXPENSES		(* = See Page CS-6)						
<b>Contract Services</b>								
5334	Environmental Monitoring *	16,302	0	8,000	8,000	4,000	-50.0%	-50.0%
5337	Cottage St. Landscape Design-FB	0	18,819	6,181	6,181	0		
5356	Ferry Terminal Study- Enc-FY16	22,600	6,800	18,200	18,200	0		
5358	Visitor Wayfinding Services *	50,120	52,300	58,542	58,542	59,635	1.9%	1.9%
5359	UMO Econ Study- Enc-FY16	0	0	6,000	6,000	0		
5360	Industry Relations *	0	2,500	7,000	7,000	7,000	0.0%	0.0%
<b>Other</b>								
5448	Supplies - Cones, Trsh Lids, Misc.	1,608	4,420	10,900	10,900	2,900	-73.4%	-73.4%
5459	Supplies - Patrol Boat	0	0	384	384	384	0.0%	0.0%
5517	Fuel - Patrol Boat	0	0	4,000	4,000	4,000	0.0%	0.0%
5620	Storage Trailer	2,295	0	0	0	0		
5659	Repairs/Service - Patrol Boat	0	0	3,277	3,277	3,277	0.0%	0.0%
5800	Advertising	0	322	0	0	0		
5808	Cruise Maine Dues *	0	8,463	8,700	8,700	10,636	22.2%	22.2%
5810	CLIA/Other Dues	338	677	600	600	600	0.0%	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	2,612	2,612	2,612	0.0%	0.0%
5844	Workshop Reg/Conferences-Admin	0	0	1,523	1,523	1,523	0.0%	0.0%
5845	Training - Security Boat	0	0	5,250	5,250	5,250	0.0%	0.0%
5846	Travel - Rooms, Miles & Meals	46	2,781	6,600	6,600	5,600	-15.2%	-15.2%
5924	Island Explorer Contribution	19,577	19,864	19,864	19,864	19,864	0.0%	0.0%
Total Direct Expenses		119,202	123,262	173,984	173,984	<b>133,632</b>	-23.2%	-23.2%
ALLOCATED EXPENSES: OPERATIONS		(* = See Chart CS-7 to 9)						
4816	Administrative Services *	21,411	19,497	23,177	23,177	23,278	0.4%	0.4%
4834	Cruise Industry Services *	3,202	2,828	0	0	0		
4845	Port Security Services *	96,226	80,169	127,321	127,321	141,404	11.1%	11.1%
4853	Harbor Management Services *	58,880	59,854	64,402	64,402	60,035	-6.8%	-6.8%
4870	Comfort Station Services *	25,212	39,502	45,885	45,885	42,299	-7.8%	-7.8%
4877	Public Works Services *	54,118	67,371	93,478	93,478	91,337	-2.3%	-2.3%
		0	0	0	0	0		
Total Operating Expense Allocations		259,049	269,221	354,263	354,263	<b>358,354</b>	1.2%	1.2%
Total Passenger Services Expenses		378,251	392,483	528,247	528,247	491,986	-6.9%	-6.9%
							-36,261	-36,261

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: FY16	Actual Last Year FY17	Budgeted This Year FY18	Estimated This Year FY18	Requested Next Year FY19	Requested Budget Change From Estimate	Budget
<b>ALLOCATED EXPENSES: CAPITAL</b>								
<b>Transfer to the CIP Fund</b>								
6130	Municipal Bldg Renovations	0	0	5,000	5,000	5,000	0.0%	0.0%
6162	Comprehensive Plan					40,000		
6164	Lower Main St. Strtscp Engineering	0	0	25,000	25,000	10,000	-60.0%	-60.0%
6166	Cottage St. Design Implementation	0	0	10,000	10,000	10,000		
6200	Ambulance Reserve					15,000		
6220	Fire Truck Reserve - Eng #5					5,000		
6234	Police Cruiser Replacement	0	0	10,000	10,000	10,000	0.0%	0.0%
6235	Port Security/Harbormaster Boat Resrv	10,870	10,870	25,870	25,870	12,870	-50.3%	-50.3%
6240	Downtown Signs Debt Service	20,480	23,000	22,400	22,400	21,875	-2.3%	-2.3%
6245	Pier Comfort Station Constr.	16,600	0	0	0	0		
6264	Breakwater Repairs/Improvmnts	0	0	0	0	10,000		
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	15,000	15,000	15,000	0.0%	0.0%
6302	Grant Park Reserve	5,741	5,741	5,000	5,000	5,000	0.0%	0.0%
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.	1,467	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	5,000	5,000	5,000	0.0%	0.0%
6336	Downtown Signage Reserve	0	0	10,000	10,000	10,000	0.0%	0.0%
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	7,500	7,500	32,500	333.3%	333.3%
6356	Ferry Terminal Improvements	55,600	28,500	14,000	14,000	60,000	328.6%	328.6%
6426	Sidewalk Reconstruction	56,000	90,000	90,000	90,000	72,000	-20.0%	-20.0%
6448	Museum in the Strts Reserve/Phase II	1,900	1,900	20,000	20,000	1,900	-90.5%	-90.5%
Total Capital Expense Allocations		223,001	215,821	313,142	313,142	<b>389,517</b>	24.4%	24.4%
<b>Total Expenditures &amp; Other Uses</b>								
Cruise Ship Fund		601,252	608,304	841,389	841,389	881,503	4.8%	4.8%

### 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

FY18 -	This Fiscal Year			Ships			Passengers *		
	Month	Anchored	Docked	Totals	Anchored	Docked	Totals		
	July-Nov-'17	110	9	119	176,173	900	177,073	< Part Act/part est 11/06	
	Apr-Jun-'18	31	7	38	38,462	700	39,162	< Reservations	
	<b>Total</b>	<b>141</b>	<b>16</b>	<b>157</b>	<b>214,635</b>	<b>1,600</b>	<b>216,235</b>	< This Fiscal Year	

  

FY19 -	Next Fiscal Year			Ships			Passengers *		
	Month	Anchored	Docked	Totals	Anchored	Docked	Totals		
	July-Nov-'18	122	13	135	184,036	1,296	185,332	< Reservations	
	Apr-June-'19	23	15	38	32,160	1,500	33,660	< Reservations	
	Cancels	(10)	(9)	(19)	(15,134)	(1,146)	(16,280)	< No Shows: Full Year **	
	<b>Total</b>	<b>135</b>	<b>19</b>	<b>154</b>	<b>201,062</b>	<b>1,650</b>	<b>202,712</b>	< Next Fiscal Year	

cancelled-%'s                      7%                      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	
FY08	57	21	78	FY08	114,167	2,096	116,263	
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	-7.8%
FY16	89	21	110	FY16	140,578	1,935	142,513	-7.6%
FY17	107	13	120	FY17	174,322	1,241	175,563	13.8%
Est-FY18	141	16	157	Est-FY18	214,635	1,600	216,235	23.2%

Cancelled Reservations			
	Reservations	Cancelled	Rate
<b>Large Ships</b>			
CY14	109	5	5%
CY15	109	7	6%
CY16	96	7	7%
CY17	126	10	8%
Historical Four Year Average			7%

Cruise Ship Days	
Days with at least one ship anchored.	
FY13	85
FY14	81
FY15	80
FY16	62
FY17	79
Est FY18	90

**Cruise Ship Fund Details**

Cancelled Reservations			
	Reservations	Cancelled	Rate
Small Ships			
CY14	28	8	29%
CY15	36	14	39%
CY16	32	18	56%
CY17	30	5	17%
Historical Four Year Average			35%

**Cruise Ship Revenues**

Passenger Estimates made with data thur 11/13/17

**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: \$2.37 eff. 7/1/18  
 Small cruise ships docking at the Town Pier are charged a lump sum fee of \$1,000

<b>This Fiscal Year</b>	Number	Per	Rate	Total	Estimated This Year	Requested Next Year
<b>FY18 - Ships Docked at Pier</b>	16	Ship	\$1,000.00	\$16,000		
<b>Ships Anchored Out</b>	214,635	Passenger	\$2.30	\$493,661		
<b>Total</b>				\$509,661	509,661	
<b>Next Fiscal Year</b>						
Number	Per	Rate	Total			
<b>FY19 - Ships Docked at Pier</b>	19	Ship	\$1,000.00	\$19,000		
<b>Ships Anchored Out</b>	201,062	Passenger	\$2.37	\$476,518		
<b>Total</b>				\$495,518		495,518
<b>Total Cruise Ship Passenger Service Fee Revenue</b>					<b>\$509,661</b>	<b>\$495,518</b>

**Passenger Service Expense**

Total Direct Expenses				173,984	133,632
Total Operating Expense Allocations		(Amount Transferred to General Fund)		354,263	358,354
<b>Total Cruise Ship Passenger Service Expense</b>				<b>\$528,247</b>	<b>\$491,986</b>

**Operation Fund Surplus or (Loss)** (\$18,587) \$3,531

**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>	Passengers	Per	Rate	Total	Estimated This Year	Requested Next Year
<b>FY18 - All Ships</b>	216,235	Passenger	\$2.00	\$432,470	432,470	
<b>Next Fiscal Year</b>						
Passengers	Per	Rate	Total			
<b>FY19 - All Ships</b>	202,712	Passenger	\$2.00	\$405,424		405,424
<b>Total Cruise Ship Port Development Fee Revenue</b>					<b>\$432,470</b>	<b>\$405,424</b>

**Port Development Expense**

Total Cruise Ship Capital Expense Allocations (Transferred to CIP Fund) \$313,142    \$389,517

**Capital Fund Surplus or (Loss)** **\$119,328**    **\$15,907**

**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>		
FRENCHMAN BAY WATER QUALITY TESTING	FY17	FY18
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.		
FY18 - Perform Testing every two years; appropriate \$4,000 per year	4,000	
FY19 - 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.

	<i>Prior Year</i>	<i>Town Share</i>	<i>FY19 COLA</i>	
	<i>50%</i>	<i>w/COLA</i>	<i>1.9%</i>	<i>(aug ytd)</i>
<b>FY19 Wayfinding Budget</b>				
Downtown Visitor Center - Rent & Maintenance	22,712	23,144		
- Elec./Phone/Internet/Supplies/Cleaning				
Visitor Information Staff:				
Downtown Visitor Center Staff (most cruise ship days)	10,800	11,005		
Extra Staff on 3 Ship Days or Over 4,000 passengers	2,160	2,201		
Waterfront Information Booth	10,800	11,005		
Downtown Bus Drop-off Staff (most cruise ship days)	8,100	8,254		
Extra Staff on 3 Ship Days or Over 4,000 passengers	1,620	1,651		<i>Requested</i>
On-board Ships	1,350	1,376		<i>Next Year</i>
<b>Total Wayfinding Expenses</b>	<b>57,543</b>	<b>58,635</b>		<b>58,635</b>
Waterfront Information Booth - Moving & Maintenance				1,000
<b>Total Visitor Wayfinding Services (Town Share)</b>				<b>\$59,635</b>

**5360 Industry Relations**

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

**5808 Cruise Maine Dues**

CRUISEMAINE - Cost split 50/50 with Chamber of Commerce	202,712	\$	0.10	\$	20,271	x 1/2	+ \$1000	\$	10,636
Net FY19 Pass.					=	split w/Chmbr	split ann'l dues		

**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.					<i>Requested</i>
<b>Cruise Ship Fund's Share of Normal Finance Department Expenses</b> (See Admin Chart) (based on FY18 bud)					<i>Next Year</i>
					13,273
	Free Wi-Fi in the Parks Lic & costs				421
	Planning Office paper & supplies				100
<b>Cruise Ship Fund's Share of Management Expenses</b>		Days	Salary	Total	
		Per Year	Per Day		
Technical Systems Admin. (WiFi in Parks) -allocation	FY18-Bud	2	\$304.36	609	
Finance Director -Budgets	FY18-Bud	5	\$366.06	1,830	
Planner: Prep, Attend, Minutes	FY18-Bud	6	\$257.20	1,543	
Town Manager (Budget, Meetings, Etc.)	FY18-Bud	7	\$420.10	2,941	
Total Wages and Salaries				6,923	
	Benefits	Rate	37.0%	2,561	
Cruise Ship Fund's Share of Management Expenses					9,484
<b>Total - Administrative Services</b>					<b>\$23,278</b>

**4845 Port Security Services**

<i>Details</i>	<i>Hours/Ship Day</i>	<i>Times per Year</i>	<i>Hours/Meeting</i>	<i>Hours/Days Year</i>	<i>Hourly Rate</i>	<i>Annual Total</i>
1045 5334	<b>Portion of Police Chief's salary/benefits dedicated to cruise operations</b>					
Police Chief Attending meetings		3	3	9	\$42.79	385
Chief- Cruise Operations Supervision @ 1 hour/visit	1	(CS days)		98	\$42.79	4,193
1045 5105	<b>Portion of Police Officer's wages dedicated to cruise operations</b>					
Lt. DK Supervision/Scheduling @ 1 hour/visit	1	(CS days)		98	\$30.97	3,035
Security Details: 1 officer (mostly Lt. P) @ 9 hours/visit	9	98	CrShip days	882	\$41.00	36,162
2nd officer - 1/2 Ptime/1 FT@OT-blended rate	18	37	2 ship days	666	\$29.00	19,314
Security Boat Patrol: 2 officers *2 hrs.* ships/2 OT	4	37	2 ship days	148	\$38.55	5,705
Backfill 2 Sec.Boat officers for 1 week of Training	2		OT Shtft-\$310	7	\$310.00	4,340
Downtown Drop off coverage (Parking Enf)	5	98	CrShip days	490	\$13.00	6,370
P.T. Patrol Officers Field Training (3) -(prior to patrol assignment)		3	320	960	\$18.00	17,280
Total Salaries & Wages						96,785
<b>Benefits</b>	Overall 40% Benefit Rate (less for Part Time)		37.0%			34,116
1045 5410	PD Uniforms for 3 Part Time Officers					2,000
1045 5704	PD Equipment for 3 Part Time Officers					7,000
<b>Fire Department</b>						
<b>Emergency Management / EMS:</b>						
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>\$141,404</b>

**Cruise Ship Fund Details**

**Allocated Expenses (Cont'd)**

<b>4853 Harbor Management Services</b>							<i>Requested</i>
0 Cruise Ship Days Next Year - variable between 66 min. & 91 total							<i>Next Year</i>
<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	\$26.48	13,770	
Prepare for and attend Cruise Ship Cmt meetings			4	12	\$26.48	318	
Attending port security meetings			3	9	\$26.48	238	
Operations Supervision (Cruise Ship Days)	7	98		686	\$26.48	18,165	
Public relations related to cruise ship visitation			1	52	\$26.48	1,377	
Dissemination of printed materials: time and printing			1	50	\$26.48	1,324	
Miscellaneous: Comfort station issues, etc.	1			98	\$26.48	2,595	
Total Harbor Master's time dedicated to cruise ships				1427		\$37,787	
				% of Total Hours per Year	68.6%		
<b>Benefits</b>							
Town's Overall Benefits Rate	37.0%					13,981	
<b>Port Security Building Operating Expenses</b>							
FY18Bud	1053 5504	Electricity	7,700				
	1053 5528	Telephone & Cellular	950				
	1053 5530	Water & Sewer	3,400				
Total Port Security Building Operating Expenses			12,050				
Share Allocated to Cruise Ships (Same as HM time)			68.6%				
Cost Allocated to Cruise Ships			8,267				8,267
Total - Harbor Management Services							\$60,035

**Calculation of Anchored Ship Days:**

<b>FY19</b>	<b>135</b>	visits;	less 2nd/3rd ships:	<b>(37)</b>	<b>98</b>	Anch. "Ship" Days
<b>FY19</b>	<b>98</b>	Tot Anch. Ship Days;	less May-June	<b>(23)</b>	<b>75</b>	Fall Anchored Ship Days

<b>4870 Comfort Station Services</b>							<i>Estimated</i>	<i>Requested</i>
<i>Newport Drive and Pier Comfort Stations</i>							<i>This Year</i>	<i>Next Year</i>
1070-5310	<b>Base Contract</b>		20,391					
1070-5311	<b>Extra Cleaning:</b>		7,484				\$	27,875
<i>Base and Extra represent 63% of the total cleaning contract. Two cleanings per day are added when large cruise ships call. No additional cleaning for small cruise ships that dock.</i>								
	<i>Ship Days</i>	<i>Ship Days</i>	<i>Cost/Day</i>	<i>Cost/Day</i>				
<b>Village Green</b>	<i>This Year</i>	<i>Next Year</i>	<i>This Year</i>	<i>Next Year</i>				
Variable	80	98		\$62	6,076			
1070-5408	Cleaning Supplies		20% of annual exp		3,034			
Utilities (1 Sum. Qtr):	Electric-2 accts		6 bills		698			
(FY17 act)	Sewer		2 bills		2,612			
	Water		2 bills		2,004			
Total - Comfort Station Services						\$45,885	\$42,299	

**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 Only Next Year</i>	<i>Annual Total</i>
Superintendent - scheduling		20	\$35.29			706
<b>Street Sweeping</b>						
Equipment Operator	1	3	\$31.25	\$93.75	75	7,031
Sweeper		3	\$142.00	\$426.00	75	31,950
<b>Sidewalk Washing</b>						
Labor	2	2	\$31.25	\$125.00	75	9,375
Water Truck		2	\$98.00	\$196.00	75	14,700
<b>Trash Pick Up</b>						
Labor	1	3	\$31.25	\$93.75	75	7,031
1-Ton Truck		3	\$47.00	\$141.00	75	10,575
1059-5320 Contractor Cost (10% of contract)						600
1077-5454 Trash liners (10% of annual cost)						436
No additional charge for multiple ship days, when we need to pick up trash more than one extra time.						
Subtotal - wages and <b>added benefits</b> @ 37%						24,143 8,933
<b>Other DPW Expenses</b> Annual purchase of Trash Can Lids (\$1300 in direct CS exps)						
Total - Public Works Services						\$91,337

**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 FY18	Year One FY19	Year Two FY20	Year Three FY21	Year Four FY22	Year Five FY23
<b>Transfer to CIP Fund</b>						
6130 Municipal Bldg Renovations	5,000	5,000	5,000	5,000	5,000	5,000
6162 Comprehensive Plan	0	40,000	20,000	0	0	0
6164 Lower Main St. Strtscp Engineering	25,000	10,000	10,000	10,000	10,000	10,000
6166 Cottage St. Design Implementation	10,000	10,000	10,000	10,000	10,000	10,000
6200 Ambulance Reserve	0	15,000	15,000	15,000	15,000	15,000
6220 Fire Truck Reserve - Eng #5	0	5,000	5,000	5,000	5,000	5,000
6234 Police Cruiser Reserve	10,000	10,000	10,000	10,000	10,000	10,000
6235 Port Security & Harbormaster Boat Reserve	25,870	12,870	12,870	12,870	12,870	12,870
6240 Downtown Signs Debt Service '15	22,400	21,875	21,350	20,750	20,150	24,450
6264 Breakwater Repair/Upgrade	0	10,000	10,000	10,000	10,000	10,000
6266 Town Pier Renovation Reserve	12,894	12,894	12,894	12,894	12,894	12,894
6300 Benches, Lights, etc.-Parks	15,000	15,000	15,000	15,000	15,000	15,000
6302 Grant Park Reserve	5,000	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 -	5,000	5,000	5,000	5,000	5,000	5,000
6336 Downtown Signage Reserve	10,000	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	7,500	32,500	32,500	32,500	32,500	32,500
6356 Ferry Terminal Improvements	14,000	60,000	40,000	40,000	40,000	40,000
6426 Sidewalk Reconstruction	90,000	72,000	80,000	80,000	80,000	80,000
6448 Museum in the Strts Reserve/Phase II	20,000	1,900	1,900	1,900	1,900	1,900
Total for Transfer to CIP Fund	313,142	389,517	356,992	336,392	335,792	340,092
<b>Total Port Development Expenses</b>	313,142	389,517	356,992	336,392	335,792	340,092